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[Redacted]

**From:** [Redacted] on behalf of Deputy First Minister and Cabinet Secretary for Education and Skills  
**Sent:** 19 December 2017 09:01  
**To:** [Redacted] Deputy First Minister and Cabinet Secretary for Education and Skills  
**Cc:** Higgins K (Kate); [Redacted] [Redacted] Communications DFM & Education  
**Subject:** RE: FOI/17/02863 - Teaching Makes People

Hi [Redacted]

DFM has cleared this FOI.

Thanks  
[Redacted]

[Redacted] Deputy Private Secretary to John Swinney MSP | Deputy First Minister of Scotland and Cabinet Secretary for Education & Skills | Scottish Government | St Andrew's House | Edinburgh | EH1 3DG | T: [Redacted]  
 [Redacted]

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**From:** [Redacted]  
**Sent:** 15 December 2017 14:37  
**To:** Deputy First Minister and Cabinet Secretary for Education and Skills  
**Cc:** Higgins K (Kate); [Redacted] [Redacted] Communications DFM & Education  
**Subject:** FOI/17/02863 - Teaching Makes People

DFM/PS,

Please find attached a response and requested information for an FOI request, for DFM's review and sign-off.

The request is from [Redacted], a parliamentary researcher for the Scottish Conservatives, asking for information about the costs and high level planning/strategy of the Teaching Makes People campaign.

It is worth noting that page 97 of the attached document titled 'Teacher recruitment wash up MASTER NO VIDEOS\_FOI' contains a table reviewing performance against the targets we set ourselves for the February and March 2017 phase. This table shows that we narrowly failed to meet two of our targets.

We are liaising with News on handling lines for this matter should they be needed.

Could you please confirm if DFM is content for us to issue this response to the requester?

[Redacted]

[REDACTED] | Senior Marketing Manager, Smarter, Wealthier & Fairer

Scottish Government | Marketing | St Andrew's House | Regent Road | Edinburgh | EH1 3DG  
t: [REDACTED]

Marketing Society Scotland 'Marketing Team of the Year' 2016

<http://blogs.scotland.gov.uk/marketing>

(4)

[REDACTED]

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**From:** [REDACTED] on behalf of Deputy First Minister and Cabinet Secretary for Education and Skills  
**Sent:** 19 December 2017 11:58  
**To:** [REDACTED]  
**Subject:** RE: Flagrant disregard of legal timescales

Hi [REDACTED]

DFM has noted this.

Thanks

[REDACTED]  
[REDACTED] | Assistant Private Secretary (Correspondence) to John Swinney MSP | Deputy First Minister and Cabinet Secretary Education and Skills | Scottish Government | St Andrew's House | Edinburgh | EH1 3DG | Ext [REDACTED]

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**From:** [REDACTED]  
**Sent:** 14 December 2017 09:57  
**To:** Cabinet Secretary for Communities, Social Security and Equalities; Deputy First Minister and Cabinet Secretary for Education and Skills  
**Cc:** Director of Advanced Learning and Science; [REDACTED]  
**Subject:** Flagrant disregard of legal timescales

PS,

Please see the note below which provides a summary of the situation, the reasons for our failure to respond and the action that we have taken to rectify this.

Let me know if you need any further information, which I will be happy to provide.

Thanks

[REDACTED]

### Background

- The date of [REDACTED] original FoI request was 2 October 2017 relating to living cost support for part-time students. Officials became aware of the missed deadline when she emailed in on 31 October 2017 and our response was issued on 3 November 2017. The correspondence had not been correctly logged as an FoI case hence the delay.
- [REDACTED] requested a review of our failure to respond to her Freedom of Information request on 7 November 2017. This was carried out on behalf of the Director for Advanced Learning and Science and officials provided a response to [REDACTED] on 22 November 2017. This explained the reasons for

our failure to respond on time to her FoI, and offered our apologies for the delay. We also detailed how we would look at future correspondence to ensure that further FoI's were not missed.

- We also received a further request under FoI from [REDACTED] on 15 November 2017 and a response was provided within the timescales on 11 December 2017.
- Unfortunately, at some point in the process, most likely when issuing the original acknowledgement email, officials miss-typed her email address into outlook as [REDACTED]@btinternet.com instead of [REDACTED]@btinternet.com. This meant that the incorrect address was auto-filled into the address field for each subsequent response to [REDACTED]. As a non-delivery email was not received officials were unaware of the fact until investigating yesterday that [REDACTED] had not received their correspondence.
- [REDACTED] has now written in to complain that she has not received a response to her FoI review request and has indicated that she will be making a complaint to the information commissioner.

### Scottish Government response

- As soon as they were made aware of this, officials quickly identified the mistake and re-issued the responses to the correct email address (yesterday 13 December).
- At the same time we offered [REDACTED] a full apology and explanation of what had happened, providing full contact details and offering her an opportunity to phone us directly to discuss further if she thought that would be helpful.

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**From:** [REDACTED] <[REDACTED]@btinternet.com>

**Sent:** Tuesday, 12 December 2017 18:22

**To:** Cabinet Secretary for Communities, Social Security and Equalities; Deputy First Minister and Cabinet Secretary for Education and Skills

**Reply To:** [REDACTED]

**Cc:** Public Engagement Unit; Director of Advanced Learning and Science; [REDACTED]

**Subject:** Flagrant disregard of legal timescales

Dear Education/Equality Ministers

On 2 October I sent you a Freedom of Information Request.

You failed to respond within the legal timescale (nobody from your end indicated that you needed extra time, but in any case the deadline is not legally allowed to be extended).

I therefore sent a reminder when the deadline expired, with a request for full compliance within a further day, which was ignored.

When I eventually received the significantly late response - which did not include any explanation whatsoever for the failure to comply with the legal deadline - I was informed by your department that I had the right to request an internal review of how it was handled.

On 7 November I therefore requested an internal review on the basis that your response had been unacceptably late, in breach of the law.

I received a same-day read receipt. On the following day I received a formal acknowledgement of my request from [REDACTED] on behalf of Aileen McKechnie (who I had been informed would be undertaking the review). Demonstrably my request for a review was received. I urged Ms McKechnie to ensure that she completed the review within the legal deadline period. I naively imagined that under the circumstances, care would be taken to ensure timely compliance. It seems I gave the people at your end too much credit.

The deadline for Ms McKechnie to complete your internal review expired a whole week ago. Meanwhile I have heard nothing from her, or from anyone else at your end, at all. This adds insult to injury and is utterly

unacceptable. As I took pains to draw attention to the legal requirement for timely compliance, I can only infer that the repeated failure to comply is wilful and deliberate.

I am therefore escalating a complaint to the Information Commissioner's Office. I strongly suggest that you ensure the review is belatedly completed within the next 24 hours unless you wish to confirm still further by inaction the Government's complete disregard of its legal duties under the FOI Act.

I refer you in that regard to the Government's online guidance covering your responsibilities: Scottish Ministers' Code of Practice on the Discharge of Functions by Public Authorities Under the Freedom of Information (SCOTLAND) Act 2002

**Scottish Ministers' Code of Practice on the Discharge of Functions by Public Authorities Under the Freedom of Informa...**

By Scottish Government, St. Andrew's House, Regent Road, Edinburgh EH1  
3DG Tel: 0131 556 8400 [cew@scotland.psi.gov.uk](mailto:cew@scotland.psi.gov.uk)  
best practice guidance for public authorities on complying with the FOI  
(Scotland) Act

I have been wholly appalled by the "response" I have received to the concerns I raised with you about postgraduate student funding, and in particular the inherently discriminatory impact of the applicable regulations. I have established that in creating the indirectly discriminatory policy which underpins the regulations which negatively impact on me (and many other students), the Scottish Ministers utterly failed to undertake an Equality Impact Assessment, which you are required to do by law. It is also demonstrable that the department which created that policy has a woeful misunderstanding of various pertinent issues, based on erroneous assumptions (no doubt because they failed to undertake an EIA as is legally required). I pointed out various issues which they had demonstrably failed to understand, but they did not engage with those issues and have ignored my correspondence.

The unacceptably poor response I have received both to my original FOI request and to my subsequent request for an internal review of how it was handled, is consistent with (and compounds) my dissatisfaction with your response generally to the concerns I raised with you, and this has destroyed my faith in the Government's integrity.

As I stated in my email of 15 November, "In the absence of any satisfactory explanation *[for your failure to respond to my FOIR by the legal deadline]* I will have to infer that I was being victimised (as defined by the Equality Act) for making it clear that I considered I was being subjected to detrimental treatment in contravention of the Equality Act, and for stating that I would take legal action in that regard if necessary". Your department's abject failure to engage appropriately with the internal review process which your department invited me to initiate confirms to me that I am indeed being victimised.

Meanwhile your agents SAAs are continuing to ignore my application for support for part-time postgraduate study. They have not rejected my application, they have simply ignored it. That is unacceptable.

I infer that your ongoing failure to comply with FOI legislation demonstrates an ongoing act of victimisation as defined by the Equality Act. This is compounded by your agents' victimisation of me by ignoring my application for funding. I do not intend to accept this abuse.

I await your response with interest. I have lost all confidence in the Scottish Government and I consider that the way I am being treated is disgraceful.

For more information please visit <http://www.symanteccloud.com>

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[Redacted]

**From:** [Redacted] on behalf of Deputy First Minister and Cabinet Secretary for Education and Skills  
**Sent:** 19 December 2017 13:20  
**To:** [Redacted] Deputy First Minister and Cabinet Secretary for Education and Skills  
**Cc:** McAllister C (Colin); [Redacted]; News Desk; Communications DFM & Education; [Redacted]  
**Subject:** RE: Line for clearance: Scotsman - schools taxi use for subjects not on offer

Hi [Redacted]

DFM has cleared this.

Thanks,

[Redacted]

[Redacted] | Private Secretary to John Swinney MSP | Deputy First Minister of Scotland and Cabinet Secretary for Education and Skills | Scottish Government | St Andrew's House | Edinburgh | EH1 3DG | [Redacted]

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**From:** [Redacted]  
**Sent:** 19 December 2017 12:35  
**To:** Deputy First Minister and Cabinet Secretary for Education and Skills  
**Cc:** McAllister C (Colin); [Redacted] News Desk; Communications DFM & Education; [Redacted]  
**Subject:** Line for clearance: Scotsman - schools taxi use for subjects not on offer

DFM PO,

We are being asked by [Redacted] to respond to a FOI they have carried out of local authorities, which asks for taxi expenditure to pay for pupils to travel to other schools to undertake additional subjects not available at their own school.

With 29 replies from councils so far, they say that total annual cost across Scotland has been more than £900,000.

I've agreed a response as follows, with input from officials and spads. Is Mr Swinney content to clear? The journalist's deadline is Wednesday.

**A Scottish Government spokesperson said:**

"While the responsibility for the delivery of education, including pupil transport and managing budgets, rests with individual local authorities, we encourage schools to work together to offer pupils a wide range of educational opportunities.

“Transporting young people to a nearby school or college to access a particular course is a long established practice and helps ensure they can access the learning they need. Across Scotland, many schools also make use of digital learning so they can increase the subjects available without the need for travel.”

Thanks,

[Redacted]

[Redacted]  
Newsdesk  
Scottish Government  
[news.gov.scot](http://news.gov.scot)



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**From:** [redacted] on behalf of Deputy First Minister and Cabinet Secretary for Education and Skills  
**Sent:** 20 December 2017 13:43  
**To:** [redacted] Deputy First Minister and Cabinet Secretary for Education and Skills  
**Cc:** Communications DFM & Education; [redacted], Freedom of Information; [redacted] McAllister C (Colin); [redacted]  
[redacted] FoI SpAds PO  
**Subject:** RE: FOR CLEARANCE - SSLN - FOI 17/02800

[redacted]  
DFM has cleared.

Thanks  
[redacted]

[redacted] | Deputy Private Secretary to John Swinney MSP | Deputy First Minister of Scotland and Cabinet Secretary for Education & Skills | Scottish Government | St Andrew's House | Edinburgh | EH1 3DG | T: [redacted]  
[redacted] | E: [redacted]@gov.scot

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**From:** [redacted]  
**Sent:** 18 December 2017 14:52  
**To:** Deputy First Minister and Cabinet Secretary for Education and Skills  
**Cc:** Communications DFM & Education; [redacted] Freedom of Information; [redacted]  
[redacted]; McAllister C (Colin); [redacted] FoI SpAds PO  
**Subject:** RE: FOR CLEARANCE - SSLN - FOI 17/02800  
**Importance:** High

Dear [redacted]

Please see attached the FOI request from [redacted] for the DFM's consideration/clearance. Our proposed response has been cleared by SpAds.

The full request is:

*for all documents related to, or referencing, the Scottish Survey of Numeracy and Literacy Performance Management Board; and any and all material regarding the use and availability of SSLN assessment resources following the introduction of national standardised testing from September 2014 – present.*

This request was refined from an earlier request where we discussed with [redacted] that we would not be able to respond because it exceeded the upper limit for response (he had originally asked for all SG communication whatsoever about the SSLN – this would have included to and from SQA, Education Scotland and every school that participated in the SSLN over its 6 year life).

As we discussed last week, there is a significant amount of information we propose to release. We are quite sure that [REDACTED] will ask for further information once he has had the time to go through the response.

In [REDACTED] original request he asked for any documentation "referencing the Programme Management Board". As this would potentially mean trawling through over another 600+ documents (which are from the Survey Delivery Group) to even find "reference" to the PMB, we took advice from the FOI Unit and will put a line in his response letter which says we have not carried out that trawl as it would breach the over £600 upper limit.

The response is due on Wednesday 20<sup>th</sup> December, and all documents will be put in PDF format before issue by comms colleagues. I would be grateful for DFM's views as soon as he is able.

<< File: FOI Response Letter.doc >> << File: Document 34 SSLN 2016 - Literacy - Survey Design Document.docx >>  
<< File: Document 15 - SSLN - Data Sharing Agreement- Agenda item 4.4 SSLN PMB 20th Nov 2014.doc >> << File: SSLN\_Final\_Report\_141.111.pdf >> << File: Document 9 Presentation from PMB meeting.pptx >>

The attached document list is not for release but provides an at a glance reference document as to what is being included in the response, which the DFM may find helpful.

<< File: Response document - redacted.docx >>

Thanks and happy to discuss

[REDACTED]  
Policy Analyst // National Improvement Framework Unit  
Tel: [REDACTED] Mobile: [REDACTED]

[REDACTED]@gov.scot

Aonad Frèam-obrach Leasachaidh Nàiseanta//Raon 2C Tuath//Cidhe Bhictòria//Dùn Èideann

**For headline facts and figures about ELL see**

**<http://intranet/InExec/AboutUs/Learning-Justice/briefings-stats/monthly-learning>**

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**From:** [REDACTED]  
**Sent:** 18 December 2017 13:32  
**To:** [REDACTED] FoI SpAds PO  
**Cc:** Communications DFM & Education; [REDACTED] Freedom of Information; [REDACTED]  
[REDACTED] McAllister C (Colin); [REDACTED]  
**Subject:** RE: FOR CLEARANCE - SSLN - FOI 17/02800

Thanks [REDACTED]

There is a response letter already to go to [REDACTED], I just omitted to attach it when sending to Colin for clearance. I will make sure it is attached in the DFM's email.

Thanks

[REDACTED]  
Policy Analyst // National Improvement Framework Unit

Tel: [REDACTED] Mobile: [REDACTED]

[REDACTED]@gov.scot

Aonad Frèam-obrach Leasachaidh Nàiseanta//Raon 2C Tuath//Cidhe Bhictòria//Dùn Èideann

**For headline facts and figures about ELL see**  
**<http://intranet/InExec/AboutUs/Learning-Justice/briefings-stats/monthly-learning>**

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**From:** [REDACTED]  
**Sent:** 18 December 2017 13:30  
**To:** [REDACTED]; FoI SpAds PO  
**Cc:** Communications DFM & Education; [REDACTED] Freedom of Information; [REDACTED]  
[REDACTED] McAllister C (Colin); [REDACTED]  
**Subject:** RE: FOR CLEARANCE - SSLN - FOI 17/02800

[REDACTED]

Colin is content for the response to go for ministerial clearance but there doesn't appear to be a response letter following the FOI request template attached – I expect the DFM will want to see the usual response setting out any exemptions used as well as the information to be released.

[REDACTED]

Private Secretary  
Special Advisers' Office  
Tel [REDACTED]  
Mobile [REDACTED]

All e-mails and attachments sent by the Special Advisers' Private Office to another official on behalf of Special Advisers relating to a decision, request or comment made by a Special Adviser, or a note of a meeting with Special Advisers must be filed appropriately by the primary recipient. The Private Office does not keep official reports of such e-mails or attachments.

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**From:** [REDACTED]  
**Sent:** 11 December 2017 17:45  
**To:** FoI SpAds PO  
**Cc:** Communications DFM & Education; [REDACTED] Freedom of Information; [REDACTED]  
[REDACTED] McAllister C (Colin); [REDACTED]  
**Subject:** FOR CLEARANCE - SSLN - FOI 17/02800  
**Importance:** High

To SpAds

We have received the following FOI request from [REDACTED]

*for all documents related to, or referencing, the Scottish Survey of Numeracy and Literacy Performance Management Board; and any and all material regarding the use and availability of SSLN assessment resources following the introduction of national standardised testing from September 2014 – present.*

I have attached our proposed response and would be grateful if special advisers could give early consideration and advice to allow DFM clearance before the due issue date of **20<sup>th</sup> December**. The DFM has specifically asked to see this response in good time.

There are a significant amount of papers relating to this request, and whilst we suspect releasing them will lead to further enquiries from [REDACTED] (perhaps on the NIF SRO papers?) we have not been able to apply exemptions to the information. You will see that the minutes of meetings are full accounts of all the discussions that took place, however as it was not policy development it cannot have an exemption applied.

[REDACTED] was asked to review his original request as it would not have been able to have been answered under the £600 upper cost limit. He amended his request saying that he would ask for further information if needed once he has received this response.

Please note:

- An exemption (38(i)(b) (personal information) has been applied to names and contact details of officials below SCS as disclosing it would contravene the data protection principles. [REDACTED]

As well as the response document, I have attached a document list where you can see the total number of documents attached, as well as separate documents where they were too lengthy to include in the response, or are, for example, powerpoint presentation which is embedded in the minutes of the meeting. Once this has been pdf'd for issue the embedded document would not be accessible.

I apologise for the number of documents and attachments but would be grateful for as early a response as possible to allow the response date of 20<sup>th</sup> December to be met.

Thanks and happy to discuss

<< File: Response document - redacted.docx >> << File: Document list.docx >> << File: Document 9 Presentation from PMB meeting.pptx >> << File: SSLN\_Final\_Report\_141111.pdf >> << File: Document 15 - SSLN - Data Sharing Agreement- Agenda item 4.4 SSLN PMB 20th Nov 2014.doc >> << File: Document 34 SSLN 2016 - Literacy - Survey Design Document.docx >>

[REDACTED]  
Policy Analyst // National Improvement Framework Unit  
Tel: [REDACTED] Mobile: [REDACTED]

[REDACTED]@gov.scot

Aonad Frèam-obrach Leasachaidh Nàiseanta//Raon 2C Tuath//Cidhe Bhictòria//Dùn Èideann

**For headline facts and figures about ELL see**

**<http://intranet/InExec/AboutUs/Learning-Justice/briefings-stats/monthly-learning>**

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[Redacted]

**From:** [Redacted] on behalf of Deputy First Minister and Cabinet Secretary for Education and Skills  
**Sent:** 21 December 2017 15:06  
**To:** [Redacted] Deputy First Minister and Cabinet Secretary for Education and Skills  
**Cc:** PS/Education Scotland; Minister for Further Education, Higher Education and Science; Minister for Childcare and Early Years; Minister for Employability and Training; DG Education, Communities & Justice; Robertson FMG (Fiona); Director for Children and Families; Director of Advanced Learning and Science; Communications DFM & Education; McAllister C (Colin); FoI SpAds PO; [Redacted]  
 [Redacted] Gorman G (Gayle); [Redacted]  
 [Redacted] EdS Communications; [Redacted]  
**Subject:** RE: URGENT: For Approval: FOI/17/02870 - [Redacted] - Inspections of Independent Schools \*due 27 Dec

[Redacted]

DFM is content to clear.

Thanks

[Redacted]

[Redacted] Deputy Private Secretary to John Swinney MSP | Deputy First Minister of Scotland and Cabinet Secretary for Education & Skills | Scottish Government | St Andrew's House | Edinburgh | EH1 3DG | T: [Redacted]  
 [Redacted] | E: [Redacted]@gov.scot

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**From:** [Redacted]  
**Sent:** 20 December 2017 09:10  
**To:** Deputy First Minister and Cabinet Secretary for Education and Skills  
**Cc:** PS/Education Scotland; Minister for Further Education, Higher Education and Science; Minister for Childcare and Early Years; Minister for Employability and Training; DG Education, Communities & Justice; Robertson FMG (Fiona); Director for Children and Families; Director of Advanced Learning and Science; Communications DFM & Education; McAllister C (Colin); FoI SpAds PO; [Redacted]  
 [Redacted] EdS Communications; [Redacted]  
**Subject:** URGENT: For Approval: FOI/17/02870 - [Redacted] - Inspections of Independent Schools \*due 27 Dec

Dear Minister

Please see the draft FoI response below for [Redacted] who is writing following serious concerns about the oversight of independent schools, following the information unveiled by [Redacted] in the Scottish Parliament on 15 November.

I would be grateful if you could review the draft response and Annex A, B, C and confirm your approval for these to be released.

The response and enclosures have been reviewed and approved by Colin McAllister.

FOI/17/02870- [REDACTED]

Fol Request	<< Message: FW: Letter from [REDACTED] regarding inspections of independent schools >>
Draft response	<< File: FOI Request - FOI_17_02870 - [REDACTED] - 3 - draft response - 18 December 2017.doc >>
Annex A, B and C	<< File: FOI Request - FOI_17_02870 - [REDACTED] 4 - Annex A - Nos of insp...docx >> << File: FOI Request - FOI_17_02870 - [REDACTED] - 5 - Annex B - Inspection Activity in Independent Schools 1997 - 2017.docx >> << File: FOI Request - FOI_17_02870 - [REDACTED] - 6 - Annex C - Special Insp...docx >>

We have also received the below lines from our communications team and would be grateful if you can confirm your approval.

An Education Scotland spokesman said:

"Independent schools, like all other schools in Scotland, are subject to inspection by HM Inspectors. Independent special schools are inspected more frequently than independent mainstream schools due to the high vulnerability of children and young people attending independent special schools, most of whom have significant additional support needs.

"All independent mainstream and special schools also have a link HM Inspector who visits the school on an annual basis and acts as the main point of contact between the school and Education Scotland."

ENDS

The deadline for issuing this Fol request is **Wednesday 27 December**. Given it is close to the festive leave, I would be grateful if you could review this at your earliest convenience.

Kind Regards

[REDACTED]

-----  
[REDACTED] | Corporate Business Manager | [REDACTED]  
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[Redacted]

**From:** [Redacted] on behalf of Deputy First Minister and Cabinet Secretary for Education and Skills  
**Sent:** 21 December 2017 15:29  
**To:** [Redacted] Deputy First Minister and Cabinet Secretary for Education and Skills  
**Cc:** PS/Education Scotland; [Redacted]  
**Subject:** RE: FOI 17 02987 for approval Due 12 January 2018

Hi [Redacted]

The DFM is content for this to issue.

Thanks,  
[Redacted]

[Redacted] Private Secretary to John Swinney MSP | Deputy First Minister of Scotland and Cabinet Secretary for Education and Skills | Scottish Government | St Andrew's House | Edinburgh | EH1 3DG | [Redacted]

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**From:** [Redacted]  
**Sent:** 20 December 2017 14:18  
**To:** Deputy First Minister and Cabinet Secretary for Education and Skills  
**Cc:** PS/Education Scotland; [Redacted]  
**Subject:** FOI 17 02987 for approval Due 12 January 2018

Please see the FOI response below for [Redacted] Journalist cleared by SPADS.

I would be grateful if you could review the draft response and confirm that you are content for this to be sent to the requester.

**FOI/17/02987 - [Redacted]**

FoI Request	<< File: u047207_11-12-2017_11-20-22.pdf >>
Draft response	<< File: FOI Request - FOI_17_02987-[Redacted] template response.doc >>

Communications - Lines to take:

External contractors do not devise government policy.

Learning Link Scotland is a charity which has received government funding in order to implement government policy. Education Scotland has provided funding for Learning Link to support embedding Adult Literacy Professional Development Framework and Digitally Agile Community Learning and Development.

Education Scotland regulated procurements are advertised on Public Contracts Scotland and are open to all bidders.



Potential conflicts of interest would be considered during the evaluation of bids and bidders would be excluded where there was a conflict of interest.

[REDACTED]  
Corporate Business Manager  
Mobile: [REDACTED]

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[REDACTED]

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**From:** [REDACTED] on behalf of Deputy First Minister and Cabinet Secretary for Education and Skills  
**Sent:** 22 December 2017 09:54  
**To:** [REDACTED] Deputy First Minister and Cabinet Secretary for Education and Skills  
**Cc:** [REDACTED]  
**Subject:** RE: Submission to SpAds & DFM - FOI (FoI/17/02798)

[REDACTED]

No need to resent the email, we still have the one sent on 21/12, which we will put to the DFM on his return from leave. We are aware of the deadline and will ensure DFM has cleared by 9 Jan.

Thanks

[REDACTED]

[REDACTED] | Deputy Private Secretary to John Swinney MSP | Deputy First Minister of Scotland and Cabinet Secretary for Education & Skills | Scottish Government | St Andrew's House | Edinburgh | EH1 3DG | T: [REDACTED]  
[REDACTED] | E: [REDACTED]@gov.scot

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**From:** [REDACTED]  
**Sent:** 22 December 2017 09:50  
**To:** Deputy First Minister and Cabinet Secretary for Education and Skills  
**Cc:** [REDACTED]  
**Subject:** RE: Submission to SpAds & DFM - FOI (FoI/17/02798)

PS/Deputy First Minister of Scotland and Cabinet Secretary for Education & Skills

I would be grateful if you could confirm whether you wished me to resend the related submission/papers or if you were happy to proceed with seeking clearance based on the email sent yesterday containing them. Also, just to confirm that the FOI response is due on 9/1/18.

Kind regards,

[REDACTED]

[REDACTED]

Workforce, Infrastructure & Reform Division  
SG: Learning Directorate

[REDACTED]

**From:** [REDACTED]  
**Sent:** 22 December 2017 09:34  
**To:** [REDACTED] Deputy First Minister and Cabinet Secretary for Education and Skills; FoI SpAds PO  
**Cc:** [REDACTED]; McAllister C (Colin); Robertson FMG (Fiona); DG Education, Communities & Justice; [REDACTED] Freedom of Information; Chief Planner; [REDACTED] Communications DFM & Education; McAllister C (Colin); [REDACTED] Cabinet Secretary for Finance and the Constitution  
**Subject:** RE: Submission to SpAds & DFM - FOI (FoI/17/02798)

[REDACTED]

Colin is content for the response - as revised and resent by you on 21 December - to go to DFM for clearance.

[REDACTED]

Private Secretary  
Special Advisers' Office  
Tel [REDACTED]  
Mobile [REDACTED]

All e-mails and attachments sent by the Special Advisers' Private Office to another official on behalf of Special Advisers relating to a decision, request or comment made by a Special Adviser, or a note of a meeting with Special Advisers must be filed appropriately by the primary recipient. The Private Office does not keep official reports of such e-mails or attachments.

---

**From:** [REDACTED]  
**Sent:** 21 December 2017 08:48  
**To:** Deputy First Minister and Cabinet Secretary for Education and Skills; FoI SpAds PO  
**Cc:** [REDACTED]; McAllister C (Colin)  
**Subject:** FW: Submission to SpAds & DFM - FOI (FoI/17/02798)

**Deputy First Minister of Scotland and Cabinet Secretary for Education & Skills  
Special Advisers**

Please find enclosed an updated copy of the below discussed FOI submission and the redacted and unredacted versions of the first PDF.

This has been done to enclose an additional letter (contained on the final two pages) between [REDACTED] and the Deputy First Minister. I have also updated the submission to reflect this (on pages 6 and 14). Also, as per the advice of the FOI Unit, I have also carried out the redacting of an additional name on pages 1 and 2 of the first PDF. All other files remain the same.

My apologies for any inconvenience this may cause.

Kind regards,

[REDACTED]

[REDACTED]  
Workforce, Infrastructure & Reform Division  
SG: Learning Directorate  
[REDACTED]

<< File: FoI 17 02798 FOI Submission - Revised 21.12.17.docx >> << File: REDACTED 1 - UPDATED 21.12.17..pdf >>  
<< File: UNREDACTED 1 - UPDATED 21.12.17.pdf >>

---

**From:** [REDACTED]  
**Sent:** 20 December 2017 13:36  
**To:** Deputy First Minister and Cabinet Secretary for Education and Skills; FoI SpAds PO  
**Cc:** Communications DFM & Education; [REDACTED] Robertson FMG (Fiona); DG Education, Communities & Justice; [REDACTED] Freedom of Information; Chief Planner; [REDACTED] Communications DFM & Education; McAllister C (Colin); [REDACTED] Cabinet Secretary for Finance and the Constitution  
**Subject:** Submission to SpAds & DFM - FOI (FoI/17/02798)

**Deputy First Minister of Scotland and Cabinet Secretary for Education & Skills  
Special Advisors**

Please find enclosed a submission in relation to a FOI (FoI/17/02798) from a freelance journalist who has requested the following (I have included both the unredacted and redacted PDFs we propose to release for each point):

“1. *Communication between ScotGov and the Hometown Foundation (from 23/12/16 to present)*

2. *Communication between ScotGov and the Schools' Education Trust*

<< File: REDACTED 2.pdf >> << File: UNREDACT 2.pdf >>

3. *Communication between ScotGov and either of Bill Nicol or Robert Durward (that are not covered by parts 1 and 2 of this request) (January 2014 – Present)*

<< File: REDACTED 3 (PART 1).pdf >> << File: REDACTED 3 (PART 2).pdf >>

<< File: UNREDACTED 3 (PART 1).pdf >> << File: UNREDACTED 3 (PART 2).pdf >>

4. *Confirmation of any meetings (past or planned for the future) between the Scottish Government and any of the above named parties, with all associated documents (NB I am already aware of two meetings between the Scottish Government and the Hometown Foundation due to a previous FOI request) (January 2014 – Present)*

<< File: REDACTED 4..pdf >> << File: 4 UNREDACTED.pdf >>

5. *Communications or other govt docs related to proposals for new private schools in Scotland (December 2016 - Present)”*

<< File: REDACTED 5.pdf >> << File: UNREDACTED 5.pdf >>

Please note that this has been submitted as a joint submission, as per advice, due to time sensitivities related to availability over the festive period. The FOI is due on 9/1/18 (10 working days).

I would be very grateful if you could confirm whether you are content for us to issue the redacted materials to the requester.

**Cabinet Secretary for Finance and the Constitution**

This has been copied to you for information as we propose to release correspondence we have received from [REDACTED] (Director of the British Aggregates Association) regarding the aggregates levy. Colleagues in the Devolved Taxes Policy Unit (as well as the FOI Unit) have been consulted for advice regarding redactions to these materials.

Kind regards,

[REDACTED]

[REDACTED]

Workforce, Infrastructure & Reform Division  
SG: Learning Directorate

[REDACTED]

53

[Redacted]

**From:** [Redacted] on behalf of Deputy First Minister and Cabinet Secretary for Education and Skills  
**Sent:** 09 January 2018 11:30  
**To:** [Redacted] Deputy First Minister and Cabinet Secretary for Education and Skills  
**Cc:** Robertson FMG (Fiona); McAllister C (Colin); [Redacted]  
**Subject:** RE: Clearance for FOI - Achievement of Curriculum Levels by local authority and SIMD quintiles

[Redacted]

DFM has cleared the FOI response.

Thanks

[Redacted]

[Redacted] | Deputy Private Secretary to John Swinney MSP | Deputy First Minister of Scotland and Cabinet Secretary for Education & Skills | Scottish Government | St Andrew's House | Edinburgh | EH1 3DG | T: [Redacted]  
[Redacted] | E: [Redacted]@gov.scot

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**From:** [Redacted]  
**Sent:** 05 January 2018 08:32  
**To:** Deputy First Minister and Cabinet Secretary for Education and Skills  
**Cc:** Robertson FMG (Fiona); McAllister C (Colin); [Redacted]  
**Subject:** Clearance for FOI - Achievement of Curriculum Levels by local authority and SIMD quintiles

Deputy First Minister

**Clearance for FOI Response – Achievement of Curriculum Levels by local authority and SIMD quintiles**

We have had a request from a member of the public for Achievement of Curriculum for Excellence (CfE) Level 2016/17 for Scottish Borders LA by SIMD quintile and we feel this will be the first of many for this particular breakdown (LA by SIMD). We had to supply this information twice on last year's data and we are already providing this information to new Regional Improvement Collaboratives for 2016/17. Clackmannanshire council have also requested their own information and it was send out on 19/12/2017.

We proposed to release data for all local authorities by SIMD (see attached) as supplementary tables to the Achievement of Curriculum for Excellence (CfE) Levels 2016/17 publication on 15 January 2018 on our website to meet this FOI request and to pre-empt future enquiries. With the release of this additional dataset, there will be no press release but letter will be sent to Directors of Education for their information before publication.

**Deadline**

The 20 day period to respond to this requests ends on **Monday 15<sup>th</sup> January 2018**.

## Response to FOI

### Your request

You asked for to provide figures for the Scottish Borders Council area, for the following tables in the Scottish Government's Achievement of Curriculum for Excellence (CfE) Levels 2016/17, published on 12th December 2017 Tables 2.1, 2.2, 2.3, 2.4 and 2.5

### Response to your request

1. The answer to your question is provided in supplementary tables published on the Scottish Website at: (insert in new link on website)

(This spreadsheet will be on the website)

<< File: ACEL1617 - Publication - Supplementary tables - 201617 LA SIMD.xlsx >>

[REDACTED]

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Scottish Government  
Education Analytical Services  
Learning Analysis Unit  
2A South  
Victoria Quay  
EDINBURGH  
EH6 6QQ  
Telephone: [REDACTED]  
Working hours :  
Mon, Tue, Wed: 7:30 am to 3:30 pm  
Thur, Fri: 7:30 am to 11:30 am

54

[Redacted]

**From:** [Redacted] on behalf of Deputy First Minister and Cabinet Secretary for Education and Skills  
**Sent:** 09 January 2018 11:32  
**To:** [Redacted] Deputy First Minister and Cabinet Secretary for Education and Skills  
**Cc:** [Redacted] FoI SpAds PO; [Redacted] McAllister C (Colin)  
**Subject:** RE: Submission to SpAds & DFM - FOI (FoI/17/02798)

[Redacted]

DFM has cleared the FOI.

Thanks

[Redacted]

[Redacted] | Deputy Private Secretary to John Swinney MSP | Deputy First Minister of Scotland and Cabinet Secretary for Education & Skills | Scottish Government | St Andrew's House | Edinburgh | EH1 3DG | T: [Redacted]  
 E: [Redacted]@gov.scot

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**From:** [Redacted]  
**Sent:** 08 January 2018 09:40  
**To:** Deputy First Minister and Cabinet Secretary for Education and Skills  
**Cc:** [Redacted]; FoI SpAds PO; [Redacted] McAllister C (Colin)  
**Subject:** RE: Submission to SpAds & DFM - FOI (FoI/17/02798)

**PS/Deputy First Minister of Scotland and Cabinet Secretary for Education & Skills**

Please find enclosed an updated version of the unredacted documents in relation to meetings with the Scottish Government and [Redacted] (as the version I submitted previously for reference omitted the documents in relation to the Deputy First Minister's meeting with [Redacted]). This replaces 'Unredacted 4'

There has been no change to the documents that have been proposed for release (which contained all relevant materials and has received sign off from SpAds) and this has only been supplied for reference purposes. I should note that these have already been cleared by the Deputy First Minister in relation to a previous FOI which requested this information.

Also, just to note that, having reflected further on FOI best practice and comments from colleagues, we have made a couple of minor edits to the proposed response to the applicant which principally seek to provide the applicant with greater clarity on which exemption applies to which document (specifically, for the final exemption under 30(b)(ii) of FOISA we have inserted a mention that the exemption concerned "advice from officials on state funded autonomous schools". These changes have no effect on which documents which will be released or the proposed redactions. This has been cleared by my Unit Head and replaces the draft letter contained at the end of the previously sent submission.



I consequentially enclose a PDF version of the proposed response for ease of reference.

Finally, my apologies for any inconvenience caused and please do let me know if you have any questions at all in relation to this.

Kind regards,

[REDACTED]  
[REDACTED]  
Workforce, Infrastructure & Reform Division  
SG: Learning Directorate  
[REDACTED]

---

**From:** [REDACTED] **On Behalf Of** Deputy First Minister and Cabinet Secretary for Education and Skills  
**Sent:** 22 December 2017 09:54  
**To:** Gallagher D (David); Deputy First Minister and Cabinet Secretary for Education and Skills  
**Cc:** [REDACTED]  
**Subject:** RE: Submission to SpAds & DFM - FOI (FoI/17/02798)

[REDACTED]

No need to resent the email, we still have the one sent on 21/12, which we will put to the DFM on his return from leave. We are aware of the deadline and will ensure DFM has cleared by 9 Jan.

Thanks

[REDACTED] | Deputy Private Secretary to John Swinney MSP | Deputy First Minister of Scotland and Cabinet Secretary for Education & Skills | Scottish Government | St Andrew's House | Edinburgh | EH1 3DG | T: [REDACTED]  
E: [REDACTED]@gov.scot

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**From:** [REDACTED]  
**Sent:** 22 December 2017 09:50  
**To:** Deputy First Minister and Cabinet Secretary for Education and Skills  
**Cc:** [REDACTED]  
**Subject:** RE: Submission to SpAds & DFM - FOI (FoI/17/02798)

PS/Deputy First Minister of Scotland and Cabinet Secretary for Education & Skills

I would be grateful if you could confirm whether you wished me to resend the related submission/papers or if you were happy to proceed with seeking clearance based on the email sent yesterday containing them. Also, just to confirm that the FOI response is due on 9/1/18.

Kind regards,

[REDACTED]  
[REDACTED]  
Workforce, Infrastructure & Reform Division  
SG: Learning Directorate  
[REDACTED]

---

**From:** [REDACTED]  
**Sent:** 22 December 2017 09:34  
**To:** [REDACTED] Deputy First Minister and Cabinet Secretary for Education and Skills; FoI SpAds PO  
**Cc:** [REDACTED]; McAllister C (Colin); Robertson FMG (Fiona); DG Education, Communities & Justice; [REDACTED] Freedom of Information; Chief Planner; [REDACTED] Communications DFM & Education; McAllister C (Colin); [REDACTED] Cabinet Secretary for Finance and the Constitution  
**Subject:** RE: Submission to SpAds & DFM - FOI (FoI/17/02798)

[REDACTED]  
Colin is content for the response - as revised and resent by you on 21 December - to go to DFM for clearance.

[REDACTED]  
Private Secretary  
Special Advisers' Office  
Tel [REDACTED]  
Mobile [REDACTED]

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**From:** [REDACTED]  
**Sent:** 21 December 2017 08:48  
**To:** Deputy First Minister and Cabinet Secretary for Education and Skills; FoI SpAds PO  
**Cc:** [REDACTED] McAllister C (Colin)  
**Subject:** FW: Submission to SpAds & DFM - FOI (FoI/17/02798)

**Deputy First Minister of Scotland and Cabinet Secretary for Education & Skills  
Special Advisors**

Please find enclosed an updated copy of the below discussed FOI submission and the redacted and unredacted versions of the first PDF.

This has been done to enclose an additional letter (contained on the final two pages) between [REDACTED] and the Deputy First Minister. I have also updated the submission to reflect this (on pages 6 and 14). Also, as per the advice of the FOI Unit, I have also carried out the redacting of an additional name on pages 1 and 2 of the first PDF. All other files remain the same.

My apologies for any inconvenience this may cause.

Kind regards,

[REDACTED]  
[REDACTED]  
Workforce, Infrastructure & Reform Division  
SG: Learning Directorate  
[REDACTED]

<< File: FoI 17 02798 FOI Submission - Revised 21.12.17.docx >> << File: REDACTED 1 - UPDATED 21.12.17..pdf >>  
>> << File: UNREDACTED 1 - UPDATED 21.12.17.pdf >>

---

**From:** [REDACTED]  
**Sent:** 20 December 2017 13:36  
**To:** Deputy First Minister and Cabinet Secretary for Education and Skills; FoI SpAds PO  
**Cc:** Communications DFM & Education; [REDACTED] Robertson FMG (Fiona); DG Education, Communities & Justice; [REDACTED] Freedom of Information; Chief Planner; [REDACTED]  
Communications DFM & Education; McAllister C (Colin); Grisewood A (Aidan); Cabinet Secretary for Finance and the Constitution  
**Subject:** Submission to SpAds & DFM - FOI (FoI/17/02798)

## Deputy First Minister of Scotland and Cabinet Secretary for Education & Skills Special Advisors

Please find enclosed a submission in relation to a FOI (FoI/17/02798) from a freelance journalist who has requested the following (I have included both the unredacted and redacted PDFs we propose to release for each point):

1. *Communication between ScotGov and the Hometown Foundation (from 23/12/16 to present)*
2. *Communication between ScotGov and the Schools' Education Trust*

<< File: REDACTED 2..pdf >> << File: UNREDACT 2..pdf >>

3. *Communication between ScotGov and either of [REDACTED] or [REDACTED] (that are not covered by parts 1 and 2 of this request) (January 2014 – Present)*

<< File: REDACTED 3 (PART 1).pdf >> << File: REDACTED 3 (PART 2).pdf >>  
<< File: UNREDACTED 3 (PART 1).pdf >> << File: UNREDACTED 3 (PART 2).pdf >>

4. *Confirmation of any meetings (past or planned for the future) between the Scottish Government and any of the above named parties, with all associated documents (NB I am already aware of two meetings between the Scottish Government and the Hometown Foundation due to a previous FOI request) (January 2014 – Present)*

<< File: REDACTED 4..pdf >> << File: 4 UNREDACTED.pdf >>

5. *Communications or other govt docs related to proposals for new private schools in Scotland (December 2016 - Present)*"

<< File: REDACTED 5.pdf >> << File: UNREDACTED 5.pdf >>

Please note that this has been submitted as a joint submission, as per advice, due to time sensitivities related to availability over the festive period. The FOI is due on 9/1/18 (10 working days).

I would be very grateful if you could confirm whether you are content for us to issue the redacted materials to the requester.

**Cabinet Secretary for Finance and the Constitution**

This has been copied to you for information as we propose to release correspondence we have received from [REDACTED] (Director of the British Aggregates Association) regarding the aggregates levy. Colleagues in the Devolved Taxes Policy Unit (as well as the FOI Unit) have been consulted for advice regarding redactions to these materials.

Kind regards,

[REDACTED]

[REDACTED]

Workforce, Infrastructure & Reform Division  
SG: Learning Directorate

[REDACTED]

(56)

[Redacted]

**From:** [Redacted] on behalf of Deputy First Minister and Cabinet Secretary for Education and Skills  
**Sent:** 09 January 2018 16:23  
**To:** [Redacted] Deputy First Minister and Cabinet Secretary for Education and Skills  
**Cc:** [Redacted] Communications DFM & Education; [Redacted] Ingebrigtsen R (Ross); Nicolson S (Stuart) Special Adviser; McAllister C (Colin); [Redacted] [Redacted] (Education Scotland); News Desk  
**Subject:** RE: media enquiry - Scottish Survey on numeracy and literacy

[Redacted]

The DFM is content with the updated line.

Thanks

[Redacted]

[Redacted] Deputy Private Secretary to John Swinney MSP, Deputy First Minister and Cabinet Secretary for Education and Skills | The Scottish Government | Web: [www.gov.scot](http://www.gov.scot) | Tel: [Redacted] Mob: [Redacted] Email: [Redacted]@gov.scot

---

**From:** [Redacted]  
**Sent:** 09 January 2018 14:17  
**To:** Deputy First Minister and Cabinet Secretary for Education and Skills  
**Cc:** Communications DFM & Education; [Redacted] Ingebrigtsen R (Ross); Nicolson S (Stuart) Special Adviser; McAllister C (Colin); [Redacted] [Redacted]  
**Subject:** RE: media enquiry - Scottish Survey on numeracy and literacy

Private office,  
As discussed with [Redacted] I would be grateful for clearance on the updated line below – which has a minor factual change from policy colleagues.

A Scottish Government spokesperson said:

“Plans on the use of the SSLN assessment materials are still under consideration.

“Feedback from teachers shows huge support for the range of primary and secondary school teaching resources for literacy and numeracy already provided, such as national benchmarks and online national improvement hub.”

Background

Education Scotland held an extensive consultation period with practitioners to finalise the Benchmarks for literacy and numeracy in June 2017. These provide support and guidance on the standards required to achieve a Curriculum for Excellence level.

The National Numeracy and Mathematics Hub provides a range of career long professional learning modules to support teachers and school staff with teaching numeracy and mathematics.

Education Scotland also leads national networks to support local authority staff and teachers with raising attainment in literacy and numeracy.

The Quality Assurance Moderation Support Officer programme see teaching representatives from each local authority being trained in a shared understanding of standards in literacy and numeracy.

Many thanks,

[REDACTED]

[REDACTED] | News Manager | Newsdesk | Scottish Government | [news.gov.scot](http://news.gov.scot) | [REDACTED]

---

**From:** [REDACTED]  
**Sent:** 09 January 2018 13:04  
**To:** Deputy First Minister and Cabinet Secretary for Education and Skills  
**Cc:** Communications DFM & Education; [REDACTED], Ingebrigtsen R (Ross); Nicolson S (Stuart) Special Adviser; McAllister C (Colin); [REDACTED]  
[REDACTED]; [REDACTED]; [REDACTED]  
**Subject:** media enquiry - Scottish Survey on numeracy and literacy

PO/ DFM,  
[REDACTED] has put in a follow-up question to attached FOI on the Scottish Survey on Numeracy and Literacy.

The journalist has pitched the story to [REDACTED]

He asked if the SSLN material (test questions) would be released to teachers as suggested in the FOI documents. His angle is that these are high quality resources which could now be used as teaching material. He claims that many teachers would welcome this.

I would be grateful for DFM's clearance of the below line, which has been cleared by policy colleagues and SPADs.

A Scottish Government spokesperson said:

"Plans on the use of the SSLN assessment materials are still under consideration.

"Feedback from teachers shows huge support for the range of primary and secondary school teaching resources including lesson plans, worksheets and student activities for literacy and numeracy already provided, such as national benchmarks and online national improvement hub."

#### Background

Education Scotland held an extensive consultation period with practitioners to finalise the Benchmarks for literacy and numeracy in June 2017. These provide support and guidance on the standards required to achieve a Curriculum for Excellence level.

The National Numeracy and Mathematics Hub provides a range of career long professional learning modules to support teachers and school staff with teaching numeracy and mathematics.

Education Scotland also leads national networks to support local authority staff and teachers with raising attainment in literacy and numeracy.

The Quality Assurance Moderation Support Officer programme see teaching representatives from each local authority being trained in a shared understanding of standards in literacy and numeracy.

Many thanks,

[Redacted]

[Redacted] News Manager | Newsdesk | Scottish Government | [news.gov.scot](https://www.news.gov.scot) | [Redacted]

57

[Redacted]

**From:** [Redacted] on behalf of Deputy First Minister and Cabinet Secretary for Education and Skills  
**Sent:** 10 January 2018 12:42  
**To:** [Redacted] Deputy First Minister and Cabinet Secretary for Education and Skills  
**Cc:** Higgins K (Kate); McAllister C (Colin); [Redacted]  
[Redacted] Director for Children and Families; Communications DFM & Education;  
[Redacted]  
**Subject:** RE: URGENT: FOI for clearance

[Redacted]

DFM is content to clear this

[Redacted]

[Redacted] | Private Secretary Depute to John Swinney MSP | Deputy First Minister of Scotland and Cabinet Secretary for Education and Skills | Scottish Government | St Andrew's House | Edinburgh | EH1 3DG | [Redacted]

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**From:** [Redacted]  
**Sent:** 09 January 2018 15:05  
**To:** Deputy First Minister and Cabinet Secretary for Education and Skills  
**Cc:** Higgins K (Kate); McAllister C (Colin); [Redacted] Director for Children and Families; Communications DFM & Education; [Redacted]  
**Subject:** URGENT: FOI for clearance

Good Afternoon,

Please see attached FOI response for clearance asap. Most of the information within this response has been cleared previously in other FOIs except the email correspondence which has been cleared by SpAds (pages 4-34).

Deadline for response is tomorrow 10<sup>th</sup> Jan p.m. . Apologies for the tight turn around.

<< File: FOI-17-02787 - Response (2).docx >>

Thanks

[Redacted]

[Redacted]  
Deputy Bill Team Leader

Children & Young People Information Sharing Bill Team | Creating Positive Futures | Directorate for Children and Families | Scottish Government | Area 1D South | Victoria Quay | Edinburgh | EH6 6QQ  
T: [Redacted] | E: [Redacted]@gov.scot



58

[REDACTED]

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**From:** [REDACTED] on behalf of Deputy First Minister and Cabinet Secretary for Education and Skills  
**Sent:** 10 January 2018 14:24  
**To:** [REDACTED]; Deputy First Minister and Cabinet Secretary for Education and Skills  
**Cc:** Robertson FMG (Fiona); [REDACTED]  
**Subject:** RE: FoI/17/03025 - Gaelic teachers and training - for clearance

[REDACTED]

DFM is content to clear this

[REDACTED]

[REDACTED] Private Secretary Depute to John Swinney MSP | Deputy First Minister of Scotland and Cabinet Secretary for Education and Skills | Scottish Government | St Andrew's House | Edinburgh | EH1 3DG | [REDACTED]

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**From:** [REDACTED]  
**Sent:** 09 January 2018 16:30  
**To:** Deputy First Minister and Cabinet Secretary for Education and Skills  
**Cc:** Robertson FMG (Fiona); [REDACTED]  
**Subject:** FoI/17/03025 - Gaelic teachers and training - for clearance

Please see the following FoI request and response relating to Gaelic teacher numbers and training places for clearance. I'd be grateful for a response by Monday 15 January to allow time the response to be issued by the due date of 16 January.

FoI/17/03025 - made by [REDACTED] from think tank Reform Scotland. She asked for:

- Numbers of registered teachers in Scotland qualified to teach Gaelic at a) primary and b) secondary (including which subjects they are qualified to teach)
- Numbers of teachers in Scotland graduating qualified to teach Gaelic at a) primary and b) secondary (including which subjects they are qualified to teach) in the years 2007-2017
- Forecast for places funded for teacher training in Gaelic Medium 2017-2022 at a) primary and b) secondary (including whether recruitment will be subject specific).

The answer refers to published data sources for the first and third part and states that data is not held for the second part. The proposed response is attached, special advisors have had sight and are content.

<< File: FoI 17 03025 - response - draft.docx >>

As further background, the Scottish Government teacher workforce planning process does not make specific forecasts of Gaelic medium teacher training places.

Thanks,

[REDACTED]  
School, Staff and Pupil Census Statistics  
Education Analytical Services  
Scottish Government  
[REDACTED]

59

**From:** [REDACTED] on behalf of Deputy First Minister and Cabinet Secretary for Education and Skills  
**Sent:** 12 January 2018 11:05  
**To:** [REDACTED] Deputy First Minister and Cabinet Secretary for Education and Skills  
**Cc:** GIRFEC & CYP Bill Team; Communications DFM & Education; Minister for Childcare and Early Years; DCAF Business Management Unit; Chalmers MJ (Michael) (DCAF); Higgins K (Kate); McAllister C (Colin); [REDACTED] (Communications); Spads Admin  
**Subject:** RE: FOR ACTION: FOI/17/02940 for [REDACTED] (Freelance Journalist)

[REDACTED]  
DFM is content to clear this

Thanks

[REDACTED]  
[REDACTED] Private Secretary Depute to John Swinney MSP | Deputy First Minister of Scotland and Cabinet Secretary for Education and Skills | Scottish Government | St Andrew's House | Edinburgh | EH1 3DG | [REDACTED]

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**From:** [REDACTED]  
**Sent:** 11 January 2018 17:28  
**To:** Deputy First Minister and Cabinet Secretary for Education and Skills  
**Cc:** GIRFEC & CYP Bill Team; Communications DFM & Education; Minister for Childcare and Early Years; DCAF Business Management Unit; Chalmers MJ (Michael) (DCAF); Higgins K (Kate); McAllister C (Colin); [REDACTED] Spads Admin  
**Subject:** FOR ACTION: FOI/17/02940 for [REDACTED] (Freelance Journalist)

PO/DFM

I would be grateful if the attached FOI/17/02940 for [REDACTED] (Freelance Journalist), which has been cleared by the team and Spads, could be cleared before COP Monday 15th. It was due on the 3<sup>rd</sup> January but due to parliamentary recess was not completed on time.

It is very similar to the FOI sent up by [REDACTED] and so only the following items need to be checked –

- Getting it right for every child health board implementation managers 23/8
- Medical Reps meeting 29/8
- Nursing and Midwifery Meeting 31/8
- GIRFEC Lead Officer meeting 4/9
- Dental Meeting 5/9
- Emails starting in Annex C up until our emails to Colleges Scotland

Thanks again,

[REDACTED]  
Administrative Officer,

Children & Young People (Information Sharing) (Scotland) Bill Team | Creating Positive Futures | Directorate for Children and Families | Scottish Government | Area 2B South | Victoria Quay | Edinburgh | EH6 6QQ



year of young people  
bliadhna na h-òigridh  
2018

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**From:** Higgins K (Kate)  
**Sent:** 11 January 2018 16:54  
**To:** [REDACTED]  
**Cc:** McAllister C (Colin); [REDACTED] GIRFEC & CYP Bill Team; Spads Admin; FoI SpAds PO; Communications DFM & Education; DCAF Business Management Unit; Chalmers MJ (Michael) (DCAF); [REDACTED]  
**Subject:** RE: FOR ACTION: FOI/17/02940 from [REDACTED] (Freelance Journalist)

happy

Kate Higgins  
Special Advisor to the First Minister  
Rural Economy and Connectivity  
Early Years, Further and Higher Education  
Support to the Head of Policy

Scottish Government  
St Andrew's House, 2 Regent Road, Edinburgh, EH1 3DG

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**From:** [REDACTED]  
**Sent:** 10 January 2018 16:01  
**To:** [REDACTED] Higgins K (Kate)  
**Cc:** McAllister C (Colin); [REDACTED] GIRFEC & CYP Bill Team; Spads Admin; FoI SpAds PO; Communications DFM & Education; DCAF Business Management Unit; Chalmers MJ (Michael) (DCAF); [REDACTED]  
**Subject:** RE: FOR ACTION: FOI/17/02940 from [REDACTED] (Freelance Journalist)

Hi [REDACTED]

Please find the updated FOI response with removed timeline mentioned below.

Thanks again,

[REDACTED]  
Administrative Officer,

Children & Young People (Information Sharing) (Scotland) Bill Team | Creating Positive Futures | Directorate for Children and Families | Scottish Government | Area 2B South | Victoria Quay | Edinburgh | EH6 6QQ



year of young people  
bliadhna na h-òigridh  
2018

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**From:** [REDACTED]  
**Sent:** 10 January 2018 16:00  
**To:** [REDACTED]; Avery S (Sophie); Higgins K (Kate)  
**Cc:** McAllister C (Colin); [REDACTED] GIRFEC & CYP Bill Team; Spads Admin; FoI SpAds PO; Communications DFM & Education; DCAF Business Management Unit; Chalmers MJ (Michael) (DCAF); [REDACTED]  
**Subject:** RE: FOR ACTION: FOI/17/02940 from [REDACTED] (Freelance Journalist)

Grateful if we could now get a finalised response for Kate to consider.

Thanks

[REDACTED]  
  
Private Secretary  
Special Advisers' Office  
Tel [REDACTED]  
Mobile [REDACTED]

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**From:** [REDACTED]  
**Sent:** 10 January 2018 15:47  
**To:** [REDACTED] Higgins K (Kate)  
**Cc:** McAllister C (Colin); [REDACTED] GIRFEC & CYP Bill Team; Spads Admin; FoI SpAds PO; Communications DFM & Education; DCAF Business Management Unit; Chalmers MJ (Michael) (DCAF); [REDACTED]  
**Subject:** RE: FOR ACTION: FOI/17/02940 from [REDACTED] (Freelance Journalist)

To confirm for copylist's interest, the section [REDACTED] is referring to "Meeting with Named Person Service Providers – Timeline" will be removed.

The timeline was a collection of proposed activity and events put forward by delegates to support development of a communications plan.

[REDACTED]  
  
[REDACTED] Communications Manager | [REDACTED]  
2B South | Victoria Quay | Edinburgh | EH6 6QQ

I work Monday to Thursday

---

**From:** [REDACTED]  
**Sent:** 10 January 2018 14:48

**To:** [redacted] Higgins K (Kate)  
**Cc:** McAllister C (Colin); [redacted], GIRFEC & CYP Bill Team; Spads Admin; FoI SpAds PO; Communications DFM & Education; DCAF Business Management Unit; Chalmers MJ (Michael) (DCAF); [redacted]  
**Subject:** RE: FOR ACTION: FOI/17/02940 from [redacted] (Freelance Journalist)

Hi [redacted] as discussed I've spotted a few references to press and media handling that I do not recognise.

Can you please double check those against the guidance in Sharepoint?

<http://sgsharepoint/sites/freedomofinformation/FOIEIR%20Wiki/Press%20releases%20and%20handling%20strategies.aspx>

[redacted] | Communications Team Leader | Scottish Government | T: [redacted]  
[redacted]@gov.scot | www.gov.scot

---

**From:** [redacted]  
**Sent:** 10 January 2018 14:37  
**To:** Higgins K (Kate)  
**Cc:** McAllister C (Colin); [redacted], GIRFEC & CYP Bill Team; Spads Admin; FoI SpAds PO; Communications DFM & Education; DCAF Business Management Unit; Chalmers MJ (Michael) (DCAF); [redacted]  
**Subject:** FOR ACTION: FOI/17/02940 from [redacted] (Freelance Journalist)  
**Importance:** High

Hi Kate,

Grateful if you could clear the attached FOI for [redacted] (Freelance Journalist).

It is very similar to the FOI that [redacted] sent up to you recently and so only the following pages will need to be checked – 13, 24, 28, 31, 33 and 59-70.

It had a due date of the 3<sup>rd</sup> January, this was unfortunately missed due to not having all the meeting notes ready in time before the Christmas break. I would be grateful if this could be cleared by COP tomorrow if possible.

Thanks in advance,

[redacted]  
Administrative Officer,

Children & Young People (Information Sharing) (Scotland) Bill Team | Creating Positive Futures | Directorate for Children and Families | Scottish Government | Area 2B South | Victoria Quay | Edinburgh | EH6 6QQ



year of young people  
bliadhna na h-òigridh  
2018

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**From:** [REDACTED] on behalf of Deputy First Minister and Cabinet Secretary for Education and Skills  
**Sent:** 16 January 2018 13:13  
**To:** [REDACTED] Deputy First Minister and Cabinet Secretary for Education and Skills  
**Cc:** Cabinet Secretary for Finance and the Constitution; DG Education, Communities & Justice; Robertson FMG (Fiona); [REDACTED]; [REDACTED] Freedom of Information; Communications DFM & Education; McAllister C (Colin)  
**Subject:** RE: URGENT - FoI/17/03042 - FOR CLEARANCE - Correspondence and meetings between Scottish Council of Independent Schools and the Scottish Government

[REDACTED]  
DFM is content to clear.

Thanks  
[REDACTED]

[REDACTED] Deputy Private Secretary to John Swinney MSP | Deputy First Minister of Scotland and Cabinet Secretary for Education & Skills | Scottish Government | St Andrew's House | Edinburgh | EH1 3DG | T: [REDACTED]  
E: [REDACTED]@gov.scot

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**From:** [REDACTED]  
**Sent:** 15 January 2018 10:44  
**To:** Deputy First Minister and Cabinet Secretary for Education and Skills  
**Cc:** Cabinet Secretary for Finance and the Constitution; DG Education, Communities & Justice; Robertson FMG (Fiona); [REDACTED]; [REDACTED] Freedom of Information; Communications DFM & Education; McAllister C (Colin)  
**Subject:** URGENT - FoI/17/03042 - FOR CLEARANCE - Correspondence and meetings between Scottish Council of Independent Schools and the Scottish Government

PS/Deputy First Minister and Cabinet Secretary for Education and Skills

Please find the attached submission, relating to FOI/17/03042 from [REDACTED] asking us to provide:

- Copies of any communication between the Scottish Government and representatives of the Scottish Council of Independent Schools from January 2015 – present and excluding materials related to Scottish Government working groups **unless** those groups relate specifically to the operations of private schools (so, for example, the CfE groups would not be included).
- Details of any meetings between the Scottish Government and representatives of the Scottish Council of Independent Schools from January 2015 – present

I'm aware that there are two extension numbers to be redacted on document 5, and I will look to do this as soon as I have access to the software.

This has been cleared by SpAds. This response is due on 16 January, therefore we would greatly appreciate it if the Minister could consider as soon as possible.

Many thanks

[REDACTED]  
[REDACTED]  
School Funding, Infrastructure and Organisation | Workforce, Infrastructure and Reform Division | 2B North |  
Victoria Quay | EH6 6QQ  
Maoinachadh, Bun-structair agus Eagrachaidh Sgoiltean | Roinn Luchd-obrach, Bun-structar agus Ath-leasachadh |  
Raon 2B Tuath | Cidhe Bhictòria | Dùn Èideann | EH6 6QQ  
[REDACTED]@gov.scot | [REDACTED]

Letter:

<< File: FOI1703042 - Letter to [REDACTED].docx >>

Submission:

<< File: FOI1703042 - Submission.docx >>



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[Redacted]

**From:** [Redacted] on behalf of Deputy First Minister and Cabinet Secretary for Education and Skills  
**Sent:** 17 January 2018 15:18  
**To:** Minister for Childcare and Early Years; [Redacted]  
**Cc:** Deputy First Minister and Cabinet Secretary for Education and Skills; Director for Children and Families; [Redacted]  
**Subject:** RE: FOI-17-02787 - response (draft)

[Redacted]

DFM is content.

Thanks  
[Redacted]

[Redacted] | Deputy Private Secretary to John Swinney MSP | Deputy First Minister of Scotland and Cabinet Secretary for Education & Skills | Scottish Government | St Andrew's House | Edinburgh | EH1 3DG | T: [Redacted] | E: [Redacted]@gov.scot

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**From:** [Redacted] **On Behalf Of** Minister for Childcare and Early Years  
**Sent:** 17 January 2018 13:22  
**To:** [Redacted] Minister for Childcare and Early Years  
**Cc:** Deputy First Minister and Cabinet Secretary for Education and Skills; Director for Children and Families; [Redacted]  
**Subject:** RE: FOI-17-02787 - response (draft)

Hi [Redacted]

Ms Todd is content.

Thanks  
[Redacted]

[Redacted] | Private Secretary | Minister for Childcare and Early Years  
☎: [Redacted] | Mobile: [Redacted] | St Andrews House, Regent Road, Edinburgh, EH1 3DG

**All e-mails and attachments sent by a Ministerial Private Office to another official on behalf of a Minister relating to a decision, request or comment made by a Minister, or a note of a Ministerial meeting, must be filed appropriately by the recipient. Private Offices do not keep official records of such e-mails or attachments.**

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**From:** [Redacted]  
**Sent:** 16 January 2018 09:43  
**To:** Minister for Childcare and Early Years  
**Cc:** Deputy First Minister and Cabinet Secretary for Education and Skills; Director for Children and Families; [Redacted]  
**Subject:** FW: FOI-17-02787 - response (draft)

Minister

The attached FOI response in respect of a review of the initial notification, has been cleared by SPADs, Director for Children and families and FOI unit for issue. The reply must be issued by Friday 19<sup>th</sup> January are you content.

[REDACTED]

[REDACTED]

**Policy Officer**  
**Office of the Chief Social Work Adviser**

**LEARNING & JUSTICE**

[REDACTED]

[REDACTED]@gov.scot

Scottish Government  
Area 2B South, Victoria Quay, Edinburgh EH6 6QQ

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**From:** [REDACTED]  
**Sent:** 11 January 2018 14:02  
**To:** Director for Children and Families; FoI SpAds PO  
**Cc:** Freedom of Information; [REDACTED]  
**Subject:** FOI-17-02787 - response (draft)  
**Importance:** High

Please find attached the proposed response to a review of FOI/17/02787. The draft attached reflects the comments of FOI Unit. The due date for issue is the 19 January. I have also attached the original response to the FOI and the e-mail received from the correspondent which was treated as a request for the review.

If you have any queries please do not hesitate to contact me.

[REDACTED]

[REDACTED]  
*Office of the Chief Social Work Adviser*  
*2 B South*  
*Victoria Quay*  
*Edinburgh*  
*EH6 6QQ*

Email: [REDACTED]@gov.scot  
Tel: [REDACTED]  
Blackberry: [REDACTED]

 [REDACTED] / CSWA Blog: [Talking Social Services](#)

[https://twitter.com/iona\\_colvin](https://twitter.com/iona_colvin)



**SCOTTISH SOCIAL  
SERVICES AWARDS**

**Scottish Social Services Awards 2018**

Open for nominations 20 November 2017- full details [here](#)

[Redacted]

**From:** [Redacted] on behalf of Deputy First Minister and Cabinet Secretary for Education and Skills  
**Sent:** 18 January 2018 12:39  
**To:** [Redacted] Deputy First Minister and Cabinet Secretary for Education and Skills; Cabinet Secretary for Finance and the Constitution  
**Cc:** DG Education, Communities & Justice; Robertson FMG (Fiona); [Redacted]  
 [Redacted]  
**Subject:** RE: URGENT - FoI/17/03041 - FOR CLEARANCE - Charitable Status of Independent Schools

[Redacted]

DFM is content to clear.

Thanks

[Redacted]

[Redacted], Deputy Private Secretary to John Swinney MSP | Deputy First Minister of Scotland and Cabinet Secretary for Education & Skills | Scottish Government | St Andrew's House | Edinburgh | EH1 3DG | T: [Redacted]  
 [Redacted] | E: [Redacted]@GOV.SCOT

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**From:** [Redacted]  
**Sent:** 17 January 2018 13:59  
**To:** Deputy First Minister and Cabinet Secretary for Education and Skills; Cabinet Secretary for Finance and the Constitution  
**Cc:** DG Education, Communities & Justice; Robertson FMG (Fiona); [Redacted]  
 [Redacted] Freedom of Information; Communications DFM & Education; McAllister C (Colin)  
**Subject:** URGENT - FoI/17/03041 - FOR CLEARANCE - Charitable Status of Independent Schools

PS/Deputy First Minister and Cabinet Secretary for Education and Skills

Please find the attached submission, relating to FOI/17/03041 from [Redacted] asking us to provide:

- All material held regarding any discussions around the charitable status of private schools in Scotland (this should include internal communications, external communications, briefing/proposal documents, minutes of meetings and any other relevant documents) from January 2016 – present
- All material held regarding any discussions around private schools' payment of, or exemption from, full business rates (this should include internal communications, external communications, briefing/proposal documents, minutes of meetings and other relevant documents) from January 2016 – present

This has been cleared by SpAds. This response was due on 16 January, therefore we would greatly appreciate it if the Minister could consider as soon as possible. We have sent a holding reply to [Redacted] in the meantime.

Many thanks

[REDACTED]  
[REDACTED]  
School Funding, Infrastructure and Organisation | Workforce, Infrastructure and Reform Division | 2B North |  
Victoria Quay | EH6 6QQ  
Maoineachadh, Bun-structair agus Eagrachaidh Sgoiltean | Roinn Luchd-obrach, Bun-structar agus Ath-leasachadh |  
Raon 2B Tuath | Cidhe Bhictòria | Dùn Èideann | EH6 6QQ  
[REDACTED]@gov.scot | [REDACTED]

Submission:

<< File: FOI Submission - Charitable Status of Independent Schools.docx >>

Letter to [REDACTED]

<< File: FOI1703041 - Letter to [REDACTED].docx >>

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[REDACTED]

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**From:** [REDACTED] on behalf of Deputy First Minister and Cabinet Secretary for Education and Skills  
**Sent:** 19 January 2018 16:44  
**To:** [REDACTED] Deputy First Minister and Cabinet Secretary for Education and Skills  
**Cc:** [REDACTED] Communications DFM & Education; News Desk; [REDACTED]  
[REDACTED] McAllister C (Colin); Ingebrigtsen R (Ross)  
**Subject:** RE: Line to clear - TESS - Fairness of SQA appeals

[REDACTED]

DFM has cleared this one too.

Thanks,  
[REDACTED]

[REDACTED] | Private Secretary to John Swinney MSP | Deputy First Minister of Scotland and Cabinet Secretary for Education and Skills | Scottish Government | St Andrew's House | Edinburgh | EH1 3DG | [REDACTED]

*All e-mails and attachments sent by a Ministerial Private Office to another official on behalf of a Minister relating to a decision, request or comment made by a Minister, or a note of a Ministerial meeting, must be filed appropriately by the primary recipient. Private Offices do not keep official records of such e-mails or attachments.*

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**From:** [REDACTED] (Communications)  
**Sent:** 19 January 2018 15:09  
**To:** Deputy First Minister and Cabinet Secretary for Education and Skills  
**Cc:** [REDACTED] Communications DFM & Education; News Desk; [REDACTED]  
[REDACTED] McAllister C (Colin); Ingebrigtsen R (Ross)  
**Subject:** Line to clear - TESS - Fairness of SQA appeals

Hi PO

TES are writing a piece on SQA appeals and are looking for a SG response by 2pm today. They have approached SQA for comment too.

They have figures from an FOI (see email below) that the SQA made £350,000 from the process last year but it was still out of pocket because the system cost £390,000 to run. They also have the following comments from Labour's Iain Gray:

*"We have long opposed SQA charging for appeals or "remarks". This whole system was designed to make it harder to appeal a result, and it has reduced appeals by over 60%. It also favours private school pupils, who are now more likely to benefit from an appeal than state school pupils. Its sole purpose was to save the SQA money – which these figures confirm it has done. But the price is being paid by hard pressed school budgets being charged hundreds of thousands of pounds by the SQA, and by pupils denied the chance of an appeal. It is a disgrace, because our exam system should be run in the interests of our pupils, not the SQA's accountants. The SQA answer to Scottish Ministers, and the buck for this stops with John Swinney. He is responsible for a gross unfairness of his predecessor's own making, and he should end charging for appeals right now."*

Is DFM content to clear?

A Scottish Government spokesperson said: "The new system was put in place following wide-ranging consultation between SQA, schools, colleges and other education professionals. The approach is fairer as it focusses on those in most need with genuine exceptional circumstances such as illness or bereavement.

"No pupil should be denied access to this service on the grounds of cost, whether they attend a local authority or independent school."

## Background

A charge will only be applied if there is no change to a grade following a clerical check or marking review.

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**From:** [REDACTED] [mailto:[REDACTED]@tesglobal.com]

Hello

We have a story we would like to put up online about the income generated by the (relatively) new exam appeals system (or post-results service). We are looking for a response by 2pm – could you send it to [REDACTED] please?

The figures from an FOI (see below) show that the SQA made Â£350,000 from the process last year but it was still out of pocket because the system cost Â£390,000 to run.

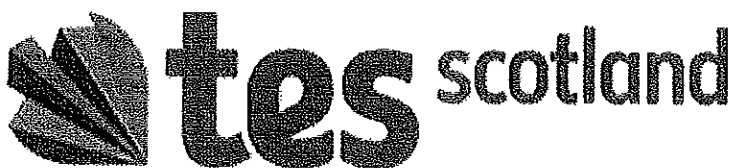
Figures we have from a past article show that the system cost the SQA Â£800,000 to run in 2013.

I asked Iain Gray to comment on the figures and he said:

"We have long opposed SQA charging for appeals or "remarks". This whole system was designed to make it harder to appeal a result, and it has reduced appeals by over 60%. It also favours private school pupils, who are now more likely to benefit from an appeal than state school pupils. Its sole purpose was to save the SQA money – which these figures confirm it has done. But the price is being paid by hard pressed school budgets being charged hundreds of thousands of pounds by the SQA, and by pupils denied the chance of an appeal. It is a disgrace, because our exam system should be run in the interests of our pupils, not the SQA's accountants. The SQA answer to Scottish Ministers, and the buck for this stops with John Swinney. He is responsible for a gross unfairness of his predecessor's own making, and he should end charging for appeals right now."

Thanks, [REDACTED]

[REDACTED]  
Senior reporter  
[REDACTED]



Please note, I work Monday to Thursday.

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**From:** FOI [mailto:foi@sqa.org.uk]

**Sent:** 16 January 2018 16:04

To: [REDACTED]  
Subject: Freedom of Information 2017 183 Full Response

Dear [REDACTED]

Thank you for your request for information received on 07 December 2017.

You asked SQA for the following information:

- 1 how much income was generated from the post results service following the 2017 exam diet?
- 2 did the income from the post results service cover the cost of running it? could you please provide me with any information you have re. the cost of running the service in 2017?
- 3 how much income was generated from the post results service following the 2016 exam diet?
- 4 did the income from the post results service cover the cost of running it? could you please provide me with any information you have re. the cost of running the service in 2016?

SQA's response

- 1 A total income of Â£350k from PRS in 2017
- 2 Total expenditure of Â£390k for PRS in 2017
- 3 Total Income of Â£336k from PRS in 2016
- 4 The expenditure has not been captured in 2016. Processes were changed in 2017 to allow this to be captured. Section 17 of FOISA provides that where an authority does not hold information requested then it should notify the requester to that effect. In line with this provision, please note that SQA does not hold total expenditure for PRS in 2016.

Please note, you are free to use any information supplied for your own use, including non-commercial research purposes, but please note that the supply of information to you under the Act does not constitute permission to use it in a way that would infringe any copyright. Permission should be obtained from the copyright holder before any such use is made.

If you are not satisfied with the way in which we have dealt with your request for information made under the Freedom of Information (Scotland) Act 2002, you have the right to request a review of our actions and decisions in relation to that request. A request for a review must be made within 40 working days of the original decision, should include the name and address of the applicant for correspondence, the request for information to which the review refers and the matter giving rise to the dissatisfaction. Review requests should be sent to:

Freedom of Information Officer  
Scottish Qualifications Authority  
The Optima Building  
58 Robertson Street  
GLASGOW  
G2 8DQ

The request will be acknowledged and a review will be carried out by a senior official within SQA. Their decision will be sent to you within 20 working days of receipt of the request. If you are still dissatisfied, you have a right to apply to the Scottish Information Commissioner for a decision. The Scottish Information Commissioner has launched a new online appeal service. You can now access this online service by using the following weblink - [www.itspublicknowledge.info/Appeal](http://www.itspublicknowledge.info/Appeal). Should you wish to appeal against this decision, you have the right to appeal to the Court of Session on a point of law only.

Further details on this process are available on the Commissioner's website [www.itspublicknowledge.info](http://www.itspublicknowledge.info), other contact details are as follows:

The Scottish Information Commissioner  
Kinburn Castle  
Doubledykes Road  
St Andrews



KY16 9DS  
Tel: 01334 464610  
E-mail: [enquiries@itspublicknowledge.info](mailto:enquiries@itspublicknowledge.info)

Regards

[REDACTED]  
Freedom of Information Manager

t: [REDACTED] | e: [foi@sqa.org.uk](mailto:foi@sqa.org.uk) | w: <http://www.sqa.org.uk>  
Scottish Qualifications Authority  
The Optima Building, 58 Robertson Street, GLASGOW G2 8DQ

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