

Freedom of Information Guide

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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.

Ochil Tower 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 Ochil Tower 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

Ochil Tower 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 Ochil Tower 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 double sided copy
A4	8p	16p
A3	16p	32p

Information provided on CD-Rom will be charged at £1 per computer 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.

Contact us

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

Ochil Tower School
140 High Street, Auchterarder, PH3 1AD
Tel/Fax: 01764 662416

To lodge a request, either use the above contact details or the link on our FOI request page.

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 OCHIL TOWER SCHOOL

Class description:

Information about Ochil Tower 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.

Ochil Tower School, 140 High Street,
Auchterarder, PH3 1AD

Tel/Fax: 01764 662416

<http://ochiltowerschool.org.uk/contact>

School structure, names, roles and responsibilities of senior staff and board members

<http://ochiltowerschool.org.uk/our-people/our-leadership-team>

School term times

<http://ochiltowerschool.org.uk/about-us/important-information>

Contact details for customer care and complaints

office@ochiltowerschool.org

This Guide to Information

[Guide to Information](#)

How to make an information request to Ochil Tower, please use the Information Request Form.

<http://ochiltowerschool.org.uk/freedom-of-information>

Legal framework for the school

<http://ochiltowerschool.org.uk/about-us/important-information>

Company No: SCOS1098

Charity No: SCOS1098

Independent School No: 5381142

Education Additional Support for Learning Act 2005/ or
different sections of the Children (Scotland) Act 1995: 23, 25 and 31.

School strategies e.g., stakeholder engagement, equality

Tel: 01764 662 416

Email: office@ochiltowerschool.org

School planning processes	We do not publish this information
How the school is held accountable, including reporting requirements of regulators	<p>Scottish Social Services Council: www.sssc.uk.com</p> <p>Care Inspectorate: www.careinspectorate.com</p> <p>Education Scotland: www.educationscotland.gov.uk</p>
Internal and external audit arrangements	https://beta.companieshouse.gov.uk/company/S051098
Subsidiary companies or other significant financial interests	No information under this class
Contractual agreements with local authorities	We do not publish this information
Membership of advisory bodies	<p>Education Through Care Scotland: www.etcsc.org.uk</p> <p>Camphill Scotland: www.camphillscotland.org.uk</p> <p>Association of Camphill Communities of Britain and Ireland</p>

CLASS 2: HOW OCHIL TOWER 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 that we publish under this class	How to access it
Description of the school's functions	Tel: 01764 662 416 Email: office@ochiltowerschool.org
Strategies, school policies and internal staff procedures for delivering the school's functions, including allocation, quality and standards.	Tel: 01764 662 416 Email: office@ochiltowerschool.org
How to report a concern to the school	Tel: 01764 662 416 By Email: office@ochiltowerschool.org
Reports about how the school delivers its functions	Tel: 01764 662 416 Email: office@ochiltowerschool.org
How the school charges (generally) for its services and functions (Scottish Excel Framework)	We do not publish this information
List of services provided by the school, including the statutory basis for them (where applicable)	Day placements, weekly and fortnightly residential placements, all of the above for 38 weeks or 43 weeks per year.
Service schedules and delivery plans, for example school improvement plan	We do not publish this information
Information for service users, including how to access the services	Tel: 01764 662 416 Email: office@ochiltowerschool.org
School newsletters and news sheets	http://ochiltowerschool.org.uk/whats-on/tay-tribune-news-sheet

CLASS 3: HOW OCHIL TOWER 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

We do not publish this information

Public consultations and the outcomes of engagement with stakeholders

We do not publish this information

Reports of any regulatory inspections, audits and investigations carried out by the school. School Improvement partner visits.

<http://ochiltowerschool.org.uk/about-us/important-information>

CLASS 4: WHAT OCHIL TOWER 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	http://ochiltowerschool.org.uk/about-us/important-information
Financial policies and procedures for budget allocation	We do not publish this information
Budget allocation to key policy / function / service areas	We do not publish this information
Purchasing plans and capital funding plans	We do not publish this information
Financial administration manual / internal financial regulations	We do not publish this information
Expenses policies and procedures	We do not publish this information
Senior staff / board member expenses at category level e.g., travel, subsistence and accommodation	We do not publish this information
Board member remuneration other than expenses	No remuneration other than expenses
Pay and grading structure (levels of pay rather than individual salaries)	We do not publish this information
Investments, summary information about endowments, investments and school pension fund	http://ochiltowerschool.org.uk/about-us/important-information
Any grants available from the school, how to apply for them and funding awards made	No grants are available

CLASS 5: HOW OCHIL TOWER SCHOOL MANAGES ITS HUMAN, PHYSICAL AND INFORMATION RESOURCES

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

The information we publish under this class	How to access it
Strategy for and management of human resources	We do not publish this information
Human resources policies, procedures and guidelines, including: recruitment, performance management, salary and grading, promotion, pensions, discipline, grievance, staff development, staff records	We do not publish this information
Employee relations structures and agreements reached with recognised trade unions and professional organisations	We do not hold this information
Management of the school's land and property assets, including environmental / sustainability report	We do not publish this information
Description of the school's land and property holdings	Not applicable
Estate development plans	We do not publish this information
Property and land maintenance arrangements	We do not publish this information
Records management policy, including records retention schedule	Contact tel: 01764 662416 Email: office@ochiltowerschool.org
Information governance / asset management policies and procedures, information asset list	We do not publish this information
Knowledge management policies and procedures	We do not publish this information
Lists of statistical information published by the school	We do not publish this information
Freedom of information policies and procedures	http://ochiltowerschool.org.uk/assets/images/FOI-policy.pdf
Data protection or privacy policy	http://ochiltowerschool.org.uk/privacy-policy

CLASS 6: HOW OCHIL TOWER 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	We do not publish this information
Invitations to tender	We do not publish this information
List of contracts which have gone through formal tendering, including name of supplier, period of contract, and value	We do not publish this information

CLASS 7: HOW OCHIL TOWER SCHOOL IS PERFORMING

Class description: Information about how OCHIL TOWER 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)	http://ochiltowerschool.org.uk/about-us/important-information
Performance indicators and performance against them	We do not publish this information
Education Scotland Inspection reports (links to ES website)	http://ochiltowerschool.org.uk/about-us/important-information
Care Inspectorate Inspection reports (links to CI website)	http://ochiltowerschool.org.uk/about-us/important-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**

No 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**

No information under this class