



## **HARMENY SCHOOL**

### **GUIDE TO INFORMATION POLICY**

#### **1. Introduction**

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.

Harmeny School, which is part of Harmeny Education Trust Limited (HETL), 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 see what information the 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

#### **2. 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).

#### **3. 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.

#### **4. Copyright**

Harmeny 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 Harmeny School does not hold the copyright in information we publish, we will make that clear in this guide.

## 5. 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)
A4	10 pence	20 pence
A3	30 pence	40 pence

Information provided in electronic form will be charged as follows: optical media as appropriate at 50p per item, and memory stick ranging from £5 to £20 depending on the amount of information.

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.

## 6. Contact us

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

Harmeny School  
45 Mansfield Road  
Balerno  
Midlothian  
EH14 7JY

Email: [admin@harmeny.org.uk](mailto:admin@harmeny.org.uk)  
Tel: 0131 449 3938

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.

## 7. 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.

<b>CLASS 1: ABOUT HARMENY SCHOOL</b>	
<b>Class description:</b>  Information about Harmeny School, who we are, where to find us, how to contact us, how we are managed and our external relations.	
<b>The information we publish under this class:</b>	<b>How to access it:</b>
<b><u>Contact Details</u></b>  Harmeny School 45 Mansfield Road Balerno Midlothian EH14 7JY Email: admin@harmeny.org.uk Tel: 0131 449 3938	Further information about how to contact us can be found on our website, at:  <a href="https://harmeny.org.uk/contact/">https://harmeny.org.uk/contact/</a>
<b><u>Senior Leadership Team &amp; Board of Trustees</u></b>  Harmeny School has a Senior Leadership Team and Board of Trustees, who are responsible for the governance, strategic and operational management of the school.	Further information about current members of our Senior Leadership Team and Board of Trustees can be found at:  <a href="https://harmeny.org.uk/our-people/">https://harmeny.org.uk/our-people/</a>
<b><u>School Opening Hours</u></b>  Our school opening hours are as follows:  <b>Primary School Day:</b> Mon-Thurs 9am to 3.30pm; Fri 9am to 12.45pm  <b>Secondary School Day:</b> Mon-Fri 9am to 4.05pm; Fri 9am to 12.45pm  <b>School Office Hours:</b> Mon-Fri 9am to 5pm	Further information about our school can be viewed within 'Our Services' section on our website:  <a href="https://harmeny.org.uk/our-services/">https://harmeny.org.uk/our-services/</a>
<b><u>Term Times &amp; Holidays</u></b>  Whilst Harmeny School provides residential care on an all year round basis, our education service operates on a term time only basis. Our school term and holiday periods are approximately as follows:  <b>Term 1: August to October</b>	Specific term time dates, holiday periods and in-service days can be viewed on our website under Term Dates:  <a href="https://harmeny.org.uk/our-key-information/">https://harmeny.org.uk/our-key-information/</a>

<p>October holiday – 1 week</p> <p><b>Term 2: October to December</b></p> <p>Christmas Holiday - 2 weeks</p> <p><b>Term 3: January-March/April</b></p> <p>Easter holiday - 2 weeks</p> <p><b>Term 4: March/April to July</b></p> <p>Summer Holiday - 5 weeks</p> <p>Each term also has a half term break midway through the term.</p> <p>A total of 5 in-service days are held throughout the school year, at the beginning of school terms.</p>	
<p><b><u>Queries &amp; Complaints</u></b></p> <p>Queries and complaints should be made in the first instance to the Administration Manager. The query or complaint will then be forwarded to the relevant manager and the enquirer / complainant will be notified of the name of the relevant manager.</p> <p>The school has a complaints policy, which is available on request.</p>	<p>Customer care queries or complaints should be made, in the first instance to: Administration Manager, at the above address or by email at: <a href="mailto:admin@harmeny.org.uk">admin@harmeny.org.uk</a></p> <p>Further information about how to make a complaint can be found at: <a href="https://harmeny.org.uk/policies/">https://harmeny.org.uk/policies/</a></p>
<p><b><u>Guide to Information</u></b></p> <p>This Guide to Information can be downloaded from our website and a hard copy is also available on request.</p>	<p><a href="https://harmeny.org.uk/policies/">https://harmeny.org.uk/policies/</a></p> <p>Or contact the Administration Manager, by email at: <a href="mailto:admin@harmeny.org.uk">admin@harmeny.org.uk</a></p>
<p><b><u>Information Requests</u></b></p> <p>The school has a procedure for handling information requests.</p> <p>Requests should be made to the Administration Manager. The information request will then be forwarded to the relevant manager who will respond within the legislative timeframe required under the Freedom of Information (Scotland) Act 2002, Environmental Information (Scotland) Regulations 2004, or Data Protection Act 1998 (DPA).</p>	<p>Information requests should be made to the Administration Manager at: <a href="mailto:admin@harmeny.org.uk">admin@harmeny.org.uk</a></p>
<p><b><u>Charges for Information</u></b></p> <p>Our charges for information which has not been published are contained within our Charging for</p>	<p><a href="https://harmeny.org.uk/policies/">https://harmeny.org.uk/policies/</a></p>

Information Policy.	
<p><b><u>Governing Documents &amp; Legal Framework</u></b></p> <p>Harmeny School is part of Harmeny Education Trust Limited (HETL), which is a registered Scottish charity and a company limited by guarantee. The governing documents are the company's Articles of Association.</p> <p>The main education legislation pertaining to the school includes the following:</p> <ul style="list-style-type: none"> <li>• <i>Education (Scotland) Act 1980</i></li> <li>• <i>Standards in Scotland's Schools etc. Act 2000</i></li> <li>• <i>Education (Disability Strategies and Pupils' Educational Records) (Scotland) Act 2002</i></li> <li>• <i>Education (Additional Support for Learning) (Scotland) Act 2004, as amended</i></li> <li>• <i>The Education (School and Placing Information) (Scotland) Regulations 2012</i></li> <li>• <i>The Education (Scotland) Act 2016</i></li> </ul>	<p>HETL's Articles of Association are available on request by emailing the Administration Manager at: <a href="mailto:admin@harmeny.org.uk">admin@harmeny.org.uk</a></p> <p>Further information on legislation can be found at:</p> <p><a href="http://enquire.org.uk/what-is-additional-support-for-learning/legislation/education">http://enquire.org.uk/what-is-additional-support-for-learning/legislation/education</a></p>
<p><b><u>Decision Making</u></b></p> <p>The Board of Trustees is responsible for overseeing the governance and decision-making within the Trust, meeting a minimum of four times per year.</p> <p>A Senior Leadership Team (SLT), which meets weekly, has delegated responsibility for the operational management of the school.</p>	<p>Further information on the strategic and management decisions can be found in our most recent annual report in our Key Information section on the website:</p> <p><a href="https://harmeny.org.uk/our-key-information/">https://harmeny.org.uk/our-key-information/</a></p>
<p><b><u>Strategic Planning, Equality &amp; Stakeholder Engagement</u></b></p> <p>HETL has a Strategic Plan which lays out the Vision, Purpose and Core Values of the organisation, as well as the strategic priorities and objectives relating to organisational growth and development.</p> <p>A key strategic priority is the involvement and engagement of children and their families in the care and education they receive, as well as the ongoing enhancement and development of services.</p> <p>Harmeny School is committed to providing an</p>	<p>A summary of our Strategic Plan can be requested by contacting the Administration Manager <a href="mailto:admin@harmeny.org.uk">admin@harmeny.org.uk</a>.</p> <p>Our Children's Rights and Participation Policy can be found in the Participation Policy section here:</p> <p><a href="https://harmeny.org.uk/policies/">https://harmeny.org.uk/policies/</a></p>

<p>inclusive and supportive environment where our community of staff and pupils can live, work and study, free from discrimination, bullying or harassment, and utilise their talents and abilities to their full extent.</p>	<p>Our Equality Opportunities and Dignity at Work Policies can be found in the Equality and Diversity section here:  <a href="https://harmeny.org.uk/policies/">https://harmeny.org.uk/policies/</a></p>
<p><b><u>School Planning</u></b></p> <p>The Curriculum, timetable, education staffing resources, education policies and procedures are carefully planned by our education management team, with a number of documents produced to aid the planning and smooth running of the school.</p>	<p>Information requests regarding school planning should be made to the Administration Manager at: <a href="mailto:admin@harmeny.org.uk">admin@harmeny.org.uk</a></p>
<p><b><u>Accountability &amp; Reporting Requirements</u></b></p> <p>As a charitable company, the Trust prepares annual financial statements, which comply with the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 (as amended), the Memorandum and Articles of Association, and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.</p> <p>A condition of our Scottish Government Grant is the submission of quarterly financial reports and an annual children's outcomes report to the Scottish Government Learning Directorate.</p> <p>The Trust is registered with the following regulatory bodies: Care Inspectorate, Education Scotland and OSCR (The Office of the Scottish Charity Regulator).</p>	<p>Our annual accounts can be views on: <a href="https://beta.companieshouse.gov.uk/">https://beta.companieshouse.gov.uk/</a> and then entering 'HARMENY EDUCATION TRUST LIMITED', followed by 'FILING HISTORY' then selecting 'Accounts' (for relevant financial year).</p> <p>Information requests regarding Scottish Government submissions should be made to the Administration Manager at: <a href="mailto:admin@harmeny.org.uk">admin@harmeny.org.uk</a></p> <p>Education Scotland Link:  <a href="https://education.gov.scot">https://education.gov.scot</a>          Our most recent Education Scotland Inspection report can be viewed on our website:  <a href="https://harmeny.org.uk/our-key-information/">https://harmeny.org.uk/our-key-information/</a></p> <p>Care Inspectorate Link:  <a href="http://www.careinspectorate.com/index.php/care-services">http://www.careinspectorate.com/index.php/care-services</a>          Then enter 'HARMENY SCHOOL' in 'Keywords'</p> <p>OSCR Link: <a href="http://www.oscr.org.uk">http://www.oscr.org.uk</a></p>
<p><b><u>Internal &amp; External Audit Arrangements</u></b></p> <p>The school's finances are internally monitored by the Board of Trustees, Business Group and Senior Leadership Team. Our financial statements are audited annually by our external auditors.</p>	<p>Information requests regarding our internal auditing should be made to the Administration Manager at: <a href="mailto:admin@harmeny.org.uk">admin@harmeny.org.uk</a></p> <p>Our annual accounts can be views on: <a href="https://beta.companieshouse.gov.uk/">https://beta.companieshouse.gov.uk/</a> and then entering 'HARMENY EDUCATION TRUST</p>

<p>The school's education service is regulated by Education Scotland and is inspected approximately every four years. The care element is regulated by the Care Inspectorate and is inspected once a year.</p>	<p>LIMITED', followed by 'FILING HISTORY' then selecting 'Accounts' (for relevant financial year).</p> <p>Our most recent Education Scotland Inspection report can be viewed on our website:  <a href="https://harmeny.org.uk/our-key-information/">https://harmeny.org.uk/our-key-information/</a></p>
<p><b><u>Subsidiary Companies</u></b></p> <p>Harmeny Services Limited is a wholly owned subsidiary of Harmeny Education Trust Limited. The company is currently dormant and has no trading activity.</p>	<p>The annual accounts for Harmeny Services Limited can be viewed on:  <a href="https://beta.companieshouse.gov.uk/">https://beta.companieshouse.gov.uk/</a>  and then entering 'HARMENY EDUCATION SERVICES LIMITED', followed by 'FILING HISTORY').</p>
<p><b><u>Contractual Arrangements with Local Authorities</u></b></p> <p>Fees for residential and day placements are charged on a spot purchase basis, with either an Individual Placement Agreement or other financial agreement signed at the point of placement by the referring local authority and Harmeny School. Fees for children referred by Scottish local authorities are subsidised by the annual Scottish Government grant.</p>	<p>Information requests should be made to the Administration Manager at:  <a href="mailto:admin@harmeny.org.uk">admin@harmeny.org.uk</a></p>
<p><b><u>Membership of Advisory Bodies</u></b></p> <p>Harmeny School is a member of the following associations/member organisations:</p> <ul style="list-style-type: none"> <li>• SCIS (Scottish Council for Independent Schools)</li> <li>• EtCS (Educating through Care Scotland)</li> <li>• SCVO</li> <li>• The Nurture Group Network</li> <li>• Scottish Attachment in Action</li> <li>• Lothian Community Transport Services</li> </ul>	<p>Links to associations/member organisations' websites:</p> <p> <a href="http://www.scis.org.uk/">http://www.scis.org.uk/</a>  <a href="http://www.etcsc.org.uk/">http://www.etcsc.org.uk/</a>  <a href="http://www.scvo.org.uk/">http://www.scvo.org.uk/</a>  <a href="https://www.nurturegroups.org/">https://www.nurturegroups.org/</a>  <a href="http://www.saia.org.uk/">http://www.saia.org.uk/</a>  <a href="http://www.lcts.org.uk/">http://www.lcts.org.uk/</a> </p>

<b>CLASS 2: HOW HARMENY SCHOOL DELIVERS OUR FUNCTIONS AND SERVICES</b>	
<p><b>Class description:</b></p> <p>Information about our work, our strategy and policies for delivering functions and services and information for our service users.</p>	
<p><b>The information we publish under this class:</b></p>	<p><b>How to access it:</b></p>



<p><b><u>School's Functions</u></b></p> <p>Harmeny School provides education and care for children with complex social, emotional and behavioural needs. As a grant aided special school, children are referred from local authorities throughout Scotland.</p>	<p>Details about our range of services can be found on our website as follows:</p> <p><a href="https://harmeny.org.uk/our-services/">https://harmeny.org.uk/our-services/</a></p>
<p><b><u>Strategies &amp; Policies</u></b></p> <p>Harmeny's Strategic Plan lays out the key priorities and objectives for the Trust's sustainability and development.</p> <p>The Trust has a full range of policies contained within a Policy Manual covering Childcare and Education, Health &amp; Safety, HR and General policies. These are developed and updated by the Leadership team.</p>	<p>A summary of our Strategic Plan can be requested by contacting the Administration Manager <a href="mailto:admin@harmeny.org.uk">admin@harmeny.org.uk</a>.</p> <p>Information requests regarding school policies should be made to the Administration Manager at: <a href="mailto:admin@harmeny.org.uk">admin@harmeny.org.uk</a></p>
<p><b><u>How to Report a Concern</u></b></p> <p>Any concern no matter how small can be communicated in writing, face to face or by telephone to any member of staff.</p> <p>Should any individual wish to make a formal complaint, this should be made in writing to a member of our Senior Leadership Team.</p>	<p>Further information about how to contact us can be found on our website:</p> <p><a href="https://harmeny.org.uk/contact/">https://harmeny.org.uk/contact/</a></p> <p>Further information about how to make a complaint can be found at:</p> <p><a href="https://harmeny.org.uk/policies/">https://harmeny.org.uk/policies/</a></p>
<p><b><u>Reports on How the School Delivers its Functions</u></b></p> <p>The Trust produces an annual report and financial statement for each financial year</p>	<p>A copy of our most recent Annual Report can be found on our website at:</p> <p><a href="https://harmeny.org.uk/our-key-information/">https://harmeny.org.uk/our-key-information/</a></p>
<p><b><u>How the School Charges</u></b></p> <p>Fees for residential and day education placements are charged on a spot purchase basis an on a cost recovery basis, with either an Individual Placement Agreement or other financial agreement signed at the point of placement by the referring local authority and Harmeny School. Fees for children referred by Scottish local authorities are subsidised by the annual Scottish Government grant.</p>	<p>Information requests regarding how our fees are charged should be made to our Administration Manager at: <a href="mailto:admin@harmeny.org.uk">admin@harmeny.org.uk</a></p>
<p><b><u>List of Services Provided by the School</u></b></p>	



<p>The school's services include the following:</p> <ul style="list-style-type: none"> <li>• Residential Education Placement (52 weeks) - Primary</li> <li>• Residential Education Placement (52 weeks) – Secondary</li> <li>• Residential Placement, attending a mainstream school</li> <li>• Day Education Placement – 40 weeks – Primary</li> <li>• Day Education Placement – 40 weeks - Secondary</li> </ul>	<p>Further information on our education services can be found on our website at:  <a href="https://harmeny.org.uk/our-services/">https://harmeny.org.uk/our-services/</a></p>
<p><b><u>School Improvement Plan</u></b></p> <p>The school develops an Education Improvement Plan for a two-year period. The plan is reviewed regularly by the Education Management Team, Senior Leadership Team and annually by the Board of Trustees.</p>	<p>A summary of the Education Improvement Plan can be obtained on request by emailing the Administration Manager at: <a href="mailto:admin@harmeny.org.uk">admin@harmeny.org.uk</a></p>
<p><b><u>Information for Service Users</u></b></p> <p>Harmeny School has a detailed website which includes an area for parents and carers, information about our approach and a Life at Harmeny section.</p> <p>The referrals section on our website, explains that referrals for children's placements are made by local authorities.</p>	<p>Parent &amp; Carers Section:  <a href="https://harmeny.org.uk/parents-and-carers/">https://harmeny.org.uk/parents-and-carers/</a></p> <p>Our Approach:  <a href="https://harmeny.org.uk/our-approach/">https://harmeny.org.uk/our-approach/</a></p> <p>Life at Harmeny  <a href="https://harmeny.org.uk/life-at-harmeny/">https://harmeny.org.uk/life-at-harmeny/</a></p> <p>Referrals  <a href="https://harmeny.org.uk/referrals/">https://harmeny.org.uk/referrals/</a></p>
<p><b><u>Newsletters</u></b></p> <p>The school produces a regular Newsletter which is downloadable from our website.</p>	<p>Harmeny Newsletter:  <a href="https://harmeny.org.uk/newsletter-signup/">https://harmeny.org.uk/newsletter-signup/</a></p>

<b>CLASS 3: HOW HARMENY SCHOOL TAKES DECISIONS AND WHAT IT HAS DECIDED</b>	
<b>Class description:</b> Information about the decisions we take, how we make decisions and how we involve others	
<b>The information we publish under this class:</b>	<b>How to access it:</b>
<b><u>Decisions Taken by the School</u></b> <p>The school is governed by a Board of Trustees who have responsibilities for governance, finance and strategic decisions. Board meetings take place at a minimum of four times per year.</p> <p>A Senior Leadership Team meets weekly and has delegated responsibility to make decisions regarding the operational running of the school.</p>	<p>Excerpts or summaries of minutes may be provided in relation to specific information requests regarding decisions taken by the school.</p> <p>Requests should be made to the Administration Manager at:  <a href="mailto:admin@harmeny.org.uk">admin@harmeny.org.uk</a></p>

<b>CLASS 4: WHAT HARMENY SCHOOL SPENDS AND HOW IT SPENDS IT</b>	
<b>Class description:</b> 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).	
<b>The information we publish under this class:</b>	<b>How to access it:</b>
<b><u>Financial Statements</u></b> <p>The Trust prepares annual financial statements, which comply with the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 (as amended), the Memorandum and Articles of Association, and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.</p> <p>A condition of our Scottish Government Grant is the submission of quarterly financial reports and an annual children's outcomes report to the Scottish Government Learning Directorate.</p>	<p>Our annual accounts can be views on:  <a href="https://beta.companieshouse.gov.uk/">https://beta.companieshouse.gov.uk/</a>  and then entering 'HARMENY EDUCATION TRUST LIMITED', followed by 'FILING HISTORY' then selecting 'Accounts' (for relevant financial year).</p> <p>Information requests regarding information submitted to the Scottish Government should be made to the Administration Manager at:  <a href="mailto:admin@harmeny.org.uk">admin@harmeny.org.uk</a></p>
<b><u>Financial Policies and Procedures</u></b> <p>Budgets are compiled annually, in line with all statutory and regulatory requirements and follow the priorities contained within the School's Strategic Plan.</p>	<p>Information requests regarding financial policies and procedures should be made to the Administration</p>

<p>Our finance team is managed by a member of the Senior Leadership Team and follow the guidelines contained within the school's finance manual. The school's finances are overseen by the Board of Trustees, with delegated responsibilities to Business Group and Senior Leadership Team.</p>	<p>Manager at: <a href="mailto:admin@harmeny.org.uk">admin@harmeny.org.uk</a></p>
<p><b><u>Purchasing and Capital Funding Plans</u></b></p> <p>The school bids, annually, for a small capital grant from the Scottish Government, for capital items which are required for health and safety reasons.</p> <p>Over the years, the Trust has run capital fundraising appeals when required, for larger items of capital which are essential for meeting the education and care needs of children placed in the school.</p> <p>All fundraising is conducted in line with charity law and the Code of Fundraising Practice.</p>	<p>Information requests regarding purchasing and capital funding plans, should be made to the Administration Manager at: <a href="mailto:admin@harmeny.org.uk">admin@harmeny.org.uk</a></p> <p>Information about our fundraising activities can be found here: <a href="https://harmeny.org.uk/fundraising/">https://harmeny.org.uk/fundraising/</a></p> <p>Our fundraising guarantee: <a href="https://harmeny.org.uk/our-fundraising-guarantee/">https://harmeny.org.uk/our-fundraising-guarantee/</a></p>
<p><b><u>Expenses</u></b></p> <p>The Trust has policies and procedures for the reimbursement of travel and other expenses incurred by employees (staff and management) in the performance of their duties.</p> <p>Board members are non-remunerated, however, out-of-pocket expenses are reimbursed, if claimed.</p>	<p>Information requests regarding expenses should be made to the Administration Manager at: <a href="mailto:admin@harmeny.org.uk">admin@harmeny.org.uk</a></p>
<p><b><u>Pay and Grading Structure</u></b></p> <p>The Trust has policies for the salaries of staff and senior managers, which are reviewed annually.</p> <p>Salary grades are based on nationally negotiated pay scales, including the SJNC, SJC and SNCT, depending on the role.</p>	<p>Information requests regarding pay and gradings should be made to the Administration Manager at: <a href="mailto:admin@harmeny.org.uk">admin@harmeny.org.uk</a></p>
<p><b><u>Pensions</u></b></p> <p>Teachers working at Harmeny School are auto-enrolled into the Teachers' Pension Scheme (Scotland), which is administered by the Scottish Public Pensions Agency (SPPA).</p> <p>All other Harmeny staff are auto-enrolled on to a scheme administered by Royal London</p>	<p><a href="#">Link to SPPA pension scheme</a> (Scottish Teachers Superannuation Scheme)</p> <p><a href="#">Link to Royal London</a></p>

<b>CLASS 5: HOW HARMENY SCHOOL MANAGES ITS HUMAN, PHYSICAL AND INFORMATION RESOURCES</b>	
<p>Class description:</p> <p>Information about how we manage the human, physical and information resources of Harmeny School.</p>	
<b>The information we publish under this class:</b>	<b>How to access it:</b>
<p><b><u>Human Resources</u></b></p> <p>A member of SMT has day-to-day responsibility for the Human Resource function, with regular monitoring and reporting to the Senior Leadership Team and Business Sub-Group of the Board.</p> <p>Comprehensive policies, procedures and guidelines for Human Resources are contained within the Trust's Policy Manual / Staff Handbook.</p>	<p>Information requests regarding Human Resources should be made to the Administration Manager at: <a href="mailto:admin@harmeny.org.uk">admin@harmeny.org.uk</a></p>
<p><b><u>Management of Land and Assets</u></b></p> <p>The school's land and assets are maintained to high standards and have been developed to maximise their use in relation to the care, education and outdoor learning of children with social, emotional and behavioural needs. Annual maintenance and capital expenditure programmes are overseen by the Strategic Estates Manager annually and overseen by Board of Trustees.</p> <p>The school has a strong commitment to environmental sustainability and has been successful in achieving the Eco School Green Flag Award.</p>	<p>Information requests regarding should be made to the Administration Manager at: <a href="mailto:admin@harmeny.org.uk">admin@harmeny.org.uk</a></p>
<p><b><u>Description of Land &amp; Property Holdings</u></b></p> <p>All plans for the school's land and property are kept within our Plans Room.</p>	<p>Requests to view any of the school's plans should be made to the Administration Manager at: <a href="mailto:admin@harmeny.org.uk">admin@harmeny.org.uk</a></p>
<p><b><u>Records Management</u></b></p> <p>The Trust is committed to responsible records management and has clear processes for the retention, storage and access of records.</p>	<p>Information requests regarding records management should be made to the Administration Manager at: <a href="mailto:admin@harmeny.org.uk">admin@harmeny.org.uk</a></p>
<p><b><u>Information Management</u></b></p> <p>The Trust has robust policies in relation to information management, including: Data Protection &amp;</p>	<p>Information requests regarding information management should be</p>

Confidentiality; Capture, Storage and Retention and Use of Digital Media; Social Media; Use of Email and Internet.	made to the Administration Manager at: <a href="mailto:admin@harmeny.org.uk">admin@harmeny.org.uk</a>
<b><u>Management of Resources</u></b>  Robust procedures exist for the efficient and responsible management of resources, including an asset register and inventory of equipment, both of which are updated regularly.	Information requests regarding records management should be made to the Administration Manager at: <a href="mailto:admin@harmeny.org.uk">admin@harmeny.org.uk</a>
<b><u>Freedom of Information</u></b>  As a public authority the Trust is required provide information in line with the Freedom of Information (Scotland) Act 2002. A Model Publication Scheme and Charging Policy is published, as required by the Freedom of Information (Scotland) Act 2002.	Policies relating to Freedom of Information can be viewed on our website at: <a href="https://harmeny.org.uk/policies/">https://harmeny.org.uk/policies/</a>

<b>CLASS 6: HOW HARMENY SCHOOL PROCURES GOODS AND SERVICES FROM EXTERNAL PROVIDERS</b>	
<b>Class description:</b>  Information about how Harmeny School procure goods and services, and our contracts with external providers	
<b>The information we publish under this class:</b>	<b>How to access it:</b>
<b><u>Procurement of Goods and Services</u></b>  Harmeny School purchases goods and services from their list of approved contractors and suppliers. These contractors and suppliers are vetted via mini-tenders, with fees and quality of provision reviewed, benchmarked and evaluated accordingly.	Information requests regarding procurement of goods and services should be made to the Administration Manager at: <a href="mailto:admin@harmeny.org.uk">admin@harmeny.org.uk</a>

<b>CLASS 7: HOW HARMENY SCHOOL IS PERFORMING</b>	
<b>Class description:</b>  Information about how Harmeny School performs as an organisation, and how well it delivers its functions and services	
<b>The information we publish under this class:</b>	<b>How to access it:</b>
<b><u>External Reports</u></b>  The school produces an annual report and financial statement for each financial year.  The Trust prepares annual financial statements, which	A copy of our most recent Annual Report can be found on our website at: <a href="https://harmeny.org.uk/our-key-information/">https://harmeny.org.uk/our-key-information/</a>  Our annual accounts can be views on: <a href="https://beta.companieshouse.gov.uk/">https://beta.companieshouse.gov.uk/</a>

comply with all statutory and regulatory requirements.	<p>and then entering 'HARMENY EDUCATION TRUST LIMITED', followed by 'FILING HISTORY' then selecting 'Accounts' (for relevant financial year).</p> <p>Our charity details and a history of our returns can also be located on OSCR's website, as follows:  <a href="http://www.oscr.org.uk">http://www.oscr.org.uk</a></p>
<p><b><u>Inspection Reports</u></b></p> <p>The school's education service is regulated by Education Scotland and is inspected approximately every four years. The care element is regulated by the Care Inspectorate and is inspected once a year.</p>	<p>Our most recent inspection reports can be viewed on our website at:  <a href="https://harmeny.org.uk/our-key-information/">https://harmeny.org.uk/our-key-information/</a></p>

CLASS 8: OUR COMMERCIAL PUBLICATIONS	
<p><b>Class description:</b></p> <p>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.</p>	
The information we publish under this class:	How to access it:
Harmeny School currently publishes no information under this class.	n/a

CLASS 9: OUR OPEN DATA	
<p><b>Class description:</b></p> <p>Open data made available by the school as described by the Scottish Government's <a href="#">Open Data Resource Pack</a> and available under an open licence.</p>	
The information we publish under this class	How to access it
Harmeny School currently does not make data available via the Scottish Government's Open Data Resource Pack.	n/a