

# newstruan school

Included, confident learners in the community

## GUIDE TO INFORMATION - (updated Dec 2018)

The Freedom of Information (Scotland) Act 2002 (the Act/ FOISA) requires Scottish public authorities to produce and maintain a publication scheme. Authorities are under a legal obligation to:

- publish the classes of information that they make routinely available
- tell the public how to access the information and what it might cost.

New Struan School is a Scottish public authority under FOI law and it has adopted the Model Publication Scheme produced by the Scottish Information Commissioner. [View the Model Publication Scheme](#).

The purpose of this Guide to Information is to:

- let you to see what information New Struan School publishes under each class of the Model Publication Scheme
- tell you how to find the information easily
- tell you about any charges for the information
- give contact details for enquiries and help with accessing the information
- explain how to request information we haven't published

Alongside the Act, the Environmental Information (Scotland) Regulations 2004 (the EIRs) provide a separate right of access to environmental information we hold. This guide to information also contains details of the environmental information we routinely make available. You can find more information on the difference between FOISA and the EIRs on the [Scottish Information Commissioner's website](#).

### *Availability and formats*

The information we publish through the Model Publication Scheme is, wherever possible, available on our website. We offer alternative arrangements for people who do not want to, or cannot, access the information online or by inspection at our premises. For example, we can usually arrange to send information to you in paper copy (although there may be a charge for this).

### *Exempt information*

We will publish the information we hold that falls within the classes of information below. If a document contains information that is exempt under Scotland's freedom of information laws (for example sensitive personal information or a trade secret), we may remove or redact the information before publication but we will explain why.

Please note that the FOISA legislation in force applies to information we hold and publish about the School and its educational activities, and not our residences. New Struan School is part of the parent charity, Scottish Autism. Some information we publish may relate to Scottish Autism as a whole, for example some policies. However, under the legislation, we are only obliged to provide you with information that relates to the school's educational activities.

Should you require information that is not available via the Model Publication Scheme and is not described in this Guide to Information, you may request it from us. Your right of access to data we hold is subject to certain exemptions. Please contact us and we will assist you.

## Copyright

New Struan School has adopted the Open Government Licence (OGL) for the information it publishes through this Guide – [view the OGL](#). This sets out what you can and cannot do with our published information where we are the copyright holder. Where New Struan School does not hold the copyright in information we publish, we will make that clear in this guide.

## Charges

There is no charge to view information on our website or at our premises.

We may charge for providing information to you e.g. photocopying and postage, but we will charge you no more than it actually costs us to do so. We will always tell you what the cost is before providing the information to you.

Our photocopying charge per sheet of paper is shown in the table below:

| Size of paper | Pence per single sided copy (black and white) | Pence per single sided copy (colour) |
|---------------|---|--------------------------------------|
| A3            | 20p   | 40p                                  |
| A4            | 10p   | 20p                                  |

Information provided on CD-Rom will be charged at £1.00 per computer disc.

We will recharge any postage costs at the rate we paid to send the information to you.

When providing copies of pre-printed publications, we will charge no more than the cost per copy of the total print run.

We do not pass on any other costs to you for our published information.

## Charges for Environmental Information

Environmental information provided under the EIRs has slightly different rules for charging than information provided under the Act.

We do not charge for the time to determine whether we hold the environmental information requested, or deciding whether the information can be released. Charges may be made for locating, retrieving and providing information to you e.g. photocopying and postage. In the event that we decide to impose a charge we will issue you with notification of the charge and how it has been calculated. The information will be provided to you on payment of the charge. If you decide not to proceed with the request there will be no charge to you.

Charges are calculated on the basis of the actual cost to us of providing the information.

- Photocopying is charged at 10p per A4 sheet for black and white copying, 20p per A4 sheet for colour copying.
- Postage is charged at actual rate for Royal Mail First Class.
- Staff time is calculated at actual cost per staff member hourly salary rate to a maximum of £15 per person per hour.

The first £100 worth of information will be provided to you without charge.

Where information costs between £100 and £600 to provide, you will be asked to pay 10% of the cost. That is, if you were to ask for information that cost us £600 to provide, you would be asked to pay £50, calculated on the basis of a waiver for the first £100 and 10% of the remaining £500. Where it would cost more than £600 to provide the information to you, however, we will ask you to pay the full cost of providing the information, with no waiver for any portion of the cost.

## **Charges for information which is not available under the scheme**

If you submit a request to us for information which is not in this guide and the exemptions referred to above do not apply, we will charge you as follows:

General information requests:

- There will be no charge for information requests which cost us £100 or less to process.
- Where information costs between £100 and £600 to provide you may be asked to pay 10% of the cost. That is, if you were to ask for information that cost us £600 to provide, you would be asked to pay £50 calculated on the basis of a waiver for the first £100 and 10% of the remaining £500.
- We are not obliged to respond to requests which will cost us over £600 to process.
- In calculating any fee, staff time will be calculated at actual cost per staff member hourly salary rate to a maximum of £15 per person per hour.
- We do not charge for the time to determine whether we hold the information requested, nor for the time it takes to decide whether the information can be released. Charges may be made for locating, retrieving and providing information to you.
- In the event that we decide to impose a charge we will issue you with notification of the charge (a fees notice) and how it has been calculated. You will have three months from the date of issue of the fees notice in which to decide whether to pay the charge. The information will be provided to you on payment of the charge. If you decide not to proceed with the request there will be no charge to you.

## **Contact us**

You can contact us for assistance with any aspect of this publication scheme:

The Information Governance Manager  
Scottish Autism  
Whins Road  
Alloa  
FK10 3SA

Or email us at [newstruan@scottishautism.org](mailto:newstruan@scottishautism.org)

We will also be pleased to advise you how to ask for information that we do not publish or how to complain if you are dissatisfied with any aspect of this publication scheme. When requesting information please include your name, address, full details of the documents or information you would like to receive, and any fee applicable. It would be useful to include a contact telephone number in order that we can contact you easily to clarify any details if necessary.

## **The classes of information that we publish**

We publish the information that we hold within the following classes. Once information is published under a class we will continue to make it available for the current and previous two financial years. Where information has been updated or superseded, only the current version will be available. If you would like to see previous versions, you are welcome to make a request to us for that information.

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| <b>CLASS 1: ABOUT NEW STRUAN SCHOOL</b>   |
| Information about New Struan School, who we are, where to find us, how to contact us, how we are managed and our external relations |
| <b>The information we publish under this class:</b>   |
| <a href="#">Contact New Struan School</a>   |
| <a href="#">School opening hours</a>  |
| <a href="#">School term times/ holidays</a>   |
| <a href="#">Compliments and Complaints Policy</a>   |
| <a href="#">Organisational Structure</a><br><a href="#">Senior staff</a><br><a href="#">Board members</a>                           |
| <a href="#">How to make a Freedom of Information request</a>  |
| <a href="#">This Guide to Information</a>   |
| <a href="#">Legal framework for the School</a>  |
| <a href="#">Governance structures</a>   |
| <a href="#">Parent Council</a><br><a href="#">Chair of Parent Council and Parent Ambassadors</a>                                    |
| <a href="#">School Improvement Plan</a>   |
| <a href="#">Quality Standards</a>   |
| <a href="#">Education Scotland</a>  |
| <a href="#">Care Inspectorate</a>   |
| <a href="#">Autism Toolbox</a>  |
| <a href="#">Contractual agreements with local authorities</a>   |
| <a href="#">Partners and Resources</a>  |

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| <b>CLASS 2: HOW NEW STRUAN SCHOOL DELIVERS ITS FUNCTIONS AND SERVICES</b>  |
| Information about our work, our strategy and policies for delivering functions and services and information for our service users. |
| <b>The information we publish under this class:</b>  |
| <a href="#">What We Do</a>   |
| <a href="#">Curriculum</a>   |
| <a href="#">Fees – Scotland Excel Framework</a>  |
| <a href="#">Services Provided</a>  |
| <a href="#">Admissions</a>   |

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| <a href="#">School Newsletters</a>   |
| <a href="#">Our Approach</a>   |
| Policies<br><a href="#">Child Protection</a><br><a href="#">Wellbeing</a><br><a href="#">Communication Policy</a> and our <a href="#">Commitment to Communication</a><br><a href="#">Absconding</a><br><a href="#">Sustainability</a><br><a href="#">Exclusion</a> |

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| <b>CLASS 3: HOW NEW STRUAN SCHOOL TAKES DECISIONS AND WHAT IT HAS DECIDED</b>  |
| Information about the decisions we take, how we make decisions and how we involve others   |
| <b>The information we publish under this class:</b>  |
| Education Committee <a href="#">Schedule of Meetings</a>   |
| Minutes of Meetings:<br><a href="#">07/02/2017</a><br><a href="#">16/05/2017</a><br><a href="#">17/08/2017</a><br><a href="#">06/02/2018</a><br><a href="#">08/05/2018</a><br><a href="#">02/10/2018</a> |

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| <b>CLASS 4: WHAT NEW STRUAN SCHOOL SPENDS AND HOW IT SPENDS IT</b>   |
| Information about our strategy for, and management of, financial resources   |
| <b>The information we publish under this class:</b>  |
| Annual accounts (Scottish Autism)<br><a href="#">2014</a><br><a href="#">2015</a><br><a href="#">2016</a><br><a href="#">2017</a>  |
| <a href="#">Budget information</a>   |
| <a href="#">Travel Expenses Policy</a>   |
| Board member remuneration<br>None of the Directors received any fees or emoluments in respect of their duties as Directors.<br>Expenses information can be found in the SA accounts (see above)                    |
| <a href="#">Pay and grading structure</a>  |
| Pensions:<br>Non-teaching staff may be members of either <a href="#">Falkirk Council Pension Fund</a> (closed to new members March 2017) or <a href="#">The People's Pension</a><br><a href="#">Teaching Staff</a> |

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| <b>CLASS 5: HOW NEW STRUAN SCHOOL MANAGES ITS HUMAN, PHYSICAL AND INFORMATION RESOURCES</b>  |
| Information about how we manage the human, physical and information resources of New Struan School   |
| <b>The information we publish under this class:</b>  |
| <a href="#">Current job vacancies</a>  |
| Policies<br><a href="#">Anti-Bullying Policy</a><br><a href="#">Disciplinary Policy</a><br><a href="#">Records Management Policy</a> and <a href="#">Records Retention Schedule</a><br><a href="#">Data Protection and Freedom of Information Policy</a> and <a href="#">Subject Access Request Form</a><br><a href="#">E-safety</a>   |
| <a href="#">Our Team</a>   |
| <a href="#">The School's environment</a>   |
| Fire Safety: <i>New Struan school is fully compliant with all necessary Fire Regulations. We undertake annual fire risk assessments and receive annual fire safety audits from the Scottish Fire and Rescue Service. These are not published to protect our pupils. Further information may be obtained by contacting our Property Business Partner or our Health &amp; Safety Business Partner.</i> |
| <b>CLASS 6: HOW NEW STRUAN SCHOOL PROCURES GOODS AND SERVICES FROM EXTERNAL PROVIDERS</b>  |
| Information about how we procure goods and services, and our contracts with external providers   |
| <b>The information we publish under this class:</b>  |
| <a href="#">Procurement Policy</a>   |
| Current tender opportunities: There are no current tender opportunities  |
| <a href="#">Contracts awarded through formal tendering</a>   |
| <b>CLASS 7: HOW NEW STRUAN SCHOOL IS PERFORMING</b>  |
| <b>Class description:</b><br>Information about how New Struan performs as an organisation, and how well it delivers its functions and services   |
| <b>The information we publish under this class</b>   |
| <a href="#">Annual Report (Scottish Autism)</a>  |
| <a href="#">Quality Standards (Scottish Autism)</a><br><a href="#">Quality Standards (New Struan)</a>  |
| <a href="#">Education Scotland Inspection reports</a>  |
| <b>CLASS 8: OUR COMMERCIAL PUBLICATIONS</b>  |
| Information packaged and made available for sale on a commercial basis and sold at market value through a retail outlet e.g. bookshop, museum or research journal.   |
| New Struan School does not hold or publish any information in this class   |
| <b>CLASS 9: OUR OPEN DATA</b>  |
| Open data made available by the school as described by the Scottish Government's <a href="#">Open Data Resource Pack</a> and available under an open licence.  |

New Struan School is currently examining how it can best contribute to the Scottish Government's Open Data Strategy. At present we do not hold or publish any specific Open Data information.