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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.

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

On behalf of the staff, parents and pupils, I extend a warm welcome to you and your child as part of our school community in St Margaret’s Primary School.

We believe that within our school we have created a caring and concerned community based on the Gospel Values, where all children are valued and encouraged to develop their full potential, in well-ordered and stimulating surroundings.

We aim to educate our pupils for the 21st Century, encouraging them intellectually, emotionally and spiritually. We want our children to become happy, industrious and well-adjusted members of society.

This handbook aims to give you an understanding about the organisation and structure of St Margaret’s Primary School.

Paul Nugent
Headteacher
Description of the School

What is the educational context of our school?

St Margaret’s is a village school situated 3 miles to the east of Stirling. We have 129 pupils on roll split between 6 classes. We believe that within our school we have created a caring and concerned community, based on the Gospel Values. All children are valued and encouraged to develop their full potential, in well-ordered and stimulating surroundings.

We aim to educate our pupils for the 21st Century, encouraging them intellectually, emotionally and spiritually. We want our children to become happy, industrious and well-adjusted members of society.

What is the community context of our school?

Our school’s catchment takes in the Villages of Cowie, Plean, Throsk and Fallin. Some of our pupils are bussed to school. We have a strong presence in the community and are well supported by parents and local residents who are always happy to support any school events. The school makes use of the positive relationship we have with St Modan’s High School and the other primary schools in our learning community.

Partnerships

The school is actively involved within the locality through The Community Rural Action Group (CRAG) and the Community Council. Over recent years, the school has built partnerships with Norbord, Cowie Panel Products, the local Credit Union and Active Stirling. This collaborative working will enable us to be innovative in developing our curriculum and to share resources. We are always open to building new partnerships to enhance learning for our pupils.

The school follows the guidance outlined within Curriculum for Excellence. A key principle of the Curriculum for Excellence is that all children should receive a broad general education.

At present, the role stands at 129 pupils arranged in 6 classes (P1, P2, P3/4, P4/5, P5/6 and P7). The staffing complement is a headteacher, principal teacher, 6 classroom teachers, and 1 part-time support for learning teacher (2 days a week). Our current ancillary staff includes an administrative support assistant and 5 support for learning assistants.
School Information

School address
St Margaret’s RC Primary School
McSherry Court
Cowie
FK7 7FE

Telephone number
01786 237950

E-mail address
stmargps@stirling.gov.uk

School website
www.st-margarets.stirling.sch.uk

School roll
129

Denominational status
Roman Catholic

Headteacher
Mr Paul Nugent

Principal Teacher
Mrs Monica Cavanagh

Teaching Staff
Miss Alison Cassidy
Mrs Mhairi Elaina Fern
Miss Laura McCabe
Mrs Mary-Rose Reid
Mrs Anna-Maria Rough
Mrs Mhaire-Colette Rush
Mrs Claire Sansom

Specialist Teachers
Support for Learning
Miss Jennifer Ward

Parish Priest
Fr Kevin Murray

Admin Support Staff
Mrs Fiona Rae

Support for Learning Assistants
Mrs Patricia Anderson
Mrs Lynn Boyle
Mrs Maureen Jones
Mrs Annie Kelly
Mrs Karen Rushforth

Kitchen Staff
Mrs Theresa Logan
Mrs Janet Marshall
Mrs Kate McCabe

Cleaning Staff
Ms Linda Jaffray
Mrs Iris McGuire

Janitor
Mr Jim MacKenzie
The School Day

<table>
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<th>Time</th>
<th>Activity</th>
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<tr>
<td>9.00 am – 12.15 pm</td>
<td>Morning session</td>
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<tr>
<td>10.30 am – 10.45 am</td>
<td>Morning break</td>
</tr>
<tr>
<td>12.15 pm – 1.00 pm</td>
<td>Lunch break</td>
</tr>
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<td>1.00 pm – 3.00 pm</td>
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Formation of Classes

P1, P2, P3/4, P4/5, P5/6, P7

Our school currently has six classes from P1–P7. At present the classes are arranged as detailed above. 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.

A composite class will not exceed 25 in number, unlike single stage classes that may contain 30 in P2 and P3 and 33 in P4–P7. Primary 1 classes will also have a maximum of 25 children, this will have the capacity to expand to 30 in P2. Where we have composite classes we do provide meaningful opportunities for children to learn and work alongside their peers. This does take considerable time and effort to organise and maintain, however, we recognise the value of providing this for our children.

School Values and Aims

As a community, we recently reviewed our school vision, values and aims. This was a consultative process involving staff, children, parents and partner agencies. Our revised vision, values and aims are as follows:

Our vision is to be the best we can be, in a happy environment of love, faith and learning.

Aims

Our whole community work together to:

- Provide a happy, caring environment where pupils and staff enjoy learning and teaching.
- Show love and respect for God, ourselves, others and the world we live in.
- Grow in faith by participating in liturgy, Sacraments, prayer and worship and by trying to live like Jesus every day.
- Build a learning community where all flourish, attain and achieve their potential.
Ethos

St Margaret’s Primary School is a community committed to living the Gospel Values, the greatest of these being love; love for God and love for our neighbours as ourselves. We aim to provide a high quality of education for all by developing the whole person academically, emotionally, socially, physically, spiritually and morally in close partnership with parents and carers, as the first educators of their children.

Our Parish Community

St Margaret’s Primary School works closely with the Parish of The Sacred Heart in Cowie. We value the contribution made by the Church and the whole Parish to the religious instruction and observance of the children and we welcome the opportunity for the children to play a part in the life of the Catholic community.

Our School Community

We are a member of the St Modan’s High School Learning Community and therefore work closely with St Modan’s, St Mary’s (Bannockburn), Our Lady’s (Raploch), St Mungo’s (Alloa), St Bernadette’s (Tullibody) and St Patrick’s (Denny).

St Margaret’s pupils and staff often work together with pupils and staff of Cowie Primary School. Some children from P4-P7 enjoy participating in a joint football league in the summer term. Every year we have a joint activity day for all children in the Nursery and Primary 1. Our Pupil Councils meet to discuss local issues and staff and children often join together to celebrate special occasions. We actively look for opportunities to learn together and the new building, which serves St Margaret’s Primary School, Cowie Nursery School and the local community, provides a natural context for partnership working.

School Improvement Plan

Our Standards and Quality Report details the main achievements of the school over the last 12 months. Copies are readily available in school. Our plans for future improvement over the next year are detailed in our School Improvement Plan 2018-19. Again, copies are available in school for all parents. Our priorities are displayed on one of our main walls in school and discussed with parents at Parent’s Nights and other consultation times. We appreciate feedback given and use this to develop future plans.

Our priorities for this session are to engage the principles of ‘A Curriculum for Excellence’ in the ways highlighted below:

- **Priority 1:** Improvement in attainment, particularly in literacy and numeracy.
- **Priority 2:** Closing the attainment gap between the most and least disadvantaged children.
- **Priority 3:** Improvement in children and young people’s health and wellbeing.
- **Priority 4:** Improvement in employability skills and sustained, positive school leaver destinations for all young people.
The Self-Evaluation Process

We are continually developing as a school which reflects and evaluates its practice. We work together, using the Quality Indicators in ‘How Good is Our School? 4’ (HMIE, 2015) and ‘Shining the Light of Christ’ (SCES, 2009).

Quality assurance procedures include:

- Classroom and peer observations.
- Learning walks around the school.
- Sampling children’s work.
- Planning and tracking meetings.
- Staff meetings and staff development.
- Pupil involvement in self-evaluation.
- Parental involvement in self-evaluation.

Curriculum

Curriculum for Excellence introduced a new approach to planning and delivering learning and teaching in Scottish schools on the basis of a continuous 3-18 curriculum. It is built around nationally agreed aims – the four capacities - that all children should become successful learners, confident individuals, responsible citizens and effective contributors. The curriculum covers what children will be learning and how this is planned and delivered.

Our aim is to raise standards by improving our children’s knowledge and developing their skills. Staff aim to make learning relevant and help children to appreciate that all knowledge is connected. One way we do this in St Margaret’s is to ensure this by providing four or five interdisciplinary topics per year.

Core to everything is literacy, numeracy and health and wellbeing. These subjects are delivered throughout the curriculum. As a denominational school, Health and Wellbeing relates closely to our Religious Education curriculum.

Our curriculum covers all main subjects:

- The Expressive Arts
- Health and Wellbeing
- Language
- Mathematics
- Religious and Moral Education
- Sciences
- Social Studies
- Technologies
To find out more about Curriculum for Excellence, guidance that may be helpful is available as follows:

- How the curriculum is structured and curriculum planning  
- Achieving across literacy, numeracy and health and wellbeing  

## Learning and Teaching

Learning and teaching experiences and opportunities have been developed using Curriculum for Excellence and in response to our fast changing world. At St Margaret’s Primary, we are teaching our children how to learn, investigate, analyse and collaborate in order to equip them to respond to modern social, political, economic and technological influences.

Our children are engaged and motivated to learn by staff who use a range of approaches and methodologies. Staff take account of learning styles to ensure children are active and enthusiastic in their learning. High quality, responsive planning allows for the increasing involvement of pupils. We consider the principles (listed below) and entitlements of Curriculum for Excellence in all learning situations.

Children celebrate their success in the four capacities, and in wider achievements, regularly at whole school assemblies.

- Challenge and enjoyment
- Breadth
- Progression
- Depth
- Personalisation and choice
- Coherence
- Relevance

Learning and teaching is enhanced through the involvement of pupils in the life and work of the school. Opportunities are provided through various pupil focus groups, buddying, leading assemblies and liturgies. Pupils tell us they know their voice is valued, contributes to decision making and improvements in our school. Pupil voice was key to the development of our school vision, values and aims that permeate our curriculum, learning and teaching and daily lives.
Assessment

Assessment is a key feature of learning and is significant in supporting children to achieve their goals and maximise their potential. Through our implementation of Curriculum for Excellence, it is important that assessment is an on-going feature.

Learners’ progress is assessed in relation to the development of knowledge and understanding, skills and personal attributes. Assessment takes place through every day learning activities and through specific assessment tasks or tests.

A variety of approaches, best suited to learning that has taken place, is used to ascertain progress and development.

Therefore evidence of learning and progress will be gathered in different ways including:

- Observation
- Discussion and questioning
- Evaluation of final products
- Written tasks and tests
- Presentations
- Standardised testing
- School and cluster moderation

Sometime in the first term, usually November, we invite parents to visit the school to discuss their child’s progress with their teacher. We usually find that the response to these Parents Consultation Evenings is very good, 90-95% every year.

At the end of the session, usually late May or early June, parents receive a written report of their child’s progress, showing their levels of achievement and the next steps for learning. Parents are asked to respond to this report either by completing a form which accompanies the report, or by contacting the school to speak to the class teacher or headteacher.

Partnership with Parents

Parents, carers and family members are by far the most important influences in children’s lives. Research shows that when parents are involved in their child’s learning, children do better at school and throughout life. St Margaret’s operates an open-door policy where parents are always welcome.

Because parents have such a vital role to play in their children’s education, the Scottish Parliament has passed a new law called the ‘Scottish Schools (Parental Involvement) Act 2006’, to encourage and support more parents to become involved.

The main aims of the Parental Involvement Act 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 Forum at St Margaret’s and will be entitled to have a say in what happens at the school. From the Parent Forum a Parent Council is selected to work on behalf of all parents at the school.

**The role of the Parent Council is to:**

- Support the school in its work with pupils.
- Represent the views of all parents.
- Encourage links between the school, parents, pupils, pre-school groups and the wider community.
- Report back to the Parent Forum.

If you require any further information please contact either Michelle Gallon (Chair of Parent Council), Kate McCabe (Treasurer) or Mr Nugent (Headteacher).

**School/Home Links**

The school seeks to develop and encourage strong partnership links with parents. Recently parents have been involved in various activities throughout the school. Parents and grandparents have come into school on Friday afternoons to participate in across stage activity groups, sharing their expertise and skills with us. They often accompany us on school trips and visits, organise fundraising activities and support our school Feast Day and other celebrations. We communicate with parents regularly by newsletter, e-mail or using our group text message service. We encourage parents who have concerns about their child’s welfare to discuss them with us. It is helpful for us, if any parent has specific questions relating to their child’s progress or welfare, to arrange a more formal meeting with the class teacher and/or headteacher.

Every year we hold a ‘Meet the Teacher’ evening in September. This is an opportunity for all parents to meet their child’s new class teacher, to hear about the curriculum and how they can help their child’s learning. Our Open Evening in March allows our children to showcase their learning. On these evenings we will also share information about our School Improvement Plan and ask parents for valuable feedback about our work, which we use to evaluate and inform our next school improvements.

**Homework**

We value continuous engagement with parents and encourage parents to share in their child’s learning experiences through homework given by class teachers. Details of your child’s homework will be sent home regularly.
**School Uniform**

Our school uniform policy has been agreed and supported by all parents. This can be ordered through the school.

**The uniform consists of:**

- Royal blue sweatshirt with school badge
- White shirt and tie
- Gold polo-shirt
- Dark trousers or skirt (as appropriate)
- School shoes

We discourage parents from allowing children to wear football colours to school and expensive designer footwear.

**Physical Education Clothing and Footwear**

- T-Shirt
- PE Shorts
- Gym Shoes

For health and safety reasons, pupils should wear these. Please put your child’s name or some identifying mark on all of your child’s belongings. Children should not wear jewellery to school. This helps prevent accidents in the gym. If children are wearing jewellery, they will be asked to remove it before lessons.

**Secondary School**

Our main feeder High School is St Modan’s High School. Children also attend Bannockburn High School or Wallace High School if they wish.

Our St Modan’s learning community transition supports children very well through universal, enhanced and intensive transition programmes which begin at Primary 6. We work in partnership to ensure all children have the best opportunities to build confidence and flourish. To extend our transition further, our Primary 7 pupils enjoy a residential trip with children from three other learning community primaries. Bannockburn and Wallace High Schools also offer an alternative transitional experience.

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<th>St Modan’s High School</th>
<th>Bannockburn High School</th>
<th>Wallace High School</th>
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<tbody>
<tr>
<td>Royal Stuart Way</td>
<td>Bannockburn Road</td>
<td>Airthrey Road</td>
</tr>
<tr>
<td>Stirling</td>
<td>Broomridge</td>
<td>Stirling</td>
</tr>
<tr>
<td>FK7 7WS</td>
<td>FK7 0HQ</td>
<td>FK9 5HW</td>
</tr>
<tr>
<td>Tel: 01786 470962</td>
<td>Tel: 01786 813519</td>
<td>Tel: 01786 462166/7</td>
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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: rnrseps@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
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.
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](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](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>Friday 17 August 2018</td>
<td>Monday 20 August 2018</td>
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<td></td>
<td>Monday 12 October 2018</td>
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<tr>
<td>October Holiday</td>
<td>Monday 15 October 2018</td>
<td>Monday 19 October 2018</td>
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<td>Winter Term</td>
<td>Monday 22 October 2018</td>
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<td>Thursday, 29 November 2018</td>
<td>Friday 30 November 2018</td>
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<tr>
<td>Winter Term</td>
<td></td>
<td>Friday 21 December 2018</td>
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<tr>
<td>Christmas Holiday</td>
<td>Monday 24 December 2018</td>
<td>Friday 4 January 2019</td>
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<tr>
<td>Spring Term</td>
<td>Monday 7 January 2019</td>
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<td>Monday 11 February 2019</td>
<td>Tuesday 12 February 2019</td>
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<td>Wednesday 13 February 2019</td>
<td>Thursday 14 February 2019</td>
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<td></td>
<td>Friday 15 February 2019</td>
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<tr>
<td>Spring Holiday</td>
<td>Monday 1 April 2019</td>
<td>Friday 12 April 2019</td>
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<tr>
<td>Summer Term</td>
<td>Monday 15 April 2019</td>
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<tr>
<td>Good Friday</td>
<td>Friday 19 April</td>
<td>Monday 22 April</td>
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<td>Easter Monday</td>
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<tr>
<td>Local Holiday</td>
<td>Monday 6 May 2019</td>
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<tr>
<td>Summer Term</td>
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<td>Friday 28 June 2019</td>
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<tr>
<td>Summer Holiday</td>
<td>Monday 1 July 2019</td>
<td>Friday 16 August 2019</td>
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<td></td>
<td>Monday 19 August 2019 *</td>
<td>Tuesday 20 August 2019 *</td>
<td>Teachers return</td>
<td>Pupils return</td>
</tr>
</tbody>
</table>

* To be confirmed
# 2019-2020 School Dates

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

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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.
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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.