**Spark of Genius - Caledonian School & Skypoint School**

**Freedom of Information Publication Schedule – October 2021**

**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.

**Spark of Genius - Caledonian School** **/ Skypoint School / Harbour Point 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](http://www.itspublicknowledge.info/mps)

The purpose of this Guide to Information is to:

* let you to see what information **Spark of Genius - Caledonian School / Skypoint School** **/ Harbour Point 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

**Spark of Genius Caledonian School / Skypoint School / Harbour Point 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 **Spark of Genius Caledonian School / Skypoint School / Harbour Point 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.

The first £100 cost is free. If the cost is between £100-600 then the requester may be required to pay a 10% charge. If the cost amounts to £600 or more, then the requester will be charged for the whole amount.

Our photocopying charge per sheet of paper is shown in the table below:

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| --- | --- | --- |
| **Size of paper** | **Pence per single sided copy (black and white)** | **Pence per single sided copy (colour)** |
| A1 | n/a | n/a |
| A2 | n/a | n/a |
| A3 | £0.10 | £0.175 |
| A4 | £0.05 | £0.055 |
| A5 | n/a | n/a |

Information provided on a secure pen-drive will be charged at £20.00 + VAT per drive.

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:

Spark of Genius,

Trojan House,

Pegasus Avenue,

Paisley,

PA1 2BH

Tel: 0141 587 2710

Email: admin@sparkofgenius.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.

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| **CLASS 1: ABOUT Spark of Genius - Caledonian School / Skypoint School / Harbour Point School** |
| **Class description:**Information about **Spark of Genius Caledonian School / Skypoint School / Harbour Point 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 | <https://www.sparkofgenius.com/caledonian-secondary> <https://www.sparkofgenius.com/skypoint> <https://www.sparkofgenius.com/harbour-point>  |
| School structure, names, roles and responsibilities of senior staff and board members | <https://www.sparkofgenius.com/caledonian-secondary> <https://www.sparkofgenius.com/skypoint> <https://www.sparkofgenius.com/harbour-point>  |
| School opening hours | <https://www.sparkofgenius.com/caledonian-secondary> <https://www.sparkofgenius.com/skypoint> <https://www.sparkofgenius.com/harbour-point>  |
| School term times, holidays and INSET days | <https://www.sparkofgenius.com/caledonian-secondary> <https://www.sparkofgenius.com/skypoint> <https://www.sparkofgenius.com/harbour-point>  |
| Contact details for customer care and complaints – our Complaints Policy | <https://www.sparkofgenius.com/caledonian-secondary> <https://www.sparkofgenius.com/skypoint> <https://www.sparkofgenius.com/harbour-point> admin@sparkofgenius.com  |
| This Guide to Information | [https://www.sparkofgenius.com/general-5](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.sparkofgenius.com%2Fgeneral-5&data=04%7C01%7CDeclan.Tuer%40caretech-uk.com%7Cecb268448c9c4069caa908d994ae9d53%7Cb3d2d79e10dc403682538f2b33328731%7C0%7C0%7C637704299955814679%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=a3SSDHo3RqOUeCqgpZvpqp7IHZ0TG0YX1xRiRAQdckQ%3D&reserved=0) |
| How to make an information request to the school | [https://www.sparkofgenius.com/general-5](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.sparkofgenius.com%2Fgeneral-5&data=04%7C01%7CDeclan.Tuer%40caretech-uk.com%7Cecb268448c9c4069caa908d994ae9d53%7Cb3d2d79e10dc403682538f2b33328731%7C0%7C0%7C637704299955814679%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=a3SSDHo3RqOUeCqgpZvpqp7IHZ0TG0YX1xRiRAQdckQ%3D&reserved=0) |
| Our charges for information that has not been published\* | [https://www.sparkofgenius.com/general-5](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.sparkofgenius.com%2Fgeneral-5&data=04%7C01%7CDeclan.Tuer%40caretech-uk.com%7Cecb268448c9c4069caa908d994ae9d53%7Cb3d2d79e10dc403682538f2b33328731%7C0%7C0%7C637704299955814679%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=a3SSDHo3RqOUeCqgpZvpqp7IHZ0TG0YX1xRiRAQdckQ%3D&reserved=0) |
| Legal framework for the school e.g., s29 of the Education Act, constitution, company details, etc.  | <https://www.sparkofgenius.com/caledonian-secondary> <https://www.sparkofgenius.com/skypoint> <https://www.sparkofgenius.com/harbour-point>  |
| Governance structures: board, committees, other decision-making structures | <https://www.sparkofgenius.com/caledonian-secondary> <https://www.sparkofgenius.com/skypoint> <https://www.sparkofgenius.com/harbour-point>  |
| School strategies e.g., stakeholder engagement, equality | admin@sparkofgenius.com |
| School planning processes  | admin@sparkofgenius.com  |
| How the school is held accountable, including reporting requirements of regulators | admin@sparkofgenius.com |
| Internal and external audit arrangements | None  |
| Subsidiary companies or other significant financial interests | None |
| Contractual agreements with local authorities | admin@sparkofgenius.com |
| Membership of advisory bodies e.g., SCIS and ETCS and links to more information | admin@sparkofgenius.com  |

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

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| **CLASS 2: HOW Spark of Genius Caledonian School / Skypoint School / Harbour Point 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 | <https://www.sparkofgenius.com/caledonian-secondary> <https://www.sparkofgenius.com/skypoint><https://www.sparkofgenius.com/harbour-point>  |
| Strategies, school policies and internal staff procedures for delivering the school’s functions, including allocation, quality and standards. | admin@sparkofgenius.com |
| How to report a concern to the school  | <https://www.sparkofgenius.com/caledonian-secondary> <https://www.sparkofgenius.com/skypoint><https://www.sparkofgenius.com/harbour-point> admin@sparkofgenius.com  |
| Reports about how the school delivers its functions  | admin@sparkofgenius.com |
| How the school charges (generally) for its services and functions (Scottish Excel Framework)  | admin@sparkofgenius.com  |
| List of services provided by the school, including the statutory basis for them (where applicable) | admin@sparkofgenius.com  |
| Service schedules and delivery plans, for example school improvement plan  | <https://www.sparkofgenius.com/caledonian-secondary> <https://www.sparkofgenius.com/skypoint><https://www.sparkofgenius.com/harbour-point>  |
| Information for service users, including how to access the services | <https://www.sparkofgenius.com/caledonian-secondary> <https://www.sparkofgenius.com/skypoint><https://www.sparkofgenius.com/harbour-point>  |
| School newsletters and news sheets | admin@sparkofgenius.com |

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| **CLASS 3: HOW Spark of Genius Caledonian School / Skypoint School / Harbour Point 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 | admin@sparkofgenius.com  |
| Public consultations and the outcomes of engagement with stakeholders | admin@sparkofgenius.com |
| Reports of any regulatory inspections, audits and investigations carried out by the school. School Improvement partner visits. | admin@sparkofgenius.com |

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| **CLASS 4: WHAT Spark of Genius Caledonian School / Skypoint School / Harbour Point 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 | admin@sparkofgenius.com  |
| Financial policies and procedures for budget allocation | admin@sparkofgenius.com  |
| Budget allocation to key policy / function / service areas | admin@sparkofgenius.com  |
| Purchasing plans and capital funding plans | admin@sparkofgenius.com  |
| Financial administration manual / internal financial regulations | admin@sparkofgenius.com  |
| Expenses policies and procedures | admin@sparkofgenius.com  |
| Senior staff / board member expenses at category level e.g., travel, subsistence and accommodation | admin@sparkofgenius.com  |
| Board member remuneration other than expenses | admin@sparkofgenius.com  |
| Pay and grading structure (levels of pay rather than individual salaries) | admin@sparkofgenius.com  |
| Investments, summary information about endowments, investments and school pension fund | admin@sparkofgenius.com  |
| Any grants available from the school, how to apply for them and funding awards made | admin@sparkofgenius.com  |

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| **CLASS 5: HOW Spark of Genius Caledonian School / Skypoint School / Harbour Point School MANAGES ITS HUMAN, PHYSICAL AND INFORMATION RESOURCES** |
| Class description:Information about how we manage the human, physical and information resources of **Spark of Genius Caledonian School / Skypoint School** |
| **The information we publish under this class** | **How to access it** |
| Strategy for and management of human resources | admin@sparkofgenius.com  |
| Human resources policies, procedures and guidelines, including: recruitment, performance management, salary and grading, promotion, pensions, discipline, grievance, staff development, staff records | admin@sparkofgenius.com  |
| Employee relations structures and agreements reached with recognised trade unions and professional organisations | admin@sparkofgenius.com  |
| Management of the school’s land and property assets, including environmental / sustainability report | admin@sparkofgenius.com  |
| Description of the school’s land and property holdings | admin@sparkofgenius.com  |
| Estate development plans | admin@sparkofgenius.com  |
| Property and land maintenance arrangements | admin@sparkofgenius.com  |
| Records management policy, including records retention schedule | admin@sparkofgenius.com  |
| Information governance / asset management policies and procedures, information asset list  | admin@sparkofgenius.com  |
| Knowledge management policies and procedures | admin@sparkofgenius.com  |
| Lists of statistical information published by the school | admin@sparkofgenius.com  |
| Freedom of information policies and procedures | admin@sparkofgenius.com  |
| Data protection or privacy policy | admin@sparkofgenius.com  |

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| **CLASS 6: HOW Spark of Genius Caledonian School / Skypoint School / Harbour Point 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 | admin@sparkofgenius.com  |
| Invitations to tender | admin@sparkofgenius.com  |
| List of contracts which have gone through formal tendering, including name of supplier, period of contract, and value | admin@sparkofgenius.com  |

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| **CLASS 7: HOW Spark of Genius Caledonian School / Skypoint School / Harbour Point School**  **IS PERFORMING** |
| **Class description:**Information about how **Spark of Genius Caledonian School / Skypoint School / Harbour Point 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 | <https://education.gov.scot/education-scotland/inspection-reports/reports-page//?id=4399> <https://education.gov.scot/education-scotland/inspection-reports/reports-page//?id=4371> <https://education.gov.scot/education-scotland/inspection-reports/reports-page//?id=4400>  |
| Performance indicators and performance against them | None |
| Education Scotland Inspection reports (links to ES website) | <https://education.gov.scot/education-scotland/inspection-reports/reports-page//?id=4399> <https://education.gov.scot/education-scotland/inspection-reports/reports-page//?id=4371> <https://education.gov.scot/education-scotland/inspection-reports/reports-page//?id=4400>  |
| Care Inspectorate Inspection reports (links to CI website) | None |

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| **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** |
| NONE | NONE |

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| **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](http://www.gov.scot/Publications/2015/08/4093/downloads#res-1) and available under an open licence. |
| **The information we publish under this class** | **How to access it** |
| To Follow | admin@sparkofgenius.com  |