



Stirling Council
Schools, Learning & Education

Deanston Primary School
Handbook

2019/2020



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Stirling Council

Schools, Learning and Education

Stirling Council is committed to working in partnership with our communities to deliver the best possible services for all who live and work in the Stirling area.

We have a clear focus on achieving the highest standards in our schools and nurseries so that the children, young people and citizens of Stirling benefit from first class services.

Education is key to every child's future and enables us to create a fairer and more inclusive society, where our young people secure positive destinations when they leave school.

We attach great importance to lifelong learning, giving children the best possible start in life from nursery, through school, to life beyond school.

We want all children and young people growing up in Stirling to be: safe and happy; listened to and respected; engaging in a wide range of active learning opportunities; and achieving positive outcomes.

We will realise this ambition by putting children and young people first, promoting inclusion and delivering high quality services.

The needs of our children and young people will be best met by working effectively together with parents, carers and a range of partners. We want parents and carers to be involved in their children's learning.

We look forward to working with you, as your child embarks on their transition to a new school.

A handwritten signature in black ink, appearing to read "Kevin Kelman".

Kevin Kelman
Chief Education Officer
Stirling Council
November 2018

Welcome from the Headteacher

Deanston Primary is a rural school, seven miles from Stirling. What makes us unique is our small size and the caring, family atmosphere reflected in the partnership between pupils, staff, parents and the community; our school is at the very heart of the community. This uniqueness is celebrated and reflected in our curriculum; we value the contributions of families and the wider community in working towards our aims, using local expertise and our context to develop children's understanding of their place in the community and the wider world. The school currently has a roll of 46 pupils, which are split between two composite classes P1-3 and P3-7.

Description of the School

The school was opened in 1897, and re-opened in Jan 1996 after an extensive refurbishment. There are three classrooms, a gym hall/dining area, cookery teaching room, and up-graded toilet facilities including a fully equipped disabled toilet. The two rooms normally used for teaching are adjacent to the middle classroom. This is used by both classes as an additional teaching space and classroom. The outside area has been enhanced by the addition of play equipment which was funded by the Parent Council.

Angela Maxwell
Headteacher

School Information

School address	Deanston Primary School Teith Road Deanston Stirling FK16 6AJ
Telephone number	01786 841438
E-mail address	deansps@stirling.gov.uk
School roll	46
Headteacher	Mrs Angela Maxwell
Teaching Staff	
P1 – P3	Mrs Katy Baxter
P3 – P7	Mrs Gemma Nicolson (Tues-Thurs) Mrs Angela Maxwell (Mon/Fri)
Non-Contact Cover	Mrs Carol McCreadie (P1-3 Thurs a.m.)
Visiting Specialists	
Support for Learning Teacher	Mrs Emma McGuigan (Wed a.m.)
Music	Mrs Sheena McLean (every second Thurs p.m.)
School Support Staff	
Admin Assistant	Mrs Louise Harrower (Wed/Thurs)
Support for Learning Assistant	Mrs Gillian Thomson
Support for Learning Assistant	Mrs Margaret Milne
Caretaker/School Meals	Mrs Lorryne Shaw

The School Day

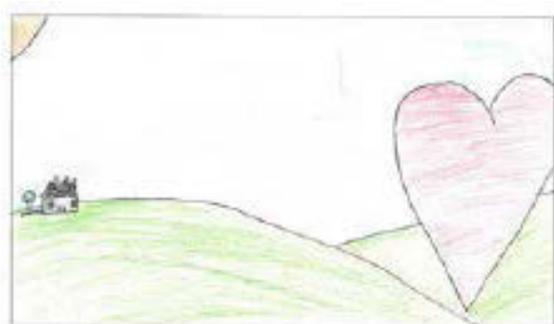
Morning session	9.00 am – 12.15 pm
Morning interval	10.30 am – 10.45 am
Lunchtime	12.15 pm- 1.00 pm
Afternoon session	1.00 pm – 3.00 pm

School Values and Aims

Our vision for Deanston Primary School encompasses the vision of Curriculum for Excellence that all children are: successful learners, confident individuals, responsible citizens and effective contributors. To achieve this, we seek to deliver a stimulating and challenging curriculum which supports children's learning within a positive and nurturing environment as well as providing a wide range of activities which allow all learner opportunities to succeed and blossom as individuals. We strive to offer equity of opportunity for all learners and value the contributions of families and the wider community in working towards our aims.

Our school values: responsibility, enjoyment, caring and fairness underpin our learning and teaching and permeate our school ethos.

Our school motto is 'Small School, Big Heart'



Small School, Big Heart

To fulfil our vision we aim to:

- Raise attainment and achievement for all by ensuring our children work within a positive learning environment with opportunities to keep their skills, confidence and self-esteem to their fullest potential.
- Meet the needs of children through provision of a coherent and balanced curriculum with emphasis on participation in Sports, Arts and Cultural activities.
- Encourage children to take pride in their school and the community by being courteous and respectful of their local environment.
- Maintain and develop further our good links between the school, parents, the community and international partnerships.
- Promote the fundamental values of Scottish society that incorporates wisdom, justice, compassion and integrity.

To achieve these aims we plan for continuous school improvement and work with children, parents and the wider community at the same time being supported by Stirling Council's School Learning and Education.

Ethos

Positive Behaviour Approaches

The school is committed to supporting the development of its pupils and as a result, wishes to encourage their development spiritually, morally, socially and culturally. This is achieved by creating a school ethos which, in every way possible, gives value to these aspects of development, especially by providing an overall atmosphere that is both caring and challenging and which provides opportunities for the development of personal responsibility.

Positive Behaviour Policy

Through our P7 buddy scheme we promote positive behaviour throughout the school. All children also play an active part in either the Pupil Council, Health Group or Eco-schools; each group has an area of responsibility.

Children, from P1-P7 were involved in the development of the content of the behaviour policy and are encouraged to feel that their input is valued.

Staff use the restorative approach wherever possible to resolve conflicts. This approach has 5 themes:

- Everyone has their own perspective therefore everyone has the right to be heard.
- What people think influences how they feel, i.e. they feel that they can justify their actions.
- When there are conflicts and disagreements harm can result and children need opportunities to see how we can move forward after a dispute.
- Whether someone has been on the receiving end of harm or has caused harm they are likely to have similar needs, i.e. to be heard, to explain their perspective, etc.
- It is the people who are affected by a situation or event who are best placed to identify what should happen so that everyone can move on.

The strategies and the language used are very important; the above themes are explored with a responsible adult when harm has been done.

Recognising and Celebrating Achievement

We have fortnightly assemblies when certificates are awarded for achievement and effort using the school values: Fairness, Responsibility, Caring and Enjoyment. These values are also celebrated through our Pupil Choice Awards at our annual Celebration of Success.

Children are also encouraged to share out-of-school achievements at assemblies and, in addition, certificates and photographs of achievements for every child are on display in the school foyer.

Homework Policy

As a result of the homework policy review held in June 2013, we implemented a homework scheme whereby children will only be given homework if they and their families 'opt in'. This is reviewed annually and has continued to prove very effective. 96% of children and families currently 'opt in' to homework.

School Improvement Plan

The School Improvement Plan takes account of National Priorities, Stirling Council Local Improvement Plan and School Targets.

We use a range of assessment tools to self-evaluate including 'How Good is Our School' and local authority materials. Our School Improvement Plan identifies our priorities for the following session. The priorities for our plan come from asking parents and carers for their feedback on what we do well and what we could do to improve using the HMle questionnaire. Staff views are gathered, evaluating ourselves against the Quality Indicators from the Scottish Government document 'How Good is Our School'. Support staff and visiting teachers are also asked for their views about what we do well and areas for improvement. All children from P1-P7 also contribute their opinions.

Our priorities for 2018-19:

Numeracy	Health and Wellbeing – Employability Skills	Literacy
<ul style="list-style-type: none"> • Training for staff and introduction of Numicon resource to support acquisition of numeracy skills through use of concrete materials. 	<p>Digital Learning</p> <ul style="list-style-type: none"> • Purchase of 5 further iPad minis to continue 1:1 and equity for all learners. • Training for teacher and introduction of Google Classroom programme to support acquisition of Digital Literacy Skills. <p>Nurture</p> <ul style="list-style-type: none"> • Develop a calm space within the school for children, in particular those with ASN, to access when needed. <p>DYW</p> <ul style="list-style-type: none"> • Children from P3-7 to participate in Hi5 Accreditation (setting own targets). 	<ul style="list-style-type: none"> • Continue to implement Read Write Inc Phonics and reading to include children in P2-3. • Introduction of Read Write Inc materials to support phonics and writing. • Training for staff and introduction of Accelerated Reading programme for children in P3-7 to improve comprehension skills. • Purchase of books to support Accelerated Reading programme.

The Curriculum

The school curriculum follows Stirling Council Guidelines and Curriculum for Excellence – Building the Curriculum 3 which gives children opportunities to develop skills for learning, skills for life and skills for work with a continuous focus on literacy, numeracy and health and wellbeing.

“Curriculum for Excellence aims to achieve a transformation in education in Scotland by providing coherent, more flexible and enriched curriculum from 3-18, firmly focused on the needs of the child and young person and designed to enable them to develop the four capacities. The changes brought about by Curriculum for Excellence should lead to improved quality of learning and teaching and increased attainment and achievement for all children and young people in Scotland, including those who need additional support in their learning.”

‘Curriculum for Excellence –Building the Curriculum 3’

Curriculum Areas

As well as high standards of teaching, in order to achieve our vision, we have developed a structured curriculum which ensures high standards of attainment and achievement for all learners. We are committed to providing opportunities for learners to have a voice not only in their school but also their local community and to raise their awareness of current issues in Scotland and the wider world. Progression pathways for all curricular areas provide structure and coherence.

This guidance in Curriculum for Excellence is structured under the heading of the eight curriculum areas:

- Expressive Arts
- Health and Wellbeing
- Literacy and English
- Numeracy and Mathematics
- Religious and Moral Education
- Science
- Social Studies
- Technologies

At Deanston Primary School our programmes reflect guidance in Curriculum for Excellence.

Literacy and English

Each academic session children gain experience in all aspects of Literacy and English. Teachers use a variety of resources to support class teaching, promoting an ethos of Active Learning in the classroom; only using workbooks, textbooks and schemes to complement teaching practices.

There is an annual focus on Scots Language, children have the opportunity to learn Scots poetry and enjoy stories with a Scottish theme.

Numeracy and Mathematics

Over the course of an academic session children experience Mathematics on a daily basis. We take a whole class concept approach to teaching numeracy and maths; children work within fluid groupings according to their prior learning, confidence and competence with each concept. Again, we promote active learning and children have the opportunity to experience a variety of learning resources.

Health and Wellbeing

Class teachers are responsible for the planning, delivery, implementation and evaluation of all aspects of Health and Wellbeing, however other staff members may be involved as well as outside agencies.

Aspects taught include:

- Mental, emotional, social and physical wellbeing.
- Planning for choices and changes.
- Physical education, physical activity and sport.
- Food and health.
- Substance misuse.
- Relationships, sexual health and parenthood.

All children receive the statutory 2 hours of physical education a week.

Science

Each academic session children experience one or more aspects of Science. This can either be linked to a context or taught as a discrete subject. We focus on progression of skills in science.

Expressive Arts

Each academic session, children experience all aspects of Expressive Arts including Art, Music, Dance and Drama. All children have the opportunity to experience the excitement of a performance through participating in our Christmas show.

Religious and Moral Education

Deanston Primary School is a non-denominational school. Through curricular lessons, children will develop an understanding of Christianity and other world religions, beliefs and customs.

We seek to involve organisations such as SSPCA, NSPCC, 'Start-up Stirling' etc. and the local Church of Scotland Minister attends some of our assemblies throughout the year.

Technologies

At Deanston Primary School, we have a 3 year plan where children gain a wide variety of experience without repetition within year groups. Over the course of an academic session children gain experience of one or more aspects of Technology.

Information Technology

Class teachers have responsibility for planning, teaching and evaluating IT. In the lower school, the focus is on skills and in the upper school children use and further develop their skills to showcase their learning across all curricular areas e.g. word processing reports, informative PowerPoints etc.

Every child and teacher has their 'own' iPad which is used to complement and enhance traditional learning and teaching e.g. making digital books and recording information about their learning. The children are very confident and have developed a variety of technical skills; they can also see how the technology is useful for helping them with their learning. Internet safety is delivered to children each year.



We achieved Digital School status in November 2017.

Social Studies

Each academic session children experience aspects of Social Studies, one of which will be taught using the 'Connecting the Learning' approach. This approach focuses on providing opportunities to teach the children how to learn and to apply learned skills across the curriculum. Children and young people should find their learning challenging, engaging and motivating, the curriculum should encourage high aspirations and ambitions for all. Children in both the lower and upper school contribute to the planning of contexts e.g. by mind-mapping, making suggestions about learning activities etc. Children are encouraged to work actively and collaboratively to undertake context challenges.

Languages

At Deanston Primary School we offer children from P1-7 French and in addition P4-7, learn Gaelic. It is the responsibility of a trained member of staff to plan, implement and evaluate these lessons. Children are encouraged to speak French and Gaelic by practicing vocabulary. Session 2018/19 we are introducing Spanish. At primary level there may be some written work but the focus is mostly verbal.

Learning and Teaching

In supporting and promoting effective learning and teaching we hope to deliver a curriculum in line with Curriculum for Excellence with the purpose of enabling all young people to become:

<p>Successful learners</p> <p>With: an enthusiasm and motivation for learning, determination to reach high standards of achievement and an openness to new thinking and ideas.</p> <p>Able to:</p> <ul style="list-style-type: none">• Use literacy, communication and numeracy skills.• Use technology for learning.• Think creatively and independently.• Learn independently and as part of a group.• Make reasoned evaluations.• Link and apply different kinds of learning in new situations.	<p>Responsible citizens</p> <p>With: a respect for others and a commitment to participate reasonably in political, economic, social and cultural life.</p> <p>Able to:</p> <ul style="list-style-type: none">• Develop knowledge and understanding of the world and Scotland's place in it.• Understand different beliefs and cultures.• Make informed choices and decisions.• Evaluate environmental, scientific and technological issues.• Develop informed, ethical views of complex issues.
<p>Effective contributors</p> <p>With: an enterprising attitude, resilience and self-reliance.</p> <p>Able to:</p> <ul style="list-style-type: none">• Communicate in different settings.• Work in partnership and in teams.• Tack the initiative and lead.• Apply critical thinking in new contexts.• Create and develop.• Solve problems.	<p>Confident individuals</p> <p>With: self-respect, a sense of physical, mental and emotional wellbeing, secure values and beliefs and ambition.</p> <p>Able to:</p> <ul style="list-style-type: none">• Relate to others and manage themselves pursue a healthy and active lifestyle be self-aware.• Develop and communicate their own beliefs and view of the world.• Live as independently as they can.• Assess risk and make informed decisions.• Achieve success in different areas of activity.



Deanston Primary School

Assessment Policy

Updated August 2018

Learning and Teaching

Our strategic 3 year planning cycle assists teachers by providing a framework for coverage of experiences and outcomes, providing staff with the opportunity to plan for all stages and levels; ensuring breadth of learning as well as coherence and progression across curricular areas and outcomes. Evidence is gathered by the learner and practitioner/teacher in a variety of ways (Say, Make, Write and Do) and across the four contexts for learning at key points in a learner's journey.

All teachers encourage active learning and children contribute to planning contexts, providing opportunities for relevance, personalisation and choice. Most curricular based subjects are planned for the whole class with a focus on an outcome with differentiated activities providing depth of learning and opportunities for progression at a pace that is best suited to the individual learner. Teachers regularly meet with the Head teacher to discuss progress, next steps and individual pace. Learners participate in the process and contribute to determining and gathering relevant evidence.

Assessment must be valid, reliable, fair and manageable for all involved and must be consistently applied. There are opportunities for moderation of standards using ES Benchmarks with local schools as well as at learning community and authority level.

Teachers meet regularly with the Headteacher to discuss children's progress using both formative and summative assessment information and to identify and plan next steps in learning for individuals and groups.

Formative Assessment

Teachers use a range of approaches to assess children's learning e.g. information gathered from jotters, workbooks, check-ups and through photographs etc. Assessment samples are gathered throughout the year (not necessarily for each context taught) e.g. start/end of context assessments, samples of good work, annotated photographs, photocopies of jotter work, copies of individual/group feedback etc.

Learners peer and self-assess using strategies including, traffic lights, thumbs up and fist-of-5 for effort.

Learning intentions and success criteria are used to ensure learners know what they are learning and how they will know they have achieved.

Teachers share children's progress through: meetings, snapshot jotters, open sessions etc.

Curricular Area	Assessment	Summative Assessments
Writing	Using Stirling Council Pathways	Termly
Reading	Accelerated Reading	Ongoing
Maths/Language	Holistic	As agreed
Numeracy Spelling	Progress in Maths Single word spelling test	January
Literacy and Numeracy	SNSA	November P7 Feb/March P1 & P4
Reading Maths Spelling	YARC Clacks Single word spelling test	April/May

We also take into consideration wider data analysis and performance information.

Partnership with Parents

Parent Council

The Parent Council forms part of the Parental Involvement Act of which the main aims are to:

Help parents become more involved with their child's education and learning.
Welcome parents as active participants in the life of the school.
Provide easier ways for parents to express their views and wishes.

To help achieve these aims, all parents will automatically be members of the Parent Council at their child's school and will be entitled to have a say in what happens at the school.

Following the AGM of the Deanston Primary School Parent Council in September 2018 the following office bearers were elected:

Mrs Marie Savage/Mrs Jillian MacDonald	Joint Chair
Mrs Jane Jephcott	Minute taker
Mr Andrew Brown	Treasurer

A copy of the Constitution of Deanston Primary School Parent Council is available upon request to the office.

Parent Helpers

Parent helpers are made welcome in school; we would always prefer that parents do not volunteer in their own child(ren)'s class as this can be difficult for both parents and children.

Parent Evenings

An informal meeting is held in June with the parents of the next session's P1 pupils. Formal parent interviews are held in November and in May when they will provide an opportunity for staff to share pupil reports. We also have a 'drop-in' session for parents in February.

Sharing Learning

We share learning with parents in a variety of ways: Twitter, School Website, invitations to attend shows and assemblies, through 'snapshot' jotters that are sent home twice a year to allow parents to see children's work tasks over the course of a week, parental involvement in school activities such as grounds days, information in school newsletters about what children have been learning etc.

Open Door Arrangements

The Head-teacher will welcome parental enquiries and visits to school. If you wish to speak to a class teacher, please call to make an appointment in order to avoid disruption to teaching. It is helpful if you can give an indication of what your query is about so that staff can gather information beforehand (if need be).

Communication with Parents

From time to time your child will carry communications from the school giving items of basic information such as holiday dates together with information of interest about forthcoming events in the school. Enquiries of any kind should be addressed to the head teacher in the first instance. If you would prefer to receive letters etc. by email, please let us know.

We use App Central to provide dynamic updates and reminders re activities; almost all parents have downloaded and use this App. There is a monthly newsletter and the Parent Council operates a very successful Facebook page with details of weekly activities and upcoming events.

Community Involvement in the School

Deanston Primary School is very much a community school and relies on the co-operation and support of everyone in the community and beyond. Parents are encouraged to come along and support our after school activities. Through our close partnerships with CAFD - Community Action for Deanston – there are a well-established weekly Yoga and Art Classes. In addition many other organisations make use of the premises for a wide variety of functions.

School Uniform

Stirling Council encourages the wearing of school uniform. The school orders navy sweatshirts, navy cardigans, red polo-shirts and navy fleeces from our supplier. Orders are placed twice a year and order forms can be obtained from the school office.

Navy sweatshirt	£7.85*	Sizes 22" – 34"
	£9.20*	Sizes 36" and over
Navy cardigan	£9.80*	Sizes 22" – 34"
	£12.40*	Sizes 36" and over
Polo shirt (red)	£7.20*	Sizes 22" – 34"
	£8.70*	Sizes 36" and over
Navy jacket	£17.80*	Sizes 22" – 34"
	£21.50*	Sizes 36" and over
Rain jacket	£13.00*	Sizes 22" – 34" (only available in small sizes)
Navy fleece jacket (full zip)	£10.90*	Sizes 22" – 34"
	£14.50*	Sizes 36" and over

*Please note prices were correct at time of publication.

Transition from Nursery

Pupils in nursery enjoy transition between April and June. They have the opportunity to meet with staff and pupils and participate in an organised transition programme of events.

These are:

- 1¾ days in school.
- Pupil visits.
- Street Dance initiative in the summer term – nursery pupils and parents are encouraged to attend.

Secondary School

At the end of P7 pupils will normally transfer to:

McLaren High School
Molland Road
Callander
FK17 8JH

Tel: 01877 330156

Pupils have the opportunity to meet with other pupils from the McLaren cluster and participate in an organised transition programme of events including: 3 day/2 night residential experience, Active Sports Day and Formal Induction Day.

Attendance

It is important that the school and parents work together to achieve good attendance as there is a strong link between good attendance and achievement. The school aims to encourage attendance by creating a welcoming and supporting ethos. If there are difficulties with your child's attendance, the school will contact you to discuss ways of resolving this.

If your child is unable to attend school due to illness or for any other reason, we ask that parents should notify the school as early as possible in the school day.

Parents should also give careful consideration to the impact on a child's education of taking holidays during term time. All schools are required to record attendance and absence of pupils and report on these figures to parents, the Council and the Scottish Government.

The Scottish Government's guidance – Included, Engaged and Involved: Attendance in Scottish Schools - issued to all local authorities in December 2007 provides guidance on how attendance and absence at school is recorded. This document clarifies that the majority of family holidays taken during term time will be categorised as unauthorised absence and that schools may only authorise a family holiday during term time under very exceptional circumstances.

Regular attendance scans are undertaken by the management team. When a child's attendance drops below 90%, parents will be notified by letter and asked to come in to talk to the headteacher about how best to support your child's progress.

Persistent latecoming also causes regular interruptions for some classes. It disrupts learning and teaching not only for the latecomer but for the whole class.

At no time during the school day should a child be removed by a parent from the school without informing the staff of the school. This includes lunchtime "disappearances". If a child is reported missing we will try to contact the parents or we will ask for help from the emergency contact or neighbours. If we fail to locate the child the Police will be informed. Please help us to keep your child safe. Poor attendance falls into the Council's Staged Intervention Framework and action will be taken to address patterns of poor attendance.

Child Protection and Safeguarding

All children in Scotland have the right to be protected from abuse or neglect.

Schools and nurseries play an important role in the prevention of abuse and neglect through creating and maintaining safe learning environments and teaching children and young people about staying safe from harm and how to speak up if they have worries or concerns.

Schools and nurseries have identified child protection coordinators with a remit to promote safeguarding and a responsibility to act when aware of a child protection concern.

If you are concerned a child or young person is at risk of abuse or neglect, you can contact school, police or phone children's services on 01786 471177.

Clothing Grants

Some families may be eligible for clothing grants. Application forms can be obtained from Stirling Council, telephone 01786 233210 or downloaded from the Council website at <https://my.stirling.gov.uk/services/education-and-learning/schools/school-grants>.

Please take your completed application form, along with the documents requested, to your nearest local office, or Customer First, Port Street, Stirling or post to Stirling Council, Teith House, Kerse Road, Stirling, FK7 7QA.

Complaints

You can complain in person, by phone, email or by letter. We regard a complaint as any expression or dissatisfaction about our action or lack of action, or about the standard of service provided by us or on our behalf.

Who can complain?

Anyone can complain who is the parent or legal guardian of a child or a person authorised to complain on his/her behalf. For example, a child's grandparent who is not the legal guardian needs authority from the child's parent or guardian. This would normally mean a note to show that the person responsible for the child has agreed.

What can't I complain about?

Here are some things we can't deal with through our complaints procedure:

- A routine first time request for a service or action – e.g. informing the school that your child told you she is being bullied and asking them to resolve this.
- Requests for compensation from the Council.
- Things that are covered by a right of appeal, e.g. exclusion from school which has its own statutory process. In these cases we will give you information and advice to help you.

You have 6 months to make a complaint after the event that you want to complain about takes place. If you first learn of the issue about which you want to complain after this point, you have a further 6 months to complain. In exceptional circumstances the Service may investigate matters more than a year old, but it is not obliged to do so.

We have 2 stage complaints procedure.

Stage One – frontline resolution

In the first instance, please complain to your child's school or nursery, telling them as much as you can about the complaint, what has gone wrong and what you want them to do to resolve the matter. A senior member of staff, either the headteacher or depute head, will be responsible for looking into complaints. Heads are senior managers with a high level of responsibility for your child's learning and welfare and are able to look into most matters. However, the headteacher may refer the Stage One complaint to Schools, Learning and Education centrally, e.g. if it is about the conduct of the headteacher or too complex to be dealt with at front-line service level.

The school or nursery will give you our decision at Stage One within 5 working days or fewer unless there are exceptional circumstances. If we need further time, we will ask you to agree an extension of up to 5 further days. If the Stage One complaint has been referred to Schools, Learning and Education centrally your response will come from there.

Stage Two – investigation

If you are dissatisfied with your Stage One response you can move to Stage Two. Stage Two deals with 2 types of complaints: those not resolved at Stage One and those not appropriate for Stage One, for example the conduct of a headteacher or those too complex for a headteacher to deal with.

To move to Stage Two, you should email info@stirling.gov.uk, or you can ask the headteacher of the school or nursery to move the complaint to Stage Two on your behalf.

When using Stage Two:

- We will acknowledge your complaint within 3 working days.
- You will be contacted by the Investigating Officer for your complaint, who will usually meet you to confirm: the detail of your complaint, what you want to achieve, and if your expectations are achievable. In some cases, e.g. your complaint has been made in writing and is clear, there may be no need to meet. It is helpful if you present any evidence that you can offer in support of your complaint, e.g. contact details for witnesses, reports from other professionals, etc. if appropriate.
- We will write to you confirming the details of your complaint, what you want to achieve, and what the investigation can cover.
- We will give you a full, written response to the complaint as soon as possible and within 20 working days. If our investigation takes longer than 20 working days we will agree revised time limits with you and keep you updated on progress.

After we have fully investigated your Stage Two complaint, if you are still dissatisfied with our decision or the way we dealt with your complaint you can ask the [Scottish Public Services Ombudsman](#) (SPSO) to look at it.

The SPSO cannot normally look at:

- A complaint that has not completed our complaints procedure.
- Events that happened or you became aware of, more than a year ago.



Stirling Council Schools, Learning and Education

Enrolment Arrangements : Primary & Secondary School Education in 2019

The 2019/2020 school year starts on 20 August 2019. This is the **only** date for beginning school education for that year.

All children who are five years old on or before 20 August 2019 are of school age and **must** start their primary school education on 20 August 2019, children who are five years old between 20 August 2019 and 29 February 2020 **may** start their primary school education on 20 August 2019.

If your child is starting their primary school education in August 2019 you **must** enrol him/her at their catchment school **by 25 January 2019**. Details of school catchment areas and further information on our enrolment procedures can be found by visiting our website www.stirling.gov.uk or by contacting us on 01786 233185. As part of the enrolment process we check the residency of all parents wishing to enrol their child at their catchment school, please bring your child's birth certificate, child benefit book/award letter, tax credit award letter, two recent household utility bills and a recent council tax bill with you when you enrol your child.

The list of dates when schools are enrolling pupils will be available on our website www.stirling.gov.uk from 3 December 2018.

Gaelic Medium Provision

Gaelic Medium Provision is available at Riverside Primary School, Forrest Road, Stirling tel: 01786 474128 email: rvrsdeps@stirling.gov.uk. Any parent wishing to enrol their child in our gaelic medium provision should contact the school for further information.

Notice to Parents and Guardians of Children due to Transfer from Primary to Secondary School

Children currently in P7 will transfer from primary to secondary education in August 2019. You will receive notification of transfer arrangements through your primary school and your child will be automatically enrolled in their catchment secondary school. Should you wish your child to attend a secondary school that is not their catchment school a placing request must be submitted.

Placing Requests for Session 2019/2020

In accordance with the Education (Scotland) Act 1980 as amended, Stirling Council hereby informs parents or guardians who wish to make a placing request for the school session 2019-2020, to do so in writing **by no later than 15 March 2019**. Your right applies to a request that your child be placed in a school other than the school which normally serves the area in which you live. It applies to a primary school or, where appropriate, the transfer to a secondary school, including a school providing for children with additional support needs. You can apply online at <http://my.stirling.gov.uk/cakeforms/view/placingrequestapplicationform> or, alternatively, application forms and guidelines are available from Schools, Learning and Education, Wolfcraig, Dumbarton Road, Stirling on 01786 233185.

It is essential that you enrol your child at the school that serves your local area even if you are making a placing request for another school.

Please note that if your placing request is successful school transport will not be provided for your child.

Schools Information

Information on local authority schools in Stirling Council is available on our website www.stirling.gov.uk or by contacting us on 01786 233185.

Parents wishing to apply for enrolment to Our Lady's RC Primary School, St Mary's RC Primary School, St Margaret's RC Primary School, St Mary's Episcopal Primary School and St Modan's High School should contact the school to discuss enrolment policy. Details are also available on the Council website www.stirling.gov.uk

**Stirling Council
Schools, Learning and Education
October 2018**

Equalities

Everyone deserves to be treated equally, fairly and without prejudice.

Educational establishments create inclusive cultures by working in partnership with the wider community to agree positive values, by promoting and celebrating diversity and through delivering appropriate learning opportunities within their curriculum.

Schools and nurseries operate within Stirling Council's duty under the Equality Act (2010) to:

- Eliminate discrimination, harassment and victimisation.
- Advance equality of opportunity between people by removing or minimising disadvantage, meeting the needs of particular groups which are different from the needs of others and encouraging participation in public life.
- Foster good relations by tackling prejudice and promoting understanding.

The Equality Act 2010 identifies 9 protected characteristics from discrimination, harassment or victimisation:

- age
- disability
- gender reassignment
- marriage or civil partnership (in employment only)
- pregnancy and maternity
- race
- religion or belief
- sex
- sexual orientation.

Schools and nurseries have a duty to report prejudice based incidents.

Anti-bullying and Positive Relationships

Approaches to anti bullying reflect *Getting it Right for Every Child* and recognise that bullying impacts on wellbeing. In order to thrive and achieve their full potential, children and young people need learning environments which are safe, nurturing, respectful and free from fear, abuse and discrimination.

All education establishments operate within Stirling's Approach to Respect for All: Preventing and Challenging Bullying Behaviours and will, in consultation with wider communities, create establishment specific anti bullying policy.

Getting it Right for Every Child

This is the national approach to supporting and working with all children and young people in Scotland. It puts the rights and wellbeing of children and young people at the heart of the services that support them. *Staged Intervention approach is in line with the principles of GIRFEC.*



Key elements of GIRFEC are:

- Wellbeing
- Child's Plan
- Named Person

Wellbeing

To help with a common understanding of what wellbeing means, it is broken into 8 wellbeing indicators:

Every child and young person should be SAFE, HEALTHY, ACTIVE, NURTURED, ACHIEVING, RESPECTED, RESPONSIBLE, INCLUDED.

Named Person

Most children get all the help they need from their families and communities but for some, they may need extra help at times. Children from birth to 18 or their parents, will have access to a named person to help them get the support they need. The named person will be a clear point of contact for families that wasn't help and support for worries they have. For school age children, the named person will be a promoted member of staff. More information is available on the [Scottish Government website](#).

Child's Plan

The Children and Young People (Scotland) Act 2014 ensures a single planning framework, Child's Plan, will be available for children who require extra support that is not generally available to address a child or young person's needs and improve their wellbeing.

The Child's Plan is part of the GIRFEC approach to promote, support and safeguard the wellbeing of children and young people. The Scottish Government is working with Parliament to agree a timetable to enable commencement in 2018.

Stirling educational establishments have long established staged intervention procedures which provide appropriate and proportionate assessment, planning and review to ensure children and young people have their individualised needs met. Further information is detailed in [Staged Intervention Guidance](#).

Inclusion

Additional Support Needs

All children get help with their learning.

A child is said to have 'additional support needs' if they need more, or different, support from what is normally provided in schools or nurseries for children of the same age.

The Education (Additional support for Learning) (Scotland) Act 2004 (as amended 2009) created the term **additional support needs** and explains the duties on education authorities to support children and young people's learning.

A child or young person may have additional support needs for lots of reasons including:

- A physical disability
- Being a young carer
- Changing school a lot
- Being bullied
- Having a communication difficulty
- Being looked after by the local authority
- Having a long term illness

Staged Intervention is the process used to identify, assess and plan to meet a child's needs. Every school and nursery has a *Pupil Support Co-ordinator* with responsibility for ensuring appropriate support for children with additional support needs. For most children the support they require is provided from school, for example, differentiated materials, additional time, movement programmes, and support groups. Some pupils with more complex needs may be referred to ASN Outreach or other partner agencies to provide more enhanced interventions. Agreed actions will be recorded and reviewed during staged intervention meetings in collaboration with the child, family and staff. Where there are more than one agency supporting a child and this is significant and long lasting, a Coordinated Support Plan may be developed.

If you have concerns about your child, in the first instance, contact your school.

More information is available on the website or by contacting ASN and Wellbeing Team.

Independent Advice

Enquire are a Scottish advice service providing help and information. All advice given is independent and impartial. Contact the Enquire Helpline on 0345 123 2303.

Enquire also has two websites, one for [parents, carers and professionals](#) and one for [children and young people](#).

[Let's Talk](#) helps parents of children with additional support needs who may require support in relation to a dispute or potential dispute with an education authority. The service can be used by anyone who has a right to make a reference to the Additional Support Needs Tribunals for Scotland.

[My Rights, My Say](#) is a children's service which provides advice and information, advocacy support, legal representation and a service to seek children's views independently about their support.

Insurance Information

1 Public Liability

Stirling Council has Public Liability Insurance in respect of claims against the Council for bodily injury to any person or for loss or damage to any person's property for which the Council is legally liable. Negligence or failure to fulfil a statutory obligation on the part of the Council or its employees resulting in injury, loss or damage to property must be established.

Pupils' Property

Each session, unfortunately but inevitably, pupils' property is lost, damaged or stolen in school. Parents should be aware of the following points:

- a. Parents' house contents policy may give some measure of cover for personal effects of family members.
- b. It is suggested that parents may wish to consider taking out additional individual personal cover.
- c. Pupils should be encouraged not to bring valuables to school.

The general rule is that pupils bring property to school at their own risk. There may be situations where the school accepts responsibility for pupils' property, but otherwise the Council is not responsible if property is lost, damaged or stolen in school.

2 Personal Accident/Travel Cover – Educational Excursions

The Council has arranged insurance cover for Educational Excursions organised by the Council.

A brief summary of the cover is as follows:

Persons Covered: Organisers, participants, members, employees and others on excursions or trips organised by or under the auspices of the Council.

When Covered: While participating in any activity organised by or on behalf of the Council beyond the limit of the school grounds.

If you require further information please contact the Council's Insurance Team on 01786. 233437.

School Health Service

The Forth Valley NHS has a statutory obligation to provide a health service for all school-age children in the Stirling Council area. The aim of the service is to make sure that all children are in the best possible health to benefit from their education and to provide the education service with advice and support about the spread of infections and the promotion of good health.

Parents/carers will be given the opportunity to meet the named nurse for the school when their child starts school in Primary 1. This will involve parents completing a health questionnaire for their child. The nurse may make contact with parents/carers based on the information provided by them. Teachers and parents/carers are encouraged to report any concern about hearing, especially in primary one pupils. Hearing is no longer part of the routine checks done in school.

If you have any concerns with your child's health which may affect their education, an appointment can be arranged with your named nurse (contact details below). School staff, with parents' permission, can request an appointment with the named nurse at any time. The named nurse will also liaise closely with the Team Leader who has overall responsibility for primary school children.

The community paediatric doctor will see children at their clinic who have additional support needs or who have any significant ongoing medical or developmental conditions affecting their education.

School staff and parents can contact the named nurse if they have any health concerns regarding children which may affect their educational needs. The nurse will then offer a Health assessment in school or in the child's home.

All children within P1 will receive a toothbrush, toothpaste and leaflet- "Make your smile count". A dentist from the Salaried Dental Service will carry out a dental inspection of your child in P1 and again in P7. Dental treatment can be offered to those children unable to register with a general dental practitioner through the Salaried Dental Service.

The School Health Service can be contacted at:

Area Community Child Health Department
Stirling Royal Infirmary
Livilands
Stirling FK8 2AU
Telephone: 01786 434150

Infectious Diseases

Colds, flu and gastro-enteritis are the most common infections affecting children of school age. It is important that you keep your child off school in the early stages of flu and while they still have diarrhoea. Children who have had diarrhoea should stay off school for 48hrs after the last episode of diarrhoea. It is also important that your child understands how to prevent picking up and spreading such infections. You will be able to get further advice about good health from your named school nurse or staff in your Health Centre or GP Practice.

For advice about early detection and treatment for other infectious diseases e.g. chickenpox and mumps please consult your GP or School Nurse.

Head Lice

Head lice are spread through head to head contact. This can happen at home, in the community, or in school. Regular combing of your child's hair using a head lice detection comb is the best way to catch this possible problem at an early stage.

The only way to be sure that your child has head lice is to find a live louse. If you find live lice, you need to get the correct lotion from your doctor, health visitor or pharmacist. The instructions need to be followed carefully. If this is not done then re-infection is likely.

If lice are found, all family members and close friends of your child should be checked. Treatment should only be applied if live lice are found. Products used for treating head lice must be ones that can be left in the hair for 12 hrs, this treatment requires to be repeated after 7 days. You should advise others of this possible problem in the same way as you would tell family and friends about other infections which might affect them.

Further advice can be obtained from the Health Board. A head lice leaflet is available in all schools and health centres.

School Meals

Lunches are provided every day for children and young people in all schools. All food and drink provided meets national requirements for nutritional standards as well as guidance aimed at encouraging uptake and removing the stigma attached to free school meals.

Meals are provided by the Council's catering service. Menus are seasonal and are changed twice a year, spring/summer and autumn/winter. All recipes are analysed to make sure that they provide a healthy and well-balanced meal. The catering service tries to suit the majority of tastes by offering choices which include a daily vegetarian option as well as a range of packed lunches. Children having packed lunches are supervised. We encourage parents to ensure home packed lunches are healthy and do not contain fizzy drinks, sweets and nuts.

Pupils and their parents have opportunities to provide feedback and have a say about the content of future menus and the catering service is committed to introducing new products and to promoting healthy food choices.

Stirling Council achieved the Silver Food for Life Catering Mark in March 2014. This guarantees that all menus are prepared using non GM ingredients, are 75% freshly prepared, use only free range eggs, avoid additives and trans fats with meat and poultry sourced in a way that ensures animal welfare is taken care of. All milk provided to the children to drink or within their meals is organic. More information about the standard can be found at <http://www.sacert.org/catering>.

Menus and current prices can be viewed on the Council's website at <http://my.stirling.gov.uk/services/education-and-learning/schools/schools-catering>.

Medically prescribed diets can be catered for and parents should contact the head teacher to discuss any special dietary requirements.

The Catering Service can also provide a healthy packed lunch for school trips.

Some families may be eligible for free school meals. An application form is available from the school or can be printed from the Council's website at:

<https://my.stirling.gov.uk/services/education-and-learning/schools/school-grants>.

This form should be completed and returned to Customer First, Port Street, Stirling or post to Stirling Council, Teith House, Kerse Road, Stirling FK7 7QA.

Transport

Stirling Council provides free transport to children who live more than two miles from their catchment school, or where there is no safe walking route available.

Further information is available on the Stirling Council website at:

<https://my.stirling.gov.uk/services/education-and-learning/schools/schools-travel-and-trips>.

Unexpected Closures

While schools have contingency planning in place to cope with a number of circumstances, sometimes it is necessary to close schools or amend the normal school day. e.g., storm damage, power cut.

In the event of this happening, we have to ensure school record of parents' place of employment and childcare arrangements are up to date. Please make sure we have an emergency contact telephone number and address. We will issue an annual update form to check the accuracy of contact details and other information held by the school.

Please make sure your child knows who to go to if you are not at home.

STIRLING COUNCIL – EDUCATION

2018-19 School Dates

Autumn Term Starts Ends	Friday 17 August 2018 Monday 20 August 2018 Friday 12 October 2018	Teachers return Pupils return
October Holiday Starts Ends	Monday 15 October 2018 Friday 19 October 2018	
Winter Term Starts	Monday 22 October 2018	
Staff Development Day Staff Development Day	Thursday, 29 November 2018 Friday 30 November 2018	
Winter Term Ends	Friday 21 December 2018	
Christmas Holiday Starts Ends	Monday 24 December 2018 Friday 4 January 2019	
Spring Term Starts	Monday 7 January 2019	
Staff Development Day Staff Development Day Local Holiday Local Holiday Local Holiday	Monday 11 February 2019 Tuesday 12 February 2019 Wednesday 13 February 2019 Thursday 14 February 2019 Friday 15 February 2019	
Spring Term Ends	Friday 29th March 2019	
Spring Holiday Starts Ends	Monday 1 April 2019 Friday 12 April 2019	
Summer Term Starts	Monday 15 April 2019	
Good Friday Easter Monday	Friday 19 April Monday 22 April	
Local Holiday	Monday 6 May 2019	
Summer Term Ends	Friday 28 June 2019	
Summer Holiday Starts Ends	Monday 1 July 2019 Friday 16 August 2019	
	Monday 19 August 2019 * Tuesday 20 August 2019 *	Teachers return Pupils return

* To be confirmed

STIRLING COUNCIL – EDUCATION

2019-2020 School Dates

Autumn Term Starts Ends	Monday 19 August 2019 Tuesday 20 August 2019 Friday 11 October 2019	Teachers return Pupils return
October Holiday Starts Ends	Monday 14 October 2019 Friday 18 October 2019	
Winter Term Starts	Monday 21 October 2019	
Staff Development Day Staff Development Day	Thursday 28 November 2019 Friday 29 November 2019	
Winter Term Ends	Friday 20 December 2019	
Christmas Holiday Starts Ends	Monday 23 December 2019 Friday 3 January 2020	
Spring Term Starts	Monday 6 January 2020	
Staff Development Day Staff Development Day Local Holiday Local Holiday Local Holiday	Monday 17 February 2020 Tuesday 18 February 2020 Wednesday 19 February 2020 Thursday 20 February 2020 Friday 21 February 2020	
Spring Term Ends	Friday 3 April 2020	
Spring Holiday Starts Ends	Monday 6 April 2020 Friday 17 April 2020	
Summer Term Starts	Monday 20 April 2020	
Local Holiday	Monday 4 May 2020	
Summer Term Ends	Thursday 25 June 2020	
Summer Holiday Starts Ends	Friday 26 June 2020 Friday 14 August 2020	
	Monday 17 August 2020* Tuesday 18 August 2020*	Teachers return Pupils return

* To be confirmed

Digital Learning

Digital Tools for Learning and Teaching

In Stirling Council schools and nurseries, we use a variety of digital tools for learning and teaching, to share information about the life of the school, communicate with parents and carers, and to celebrate success. Use of many of these tools requires sharing some personal data about your child with the providers of the services. This may include, for example, children's names, classes and photographs. For some services, we will need your consent to share personal data.

Core Digital Services

Across Stirling Council, we use Glow and Google's G Suite for Education for learning and teaching. Data is shared with these services under the legal basis of public task - use of these services is deemed essential for learning and teaching, and we have legal agreements in place with both Education Scotland and Google to ensure that personal data is kept safe (see our Privacy Notices for our use of these services).

Likewise, Seemis is used to securely manage children and young people's personal data, including sensitive category data (such as information about their health). This data sharing is also done under the legal basis of public task, and appropriate agreements are in place to ensure the data is securely managed.

Digital Services Requiring Consent

For other processes involving digital tools, we will seek consent of parents/carers and the young people themselves when they are aged 12 and over.

Privacy Notice for the Use of G Suite for Digital Learning and Teaching

What is personal data?

In schools and nurseries, we handle various kinds of **personal data**. "Personal data" relates to any information relating to an identifiable person. The processing of personal data is governed by the General Data Protection Regulation (GDPR) and the Data Protection Act (2018).

Who is the data controller?

Stirling Council is the data controller. This means that it is responsible for the safe and legal processing of your data.

Why are we processing your personal data?

Stirling Council complies with its obligations by keeping your personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We will collect the following data:

Names, Year group, School/Nursery, Email addresses, Information based on use of service, e.g. type of device and cookies.

We will use your personal data for the following purposes:

Enabling the use of digital learning and teaching tools.

What is the legal basis for processing your personal data?

Public Task

Sharing your personal data

Your personal data will be treated as strictly confidential. In order to fulfil the purpose of G Suite for learning and teaching, we may need to share your personal data with Google G Suite. Google may share data with third parties with users' or parent/carers' consent, or to meet legal requirements (as set out in their privacy policy: https://gsuite.google.com/terms/education_privacy.html).

How long do we keep your personal data?

Your data will be deleted after 1 year after the account is deactivated.

Your rights regarding your personal data

You have various rights with respect to your personal data, including:

- The right to be informed about how we will use your personal data.
- The right to access a copy of any personal data we hold about you.
- The right to have personal data rectified if it is inaccurate or incomplete.
- The right to request the deletion or removal of personal data.
- The rights to restrict and object to processing of personal data.
- The right to obtain and reuse your personal data for your own purposes.
- Rights in relation to automated decision making and profiling.
- The right to withdraw your consent for the processing of your personal data.
- The right to lodge a complaint with the school/nursery, Stirling Council, and/or the Information Commissioner's Office.

Further processing

If we wish to use your personal data for a new purpose that is not covered by this Privacy Notice, we will issue a new notice explaining this new use. Where necessary, we will seek your prior consent to the new processing.

Contact details

Stirling Council: Schools, Learning and Education

Stirling Council Data Protection Officer: Kevin O’Kane - dataprotection@stirling.gov.uk

Information Commissioner’s Office

Helpline - 0303 123 1113

Email - casework@ico.org.uk

Website (including contact form and live chat) - <https://ico.org.uk/global/contact-us/>

Privacy Notice for the Use of Services within Glow for Digital Learning and Teaching

What is personal data?

In schools and nurseries, we handle various kinds of **personal data**. “Personal data” relates to any information relating to an identifiable person. The processing of personal data is governed by the General Data Protection Regulation (GDPR) and the Data Protection Act (2018).

Who is the data controller?

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Why are we processing your personal data?

Stirling Council complies with its obligations by keeping your personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We will collect the following data:

Names, Date of birth, Year group, School/Nursery, Email addresses, MIS identifier, pupil/teacher identifiers.

We will use your personal data for the following purposes:

To provide interactive, accessible and collaborative learning experiences for children and young people; to support teachers to work innovatively and collaboratively.

What is the legal basis for processing your personal data?

Public Task

Sharing your personal data

Your personal data will be treated as strictly confidential. Other Glow users will be able to see some data (not including home email addresses, dates of birth or MIS identifiers). Education Scotland will have access to all of the data provided.

How long do we keep your personal data?

Your data will be deleted after 9 months after the account is deactivated.

Your rights regarding your personal data

You have various rights with respect to your personal data, including:

- The right to be informed about how we will use your personal data.
- The right to access a copy of any personal data we hold about you.
- The right to have personal data rectified if it is inaccurate or incomplete.
- The right to request the deletion or removal of personal data.
- The rights to restrict and object to processing of personal data.
- The right to obtain and reuse your personal data for your own purposes.
- Rights in relation to automated decision making and profiling.
- The right to withdraw your consent for the processing of your personal data.
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If we wish to use your personal data for a new purpose that is not covered by this Privacy Notice, we will issue a new notice explaining this new use. Where necessary, we will seek your prior consent to the new processing.

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Information Commissioner’s Office

Helpline - 0303 123 1113

Email - casework@ico.org.uk

Website (including contact form and live chat) - <https://ico.org.uk/global/contact-us/>

Education Statistics Privacy Notice

Annual Data Check

On an annual basis schools request that parents and carers update the information that they hold for administrative purposes. It is important that this information contains up to date details as the school may use it in the event of an emergency. This information is also used to submit secondary school pupils for SQA examinations.

When you receive an Annual Data Check you should make any corrections or additions in pen and return to your child's school.

If you move address or change your mobile phone number please remember to notify the school.

Pupil record information is used in accordance with the Council's Data Protection Notification.

Transferring Educational Data about Pupils

The Scottish Government and its partners collect and use information about pupils in schools (e.g. the number and characteristics of pupils, their attendance, absence and exclusions, their attainment and their destination when leaving school) to help to improve education across Scotland. This note explains why we need this information, how we use it and what we do to protect the information supplied to us.

Why Do We Need Your Data?

In order to make the best decisions about how to improve our education service, Scottish Government, education authorities and other partners such as the SQA and Skills Development Scotland need accurate, up-to-date data about our pupils. We are keen to help all our pupils do well in all aspects of school life and achieve better examination results.

Accurate and up-to-date data allows us to:

- Plan and deliver better policies for the benefit of all pupils.
- Plan and deliver better policies for the benefit of specific groups of pupils.
- Better understand some of the factors which influence pupil attainment and achievement.
- Share good practice.
- Target resources better.
- Enhance the quality of research to improve the lives of young people in Scotland.

Data Policy

Information about pupils' education is collected through our statistical surveys in partnership between the Scottish Government and Local Authorities through the ScotXed Programme which aims to help schools and Local Authorities by supporting efficient collection, processing and dissemination of statistical information. The Scottish Government then provides analysis of the data to support research, planning, management and monitoring of education services as well as to produce National Statistics publications.

Education data within Scottish Government is managed effectively by secure systems and is exploited as a valuable corporate resource, subject to confidentiality restraints. As part of its data policy, Scottish Government will not publish or make publicly available any information that allows individual pupils to be identified, nor will data be used by Scottish Government to take any actions in respect of individuals. Data is held securely and no information on individual pupils can or would be made publicly available by Scottish Government.

The individual data about pupils in schools collected by Scottish Government through statistical surveys is used only for the statistical and research purposes for which it is collected.

Your Data Protection Rights

The collection, transfer, processing and sharing of ScotXed data is done in accordance with the Data Protection Act (2018). We also comply with the National Statistics Code of Practice requirements and other legislation related to safeguarding the confidentiality of data. The Data Protection Act gives you the right to know how we will use your data. This note can give only a brief description of how we use data. Fuller details of each individual ScotXed survey, including the purpose of each and the published data, can be found on the ScotXed website (<http://www.gov.scot/Topics/Statistics/ScotXed>). Pupil names and addresses (other than postcode) are never collected in any ScotXed statistical survey.

Scottish Government works with a range of partners including Education Scotland, Skills Development Scotland and the SQA. On occasion, in order to help meet our aim of improving the life of young people in Scotland, we may make individual data available to partners such as the National Registers of Scotland to carry out research relating to the national population census and also to academic institutions and organisations to carry out additional research and statistical analysis which helps inform policy development and contributes to improving outcomes for Scotland's people. In order to carry out this research to support better decisions, policy making and practice, data may be linked to information from other sources. Further information on Scottish Government's use of data can be found here (<https://www.gov.scot/Topics/Statistics/ScotXed/SchoolEducation/ESPrivacyNotices>).

Any sharing or linkage of data will be done under the strict control of Scottish Government, and will be consistent with our data policy and the National Data Linkage Guiding Principles. This will ensure that no individual level data will be made public as a result of the data sharing and that these data will not be used to take any actions in respect of an individual. Decisions on the sharing or linkage of data will be taken in consultation with relevant colleagues and individuals within and outwith Scottish Government. At all times pupils' rights under the Data Protection Act and other relevant legislation will be ensured.

Concerns

If you have any concerns about the ScotXed data collections you can email the Head of Schools Analysis, Mick Wilson, at mick.wilson@scotland.gsi.gov.uk or write to Education Analytical Services, Area 2D, Victoria Quay, Leith, EH6 6QQ.

Parentzone

Parentzone Scotland is a unique website for parents and carers in Scotland, from early years to beyond school. The website provides up-to-date information about learning in Scotland, and practical advice and ideas to support children's learning at home in literacy, numeracy, health and wellbeing and science.

Information is also available on Parentzone Scotland regarding additional support needs, how parents can get involved in their child's school and education. Furthermore, the website has details about schools including performance data for school leavers from S4-S6; and links to the national, and local authority and school level data on the achievement of Curriculum for Excellence levels.

Parentzone Scotland can be accessed at <https://education.gov.scot/parentzone>.



**Information and advice on education
and learning for parents in Scotland**

Be at the heart of your child's learning . . .

 **Parentzone**
SCOTLAND

Sign up to receive our Parents and Carers e-bulletins for the latest developments in Scottish education.
edscot.org.uk/p/LQE-391/subscribe
Email: enquiries@educationscotland.gsi.gov.uk
education.gov.scot/parentzone

