

Guide to Information

The purpose of this Guide to Information is to:

- Let you see what information The Donaldson Trust's School (*known as Donaldson's 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

The Donaldson Trust 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 The Donaldson Trust 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	10p	15p
A4	10p	15p

Information provided on a USB Stick will be charged at £6.00 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.

This charging schedule does not apply to commercial publications (see Class 8 below). These items are offered for sale through retail outlets such as book shops, academic journal websites or museum shops and their price reflects a 'market value' which may include the cost of production.

Contact us

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

Address: The Donaldson Trust, Preston Road, Linlithgow, West Lothian, EH49 6HZ
Telephone: 01506 841900
Email: info@donaldsons.org.uk

Please mark requests as 'Private & Confidential' when 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.

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 DONALDSON'S SCHOOL	
Class description: Information about Donaldson's 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.donaldsons.org.uk/contact-us/
School structure, names, roles and responsibilities of senior staff and board members	http://www.donaldsons.org.uk/school/the-team/ http://www.donaldsons.org.uk/about/the-board-of-trustees/
School opening hours	http://www.donaldsons.org.uk/contact-us/
School term times, holidays and CPD days	http://www.donaldsons.org.uk/school/for-parents/term-dates/
Contact details for customer care and complaints	http://www.donaldsons.org.uk/contact-us/
This Guide to Information	http://www.donaldsons.org.uk/freedom-of-information/
How to make an information request to the school	http://www.donaldsons.org.uk/freedomof-information/
Our charges for information that has not been published*	http://www.donaldsons.org.uk/freedom-of-information/
Legal framework for the school e.g. s29 of the Education Act, constitution, company details, etc.	Requests should be submitted to: George Finnigan, Head of Resource & Strategy <i>Using the contact details listed on Page 2 of this document.</i>
Governance structures: board, committees, other decision-making structures	http://www.donaldsons.org.uk/about/

	http://www.donaldsons.org.uk/about/board-of-trustees/
School strategies e.g. stakeholder engagement, equality	Requests should be submitted to: Moira Andrew, Acting Head Teacher <i>Using the contact details listed on Page 2 of this document.</i>
School planning processes	Requests should be submitted to: Moira Andrew, Acting Head Teacher <i>Using the contact details listed on Page 2 of this document.</i>
How the school is held accountable, including reporting requirements of regulators	Requests should be submitted to: Moira Andrew, Acting Head Teacher <i>Using the contact details listed on Page 2 of this document.</i>
Internal and external audit arrangements	Requests should be submitted to: George Finnigan, Head of Resource & Strategy <i>Using the contact details listed on Page 2 of this document.</i>
Subsidiary companies or other significant financial interests	Requests should be submitted to: George Finnigan, Head of Resource & Strategy <i>Using the contact details listed on Page 2 of this document.</i>
Contractual agreements with local authorities	Requests should be submitted to: George Finnigan, Head of Resource & Strategy <i>Using the contact details listed on Page 2 of this document.</i>
Membership of advisory bodies e.g. SCIS and ETCS and links to more information	Requests should be submitted to: George Finnigan, Head of Resource & Strategy <i>Using the contact details listed on Page 2 of this document.</i>

CLASS 2: HOW DONALDSON'S 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 functions	http://www.donaldsons.org.uk/school/about/
Strategies, school policies and internal staff procedures for delivering the school's functions, including allocation, quality and standards.	http://www.donaldsons.org.uk/school/about/ http://www.donaldsons.org.uk/school/about/school-provision http://www.donaldsons.org.uk/school/team/
How to report a concern to the school	http://www.donaldsons.org.uk/contact-us/
Reports about how the school delivers its functions	Requests should be submitted to: Moira Andrew, Acting Head Teacher <i>Using the contact details listed on Page 2 of this document.</i>
How the school charges (generally) for its services and functions (e.g. Scottish Excel Framework)	Requests should be submitted to: George Finnigan, Head of Resource & Strategy <i>Using the contact details listed on Page 2 of this document.</i>
List of services provided by the school, including statutory basis for them (where applicable)	http://www.donaldsons.org.uk/school/about/school-provision/ Or for more information requests should be submitted to: Moira Andrew, Acting Head Teacher <i>Using the contact details listed on Page 2 of this document.</i>
Service schedules and delivery plans, for example school improvement plan	Requests should be submitted to: Moira Andrew, Acting Head Teacher <i>Using the contact details listed on Page 2 of this document.</i>

Information for service users, including how to access the services	http://www.donaldsons.org.uk/school/accessing-our-school/
School Newsletters and news sheets	http://www.donaldsons.org.uk/school/resources/news-events/
Parent guides e.g. on GIRFEC, SQA exam guides, etc (where published by the school)	http://www.donaldsons.org.uk/school/about/girfec-an-overview-from-the-scottish-government/ http://www.donaldsons.org.uk/school/resources/inspection-reports/ http://www.donaldsons.org.uk/school/about/donaldsons-girfec/ http://www.donaldsons.org.uk/school/for-parents/learning-journals/ http://www.donaldsons.org.uk/school/resources/

CLASS 3: HOW DONALDSON'S 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	Requests should be submitted to: Claire Colvin, Executive Assistant <i>Using the contact details listed on Page 2 of this document.</i>
Public consultations and the outcomes of engagement with stakeholders	Requests should be submitted to: George Finnigan, Head of Resource & Strategy <i>Using the contact details listed on Page 2 of this document.</i>
Reports of any regulatory inspections, audits and investigations carried out by the school. School Improvement partner visits	http://www.donaldsons.org.uk/school/resources/inspection-reports/ For additional information requests should be submitted to: Moira Andrew, Acting Head Teacher <i>Using the contact details listed on Page 2 of this document.</i>

CLASS 4: WHAT DONALDSON'S SCHOOL 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	For a copy of the trustees report and accounts requests should be submitted to: George Finnigan, Head of Resource & Strategy <i>Using the contact details listed on Page 2 of this document.</i>
Financial policies and procedures for budget allocation	Requests should be submitted to: George Finnigan, Head of Resource & Strategy <i>Using the contact details listed on Page 2 of this document.</i>
Budget allocation to key/ policy/ function/ service areas	Requests should be submitted to: George Finnigan, Head of Resource & Strategy <i>Using the contact details listed on Page 2 of this document.</i>
Purchasing plans and capital funding plans	Requests should be submitted to: George Finnigan, Head of Resource & Strategy <i>Using the contact details listed on Page 2 of this document.</i>

Financial administration manual/ internal financial regulations	Requests should be submitted to: George Finnigan, Head of Resource & Strategy <i>Using the contact details listed on Page 2 of this document.</i>
Expenses policies and procedures	Requests should be submitted to: George Finnigan, Head of Resource & Strategy <i>Using the contact details listed on Page 2 of this document.</i>
Senior staff/ board member expenses at category level e.g. travel, subsistence and accommodation	Requests should be submitted to: George Finnigan, Head of Resource & Strategy <i>Using the contact details listed on Page 2 of this document.</i>
Board member remuneration other than expenses	Requests should be submitted to: George Finnigan, Head of Resource & Strategy <i>Using the contact details listed on Page 2 of this document.</i>
Pay and grading structure (levels of pay rather than individual salaries)	Requests should be submitted to: George Finnigan, Head of Resource & Strategy <i>Using the contact details listed on Page 2 of this document.</i>
Investments, summary information about endowments, investments and school pension fund	Requests should be submitted to: George Finnigan, Head of Resource & Strategy <i>Using the contact details listed on Page 2 of this document.</i>
Any grants available from the school, how to apply for them and funding awards made	Not Applicable

CLASS 5: HOW DONALDSON'S SCHOOL MANAGES ITS HUMAN, PHYSICAL AND INFORMATION RESOURCES

Class description:

Information about how we manage the human, physical and information resources of Donaldson's

The information we publish under this class

How to access it

Strategy for and management of human resources	Requests should be submitted to: Leeanne Brown, HR Manager <i>Using the contact details listed on Page 2 of this document.</i>
Human Resource policies, procedures and guidelines, including; recruitment, performance management, salary and grading, promotion, pensions, discipline, grievance, staff developments, staff records	Requests should be submitted to: Leeanne Brown, HR Manager <i>Using the contact details listed on Page 2 of this document.</i>
Employee relations structures and agreements reached with recognised trade unions and professional organisations	Requests should be submitted to: Leeanne Brown, HR Manager <i>Using the contact details listed on Page 2 of this document.</i>
Management of the school's land and property assets, including environmental sustainability report.	Requests should be submitted to: George Finnigan, Head of Resource & Strategy <i>Using the contact details listed on Page 2 of this document.</i>
Description of the school's land and property holdings	Requests should be submitted to: George Finnigan, Head of Resource & Strategy <i>Using the contact details listed on Page 2 of this document.</i>
Estate development plans	Requests should be submitted to: George Finnigan, Head of Resource & Strategy <i>Using the contact details listed on Page 2 of this document.</i>
Property and land maintenance arrangements	Requests should be submitted to: George Finnigan, Head of Resource & Strategy <i>Using the contact details listed on Page 2 of this document.</i>
Records management policy, including records retention schedule	Requests should be submitted to: Kim Murphy, Administration Manager <i>Using the contact details listed on Page 2 of this document.</i>
Information governance/ asset management policies and procedures, information asset list	Requests should be submitted to: George Finnigan, Head of Resource & Strategy <i>Using the contact details listed on Page 2 of this document.</i>
Knowledge management policies and procedures	Requests should be submitted to:

	George Finnigan, Head of Resource & Strategy <i>Using the contact details listed on Page 2 of this document.</i>
List of statistical information published by the school	Requests should be submitted to: George Finnigan, Head of Resource & Strategy <i>Using the contact details listed on Page 2 of this document.</i>
Freedom of Information policies and procedures	http://www.donaldsons.org.uk/freedom-of-information/
Data protection or privacy policy	http://www.donaldsons.org.uk/school/about/privacy-policy/

CLASS 6: HOW DONALDSON'S 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	Requests should be submitted to: George Finnigan, Head of Resource & Strategy <i>Using the contact details listed on Page 2 of this document.</i>
Invitations to tender	Requests should be submitted to: George Finnigan, Head of Resource & Strategy <i>Using the contact details listed on Page 2 of this document.</i>
List of contracts which have gone through formal tendering, including name of supplier, period of contract, and value	Requests should be submitted to: George Finnigan, Head of Resource & Strategy <i>Using the contact details listed on Page 2 of this document.</i>

CLASS 7: HOW DONALDSON'S SCHOOL IS PERFORMING

Class description:

Information about how Donaldson's 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	http://www.donaldsons.org.uk/school/resources/inspection-reports/
Performance indicators and performance against them	Requests should be submitted to: Moirra Andrew, Acting Head Teacher <i>Using the contact details listed on Page 2 of this document.</i>
Education Scotland Inspection reports	http://www.donaldsons.org.uk/school/resources/inspection-reports/
Care Inspectorate Inspection reports	Not Applicable

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

REVIEW DATE

19th December 2018