

## Local Authority Information

## Information provided by the Local Authority and Explanatory Notes

1.8. Staff / payroll reference number	Any reference required for local authority use when processing the results.
1.9. Type of establishment	<p>Select one only.</p> <p>Early years/nursery Primary Secondary Special Junior high school Other</p> <p><i>does school include       nursery unit/classes special needs unit/classes</i></p>
1.10. School roll	<p>Enter the numbers of pupils in the school at the start of the school session, as reported in the previous census.</p> <p>Up to 50 51 to 100 101 to 250 251 to 500 501 to 750 751 to 1000 1001 to 1250 1251 to 1500 Over 1500</p>
1.11. Numbers of staff (and full time equivalent)	<p>Enter the numbers of staff in each category, together with the numbers of staff on a full time equivalent basis.</p> <p>Promoted posts Other teaching staff Other staff</p> <p>Promoted posts should include HT, DHT and PT posts. Other teaching staff should include all other teaching posts within the school.</p> <p>Other staff include <b>all</b> non-teaching staff; i.e. classroom assistants, auxiliaries, SEN staff, janitor, office staff, etc.</p> <p>Only staff where direct line management responsibility is within the school should be included. Janitors / facilities management staff managed by outside agencies (for example as part of PPP) should not be included.</p> <p>If the school has part time staff include these in the figure as a proportion of the full time equivalent in the full time equivalent box. Similarly peripatetic teachers who are managed within the school</p>

	<p>should be included as a proportion of the time that they spend in the school.</p> <p>Probationers should be entered as one full time equivalent, and should be categorised as teaching staff.</p> <p>Full time equivalents should be calculated based on the numbers of hours per week that an equivalent full time post would normally be contracted to work. Where it is not possible to identify a normal number of contracted hours for the post the calculation should be based on a 35 hour week.</p> <p>If the school has unfilled vacancies these should be included in the totals, even if they are filled by supply teachers or other temporary arrangements.</p> <p><b>For example</b></p> <p><i>A school with 1 HT, 3 full time DHT and one DHT working 3 days a week, 12 PTs and a total number of 40 other teaching staff should be recorded as 16.6 promoted post holders (1+3+0.6+12) and 40 other teaching staff.</i></p>
<p>1.12. Percentage of children registered for free school meals</p>	<p>The percentage of pupils registered as entitled to free school meals based on the information for the current school session.</p> <p>0 to 10%</p> <p>11% to 25%</p> <p>26% to 50%</p> <p>51% to 75%</p> <p>76% to 100%</p>
<p>1.13. Size of school budget</p>	<p>The total budget should be entered in the box provided and the appropriate box ticked to indicate the size of the budget for which the HT is accountable, although costs relating to property maintenance and costs relating to permanent staff (including staff on fixed term contracts of more than one year) should not be included. Budgets relating to supply teachers and temporary staff should be included.</p> <p>Budgets for capital expenditure or special funding from the Scottish Executive and other sources should not be included. Monies collected from parents and other special funding arrangements should also be excluded.</p> <p>Total budget £ _____</p> <p><i>amount for which the Headteacher is accountable (excluding amounts relating to property management and permanent staff costs)</i></p> <p>None</p> <p>Up to £100,000</p> <p>£100,001 to £250,000</p> <p>£250,001 to £500,000</p> <p>£500,001 to £750,000</p> <p>Over £750,000</p>

<p>1.14. Physical nature of school</p>	<p>Transport should include any arrangements for which the Headteacher has responsibility for health and safety.</p> <p>Multi-site schools are schools that have classrooms on more than one site and do not include schools that are made up of multiple buildings on a single site. The school is on more than one site if it is necessary to leave school premises to move from one site to another.</p> <p>Schools that have sports facilities, or other specialist facilities on different sites, should not be treated as multi-site schools.</p> <p>The option should be selected only if the HT is responsible for all sites of the school.</p> <p>Number of children entitled to transport to school(s)</p> <p>None  1 to 100  101 to 200  201 to 300  301 to 400  401 to 500  Over 500</p> <p>Multi-site school</p>
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