



THE DONALDSON TRUST

The National Body for Neurodiversity

FOI: Guide to Information

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Document Control

Version:

Version	Date	Owner	Reviewer	Approver	Amend
1	December 2018	Administration Manager	ELT		Update
2	August 2020	Customer Operations Co-ordinator	ELT		Transfer to new template & update
3	August 2023	Services Co-ordinator	ELT		Update
4	September 2026	Quality Officer	Burness Paull, Chief Operating Officer Head of Learning Services	Director of People & Engagement	Update

Next Review Due: August 2029

This policy will be reviewed following any significant event and as a minimum every three years. The Appendix showing the classes of information we publish will be reviewed and updated annually.

References:

Policies:

- Copyright Policy (under development)
- Data Protection Policy
- Data Subject Access Request (DSAR) Policy
- Records Management Policy & Retention Schedule

Records:

All records relating to The Donaldson Trust's Sensational Learning Centre (SLC), except those containing personal information (see DSAR Policy), may be subject to a FOI request.

Introduction

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.

The Donaldson Trust's Sensational Learning Centre (SLC) is a Scottish public authority under FOI law, and it has adopted the [Model Publication Scheme](#) produced by the Scottish Information Commissioner.

Please note that while The Donaldson Trust's SLC is a public authority under FOI law, the organisation that runs it, The Donaldson Trust, is not. The Donaldson Trust is only obliged to provide information under FOI law in respect of its running of the Sensational Learning Centre (SLC), and not on any other aspect of its activities.

This guide provides links to some information about the SLC. Any information that is provided about The Donaldson Trust's other activities is made available at our discretion and not in compliance with any statutory obligation.

The purpose of this Guide to Information is to:

- Let you see what information The Donaldson Trust publishes about the SLC 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 commercially sensitive), we may remove or redact the information before publication, and we will explain why.

Copyright

Where The Donaldson Trust holds the copyright for the information it publishes about the SLC the information may be copied or reproduced without formal permission, provided that:

- It is copied or reproduced accurately;
- It is not used in a misleading context; and
- The source of the material is identified.

Where The Donaldson Trust does not hold the copyright in the information it publishes about the SLC we will make this clear.

Charges

This section explains when we may make a charge for our publications and how any charge will be calculated. 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	10p	20p
A4	10p	20p

Information provided on a USB Stick will be charged at £15.00 per USB Stick.

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:

Address: Data Protection Officer, The Donaldson Trust, Preston Road, Linlithgow, West Lothian, EH49 6HZ

Telephone: 01506 841900

Email: DPO@donaldsons.org.uk

Please mark requests as 'Private & Confidential' if addressing to individual members of staff.

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.

If you wish to make a request for information not contained in the publication scheme, contact us using the details above.

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 The Donaldson Trust's Sensational Learning Centre (SLC)

Class description: Information about the Donaldson Trust's Sensational Learning Centre (SLC), 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	www.donaldsons.org.uk/education/
School structure, names, roles and responsibilities of senior staff and board members	www.donaldsons.org.uk/our-people/ https://www.donaldsons.org.uk/education/
School opening hours	www.donaldsons.org.uk/education/sensational-learning-centre-faqs/
School term times, holidays and In-service days	https://www.donaldsons.org.uk/education/
Contact details for customer care and complaints	www.donaldsons.org.uk/contact/ www.donaldsons.org.uk/publications/
This Guide to Information	www.donaldsons.org.uk/publications/

How to make an information request to the school	E-mail DPO@donaldsons.org.uk
Our charges for information that has not been published*	www.donaldsons.org.uk/publications/
Legal framework for the school	– Education (Scotland) Act 1980 – Standards in Scotland's Schools etc. Act 2000 – Education (Disability Strategies & Pupils' Educational Records) (Scotland) Act 2002 – Education (Additional Support for Learning) (Scotland) Act 2004 – The Education (School & Placing Information) (Scotland) Regulations 2012 – The Education (Scotland) Act 2016
Governance structures: board, committees, other decision-making structures.	www.donaldsons.org.uk/our-people/
Accountability and our work with regulatory bodies.	www.donaldsons.org.uk/accountability/
School strategies e.g., stakeholder engagement, equality	www.donaldsons.org.uk/education/
School planning processes	www.donaldsons.org.uk/education/
How the school is held accountable, including reporting requirements of regulators	www.donaldsons.org.uk/governance/ www.donaldsons.org.uk/accountability/ www.donaldsons.org.uk/education/
Internal and external audit arrangements	www.donaldsons.org.uk/governance/ www.donaldsons.org.uk/accountability/

Subsidiary companies or other significant financial interests	www.donaldsons.org.uk/neurodiversity-support-services/
Contractual agreements with local authorities	www.donaldsons.org.uk/education/sensational-learning-centre-faqs/
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 The Donaldson Trust's SLC delivers its 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 functions	www.donaldsons.org.uk/education/
Strategies, school policies and internal staff procedures for delivering the school's functions, including allocation, quality and standards.	www.donaldsons.org.uk/publications/ www.donaldsons.org.uk/education/sensational-learning-centre-faqs/ www.donaldsons.org.uk/education/
How to report a concern to the school	Head of Learning Services – aevans@donaldsons.org.uk Complaints Policy – www.donaldsons.org.uk/publications/
Reports about how the school delivers its functions	www.donaldsons.org.uk/education/

How the school charges (generally) for its services and functions	www.donaldsons.org.uk/education/sensational-learning-centre-faqs/
List of services provided by the school, including statutory basis for them (where applicable)	www.donaldsons.org.uk/education/ See also Class 1 – Legal Framework for the School
Service schedules and delivery plans, for example school improvement plan	www.donaldsons.org.uk/education/
Information for service users, including how to access the services	www.donaldsons.org.uk/education/sensational-learning-centre-faqs/
School Newsletters and news sheets	www.donaldsons.org.uk/news/category/latest-news/
Parent guides on SCQF qualifications and GIRFEC.	https://scqf.org.uk/support/learners/school-leavers/parents-and-carers-of-learners/ https://enquire.org.uk/parents/rights/inclusion-equality-and-wellbeing/wellbeing-and-girfec/

Class 3: How The Donaldson Trust's SLC 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	The School's strategic and operational decisions are taken through its governance and management arrangements.

	www.donaldsons.org.uk/education/ Please e-mail DPO@donaldsons.org.uk if you would like information about the SLC on a specific topic.
Public consultations and the outcomes of engagement with stakeholders	www.donaldsons.org.uk/influencing-neurodiversity/
Reports of any regulatory inspections, audits and investigations carried out by the school.	www.donaldsons.org.uk/education/

Class 4: What The Donaldson Trust's SLC spends and how it spends it

Class description: Information about our strategy for, and management of, financial resources	
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	www.donaldsons.org.uk/publications/
Senior staff/ board member expenses at category level e.g. travel, subsistence and accommodation	www.donaldsons.org.uk/publications/
Board member remuneration other than expenses	https://www.donaldsons.org.uk/publications/

Pay and grading structure (levels of pay rather than individual salaries)	SNCT (teachers) The Trust operates its own pay and grading arrangements for support staff. Roles are graded according to their responsibilities, accountability, knowledge and skills required to ensure a fair and consistent approach.
Investments, summary information about endowments, investments and school pension fund	Trustees Report and Financial Statement: www.donaldsons.org.uk/publications/ SPPA (teachers) - https://pensions.gov.scot/ For support staff, the Trust offers a Group Personal Pension Plan administered by Aegon.

Class 5: How The Donaldson Trust's SLC manages its human, physical and information resources

Class description: Information about how we manage the human, physical and information resources of the SLC	
The information we publish under this class	How to access it
Strategy for and management of human resources	The Donaldson Trust is committed to creating a positive, supportive and inclusive working environment in which all colleagues feel valued, respected and able to contribute effectively. We have a number of policies which underpin this approach. Please e-mail DPO@donaldsons.org.uk if you would like information about the SLC on a specific topic.
Human Resource policies, procedures and	www.donaldsons.org.uk/publications/ www.donaldsons.org.uk/work-with-us/

guidelines, including recruitment, performance management, salary and grading, promotion, pensions, discipline, grievance, staff developments, staff records	Please e-mail DPO@donaldsons.org.uk if you would like information about the SLC on a specific topic.
Employee relations structures and agreements reached with recognised trade unions and professional organisations	N/A
Management of the school's land and property assets, including environmental sustainability report.	Our environmental sustainability report will be published in due course.
Description of the school's land and property holdings	www.donaldsons.org.uk/education/
Records management policy, including records retention schedule	Currently being updated – will be published in due course.
Information governance/ asset management	www.donaldsons.org.uk/publications/

policies and procedures, information asset list	
List of statistical information published by the school	See Class 7 – Performance Indicators
Freedom of Information policies and procedures	www.donaldsons.org.uk/publications/
Data protection or privacy policy	www.donaldsons.org.uk/publications/

Class 6: How The Donaldson Trust's SLC 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	Please e-mail DPO@donaldsons.org.uk if you would like information about the SLC on a specific procurement topic.
Invitations to tender	N/A

Class 7: How The Donaldson Trust's SLC is performing

Class description: Information about how the SLC performs, and how well it delivers its functions and services	
The information we publish under this class	How to access it
External reports	www.donaldsons.org.uk/education/

	Scottish Council of Independent Schools – about Donaldson’s School
Performance indicators and performance against them	www.donaldsons.org.uk/publications/ www.donaldsons.org.uk/education/ Scottish Council of Independent Schools – Facts and Figures Data collected by the Scottish Government for Grant Aided Special Schools is published in various forms, including: • Schools and Pupils data collection: for statistical analysis and evidence-based policymaking. • School education statistics: statistics on pupils and teachers are published annually.
Education Scotland Inspection reports	www.donaldsons.org.uk/education/

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
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	Not Applicable

Class 9: Our Open Data

Class description:

Open data made available by the authority as described by [the Scottish Government's Open Data Resource Pack](#) and available under open licence

The information we publish under this class

Open data

How to access it

The Donaldson Trust's SLC does not hold information under this class.