

THE NEW SCHOOL BUTTERSTONE

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.

The New School Butterstone 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 The New School Butterstone 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 New School Butterstone 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 New School Butterstone 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	0.5	4.30
A4	0.5	4.30
A5	0.5	4.30

For larger sized documents we will use an external printing company. Charges will be passed on at cost, including collection/delivery.

We will provide information on CD at a cost of £0.50 per CD, or on memory stick at a cost from £10 subject to memory size required.

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:

The New School Butterstone
By Dunkeld
Perthshire
PH8 0HJ

Tel: 01350 724216

E-mail: info@thenewschool.co.uk

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 THE NEW SCHOOL BUTTERSTONE	
Class description: Information about The New School Butterstone, 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	The New School Butterstone By Dunkeld Perthshire PH8 0HJ Tel: 01350 724216 E-mail: info@thenewschool.co.uk
School structure, names, roles and responsibilities of senior staff and board members	http://www.thenewschool.co.uk/freedom-of-information Senior Staff: http://www.thenewschool.co.uk/staff Board Members: http://www.thenewschool.co.uk/governors
School opening hours	http://www.thenewschool.co.uk/contact-us
School term times, holidays and INSET days	http://www.thenewschool.co.uk/term-dates
Contact details for formal complaints	Formal complaints should be made to the Head of School as set out in TNS's formal complaint policy Tel: 01350 724216 Email: info@thenewschool.co.uk (FAO Head of School) http://www.thenewschool.co.uk/freedom-of-information
This Guide to Information	http://www.thenewschool.co.uk/freedom-of-information
How to make an information request to the school	http://www.thenewschool.co.uk/freedom-of-information
Our charges for information that has not been published	http://www.thenewschool.co.uk/freedom-of-information
Legal framework for the school	Registered charity No. SC001587 Company Limited by Guarantee (Registered in Scotland No. 128867). Charity which strives to serve the educational needs of young people who would benefit from specialist support.

	Further information should be requested in writing.
Board of Governors	http://www.thenewschool.co.uk/governors
Members of The New School Butterstone	Sir Gavin Lyle Baroness Veronica Linklater Magnus Linklater
School strategies e.g., stakeholder engagement, equality	Equality policy under review. Please contact the School with any enquiries. Further strategy information is available on our website - http://www.thenewschool.co.uk/freedom-of-information
School planning processes	Annual Strategy Day is held by the Board of Governors. Minimum of three Board Meetings per annum, as well as other sub-committees set up by the Board, consider among other items, strategic planning. For educational improvement and planning, please see the Improvement Related Documentation on our website - http://www.thenewschool.co.uk/freedom-of-information
Regulators	TNS is regulated by the Care Inspectorate and Education Scotland, more information about each can be found at their webpages below: Care Inspectorate http://www.careinspectorate.com Education Scotland http://www.educationscotland.gov.uk
Audit Arrangements	The Board consider internal audit arrangements as part of their review of strategic considerations and make appointments of and necessary audits as required. TNS external auditors are Scott-Moncreiff:
Subsidiary companies or other significant financial interests	None
Contractual agreements with local authorities	For a list of Authorities who currently have contractual agreements for placing pupils see the Standards and Quality Report, available on our website - http://www.thenewschool.co.uk/freedom-of-information

<p>Membership of advisory bodies e.g., SCIS and ETCS and links to more information</p>	<p>TNS is a member of various advisory bodies listed below. For ease of reference we have included links to their websites where they publish information about membership.</p> <p>SCIS: http://www.scis.org.uk http://www.scis.org.uk/schools/the-new-school</p> <p>ETCS: http://www.etcs.org.uk</p> <p>National Autistic Society: http://www.autism.org.uk http://www.autism.org.uk/directory/browse/cid=88~aid=436/search-results/pg=1~sid=546988~s=1/resources/2299.aspx</p>
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<p>CLASS 2: HOW THE NEW SCHOOL BUTTERSTONE DELIVERS THE FUNCTIONS AND SERVICES</p>	
<p>Class description: Information about our work, our strategy and policies for delivering functions and services and information for our service users.</p>	
<p>The information we publish under this class</p>	<p>How to access it</p>
<p>Description of the school's functions</p>	<p>The School website home page details who the School is and what the School does. http://www.thenewschool.co.uk</p>
<p>Strategies, school policies and internal staff procedures for delivering the school's functions, including allocation, quality and standards.</p>	<p>Key policies are available on our website – http://www.thenewschool.co.uk/freedom-of-information</p> <p>Assessment policy – This is under review at this time and will be available on the website soon.</p> <p>Standards & Qualities reports are available - http://www.thenewschool.co.uk/freedom-of-information</p>
<p>How to report a concern to the school</p>	<p>Please contact a member of the Senior Management Team promptly with any concern and follow the Complaints Policy.</p> <p>Management Contact: http://www.thenewschool.co.uk/staff</p>
<p>Complaints Policy:</p>	<p>http://www.thenewschool.co.uk/freedom-of-information</p>
<p>Reports about how the School delivers its functions</p>	<p>http://www.thenewschool.co.uk/curriculum http://www.thenewschool.co.uk/freedom-of-information</p>

How the school charges (generally) for its services and functions	Fees are charged for placements at the School, normally on a termly basis, as well as additional rates per hour for specific specialised support, one to one support and weekend placements. Further information is available from the School Office.
List of services provided by the school	Day and residential school placements Young persons' placements- up to age 25 Additional support Weekend placements Further information is available on the website - http://www.thenewschool.co.uk/curriculum
Service schedules and delivery plans	http://www.thenewschool.co.uk/freedom-of-information
Information for service users	Contact the School: http://www.thenewschool.co.uk/contact-us http://www.thenewschool.co.uk/freedom-of-information
School newsletters	https://www.facebook.com/The-New-School-Butterstone-227027434018838/ A hard copy can be made available on request.
Parent guides e.g. on GIRFEC, SQA exam guides, etc	http://www.thenewschool.co.uk/curriculum School Prospectus : http://www.thenewschool.co.uk/freedom-of-information The School receives SQA exam guidance. For further information please contact the School Office.

CLASS 3: HOW THE NEW SCHOOL BUTTERSTONE 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 minutes of Board meetings	The School does not publish Board meeting papers including minutes on the website. Please contact the School Office for further information.
Public consultations and the outcomes of engagement with stakeholders	The New School Parent Council has conducted a survey of parents. Summaries of

	previous surveys are available on request.
Reports of regulatory inspections. Educating Scotland partner visits.	The Joint Care Inspectorate/Education Scotland report is available on the Care Inspectorate website: http://www.careinspectorate.com/berengCareservices/html/reports/getPdfBlob.php?id=279404 Quotes from the report are available on our website: http://www.thenewschool.co.uk/freedom-of-information
Care Inspectorate - feedback from reports	http://www.thenewschool.co.uk/freedom-of-information
Parent/carer feedback questionnaires	The New School Parent Council has conducted a survey of parents. Summaries of previous surveys are available on request.

CLASS 4: WHAT THE NEW SCHOOL BUTTERSTONE 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 Accounts	http://www.thenewschool.co.uk/freedom-of-information
Financial policies and procedures for budget allocation	The Board of Governors regularly consider budget over all service areas as well as strategic financial management; the School does not publish Board meeting papers including minutes on the website. Please contact the School Office for further information.
Budget allocation to key policy / function / service areas	The Board of Governors regularly consider budget over all service areas as well as strategic financial management; the School does not publish Board meeting papers including minutes. Please contact the School Office for further information. A copy of Financial Regulations are available on request.
Purchasing plans and capital funding plans	Budget holders are encouraged to purchase locally subject to review of service and cost. Suppliers can intimate their goods or services by sending relevant information to the School.
Financial administration manual/ internal financial regulations	Copy of Financial Regulations available on request.

Expenses policies and procedures	School policy in place, all within HMRC limits. Available on request.
Senior staff/board member expenses at category level e.g., travel, subsistence and accommodation	School policy in place, all within HMRC limits. For more information please contact the School Office.
Board member remuneration other than expenses	Nil
Pay and grading structure	Teachers on various teaching pay scales reflecting market rates. For more information please contact the School Office.
Investments, and school pension fund	Teachers standard pension/ Standard life pension under auto enrolment available for staff who qualify for the scheme. Investments in line with Financial Regulations.
Grants available from the school and how to apply for them.	School currently has a reduced scale of fees for private placements. For more information, contact the School Office.

CLASS 5: HOW THE NEW SCHOOL BUTTERSTONE MANAGES ITS HUMAN, PHYSICAL AND INFORMATION RESOURCES

Class description:

Information about how we manage the human, physical and information resources of The New School Butterstone.

The information we publish under this class	How to access it
Strategy for and management of human resources	The Board of Governors regularly consider Human Resource matters. For more information please contact the School Office.
Human Resources policies, procedures and guidelines, including: recruitment, performance management, salary and grading, promotion, pensions, discipline, grievance, staff development, staff records	The Board of Governors regularly consider Human Resource matters. For more information please contact the School Office.
Employee relations structures and agreements reached with recognised trade unions and professional organisations	No recognised trade union structure in place.
Management of the school's land and property assets, including environmental / sustainability report	Land and property are leased. The School has a positive approach to sustainability and is mindful of the tranquil and rural environment.
Description of the school's land and property holdings	Land and property are leased. The School's Estate is at Butterstone, Dunkeld and consists of the Main School Building, The

	Lodge, Educational Buildings and Culbrae.
Estate development plans	For more information on the School's development plans please contact the School Office.
Property and land maintenance arrangements	Managed by the Estate Manager, with due regard to lease requirements.
Records management policy, including records retention schedule	This Policy is currently under review.
Information governance	For more information on the School's information governance please contact the School Office.
Knowledge management policies and procedures	Staff undertake CPD in line with their professional requirements.
Lists of statistical information published by the school	http://www.thenewschool.co.uk/freedom-of-information
Freedom of information policies and procedures	This Policy will be available on the website shortly.
Data protection policy	This Policy will be available on the website shortly.

CLASS 6: HOW THE NEW SCHOOL BUTTERSTONE 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	For more information please contact the School Office.
Invitations to tender	Issued as and when the procurement of goods or services are required.
Contracts - formal tendering	Audit services & photocopiers. Various Maintenance and Capital Works in line with Financial Regulations. For further information please contact the School Office.

CLASS 7: HOW THE NEW SCHOOL BUTTERSTONE IS PERFORMING

Class description: Information about how The New School Butterstone 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	See Care Inspectorate Website for Joint Report with Education Scotland, or follow link: http://www.careinspectorate.com/berengCareservices/html/reports/getPdfBlob.php?id=279404 Our Standards & Quality Report is available here: http://www.thenewschool.co.uk/freedom-of-information Annual Accounts: Report by the Board of Governors – available on request from the School Office.
Performance indicators and performance against them	Internal performance framework is being developed including departmental and individual development plans. http://www.thenewschool.co.uk/freedom-of-information

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
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We do not hold or publish any information under this class.

CLASS 9: 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
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We do not hold or publish any information under this class