

Troup House School

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.

Troup House 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 Troup House 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

Troup House 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 Troup House 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.

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 our 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:

Legalmailbox@porygroup.com

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 TROUP HOUSE SCHOOL	
Class description: Information about Troup House 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	Troup House School Gamrie Banff Aberdeenshire, AB45 3JN Tel: 01261 851 584 Email: trouphouse@priorygroup.com
School structure, names, roles and responsibilities of senior staff and board members	Principal: David McNally Responsible for the overall management of all Services. Senior Management Team. Head of Care/Registered Manager: Angela Stenhouse Responsible for the Delivery of residential Care services, Senior Management Team. Principal Teacher: Graeme Reid Responsible the delivery of Education services. Senior Management Team. The School has three staff teams: Education: 3 GTC registered Teachers; 1 teacher in training. Care: SSSC registered Residential Support Staff Permanent & Bank. Support services: Administration; Catering & Domestic; Maintenance & facilities.
School opening hours	The School operates a 27.5 hours week timetable from 9.00 - 15.30 Monday - Friday. The Residential Service is open 24 hours a day.

<p>School term times, holidays and INSET days</p>	<p>Troup House School term dates 2016-2017</p> <ul style="list-style-type: none"> • Term 1 – Monday 21st August 2017 to Friday 22nd December 2017 • Term 2 – Monday 8th January 2018 to Thursday 29th March 2018 • Term 3 – Monday 26th April to Friday 6th July 2018 <p><u>Holiday Dates:</u></p> <ul style="list-style-type: none"> • October – Monday 16th October 2017 to Friday 27th October 2017 • Christmas – Friday 22nd December 2017 to Monday 8th January 2018 • Spring – Thursday 29th of March 2018 to Friday 16th April 2018 • 12th – 14th February 2018 • May Day – 7th May 2018 • Summer – Monday 9th July 2018 to Friday 21st August 2018 <p><u>Inservice dates</u></p>
<p>Contact details for customer care and complaints</p>	<p>Tel: 01261 851584</p> <p>Email: trouphouse@priorygroup.com</p>
<p>How to make an information request to the school</p>	<p>In writing to the School address</p>
<p>Our charges for information that has not been published*</p>	
<p>Legal framework for the school e.g., s29 of the Education Act, constitution, company details, etc.</p>	<p>Troup House School is Registered with Education Scotland and the Care Inspectorate as an:</p> <p>Independent non-denominational Residential Special School.</p> <p>SEED No: 5280141</p> <p>Care Service: CS2010273943</p>
<p>Governance structures: board, committees, other decision-making structures</p>	<p>The School is part of Priory Groups Education and Children’s Services division. The Operational Management Team perform a Governance function. The Operational Management Team</p>

	<p>North includes:</p> <p>Operations Director: Trevor Wilson-Smith</p> <p>Regional Manager Education: John Anderson</p> <p>Regional Manager Care: Kath Bridon</p> <p>Finance Director: Steven O'Neil</p>
School strategies e.g., stakeholder engagement, equality	<p>The School operates an annual stakeholder consultation process using electronic and paper questionnaire to gather the views of stakeholders.</p> <p>The School Improvement/Development plan is sent to stakeholders annually and provision is made to gather the view of stakeholders in relation to the Improvement/Development Plan.</p>
School planning processes	<p>The School organises the delivery of Education in accordance with the Principles of the Curriculum for Excellence and HGIOS 4th edition.</p> <p>The organises the delivery of its Care Services in accordance with the National Care Standards for School Care Accommodation services and in response the Registration conditions with the Care Inspectorate.</p> <p>Troup House operates a 27.5 hrs week education delivered across Primary, Broad and General and the Senior Phase. The education services is physically separate from the Residence but is located on the same site.</p> <p>The Residential provision operates 24 hrs a day with Residential Care staff working on a rota basis including a waking Night Residential Support Worker team.</p>
How the school is held accountable, including reporting requirements of regulators	<p>Troup House School is Registered as a School Care Accommodation Service and as such is regulated by Education Scotland (HMle) and the Care Inspectorate (CI.)</p>

	<p>The School reports to Scotland excel regarding placement made under the National Framework agreement for Residential Childrens services.</p> <p>The School provides an annual return to the Scottish Government.</p> <p>The School is an SQA presenting centre and subject to verification by the SQA.</p>
Internal and external audit arrangements	<p>The School is the subject of bimonthly (non-statutory) Inspections of the delivery of Care Services by the Priory Group Quality Safety and Compliance division Independent Visitor.</p> <p>The School is Subject to an Annual Health & Safety Audit facilitated by The Priory Groups, Quality, Safety & Compliance Division.</p> <p>The School is the subject of regular Financial Audits by the Priory Group.</p>
Subsidiary companies or other significant financial interests	None
Contractual agreements with local authorities	National Framework Agreement for Education and Residential Children's services.
Membership of advisory bodies e.g., SCIS and ETCS and links to more information	<p>Scottish Council of Independent School (SCIS) member.</p> <p>Educating Through Care Scotland (ETCs) member</p>

*a statutory requirement under FOI law (if you don't have one yet, you do need to develop one)

CLASS 2: HOW TROUP HOUSE 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's functions	Troup House School is specialist School Care Accommodation Service
Strategies, school policies and internal staff procedures for delivering the school's functions, including allocation, quality and standards.	The School has a hierarchical management structure with designated senior staff responsible to the operational management of the Staff and delivery of all services. All staff have Job Descriptions, contracts of employment, experience regular supervision and annual appraisals.
How to report a concern to the school	To report a concern please contact the School directly By: Tel: 01261 851584 Email: trouphouse@priorygroup.com
Reports about how the school delivers its functions	The School has a hierarchical management structure with designated senior staff responsible to the operational management of the Staff and delivery of all services. The School has three staff teams: Education: 3 GTC registered Teachers; 1 teacher in training. Care: SSSC registered Residential Support Staff Permanent & Bank. Support services: Administration; Catering & Domestic; Maintenance & facilities.
How the school charges (generally) for its services and functions (Scottish Excel Framework)	The School delivers and charges for services in accordance with the National Framework agreement for Education and Residential Services for Children (Scotland Excel.)

List of services provided by the school, including the statutory basis for them (where applicable)	The School is registered through the National Framework Agreement to deliver the following services. Residential Care & Educations Services Residential Care Services Day education Services Short stay/Respite Services
Service schedules and delivery plans, for example school improvement plan	The School operates an annual Improvement & Development plan in accordance with HGIOS 4 th edition and the National Care Standards for School Care Accommodation Services.
Information for service users, including how to access the services	The School a Young Person handbook designed by the School with direct contributions from the Members of the Pupil Council.
School newsletters and news sheets	The School has Termly newspaper, The Troup News. This managed by the School Literacy co-ordinator and the majority of the content is created and edited by the Children & Young People.
Parent guides e.g. on GIRFEC, SQA exam guides, etc (where published by the school)	None

CLASS 3: HOW TROUP HOUSE 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	This information is commercially sensitive and, as such, is exempt from the requirements of the Freedom of Information (Scotland) Act.
Public consultations and the outcomes of engagement with stakeholders	The School operates an annual stakeholder consultation process using electronic and paper questionnaire to gather the views of stakeholders. These views are reflected in the Schools development / Improvement

	plan.
Reports of any regulatory inspections, audits and investigations carried out by the school. School Improvement partner visits.	Copies of the Regulatory inspections of Troup House School are available via the following links to HMIE and Care Inspectorate websites. These are also available on the Troup House School website. Troup House School has an identified School Improvement Partner to support the Schools Development & Improvement Strategy.
<u>Environmental Impact Assessment Reports undertaken in compliance with the Town and Country Planning (Environmental Impact Assessment) “Scotland” Regulations 2017</u>	<u>All queries should be sent to legalmailbox@priorygroup.com</u>

CLASS 4: WHAT TROUP HOUSE 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	This information is commercially sensitive and, as such, is exempt from the requirements of the Freedom of Information (Scotland) Act.
Financial policies and procedures for budget allocation	Financial policies are dealt with centrally at a Group level. All queries should be sent to legalmailbox@priorygroup.com
Budget allocation to key policy / function / service areas	This information is commercially sensitive and, as such, is exempt from the requirements of the Freedom of Information (Scotland) Act.
Purchasing plans and capital funding plans	This information is commercially sensitive and, as such, is exempt from the requirements of the Freedom of Information (Scotland) Act.
Financial administration manual / internal financial regulations	This information is commercially sensitive and, as such, is exempt from the requirements of the Freedom of Information (Scotland) Act.

Expenses policies and procedures	Financial policies are dealt with centrally at a Group level. All queries should be sent to legalmailbox@priorygroup.com
Senior staff / board member expenses at category level e.g., travel, subsistence and accommodation	Financial policies are dealt with centrally at a Group level. All queries should be sent to legalmailbox@priorygroup.com
Board member remuneration other than expenses	Financial policies are dealt with centrally at a Group level. All queries should be sent to legalmailbox@priorygroup.com
Pay and grading structure (levels of pay rather than individual salaries)	<p>The School employs the Priory Group pay structure for Support Services and Residential Care staff. No employee (Permanent or Bank) is paid below the Living Wage for Social Care Services in Scotland.</p> <p>GTC Registered Teachers are paid in accordance with the SCNT terms and Conditions.</p>
Investments, summary information about endowments, investments and school pension fund	This information is commercially sensitive and, as such, is exempt from the requirements of the Freedom of Information (Scotland) Act.
Any grants available from the school, how to apply for them and funding awards made	N/A

CLASS 5: HOW TROUP HOUSE SCHOOL MANAGES ITS HUMAN, PHYSICAL AND INFORMATION RESOURCES	
Class description: Information about how we manage the human, physical and information resources of Troup House School	
The information we publish under this class	How to access it
Strategy for and management of human resources	<p>The Priory Group People Team provide the School with Human Resources functions including:</p> <p>Payroll & Pensions</p> <p>Safer recruitment</p>

	<p>Employee relations</p> <p>Employee Benefits</p> <p>Training & Development</p>
<p>Human resources policies, procedures and guidelines, including: recruitment, performance management, salary and grading, promotion, pensions, discipline, grievance, staff development, staff records</p>	<p>The Priory Group People Team provide the following Policies in relation to Human Resources:</p> <p>HR01 V08 Safer Recruitment And Selection Including Prevention Of Illegal Working</p> <p>HR02 V04 Employment Contracts</p> <p>HR02.1 V06 Flexible Working</p> <p>HR03 V05 Salaries And Benefits</p> <p>HR03.2 V01 Company Cars And Car Allowances For Individual Employees</p> <p>HR04 V10 General Employment Policies</p> <p>HR04.1 V04 Equalities And Diversity</p> <p>HR04.2 V09 Disciplinary Procedure</p> <p>HR04.3 V08 Grievance</p> <p>HR04.4 V05 Redundancy</p> <p>HR04.5 V03 Appraisal</p> <p>HR04.6 V04 Your Say Forums: Local, Divisional and Group</p> <p>HR04.7 V06 Learning and Development</p>

	HR04.8	V03	Protection Of Employee Data
	HR04.9	V03	Induction
	HR04.10	V05	Anti-Bullying And Harassment
	HR05	V09	Attendance Management
	HR05.1	V12	Maternity, Paternity, Adoption And Shared Parental Leave
	HR05.2	V07	Annual Leave and Bank Holidays
	HR05.3	V03	Dependant's Leave
	HR06	V07	Termination of Employment (Leavers)
	HR06.2	V01	Providing Employer References
	HR07	V07	Disclosures (Including Disclosure And Barring Service (DBS), Disclosure Scotland And Access NI)
	HR08	V03	Bribery Act 2010
	HR09	V03	Responding to Concerns about Employed Medical Colleagues
	HR11	V02	Use Of Social Media By Colleagues
	HR12	V01	Capability

	HR13 V02 Probation
Employee relations structures and agreements reached with recognised trade unions and professional organisations	<p>Troup House School Residential care staff are required to register with and maintain the conditions for registration with the Scottish Social Services Council (SSSC.)</p> <p>Troup House School Teaching staff are required to be registered with, or working towards the Standards for full Registration, with the General Teaching Council Scotland (GTCS.)</p>
Management of the school's land and property assets, including environmental / sustainability report	The Priory Group Estates department oversee the Capital Investment in and management of the Schools assets, facilities and estate.
Description of the school's land and property holdings	The School is located approximately 12 miles from Banff in Rural Aberdeenshire the estate includes 44 acres of land, Troup House (the residential accommodation), the School comprises 6 buildings (Finnish Log cabins) containing 7 classrooms and an educational resource base. In addition Troup House Provision includes an off-site two bed residential unit located in approximately 30 miles from Troup House School in the town of Inverurie.
Estate development plans	The Priory Group Estates department oversee the Capital Investment in and management of the Schools assets, facilities and estate.
Property and land maintenance arrangements	The School operates a Planned Protective Maintenance system delivered by external contractors and the Schools Maintenance Team.
Records management policy, including records retention schedule	All records relating to current and former service users are retained either on site or in a secure archiving service.
Information governance / asset management policies and procedures, information asset list	These issues are dealt with centrally at a Group level. All queries should be sent to legalmailbox@priorygroup.com

Knowledge management policies and procedures	These issues are dealt with centrally at a Group level. All queries should be sent to legalmailbox@priorygroup.com
Lists of statistical information published by the school	Troup House School
Freedom of information policies and procedures	Freedom of Information issues are dealt with centrally at a Group level. All queries should be sent to legalmailbox@priorygroup.com
Data protection or privacy policy	Data Protection issues are dealt with centrally at a Group level. All queries should be sent to legalmailbox@priorygroup.com

CLASS 6: HOW TROUP HOUSE 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	Procurement exercises are dealt with centrally at a Group level. All queries should be sent to legalmailbox@priorygroup.com
Invitations to tender	ITTs (where applied) are dealt with centrally at a Group level. All queries should be sent to legalmailbox@priorygroup.com
List of contracts which have gone through formal tendering, including name of supplier, period of contract, and value	Contractual arrangements are dealt with centrally at a Group level. All queries should be sent to legalmailbox@priorygroup.com
<u>Various additional information, including:</u> <ul style="list-style-type: none"> - <u>Any information published in accordance with the Procurement Reform (Scotland) Act 2014, the Procurement (Scotland) Regulations 2016 and the Public Contracts (Scotland) Regulations 2015</u> - <u>Register of contracts awarded, which have gone through the formal tendering, including name of supplier, period of contract and value</u> - <u>Links to the procurement information the authority publically shares on the Public Contracts</u> 	<u>Contractual arrangements are dealt with centrally at a Group level. All queries should be sent to legalmailbox@priorygroup.com</u>

[Scotland website](#)

CLASS 7: HOW TROUP HOUSE SCHOOL IS PERFORMING	
Class description: Information about how Troup House 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	The Priory Group Education and Children's Services Division produce an annual Quality report.
Performance indicators and performance against them	Troup House School regulatory reports provide information regarding the School performance against the national standard for the delivery of Care and Education services.
Education Scotland Inspection reports (links to ES website)	http://www.educationscotland.gov.uk/inspectionandreview/reports/school/primsec/TroupHouseSchool.asp
Care Inspectorate Inspection reports (links to CI website)	http://www.careinspectorate.com/index.php/care-services
Mainstreaming Equality Reports produced under the Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012 as amended	
Employee and board equality monitoring reports, produced under the Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012 as amended	The Priory Group People Team provide the following Policies in relation to Human Resources.

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
N/A	

CLASS 8: 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 N/a	How to access it