# Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foreword by the Chief Education Officer</td>
<td>3</td>
</tr>
<tr>
<td>Welcome from the Headteacher</td>
<td>4</td>
</tr>
<tr>
<td>Description of the School</td>
<td>4</td>
</tr>
<tr>
<td>School Information</td>
<td>5</td>
</tr>
<tr>
<td>School Values and Aims</td>
<td>7</td>
</tr>
<tr>
<td>Ethos</td>
<td>7</td>
</tr>
<tr>
<td>School Improvement Plan</td>
<td>8</td>
</tr>
<tr>
<td>Curriculum</td>
<td>8</td>
</tr>
<tr>
<td>Learning and Teaching</td>
<td>8</td>
</tr>
<tr>
<td>Assessment</td>
<td>9</td>
</tr>
<tr>
<td>Partnership with Parents and the Community</td>
<td>10</td>
</tr>
<tr>
<td>Uniform</td>
<td>11</td>
</tr>
<tr>
<td>Secondary School</td>
<td>12</td>
</tr>
<tr>
<td>Attendance</td>
<td>13</td>
</tr>
<tr>
<td>Child Protection and Safeguarding</td>
<td>13</td>
</tr>
<tr>
<td>Clothing Grants</td>
<td>14</td>
</tr>
<tr>
<td>Complaints</td>
<td>14</td>
</tr>
<tr>
<td>Enrolment</td>
<td>16</td>
</tr>
<tr>
<td>Equalities</td>
<td>17</td>
</tr>
<tr>
<td>GIRFEC</td>
<td>18</td>
</tr>
<tr>
<td>Inclusion</td>
<td>19</td>
</tr>
<tr>
<td>Insurance</td>
<td>20</td>
</tr>
<tr>
<td>School Health Service</td>
<td>21</td>
</tr>
<tr>
<td>School Meals</td>
<td>22</td>
</tr>
<tr>
<td>Transport</td>
<td>23</td>
</tr>
<tr>
<td>Unexpected Closures</td>
<td>23</td>
</tr>
<tr>
<td>School Holidays</td>
<td>24</td>
</tr>
<tr>
<td>Digital Learning</td>
<td>26</td>
</tr>
<tr>
<td>Privacy Notice for the Use of G Suite for Digital Learning and Teaching</td>
<td>26</td>
</tr>
<tr>
<td>Privacy Notice for the Use of Services within Glow for Digital Learning and Teaching</td>
<td>28</td>
</tr>
<tr>
<td>Education Statistics Privacy Notice</td>
<td>30</td>
</tr>
<tr>
<td>Parentzone</td>
<td>33</td>
</tr>
</tbody>
</table>
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.

Kevin Kelman
Chief Education Officer
Stirling Council
November 2018
Welcome from the Headteacher

Welcome to Braehead Primary School and Nursery Class.

I hope you find the information in this brochure helpful and informative.

In Braehead Primary we do our utmost to operate a welcoming and friendly learning establishment where staff, parents and pupils work together. If you have any questions or concerns a member of the leadership team will make every effort to be available to communicate with you promptly. If you wish to meet with the class teacher please contact the school office and we will make an appointment for you.

Louise Samphier
Acting Headteacher

Description of the School

Braehead Primary School was built in 1972. It is semi open plan with 3 wings radiating from a central area and administration corridor. During summer 2008 the school had a partial refurbishment. The early primary stages and the nursery are housed in the first wing. The classes surround a spacious communal area, which is used for shared resources and activities. Similarly, two of the other wings house the middle and upper primary classes. We have a large gym hall, which is used for all our P.E. curriculum; drama, whole school; assemblies etc. It is also used for local clubs and youth organisations in the evening.
School Information

School address
Braehead Primary School
Springfield Road
Stirling

Telephone number
01786 462770

E-mail address
braeps@stirling.gov.uk

Website
www.braeheadprimaryschool.uk

School Roll
334 (P1 – P7)

Nursery Roll
60 (30/30)

Headteacher
Mrs Louise Samphier (Acting)

Depute Headteacher
Mr Christopher French
Mrs Lindsay Whelan (Acting)

Teaching Staff
Miss Brogan Caddis
Mrs Sarah Cunningham (Acting Principal Teacher)
Mrs Gillian Gellaitry
Mr Andrew Gonet
Mrs Karen Faulds
Mrs Frances Hall
Mr Alex Henderson
Mrs Susan Lawson
Mr Danny Lee
Miss Katy Light

Mrs Alexandra MacAlpine
Mrs Jane McNab
Mrs Jenni Mullen
Mrs Katie Namor
Ms Monica Nelson
Mrs Linda Parseghian
Mrs Carmen Riggins
Miss Jessica Rogers
Miss Karen Scott (Principal Teacher)

Nursery Class Staff
Senior Early Childhood Educator
Early Childhood Educator
Early Childhood Educator
Early Childhood Educator
Modern Apprentice ECE
Peripatetic Nursery Teacher
Support for Learning Assistant

Mrs Kerry Lapsley
Mrs Sally Tweed
Ms Megan Roy
Mrs Aimee Hunter
Mrs Gayle Reid
Miss Laura Pickles
Ms Jo Robinson
Mrs Caroline McCann

Visiting Specialists
Music
Physical Education

Mrs Karen Moore
Mrs Lisa Smith
**School Support Staff**

Primary Administrator  
Mrs Alison Jarvie

Janitor  
Mr Stuart MacArthur

Support for Learning Assistant  
Mrs Eva Forrest  
Ms Lindsay Kennedy

Health & Wellbeing Support Officer  
Mrs Julie Lawrie

Support for Learning Assistant  
Mrs Susan Jackson  
Ms Lindsay Kennedy

Support for Learning Assistant  
Mrs Lisa Reynolds  
Mrs Shirley Swan

Support for Learning Assistant  
Mrs Nicole Windisch  
Mrs Rebecca Keenan

Support for Learning Assistant  
Mrs Michelle Galloway

Support for Learning Assistant  
Mrs Mei Ward

Kitchen Staff  
Mrs Iris Lyon

Kitchen Staff  
Mrs Irene Simpson

Kitchen Staff  
Ms Catriona Reid

Cleaning Staff  
Mrs Heather Morton

Cleaning Staff  
Mrs Koon MacKinnon

Cleaning Staff  
Mr Barry Traynor

---

**The School Day**

<table>
<thead>
<tr>
<th>Time</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>9.00 am – 10.30 am</td>
<td>Morning session</td>
</tr>
<tr>
<td>10.30 am – 10.45 am</td>
<td>Morning interval</td>
</tr>
<tr>
<td>10.45 am – 12.15 pm</td>
<td>Morning session</td>
</tr>
<tr>
<td>12.15 pm – 1.15 pm</td>
<td>Lunchtime</td>
</tr>
<tr>
<td>1.15 pm – 3.15 pm</td>
<td>Afternoon session</td>
</tr>
</tbody>
</table>

**The Nursery Day**

<table>
<thead>
<tr>
<th>Time</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>9.00 am – 11.30 am</td>
<td>Morning session</td>
</tr>
<tr>
<td>12.45 pm – 3.15 pm</td>
<td>Afternoon session</td>
</tr>
</tbody>
</table>

**Formation of Classes**

Our school currently (2018-19) has thirteen classes from P1 – P7.

At present the classes are:

P1B  P1H  
P2B  P2H  
P3B  P3H  
P4  P4/5  
P5/6  P6B  
P7B  P7H

There are times when the distribution of children over the various stages of the school necessitates the formation of composite classes. This is where children from two stages of the school compose one class. Primary teachers are trained to teach in differentiated groups. Consequently, composite classes, organised in flexible teaching and learning groups, operate in the same way as a single stage class allowing children to study at their own level.
School Values and Aims

Co-operation
Great things happen when we work together

Respect
We need to take good care of ourselves, others and the world around us

Trust
Trust yourself and be honest

Fairness
We share our similarities and celebrate our differences

Responsibility
We understand our rights and practise them responsibly

Ethos

Positive Behaviour Approaches

The school has three main aims:

1. To provide a safe and happy environment for staff, pupils and parents.
2. To foster an atmosphere of mutual respect and collective responsibility in the school.
3. To encourage partnership between parents, pupils and teachers in achieving the above.

Teachers will use praise where appropriate and highlight good examples of behaviour. Awards are given in recognition of all types of positive behaviour. Pupils will be equal contributors to write The Code of Conduct for their class at the beginning of each session. They are equal partners in making Braehead Primary School a happy and secure place in which to work.

As part of our Positive Approach the school has an elected Children’s Parliament with pupils representing all stages in the school. This allows pupils to be actively involved in the decision making processes of the school.

We have a School House System. This system recognises and rewards positive attitudes whilst addressing negative behaviour.

Parents should encourage children to come to school with a willingness to co-operate. They should be able to accept responsibility for their own behaviour. If problems do occur there is a discipline policy and procedure the staff will follow. A copy of this is available to parents on request.
School Improvement Plan

Main Priorities for the 2018-19 – School and Nursery

Through tracking, moderation and quality assurance procedures our priorities are:

- Enhancement of numeracy and maths teaching and learning
- To teach, assess, evidence and moderate four key reading strategies from Nursery to Primary 7
- Revise and adapt the curriculum framework to include skills development and spectrum of contexts of learning
- Information from the school & Nursery about learning, news and events is regular, coherent and concise.

Curriculum

Curriculum for Excellence is a curriculum for 3 – 18 years. The focus is children who are confident individuals, effective contributors, successful learners and responsible citizens. The areas taught from Nursery to P7 are Literacy, and English, Numeracy and Mathematics, Health and Wellbeing, Sciences, Social Subjects, Technologies, Expressive Arts and Religious and Moral Education. We now assess in accordance with CfE. We also use standardised testing to support our evaluations.

This session we are focusing on the curricular areas in the improvement plan. We will continue to deliver literacy and numeracy skills in a cross curricular context.

The curriculum is broad and balanced, and children follow a well-planned and interesting course of participation and instruction. Parents have the right to withdraw their child from religious observance. The school offers alternative provision for pupils who are withdrawn from R.M.E.

Health and Wellbeing develops the child’s self-esteem and sense of responsibility, physical and mental well-being. Our curriculum promotes both.

Detailed individual records of each pupil ensure smooth and accurate transfer of information at the end of each session. Planning recording and evaluating class, group or individual activities ensure a balanced curriculum, and allow the teachers to identify the next steps in each child’s learning.

Learning and Teaching

Policies

Every teacher in the school has a set of policies and procedures for all aspects of the curriculum. We continue to review and update our policies. This process is ongoing in line with Government initiatives, Stirling Council guidelines and whole school decisions.
Support for Learning

We have Support for Learning/GIRFEC (Getting it Right for Every Child) Teachers to assist teachers and pupils with many aspects of learning. This session we have a job share learning and support provision by Mrs Carmen Riggins, Mrs Lawson and the Depute Headteachers. Each support for learning teacher works & teaches alongside the class teacher, recommending appropriate interventions, support and resources and helping the teacher to draw up individual programmes of work for specific pupils. We offer a wide range of support throughout the school to meet the needs of individual pupils.

Homework - Sharing the learning with all

Homework is an opportunity to share the learning with families. It reinforces class work and supports development of new skills across a variety of curricular areas. Our website is increasingly being used to communicate learning that can be shared and developed at home. Homework may take the form of a grid which increases the opportunity for personalisation and choice.

Parent Prompts are often given as guidance to help support class work. Parents have the opportunity to become involved in the work covered in school. Information will be published on the website regarding the topic being studies in P1 – P7. Any help you can offer as a “specialist” or additional books or material will be most appreciated.

The school runs supported study for a limited number of pupils who require some additional guidance.

Snapshot jotters are sent home once a year to illustrate to families a selection of learning that takes place in a week. Families have an opportunity to review the work and leave comments.

Assessment

Standardised testing gives a ‘snapshot’ picture of each individual child’s progress in literacy and numeracy. We use a variety of standardised tests from P1 – P7. We also use SNSA tests in reading and numeracy at Primaries 1, 4 and 7, in line with national guidance.

Teachers use a range of assessment strategies including formative assessment. During lessons talking and listening is used to gather information, feedback is given and received between learners and the teacher. This informs the teacher of the next steps in learning.

Pupils are supported in assessing their own progress and identifying the next steps in their learning.
Partnership with Parents

Parent Council

All parents are welcome to attend meetings. If you have any issues you wish to draw to the attention of the Parent Council, please contact:

Ms Franca Maugeri-Todaro, Chairperson, braeheadparentcouncil@aol.co.uk

Parent Teacher Association

There is an active Parent Teacher Association (PTA) in Braehead Primary School. They organise a variety of meetings and fundraising events throughout the year.

The Annual General Meeting (AGM) is held in September when committee members are elected. You will be made very welcome either as a committee member or when attending meetings.

For more information contact via email: braeheadpta@googlemail.com.

Parent Helpers/Volunteers

Parents are very welcome in the school to assist in the classrooms in a wide variety of ways. We already have a list of volunteer helpers who work in the classrooms on a variety of tasks. Some come weekly while others respond to our pleas for assistance. If you have time and would like to help let us know. Your help is always much appreciated.

Reporting to Parents

We welcome visits by parents. We are pleased to discuss the work of the school and the children’s work and progress with you. However, if parents wish to discuss matters in detail, it is preferable that they make an appointment.

Each year we offer a different variety of information evenings for parents, e.g. Curriculum Information Evenings, coffee mornings and Open Days. We also offer the opportunity to consult with the class teachers on formal parents’ evenings in November and end of May. We encourage pupils to attend these meetings.

You will be offered an appointment time for you to meet with the teacher and discuss your child’s progress.

A report on your child’s progress will be written by the class teacher. This will be discussed and you will be given a copy at the Parents Evening in May. Parents who wish to discuss the content will be able to arrange a consultation time.

If your child has input from our Support for Learning Teacher we will be able to arrange a time on parents night for you to meet with the Learning Support Teacher.
If you speak English as an additional language we can arrange for an interpreter on parents night or translation of the report at the end of the school year. If you require this service we ask that you inform us well in advance of these meetings.

If at any time we feel your child is not working well, or behaving out of character, we will inform you promptly and will arrange a meeting if necessary. At any time parents/carers wish to consult with the class teacher, please phone the school office to make an appointment. We strive to work in partnership with families as this supports pupil learning.

School Uniform

The school colours are maroon and silver. Parents are encouraged to send pupils to school in uniform. Maroon sweatshirts, white polo-shirts with the school badge are available.

Instead of maroon we have a pale grey sweatshirt for our senior pupils in P7.

Nursery

The nursery has its own red sweatshirt with a logo designed by a nursery child. Prices vary according to size. Order forms are available at the office.

Please note: football colours or badgers are not allowed in school at any time.

Physical Education Clothing and Footwear

T-shirt
Shorts
Gym Shoes

For health and safety reasons, pupils should wear the appropriate kit for all PE lessons. Please put your child’s name or some identifying mark on all of your child’s belongings.

If children regularly “forget” to bring their PE kit, a letter will be sent home to the parents/carers as a reminder.

As part of the curriculum all P5 pupils will receive swimming instruction at The Peak. Notification of the date and time will be issued to parents.

Active Stirling also provide specialist sports coaching for many of our children.

All classes participate in the Daily Mile activity.
Jewellery

No jewellery should be worn to school and is not allowed in the gym. This can catch in clothing or apparatus and cause injury. Long hair should be tied back for safety reasons. If children cannot remove pierced earrings they must bring plasters with them for every PE sessions and they must be able to put these plasters over their earrings themselves.

Secondary School

At the end of P7 pupils normally transfer to:

Bannockburn High School
Broomridge
Bannockburn Road
Stirling
FK7 0HQ

Tel: 01786 813519

Or

Stirling High School
Torbrex Farm Road
Stirling
FK8 2PA

Tel: 01786 472451

Some pupils transfer to:

St Modan’s High School
Royal Stuart Way
Stirling
FK7 7WS

Tel: 01786 470962

Or

Wallace High School
Airthrey Road
Stirling
FK9 5HW

Tel: 01786 462166/7
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.
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](https://www.gov.scot/).

**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](https://www.gov.scot/).
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 being 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.
<table>
<thead>
<tr>
<th>Term</th>
<th>Starts</th>
<th>Ends</th>
<th>Teachers return</th>
<th>Pupils return</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Autumn Term</strong></td>
<td><strong>Starts</strong></td>
<td><strong>Ends</strong></td>
<td>Teachers return</td>
<td>Pupils return</td>
</tr>
<tr>
<td></td>
<td>Friday 17 August 2018</td>
<td>Monday 20 August 2018</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Monday 12 October 2018</td>
<td>Friday 12 October 2018</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>October Holiday</strong></td>
<td><strong>Starts</strong></td>
<td><strong>Ends</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Monday 15 October 2018</td>
<td>Friday 19 October 2018</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Winter Term</strong></td>
<td><strong>Starts</strong></td>
<td><strong>Ends</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Monday 22 October 2018</td>
<td>Friday 21 December 2018</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Staff Development Day</strong></td>
<td>Thursday, 29 November 2018</td>
<td>Thursday, 30 November 2018</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Winter Term</strong></td>
<td><strong>Starts</strong></td>
<td><strong>Ends</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Monday 22 October 2018</td>
<td>Friday 21 December 2018</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Christmas Holiday</strong></td>
<td><strong>Starts</strong></td>
<td><strong>Ends</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Monday 24 December 2018</td>
<td>Friday 4 January 2019</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Spring Term</strong></td>
<td><strong>Starts</strong></td>
<td><strong>Ends</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Monday 7 January 2019</td>
<td>Friday 29th March 2019</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Staff Development Day</strong></td>
<td>Monday 11 February 2019</td>
<td>Tuesday 12 February 2019</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Wednesday 13 February 2019</td>
<td>Thursday 14 February 2019</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Friday 15 February 2019</td>
<td>Friday 15 February 2019</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Spring Holiday</strong></td>
<td><strong>Starts</strong></td>
<td><strong>Ends</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Monday 1 April 2019</td>
<td>Friday 12 April 2019</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Summer Term</strong></td>
<td><strong>Starts</strong></td>
<td><strong>Ends</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Monday 15 April 2019</td>
<td>Friday 28 June 2019</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Good Friday</strong></td>
<td><strong>Starts</strong></td>
<td><strong>Ends</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Friday 19 April</td>
<td>Monday 22 April</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Easter Monday</strong></td>
<td><strong>Starts</strong></td>
<td><strong>Ends</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Monday 15 April 2019</td>
<td>Friday 28 June 2019</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Local Holiday</strong></td>
<td><strong>Starts</strong></td>
<td><strong>Ends</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Monday 6 May 2019</td>
<td>Friday 28 June 2019</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Summer Term</strong></td>
<td><strong>Starts</strong></td>
<td><strong>Ends</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Monday 15 April 2019</td>
<td>Friday 28 June 2019</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Summer Holiday</strong></td>
<td><strong>Starts</strong></td>
<td><strong>Ends</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Monday 1 July 2019</td>
<td>Friday 16 August 2019</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Monday 19 August 2019 *</td>
<td>Monday 19 August 2019 *</td>
<td>Teachers return</td>
<td>Pupils return</td>
</tr>
<tr>
<td></td>
<td>Tuesday 20 August 2019 *</td>
<td>Monday 19 August 2019 *</td>
<td>Teachers return</td>
<td>Pupils return</td>
</tr>
<tr>
<td></td>
<td>* To be confirmed</td>
<td>* To be confirmed</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### 2019-2020 School Dates

<table>
<thead>
<tr>
<th>Term</th>
<th>Start</th>
<th>End</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Autumn Term</strong></td>
<td>Monday 19 August 2019</td>
<td>Tuesday 20 August 2019</td>
<td>Teachers return</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Friday 11 October 2019</td>
<td>Pupils return</td>
</tr>
<tr>
<td><strong>October Holiday</strong></td>
<td>Monday 14 October 2019</td>
<td>Friday 18 October 2019</td>
<td></td>
</tr>
<tr>
<td><strong>Winter Term</strong></td>
<td>Monday 21 October 2019</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Thursday 28 November 2019</td>
<td>Friday 29 November 2019</td>
<td></td>
</tr>
<tr>
<td><strong>Winter Term</strong></td>
<td>Friday 20 December 2019</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Christmas Holiday</strong></td>
<td>Monday 23 December 2019</td>
<td>Friday 3 January 2020</td>
<td></td>
</tr>
<tr>
<td><strong>Spring Term</strong></td>
<td>Monday 6 January 2020</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Monday 17 February 2020</td>
<td>Tuesday 18 February 2020</td>
<td>Staff Development Day</td>
</tr>
<tr>
<td></td>
<td>Wednesday 19 February 2020</td>
<td>Thursday 20 February 2020</td>
<td>Local Holiday</td>
</tr>
<tr>
<td></td>
<td>Friday 21 February 2020</td>
<td></td>
<td>Local Holiday</td>
</tr>
<tr>
<td><strong>Spring Term</strong></td>
<td>Friday 3 April 2020</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Spring Holiday</strong></td>
<td>Monday 6 April 2020</td>
<td>Friday 17 April 2020</td>
<td></td>
</tr>
<tr>
<td><strong>Summer Term</strong></td>
<td>Monday 20 April 2020</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Local Holiday</strong></td>
<td>Monday 4 May 2020</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Summer Term</strong></td>
<td>Thursday 25 June 2020</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Summer Holiday</strong></td>
<td>Friday 26 June 2020</td>
<td>Friday 14 August 2020</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Monday 17 August 2020*</td>
<td>Tuesday 18 August 2020*</td>
<td>Teachers return</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Pupils return</td>
<td></td>
</tr>
</tbody>
</table>

* 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?

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, 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.
• 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/

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 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.