



## Guide to information available through our publication scheme

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.

Jordanhill 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)

You can see this scheme on our website at [www.jordanhill.glasgow.sch.uk](http://www.jordanhill.glasgow.sch.uk) or by contacting us at the address below.

The purpose of this Guide to Information is to:

- let you to see what information Jordanhill 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 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*

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

## Charges

This section explains when we may make a charge for our publications and how any charge will be calculated.

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.

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

<b>Size of paper</b>	<b>Pence per single sided copy (black and white)</b>	<b>Pence per single sided copy (colour)</b>
A3	20p	30p
A4	10p	15p

Any charge for information provided in electronic format will reflect the effort required to produce it.

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 in relation to our published information.

Charges may be levied where substantial staff time is required to compile information not routinely held by the school.

We will always tell you what the total cost is before providing the information to you.

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:

Jordanhill School  
45 Chamberlain Road  
Glasgow G13 1SP

E. [info@jordanhill.glasgow.sch.uk](mailto:info@jordanhill.glasgow.sch.uk) T. 0141 576 2500

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 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 Jordanhill School</b>
<b>Class description:</b> Information about Jordanhill 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>
Contact details	<a href="http://www.jordanhill.glasgow.sch.uk/home">http://www.jordanhill.glasgow.sch.uk/home</a> <a href="http://www.jordanhill.glasgow.sch.uk/contact">http://www.jordanhill.glasgow.sch.uk/contact</a>
About Our School	<a href="http://www.jordanhill.glasgow.sch.uk/school/welcome-our-school">http://www.jordanhill.glasgow.sch.uk/school/welcome-our-school</a>
Admissions Regulations	<a href="http://www.jordanhill.glasgow.sch.uk/school/admissions">http://www.jordanhill.glasgow.sch.uk/school/admissions</a> <a href="http://www.jordanhill.glasgow.sch.uk/school/admission-s5s6">http://www.jordanhill.glasgow.sch.uk/school/admission-s5s6</a>
Prospectus	<a href="http://www.jordanhill.glasgow.sch.uk/school/prospectus">http://www.jordanhill.glasgow.sch.uk/school/prospectus</a>
Board of Managers	<a href="http://www.jordanhill.glasgow.sch.uk/school/board-managers">http://www.jordanhill.glasgow.sch.uk/school/board-managers</a>
This Guide to Information	<a href="http://www.jordanhill.glasgow.sch.uk/school/freedom-information">http://www.jordanhill.glasgow.sch.uk/school/freedom-information</a>

<b>Class 2: How Jordanhill School Delivers Our Functions and Services</b>
<b>Class description:</b> Information about our work, our strategy and policies for delivering functions and services and information for our service users.

<b>The information we publish under this class</b>	<b>How to access it</b>
General Information	<a href="http://www.jordanhill.glasgow.sch.uk/school/parents">http://www.jordanhill.glasgow.sch.uk/school/parents</a>
Pupil Information	<a href="http://www.jordanhill.glasgow.sch.uk/school/pupils">http://www.jordanhill.glasgow.sch.uk/school/pupils</a>
School Policies	<a href="http://www.jordanhill.glasgow.sch.uk/school/school-policies">http://www.jordanhill.glasgow.sch.uk/school/school-policies</a>
Information Leaflets	<a href="http://www.jordanhill.glasgow.sch.uk/school/focus-leaflets">http://www.jordanhill.glasgow.sch.uk/school/focus-leaflets</a>
Curriculum for Excellence	<a href="http://www.jordanhill.glasgow.sch.uk/school/curriculum-excellence">http://www.jordanhill.glasgow.sch.uk/school/curriculum-excellence</a>
National Qualifications	<a href="http://www.jordanhill.glasgow.sch.uk/school/national-qualifications">http://www.jordanhill.glasgow.sch.uk/school/national-qualifications</a>
School Improvement Plan	<a href="http://www.jordanhill.glasgow.sch.uk/document/2013/school-improvement-plan-2016">http://www.jordanhill.glasgow.sch.uk/document/2013/school-improvement-plan-2016</a>
School E-bulletins	<a href="http://www.jordanhill.glasgow.sch.uk/school/e-bulletins">http://www.jordanhill.glasgow.sch.uk/school/e-bulletins</a>
School Newsletters	<a href="http://www.jordanhill.glasgow.sch.uk/school/jordanhill-school-newsletters">http://www.jordanhill.glasgow.sch.uk/school/jordanhill-school-newsletters</a>
School Journals	<a href="http://www.jordanhill.glasgow.sch.uk/school/journal-archive">http://www.jordanhill.glasgow.sch.uk/school/journal-archive</a>
Alumni Information	<a href="http://www.jordanhill.glasgow.sch.uk/school/alumni">http://www.jordanhill.glasgow.sch.uk/school/alumni</a>
Online Shop	<a href="https://www.parentpay.com/ParentPayShop/Uniform/Default.aspx?s hopid=104">https://www.parentpay.com/ParentPayShop/Uniform/Default.aspx?s hopid=104</a>

<b>CLASS 3: How Jordanhill 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>
Functions of Board and Memorandum and Articles of Association	<a href="http://www.jordanhill.glasgow.sch.uk/school/functions-board">http://www.jordanhill.glasgow.sch.uk/school/functions-board</a>
Board of Managers Minutes	<a href="http://www.jordanhill.glasgow.sch.uk/school/board-meetings-minutes">http://www.jordanhill.glasgow.sch.uk/school/board-meetings-minutes</a>
AGM Annual Report and Financial Statement	<a href="http://www.jordanhill.glasgow.sch.uk/school/annual-general-meeting">http://www.jordanhill.glasgow.sch.uk/school/annual-general-meeting</a> <a href="http://www.jordanhill.glasgow.sch.uk/document/2015/annual-report-and-financial-statement">http://www.jordanhill.glasgow.sch.uk/document/2015/annual-report-and-financial-statement</a>

<b>CLASS 4: What Jordanhill 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>
Financial Statement	<a href="http://www.jordanhill.glasgow.sch.uk/document/2015/annual-report-and-financial-statement">http://www.jordanhill.glasgow.sch.uk/document/2015/annual-report-and-financial-statement</a>
Finance Policy	Jordanhill School has an internal finance policy and procedures governing all internal routines which is shared with the auditors. This document contains confidential information and is not appropriate for publication. Information on aspects of policy can be provided on request.
External Audit	Jordanhill School is audited by PricewaterhouseCoopers LLP.  <a href="https://www.pwc.co.uk/">https://www.pwc.co.uk/</a>
Teachers and Associated Professionals - Pay Tables	Teachers and support staff are paid on the nationally agreed pay scales using the national job sizing toolkit where appropriate. <a href="http://www.snct.org.uk/wiki/index.php?title=Appendix_2.1">http://www.snct.org.uk/wiki/index.php?title=Appendix_2.1</a>  Jordanhill School is a <i>Scottish Living Wage Employer</i> .
School Pension Fund Providers	Teachers are members of the Scottish Public Pensions Agency <a href="http://www.sppa.gov.uk/index.php?option=com_content&amp;view=article&amp;id=63&amp;Itemid=5">http://www.sppa.gov.uk/index.php?option=com_content&amp;view=article&amp;id=63&amp;Itemid=5</a> Support staff are members of Strathclyde Pension Fund <a href="https://www.spfo.org.uk/index.aspx?articleid=14440">https://www.spfo.org.uk/index.aspx?articleid=14440</a>
Financial Support to Parents	<a href="http://www.jordanhill.glasgow.sch.uk/school/financial-support">http://www.jordanhill.glasgow.sch.uk/school/financial-support</a>

<b>CLASS 5: How Jordanhill School Manages Its Human, Physical And Information Resources</b>
<b>Class description:</b> Information about how we manage the human, physical and information resources of Jordanhill School

<b>The information we publish under this class</b>	<b>How to access it</b>
Dignity at Work	<a href="http://www.jordanhill.glasgow.sch.uk/document/2016/dignity-work">http://www.jordanhill.glasgow.sch.uk/document/2016/dignity-work</a>
Investor in People	<a href="http://www.jordanhill.glasgow.sch.uk/school/investor-people">http://www.jordanhill.glasgow.sch.uk/school/investor-people</a>
Workforce Equality Monitoring Report	<a href="http://www.jordanhill.glasgow.sch.uk/document/2015/workforce-equality-monitoring">http://www.jordanhill.glasgow.sch.uk/document/2015/workforce-equality-monitoring</a>
Validation of Scheme of Professional Update	<a href="http://www.jordanhill.glasgow.sch.uk/document/2014/professional-update-validation">http://www.jordanhill.glasgow.sch.uk/document/2014/professional-update-validation</a>
Records Management and Retention	Jordanhill School follows appropriate and relevant guidance issued by the Scottish Government and the Scottish Charity Regulator.

<b>CLASS 6: How Jordanhill School Procures Goods and Services From External Providers</b>
<b>Class description:</b> Information about how we 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>
Procurement	Jordanhill School follows appropriate and relevant guidance issued by the Scottish Government and the school's professional advisers.

<b>CLASS 7: How Jordanhill School Is Performing</b>
<p><b>Class description:</b> Information about how Jordanhill School performs as an organisation, and how well it delivers its functions and services</p>

<b>The information we publish under this class</b>	<b>How to access it</b>
Annual Report	<a href="http://www.jordanhill.glasgow.sch.uk/document/2015/annual-report-and-financial-statement">http://www.jordanhill.glasgow.sch.uk/document/2015/annual-report-and-financial-statement</a>
‘Delivering for You’ Summary of key priorities in previous improvement plan and what we delivered	<a href="http://www.jordanhill.glasgow.sch.uk/document/2015/delivering-you">http://www.jordanhill.glasgow.sch.uk/document/2015/delivering-you</a>
School Improvement including the outcomes of external audits and stakeholder surveys	<a href="http://www.jordanhill.glasgow.sch.uk/school/school-improvement">http://www.jordanhill.glasgow.sch.uk/school/school-improvement</a>
Scottish Government Statistics <ul style="list-style-type: none"> <li>• Positive leaver destinations</li> <li>• Attainment in literacy and numeracy</li> <li>• Attainment in the context of deprivation</li> <li>• Overall attainment of school leavers</li> <li>• Awards gained by level</li> <li>• Attendance and absence</li> </ul>	<a href="http://www.educationscotland.gov.uk/parentzone/myschool/findaschool/schools/jordanhillsglasgowcity.asp">http://www.educationscotland.gov.uk/parentzone/myschool/findaschool/schools/jordanhillsglasgowcity.asp</a>  Scottish Government publishes these statistics on an annual basis and are the owners of the statistics.
Equalities <ul style="list-style-type: none"> <li>• Mainstreaming Reports</li> <li>• Workforce Monitoring</li> <li>• Impact Assessment</li> </ul>	<a href="http://www.jordanhill.glasgow.sch.uk/school/equalities">http://www.jordanhill.glasgow.sch.uk/school/equalities</a>

<b>CLASS 8: Our Commercial Publications</b>
<p><b>Class description:</b> 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>

<b>The information we publish under this class</b>	<b>How to access it</b>
No commercial publications	Not applicable

## Right of Review or Complaint

If you are dissatisfied with the way Jordanhill School has dealt with or responded to your request under the Freedom of Information (Scotland) Act 2002, or wish to make a complaint about the manner in which it has been handled, you are entitled to require the School to review its decision. Please note that for a review to take place you must:

- Lodge a written requirement for review within 40 working days of the date of this letter.
- Include a correspondence address and a description of the original request and the reason why you are dissatisfied.
- Address your request to

Rector  
Jordanhill School  
45 Chamberlain Road  
Glasgow  
G13 1SP

Email: [info@jordanhill.glasgow.sch.uk](mailto:info@jordanhill.glasgow.sch.uk)

You will receive notice of the results of the review within 20 working days of receipt of your request. The notice will state the decision reached by the reviewing officer as well as the details of how to appeal to the Scottish Information Commissioner if you are still dissatisfied with the School's response. You must request an internal review by Jordanhill School before an appeal can be directed to the Scottish Information Commissioner.