



**Freedom of Information:  
Model Publication Scheme &  
Published Guide to  
Information**

## Model publication scheme

### Freedom of Information Act 2000

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.
- To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19.

The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

# Classes of information

## **Who we are and what we do.**

Organisational information, locations and contacts, constitutional and legal governance.

## **What we spend and how we spend it.**

Financial information relating to projected and actual income and expenditure, tendering, procurement, and contracts.

## **What our priorities are and how we are doing.**

Strategy and performance information, plans, assessments, inspections, and reviews.

## **How we make decisions.**

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

## **Our policies and procedures.**

Current written protocols for delivering our functions and responsibilities.

## **Lists and registers.**

Information held in registers required by law and other lists and registers relating to the functions of the authority.

## **The services we offer.**

Advice and guidance, booklets and leaflets, transactions, and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage or is difficult to access for similar reasons.

## **The method by which information published under this scheme will be made available.**

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

## Charges which may be made for information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

## Written requests

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

## Published guide to information.

Last reviewed on April 2026

Information to be published	How you can obtain the information	Cost
<b>Class one: Who we are and what we do) organisational information, structures, and contacts) (current information only)</b>		
Who's who in the school.	<b>Website:</b> <a href="https://penair.cornwall.sch.uk/our-school/staff-list/">https://penair.cornwall.sch.uk/our-school/staff-list/</a> <b>Hard copy:</b> available upon request – contact school	Free 5p per page
Who's who on the governing body and the basis of the appointment.	<b>Website:</b> <a href="https://penair.cornwall.sch.uk/our-school/govenors/governing-board/">https://penair.cornwall.sch.uk/our-school/govenors/governing-board/</a> <b>Hard copy:</b> available upon request – contact school	Free 5p per page
Instruments of Government / Article of Association	<b>Website:</b> <a href="#">Governance Information - Penair Secondary School in Truro</a> <b>Hard copy:</b> available upon request – contact school	Free 5p per page
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	<b>Website:</b> <a href="https://penair.cornwall.sch.uk/contact/">https://penair.cornwall.sch.uk/contact/</a> <b>Hard copy:</b> available upon request – contact school	Free 5p per page
Staffing Structure	<b>Website:</b> <a href="https://penair.cornwall.sch.uk/our-school/staff-list/">https://penair.cornwall.sch.uk/our-school/staff-list/</a> <b>Hard copy:</b> available upon request – contact school	Free 5p per page
School Sessions and term dates	<b>Website:</b> <a href="https://penair.cornwall.sch.uk/parents/term-dates/">https://penair.cornwall.sch.uk/parents/term-dates/</a> <b>Hard copy:</b> available upon request – contact school	Free 5p per page
Address of school and contact details, including email address	<b>Website:</b> <a href="https://penair.cornwall.sch.uk/contact/">https://penair.cornwall.sch.uk/contact/</a> <b>Hard copy:</b> available upon request – contact school	Free 5p per page
Information to be published	How you can obtain the information	Cost
<b>Class two: what we spend and how we spend it (financial information relating to projected and actual and expenditure, procurement, contracts and financial audit) (current and previous financial year, as a minimum)</b>		
Annual budget plan and financial statements	<b>Hard copy:</b> available upon request – contact school	5p per page

Capital funding	<b>Hard copy:</b> available upon request – contact school	5p per page
Financial audit reports	<b>Website:</b> <a href="https://penair.cornwall.sch.uk/our-school/about/company-information/">https://penair.cornwall.sch.uk/our-school/about/company-information/</a> <b>Hard copy:</b> available upon request – contact school	Free 5p per page
Details of expenditure items over £2,000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical	<b>Hard copy:</b> available upon request – contact school	5p per page
Procurement and contracts the school has entered, or information relating to / a link to information held by an organisation which has done so on its behalf (for example, a local authority or diocese)	<b>Hard copy:</b> available upon request – contact school	5p per page
Pay Policy	<b>Hard copy:</b> available upon request – contact school	5p per page
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members (Senior Leadership Team or equivalent, whose basic actual salary is at least £60,000 per annum) by reference to categories	<b>Hard copy:</b> available upon request – contact school	5p per page
Staffing, pay and grading structure. As a minimum the pay information should include salaries for senior staff (Senior Leadership Team or equivalent, as above) in bands of £10,000; for more junior posts, by salary range.	<b>Hard copy:</b> available upon request – contact school	5p per page
Governors’ allowances that can be incurred or claimed, and a record of total payments made to individual governors.	<b>Hard copy:</b> available upon request – contact school	5p per page
<b>Information to be published</b>	<b>How you can obtain the information</b>	<b>Cost</b>
<b>Class three: what our priorities are and how we are doing (strategies and plans, performance indicators, audits, inspections and reviews) (current information, as a minimum)</b>		
School profile (if any)	<b>Website:</b> <a href="https://penair.cornwall.sch.uk/parents/current-parents/exam-information/latest-examination-results/">https://penair.cornwall.sch.uk/parents/current-parents/exam-information/latest-examination-results/</a>	Free
And in all cases:		Free

<ul style="list-style-type: none"> <li>• Performance data supplied to the English Government or a direct link to the data</li> <li>• The lasted Ofsted report</li> <li>• Post-inspection action plan</li> </ul>	<b>Website:</b> <a href="https://www.find-school-performance-data.service.gov.uk/school/136567/penair-school">https://www.find-school-performance-data.service.gov.uk/school/136567/penair-school</a> <b>Website:</b> <a href="https://penair.cornwall.sch.uk/our-school/ofsted/">https://penair.cornwall.sch.uk/our-school/ofsted/</a> <b>Hard copy:</b> available upon request – contact school	Free 5p per page
Performance management policy and procedure adopted by the governing body	<b>Hard copy:</b> available upon request – contact school	5p per page
Performance data or a direct link to it	<b>Website:</b> <a href="https://penair.cornwall.sch.uk/parents/current-parents/exam-information/latest-examination-results/">https://penair.cornwall.sch.uk/parents/current-parents/exam-information/latest-examination-results/</a> <b>Hard copy:</b> available upon request – contact school	Free 5p per page
Careers programme information	<b>Website:</b> <a href="https://penair.cornwall.sch.uk/students/careers/">https://penair.cornwall.sch.uk/students/careers/</a> <b>Hard copy:</b> available upon request – contact school	Free 5p per page
The school’s future plans; for examples proposals for and any consultation on the future of the school, such as a change in status	<b>Hard copy:</b> available upon request – contact school	5p per page
Safeguarding and child protection	<b>Website:</b> <a href="https://penair.cornwall.sch.uk/parents/safeguarding-ceop/">https://penair.cornwall.sch.uk/parents/safeguarding-ceop/</a> <b>Hard copy:</b> available upon request – contact school	Free 5p per page
<b>Information to be published</b>	<b>How you can obtain the information</b>	<b>Cost</b>
<b>Class four: how we make decisions (decision making processes and records of decisions) (current and previous three years, as a minimum)</b>		
Admissions policy / decisions (not individual admission decisions)	<b>Website:</b> <a href="https://penair.cornwall.sch.uk/parents/thinking-of-joining-us/admissions/">https://penair.cornwall.sch.uk/parents/thinking-of-joining-us/admissions/</a> <b>Hard copy:</b> available upon request – contact school	Free 5p per page
Agendas and minutes of meeting of the governing body and its committees (N.B. this will exclude information that is properly regarded as private to the meeting)	<b>Hard copy:</b> available upon request – contact school	5p per page

Information to be published	How you can obtain the information	Cost
<b>Class five: our policies and procedure (current written protocols, policies, and procedures for delivering our services and responsibilities) (current information only; as a minimum these must include policies, procedures and documents that the school is required to have by statute or by its funding agreement or equivalent, or by the English Government. These will include policies and procedures for handling information requests)</b>		
Records management and personal data policies, including: <ul style="list-style-type: none"> <li>• Information security policies</li> <li>• Records retention, destruction, and archive policies</li> <li>• Data protection (information sharing policies)</li> </ul>	<b>Website:</b> <a href="https://penair.cornwall.sch.uk/our-school/policies/">https://penair.cornwall.sch.uk/our-school/policies/</a> <b>Hard copy:</b> available upon request – contact school	Free 5p per page
Charging regimes and policies  This should include details of any statutory charging regimes. Charging policies should include charges made for information routinely publishes. They should clearly state what costs are to be recovered, the basis on which they are made and how they are calculated. If the school charges a fee for re-licensing the use of datasets, it should state in its guide how this is calculated.	<b>Website:</b> <a href="https://penair.cornwall.sch.uk/our-school/policies/">https://penair.cornwall.sch.uk/our-school/policies/</a> <b>Hard copy:</b> available upon request – contact school	Free 5p per page
School policies and other documents, such as behaviour policy, antibullying policy, eSafety, values and ethos etc.	<b>Website:</b> <a href="https://penair.cornwall.sch.uk/our-school/policies/">https://penair.cornwall.sch.uk/our-school/policies/</a> <b>Hard copy:</b> available upon request – contact school	Free 5p per page
Safeguarding and child protection, including protecting children’s personal data	<b>Website:</b> <a href="https://penair.cornwall.sch.uk/our-school/policies/">https://penair.cornwall.sch.uk/our-school/policies/</a> <b>Hard copy:</b> available upon request – contact school	Free 5p per page
Special educational needs	<b>Website:</b> <a href="https://penair.cornwall.sch.uk/parents/special-educational-needs/">https://penair.cornwall.sch.uk/parents/special-educational-needs/</a> <b>Hard copy:</b> available upon request – contact school	Free 5p per page
Policies and procedures relating to recruitment and human resources	<b>Website:</b> <a href="https://penair.cornwall.sch.uk/our-school/policies/">https://penair.cornwall.sch.uk/our-school/policies/</a> <b>Hard copy:</b> available upon request – contact school	Free 5p per page
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as	<b>Hard copy:</b> available upon request – contact school	5p per page

appropriate and relevant		
Records management (Information security policies Records retention, destruction and archive policies)  Data protection (including information sharing and CCTV usage policies)	<b>Website:</b> <a href="https://penair.cornwall.sch.uk/our-school/policies/">https://penair.cornwall.sch.uk/our-school/policies/</a> <b>Hard copy:</b> available upon request – contact school	Free 5p per page
Customer service and Complaints policies and procedures (including those covering handling requests for information and operating the publication scheme)	<b>Hard copy:</b> available upon request – contact school	5p per page
<b>Information to be published</b>	<b>How you can obtain the information</b>	<b>Cost</b>
<b>Class six: lists and registers (currently maintained lists and registers only; this does not include the attendance register)</b>		
Curriculum circulars and statutory instruments	<b>Website:</b> <a href="https://penair.cornwall.sch.uk/our-school/curriculum/">https://penair.cornwall.sch.uk/our-school/curriculum/</a> <b>Hard copy:</b> available upon request – contact school	Free 5p per page
CCTV Details of the locations of any overt CCTV surveillance cameras operated by us or on our behalf	<b>Hard copy:</b> available upon request – contact school	5p per page
Disclosure logs	<b>Inspection only</b> – Contact school	Free
Asset register	<b>Inspection only</b> – Contact school	Free
Any information the school is currently legally required to hold in publicly available registers	<b>Inspection only</b> – Contact school	Free

Information to be published	How you can obtain the information	Cost
<b>Class seven: the services we offer (information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) (current information only)</b>		
Extra-curricular activities	<b>Website:</b> <a href="https://penair.cornwall.sch.uk/students/extracurricular-activities/">https://penair.cornwall.sch.uk/students/extracurricular-activities/</a> <b>Hard copy:</b> available upon request – contact school	Free 5p per page
Out of school clubs	<b>Hard copy:</b> available upon request – contact school	5p per page
Services for which the school is entitled to recover a fee, together with those fees	<b>Website:</b> <a href="https://penair.cornwall.sch.uk/our-school/policies/">https://penair.cornwall.sch.uk/our-school/policies/</a> <b>Hard copy:</b> available upon request – contact school	Free 5p per page
School publications, leaflets, books and newsletters	<b>Website:</b> <a href="https://penair.cornwall.sch.uk/">https://penair.cornwall.sch.uk/</a> <b>Hard copy:</b> available upon request – contact school	Free 5p per page

### Schedule of charges

Type of charge	Description	Basis of charge	Charge
Disbursement costs	Photocopying/ printing @ pence per sheet (black and white)	Actual cost*	5 pence per page
	Photocopying/ printing @ pence per sheet (colour)	Actual cost*	Not available
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class	Letter – from 85 pence Parcels – from £3.19
Statutory fee	In accordance with the relevant legislation		Not applicable
Other	Admin fee		Maximum of £25 an hour, up to 18 hours.

\*the actual cost incurred by the school