



Common Thread Ltd
Head Office
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Common Thread Education & Training Centre
36 Winchester Avenue
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Common Thread Education and Training Centre
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DG1 3PQ

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Common Thread Education and Training Centre
Tomscroft
Bunachton
Inverness
IV2 6AL

PH: 01808 521707

CLASS 1: ABOUT Common Thread Schools	
Class description: Information about Common Thread Schools , 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	http://www.commonthreadgroup.com/contact
School structure, names, roles and responsibilities of senior staff and board members	foi@commonthreadgroup.com 01576 204202 during office hours
School opening hours	foi@commonthreadgroup.com 01576 204202 during office hours
School term times, holidays and INSET days	foi@commonthreadgroup.com 01576 204202 during office hours
Contact details for customer care and complaints	foi@commonthreadgroup.com 01576 204202 during office hours
This Guide to Information	http://www.commonthreadgroup.com/about-us/freedom-of-information
How to make an information request to the school	http://www.commonthreadgroup.com/about-us/freedom-of-information
Legal framework for the school e.g., s29 of the Education Act, constitution, company details, etc.	foi@commonthreadgroup.com
Governance structures: board, committees, other decision-making structures	foi@commonthreadgroup.com
School strategies e.g., stakeholder engagement, equality	foi@commonthreadgroup.com
School planning processes	foi@commonthreadgroup.com
How the school is held accountable, including reporting requirements of regulators	foi@commonthreadgroup.com
Internal and external audit arrangements	foi@commonthreadgroup.com
Subsidiary companies or other significant financial interests	foi@commonthreadgroup.com
Contractual agreements with local authorities	foi@commonthreadgroup.com

Membership of advisory bodies e.g., SCIS and ETCS and links to more information	http://www.scis.org.uk
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*a statutory requirement under FOI law (if you don't have one yet, you do need to develop one)

CLASS 2: HOW Common Thread Schools 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	http://www.commonthreadgroup.com/education/common-thread-schools-overview foi@commonthreadgroup.com Phone: 01576 204202 during office hours
Strategies, school policies and internal staff procedures for delivering the school's functions, including allocation, quality and standards.	foi@commonthreadgroup.com Phone: 01576 204202 during office hours
How to report a concern to the school	foi@commonthreadgroup.com Phone: 01576 204202 during office hours
Reports about how the school delivers its functions	http://www.commonthreadgroup.com/education/common-thread-schools-overview foi@commonthreadgroup.com Phone: 01576 204202 during office hours
How the school charges (generally) for its services and functions (Scottish Excel Framework)	foi@commonthreadgroup.com Phone: 01576 204202 during office hours
List of services provided by the school, including the statutory basis for them (where applicable)	http://www.commonthreadgroup.com/education/common-thread-schools-overview foi@commonthreadgroup.com Phone: 01576 204202 during office hours
Service schedules and delivery plans, for example school improvement plan	http://www.commonthreadgroup.com/education/common-thread-schools-overview

	foi@commonthreadgroup.com Phone: 01576 204202 during office hours
Information for service users, including how to access the services	http://www.commonthreadgroup.com/contact foi@commonthreadgroup.com Phone: 01576 204202 during office hours

CLASS 3: HOW Common Thread Schools 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	foi@commonthreadgroup.com Phone: 01576 204202 during office hours
Public consultations and the outcomes of engagement with stakeholders	foi@commonthreadgroup.com Phone: 01576 204202 during office hours
Reports of any regulatory inspections, audits and investigations carried out by the school. School Improvement partner visits.	http://www.commonthreadgroup.com/education/common-thread-schools-overview foi@commonthreadgroup.com Phone: 01576 204202 during office hours http://www.educationscotland.gov.uk/

CLASS 4: WHAT Common Thread Schools 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	www.companieshouse.co.uk
Financial policies and procedures for budget allocation	foi@commonthreadgroup.com Phone: 01576 204202 during office hours

Budget allocation to key policy / function / service areas	foi@commonthreadgroup.com Phone: 01576 204202 during office hours
Purchasing plans and capital funding plans	foi@commonthreadgroup.com Phone: 01576 204202 during office hours
Financial administration manual / internal financial regulations	foi@commonthreadgroup.com Phone: 01576 204202 during office hours
Expenses policies and procedures	foi@commonthreadgroup.com Phone: 01576 204202 during office hours
Senior staff / board member expenses at category level e.g., travel, subsistence and accommodation	foi@commonthreadgroup.com Phone: 01576 204202 during office hours
Board member remuneration other than expenses	foi@commonthreadgroup.com Phone: 01576 204202 during office hours
Pay and grading structure (levels of pay rather than individual salaries)	foi@commonthreadgroup.com Phone: 01576 204202 during office hours

CLASS 5: HOW Common Thread Schools MANAGES ITS HUMAN, PHYSICAL AND INFORMATION RESOURCES	
Class description: Information about how we manage the human, physical and information resources Common Thread Schools	
The information we publish under this class	How to access it
Strategy for and management of human resources	foi@commonthreadgroup.com Phone: 01576 204202 during office hours
Human resources policies, procedures and guidelines, including: recruitment, performance management, salary and grading, promotion, pensions, discipline, grievance, staff development, staff records	foi@commonthreadgroup.com Phone: 01576 204202 during office hours
Employee relations structures and agreements reached with recognised trade unions and professional organisations	foi@commonthreadgroup.com Phone: 01576 204202 during office hours
Management of the school's land and property assets, including environmental / sustainability report	foi@commonthreadgroup.com Phone: 01576 204202 during office hours
Property and land maintenance arrangements	foi@commonthreadgroup.com

	Phone: 01576 204202 during office hours
Lists of statistical information published by the school	foi@commonthreadgroup.com Phone: 01576 204202 during office hours
Freedom of information policies and procedures	foi@commonthreadgroup.com Phone: 01576 204202 during office hours
Data protection or privacy policy	foi@commonthreadgroup.com Phone: 01576 204202 during office hours

CLASS 6: HOW Common Thread Schools 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
We do not hold or publish any information in this class	

CLASS 7: HOW Common Thread Schools IS PERFORMING	
Class description: Information about how Common Thread Schools performs as an organisation, and how well it delivers its functions and services	
The information we publish under this class	How to access it
Education Scotland Inspection Reports	http://www.educationscotland.gov.uk/

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
We do not hold or publish any information in this class	

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	How to access it
We do not hold or publish any information in this class	