

Guide to Information, Hillside School.



GUIDE TO INFORMATION

Freedom of information (FOI) law 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.

Hillside 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 at www.itspublicknowledge.info/mps

The purpose of this Guide to Information is to:

- let you to see what information Hillside 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

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.

Copyright

Hillside School has adopted the Open Government Licence (OGL) for the information it publishes through this Guide. You can view the OGL here: <http://www.nationalarchives.gov.uk/doc/open-government-licence/>. This sets out what you can and cannot do with our published information where we are the copyright holder.

Where Hillside 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)
A4	10p	20p

Information provided on Pen Drives will be charged at £20 per drive.

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.

Contact us

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

Hillside School, Main Street,
Aberdour,
Fife,
KY3 0RH
FOI@hillsideschool.co.uk

01383 860731

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.

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.

CLASS 1: ABOUT HILLSIDESCHOOL	
Class description:	
Information about Hillside School, who we are, where to find us, how to contact us, how we are managed and our external relations	
The information we publish under this class	How to access it
School name, address and contact details, including contact during holidays	http://www.hillsideschool.co.uk/index-6.html
School structure, names, roles and responsibilities of senior staff and board members	Http://hillsideschool.co.uk/Files/Hillside%20School%20%96%20Organisation%20Chart.pdf
School opening hours	http://www.hillsideschool.co.uk/index-1.html
School term times, holidays and INSET days	Http://hillsideschool.co.uk/Files/Hillside%20School%20%96%20School%20Holidays.pdf
Contact details for customer care and complaints	http://www.hillsideschool.co.uk/index-6.html
This Guide to Information	http://hillsideschool.co.uk/Files/Guide%20to%20information%20-%20Hillside%20School.pdf
How to make an information request to the school	FOI@hillsideschool.co.uk
Our charges for information that has not been published*	As above
Legal framework for the school e.g., s29 of the Education Act, constitution, company details, etc.	Http://hillsideschool.co.uk/Files/Hillside%20Legal%20Framework.pdf
Governance structures: board, committees, other decision-making structures	FOI@hillsideschool.co.uk
School strategies e.g., stakeholder engagement, equality	FOI@hillsideschool.co.uk
School planning processes	FOI@hillsideschool.co.uk
How the school is held accountable, including reporting	http://educationscotland.gov.uk

requirements of regulators	
Internal and external audit arrangements	http://www.hillsideschool.co.uk/index-4.html
Subsidiary companies or other significant financial interests	FOI@hillsideschool.co.uk
Contractual agreements with local authorities	http://www.hillsideschool.co.uk/index-5.html
Membership of advisory bodies e.g., SCIS and ETCS and links to more information	http://www.scis.org.uk http://www.etcs.org.uk

CLASS 2: HOW HILLSIDE SCHOOL DELIVERS OUR FUNCTIONS AND SERVICES	
Class description: Information about our work, our strategy and policies for delivering functions and services and information for our service users.	
The information we publish under this class	How to access it
Description of the school's functions	http://www.hillsideschool.co.uk
Strategies, school policies and internal staff procedures for delivering the school's functions, including allocation, quality and standards.	FOI@hillsideschool.co.uk
How to report a concern to the school	http://www.hillsideschool.co.uk/index-6.html
Reports about how the school delivers its functions	FOI@hillsideschool.co.uk
How the school charges (generally) for its services and functions (Scottish Excel Framework)	FOI@hillsideschool.co.uk
List of services provided by the school, including the statutory basis for them (where applicable)	FOI@Hillsideschool.co.uk
Service schedules and delivery plans, for example school improvement plan	FOI@hillsideschool.co.uk
Information for service users, including how to access the services	http://www.hillsideschool.co.uk/index-5.html
School newsletters and news sheets	FOI@Hillsideschool.co.uk

CLASS 3: HOW HILLSIDE SCHOOL TAKES DECISIONS AND WHAT IT HAS DECIDED	
Class description: Information about the decisions we take, how we make decisions and how we involve others	
The information we publish under this class	How to access it
Decisions taken by the school: agendas, reports and papers provided for consideration and minutes of Board (or equivalent) meetings	FOI@hillsideschool.co.uk
Public consultations and the outcomes of engagement with stakeholders	FOI@hillsideschool.co.uk
Reports of any regulatory inspections, audits and investigations carried out by the school. School Improvement partner visits.	http://www.hillsideschool.co.uk/index-1.html

CLASS 4: WHAT HILLSIDE SCHOOL SPENDS AND HOW IT SPENDS IT	
Class description: Information about our strategy for, and management of, financial resources (in sufficient detail to explain how we plan to spend public money and what has actually been spent.	
The information we publish under this class	How to access it
Financial statements, including annual accounts, financial statements required by statute and any regular statements e.g., quarterly budget statements	https://www.gov.uk/government/organisations/companies-house or FOI@hillsideschool.co.uk
Financial policies and procedures for budget allocation	FOI@hillsideschool.co.uk
Budget allocation to key policy / function / service areas	FOI@hillsideschool.co.uk
Purchasing plans and capital funding plans	FOI@Hillsideschoo.co.uk
Financial administration manual / internal financial regulations	FOI@hillsideschool.co.uk
Expenses policies and procedures	FOI@Hillsidewchool.co.uk
Senior staff / board member expenses at category level e.g., travel, subsistence and accommodation	FOI@hillsideschool.co.uk
Board member remuneration other than expenses	FOI@hillsideschool.co.uk
Pay and grading structure (levels of pay rather than individual salaries)	http://www.eis.org.uk/Pay_and_Conditions_of_Service/salary_scales.htm
Investments, summary information about endowments, investments and school pension fund	FOI@hillsideschool.co.uk

Any grants available from the school, how to apply for them and funding awards made	FOI@hillsideschool.co.uk
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CLASS 5: HOW HILLSIDE SCHOOL MANAGES ITS HUMAN, PHYSICAL AND INFORMATION RESOURCES

Class description:
Information about how we manage the human, physical and information resources of Hillside School

The information we publish under this class	How to access it
Change the text below to meaningful language. For example, if your school has a school board, write that in the row on Governance structures	Insert the website URL for online information or contact details to access this information for each row below
Strategy for and management of human resources	FOI@hillsideschool.co.uk
Human resources policies, procedures and guidelines, including: recruitment, performance management, salary and grading, promotion, pensions, discipline, grievance, staff development, staff records	FOI@hillsideschool.co.uk
Employee relations structures and agreements reached with recognised trade unions and professional organisations	FOI@hillsideschool.co.uk
Management of the school's land and property assets, including environmental / sustainability report	FOI@hillsideschool.co.uk
Description of the school's land and property holdings	FOI@hillsideschool.co.uk
Estate development plans	FOI@hillsideschool.co.uk
Property and land maintenance arrangements	FOI@hillsideschool.co.uk
Records management policy, including records retention schedule	FOI@hillsideschool.co.uk
Information governance / asset management policies and procedures, information asset list	FOI@hillsideschool.co.uk
Knowledge management policies and procedures	FOI@hillsideschool.co.uk
Lists of statistical information published by the school	FOI@hillsideschool.co.uk
Freedom of information policies and procedures	FOI@hillsideschool.co.uk
Data protection or privacy policy	FOI@hillsideschool.co.uk

CLASS 6: HOW HILLSIDE SCHOOL PROCURES GOODS AND SERVICES FROM EXTERNAL PROVIDERS	
Class description: Information about how we procure goods and services, and our contracts with external providers	
The information we publish under this class	How to access it
Procurement policies and procedures	FOI@hillsideschool.co.uk
Invitations to tender	FOI@hillsideschool.co.uk
List of contracts which have gone through formal tendering, including name of supplier, period of contract, and value	FOI@hillsideschool.co.uk

CLASS 7: HOW HILLSIDE SCHOOL IS PERFORMING	
Class description: Information about how Hillside School performs as an organisation, and how well it delivers its functions and services	
The information we publish under this class	How to access it
External reports e.g., annual report, performance statements required by statute (e.g., section 32 of the Public Service Reform (Scotland) Act 2010 if applicable)	FOI@hillsideschool.co.uk
Performance indicators and performance against them	FOI@hillsideschool.co.uk

CLASS 8: OUR COMMERCIAL PUBLICATIONS	
Class description: 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.	
The information we publish under this class	How to access it
Hillside does not hold or publish any information in this class	

CLASS 8: OUR OPEN DATA	
Class description: Open data made available by the school as described by the Scottish Government's Open Data Resource Pack and available under an open licence.	
The information we publish under this class	How to access it
Hillside School does not presently hold or publish any specific open data information	