

## 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.

Starley Hall 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](http://www.itspublicknowledge.info/mps)

The purpose of this Guide to Information is to:

- let you to see what information Starley Hall 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. You can find more information on the difference between FOISA and the EIRs on the Scottish Information Commissioner's website here <http://www.itspublicknowledge.info/Law/WhichLawApplies.aspx>

### **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. 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. Some information we publish may relate to Starley Hall 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 education activities.

### **Copyright**

Starley Hall 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 Starley Hall 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. 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	50p
A4	10p	30p

- Information provided on DVD will be charged at £1.00 per 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, 30p 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. Where it would cost more than £600 to provide the information to you we will ask you to pay the full cost of providing the information, with no waiver for any portion of the cost.

## Contact us

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

Postal address: Starley Hall School Limited, Aberdour Road, Burntisland, Fife KY3 0AG  
Email address: [FOI@starleyhall.co.uk](mailto:FOI@starleyhall.co.uk)  
Telephone No: 01383-860314

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.

<b>CLASS 1: ABOUT STARLEY HALL SCHOOL</b>	
<b>Class description:</b>	
Information about Starley Hall 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>	<b>How to access it</b>
School name, address and contact details, including contact during holidays	<a href="http://www.starleyhall.co.uk">www.starleyhall.co.uk</a>
School structure, names, roles and responsibilities of senior staff and board members	<a href="http://www.starleyhall.co.uk">www.starleyhall.co.uk</a>
School term times, holidays and INSET days	01383-860314 in office hours
Contact details for information and complaints	FOI@starleyhall.co.uk 01383-860314 in office hours
This Guide to Information	<a href="http://www.starleyhall.co.uk">www.starleyhall.co.uk</a> (Freedom of Information Tab)
How to make an information request to the school	FOI@starleyhall.co.uk 01383-860314 in office hours
Our charges for information that has not been published	FOI@starleyhall.co.uk 01383-860314 in office hours
Governance structures: Starley Hall School Limited Board, Advisory Group, Heads of Service	FOI@starleyhall.co.uk 01383-860314 in office hours
School strategies e.g., stakeholder consultation, equality	FOI@starleyhall.co.uk 01383-860314 in office hours
School planning processes – school improvement plan	FOI@starleyhall.co.uk 01383-860314 in office hours
How the school is held accountable, including reporting requirements of regulators	<a href="http://www.educationscotland.gov.uk">www.educationscotland.gov.uk</a>
Internal and external audit arrangements – Education Scotland Reports	<a href="http://www.starleyhall.co.uk">www.starleyhall.co.uk</a> <a href="http://www.educationscotland.gov.uk">www.educationscotland.gov.uk</a>
Contractual agreements with local authorities	FOI@starleyhall.co.uk 01383-860314 in office hours
Membership of associations e.g., SCIS and ETCS and links to more information	<a href="http://www.scis.org.uk">www.scis.org.uk</a> <a href="http://www.etcs.org.uk">www.etcs.org.uk</a>

<b>CLASS 2: HOW STARLEY HALL SCHOOL DELIVERS OUR FUNCTIONS AND SERVICES</b>	
<b>Class description:</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>	<b>How to access it</b>
Description of the school's functions	<a href="http://www.starleyhall.co.uk">www.starleyhall.co.uk</a>
Strategies, school policies for delivering the school's functions, including allocation, quality and standards.	<a href="http://www.starleyhall.co.uk">www.starleyhall.co.uk</a>
How to report a concern to the school	<a href="http://www.starleyhall.co.uk">www.starleyhall.co.uk</a>
Reports about how the school delivers its functions	<a href="#">Impact Report 17-18</a>
How the school charges (generally) for its services and functions	FOI@starleyhall.co.uk 01383-860314 in office hours
List of services provided by the school, including the statutory basis for them (where applicable)	<a href="http://www.starleyhall.co.uk">www.starleyhall.co.uk</a>
Service schedules and delivery plans, for example School Improvement Plan	FOI@starleyhall.co.uk 01383-860314 in office hours
Information for Local Authority & Parents, including how to access the services	FOI@starleyhall.co.uk 01383-860314 in office hours
School newsletters	<a href="#">Most Recent Newsletter</a>
Parent guides e.g. on GIRFEC, SQA exam guides, etc (where published by the school)	FOI@starleyhall.co.uk 01383-860314 In office hours

<b>CLASS 3: HOW STARLEY HALL SCHOOL TAKES DECISIONS AND WHAT IT HAS DECIDED</b>	
<b>Class description:</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>	<b>How to access it</b>
Decisions taken in the school: agendas, reports and papers provided for consideration and minutes of meetings	FOI@starleyhall.co.uk 01383-860314 in office hours
Public consultations and the outcomes of engagement with stakeholders	FOI@starleyhall.co.uk 01383-860314 in office hours
Reports of any regulatory inspections, audits and investigations carried out by the school.	<a href="http://www.starleyhall.co.uk">www.starleyhall.co.uk</a>

<b>CLASS 4: WHAT STARLEY HALL SCHOOL SPENDS AND HOW IT SPENDS IT</b>	
<b>Class description:</b> Information about our strategy for, and management of, financial resources	
<b>The information we publish under this class</b>	<b>How to access it</b>
Financial statements, including annual accounts, financial statements required by statute	<a href="http://www.companieshouse.co.uk">www.companieshouse.co.uk</a>
Financial policies and procedures for budget allocation	FOI@starleyhall.co.uk 01383-860314 in office hours
Budget allocation to key policy / function / service areas	FOI@starleyhall.co.uk 01383-860314 in office hours
Expenses policies and procedures	FOI@starleyhall.co.uk 01383-860314 in office hours
Board member remuneration other than expenses	FOI@starleyhall.co.uk 01383-860314 in office hours
Pay and grading structure (levels of pay rather than individual salaries)	<a href="https://www.eis.org.uk/pay-and-conditions-of-service/salary-scales">https://www.eis.org.uk/pay-and-conditions-of-service/salary-scales</a>

<b>CLASS 5: HOW STARLEY HALL SCHOOL MANAGES ITS HUMAN, PHYSICAL AND INFORMATION RESOURCES</b>	
Class description: Information about how we manage the human, physical and information resources of Starley Hall School	
<b>The information we publish under this class</b>	<b>How to access it</b>
Human resources policies, procedures and guidelines, including: recruitment, salary and grading, pensions, discipline, grievance, staff development, staff records	FOI@starleyhall.co.uk 01383-860314 in office hours
Employee relations structures and agreements reached with recognised trade unions and professional organisations	FOI@starleyhall.co.uk 01383-860314 in office hours
Management of the school's land and property assets, including environmental / sustainability report	FOI@starleyhall.co.uk 01383-860314 in office hours
Description of the school's land and property holdings	<a href="http://www.starleyhall.co.uk">www.starleyhall.co.uk</a>
Records management policy, including records retention schedule	FOI@starleyhall.co.uk 01383-860314 in office hours
Information governance / asset management policies and procedures, information asset list	FOI@starleyhall.co.uk 01383-860314 in office hours
Lists of statistical information published by the school	FOI@starleyhall.co.uk 01383-860314 in office hours
Freedom of information policies and procedures	<a href="http://www.starleyhall.co.uk">www.starleyhall.co.uk</a>
Data protection policy	FOI@starleyhall.co.uk 01383-860314 in office hours

<b>CLASS 6: HOW STARLEY HALL SCHOOL PROCURES GOODS AND SERVICES FROM EXTERNAL PROVIDERS</b>	
Class description: Information about how we procure goods and services, and our contracts with external providers	
<b>The information we publish under this class</b>	<b>How to access it</b>
Purchasing policies and procedures	FOI@starleyhall.co.uk 01383-860314 in office hours

<b>CLASS 7: HOW STARLEY HALL SCHOOL IS PERFORMING</b>	
Class description: Information about how Starley Hall School performs as an organisation, and how well it delivers its functions and services	
<b>The information we publish under this class</b>	<b>How to access it</b>
Education Scotland Inspection reports (links to ES website)	<a href="http://www.educationscotland.gov.uk">www.educationscotland.gov.uk</a> <a href="http://www.starleyhall.co.uk">www.starleyhall.co.uk</a>
Care Inspectorate Inspection reports (links to CI website)	<a href="http://www.careinspectorate.com">www.careinspectorate.com</a> <a href="http://www.starleyhall.co.uk">www.starleyhall.co.uk</a>

<b>CLASS 8: OUR COMMERCIAL PUBLICATIONS</b>	
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.	
<b>The information we publish under this class</b>	<b>How to access it</b>
N/A – Starley Hall School does not hold or publish any information in this class.	N/A

<b>CLASS 8: OUR OPEN DATA</b>	
Class description: 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.	
<b>The information we publish under this class</b>	<b>How to access it</b>
N/A – At present we do not hold or publish any specific Open Data information.	N/A