



*East Renfrewshire Council*

# Isobel Mair School Handbook

2018 / 2019



***Everyone Attaining, Everyone Achieving through Excellent Experiences***



Dear Parent / Carer,

Welcome to Isobel Mair School.

Your child starting a new school is a very important event for a family and I hope that your child settles quickly into our school routine.

I hope that as you read this Handbook, you will gain not only information about our school but also a sense of the caring and inclusive community at its heart.

It is our aim at all pupils in Isobel Mair School will feel safe and happy, and will have every opportunity to achieve their full potential. We will ensure that all our pupils experience effective learning and teaching and also have opportunities to grow in confidence and responsibility.

As a school, we value your involvement, support and partnership with us in providing your son/ daughter with the highest level of education / support.

If you have any questions about the school in general, or about your child in particular, please contact me at the school (0141 570 7600) and I will do what I can to be of help.

I hope that your child will enjoy his / her time at Isobel Mair School and that I will have the opportunity to meet you in the near future at one of the many functions held in the school.

Your sincerely,

**Sarah Clark**

*Head Teacher*



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# School Ethos

The school promotes high expectations and standards for all in an inclusive environment and all are encouraged to strive to achieve their full potential. There is a positive ethos across the school and a high degree of loyalty is shown by staff, pupils and parents, as well as the wider community.

## East Renfrewshire Vision

### ***Everyone Attaining, Everyone Achieving through Excellent Experiences***

Our Vision mirrors that of the local authority to meet the academic, physical, social, and emotional needs of our children and young people to ensure that they achieve their full potential through Excellent Experiences.

We Value	We Aim To
<b>Achievement and Attainment</b>	Enable each child to develop to the highest level of which he / she is capable, within a safe, secure and welcoming environment
<b>Communication</b>	Enable and encourage our young people to express or exchange information by process of using words, sounds, signs and or Augmentative Alternative Communication in a supportive total communication environment
<b>Creativity</b>	Encourage creativity and imagination consequently there may be additional opportunities for improvement that we have not necessarily planned for in advance. We see this type of improvement as an opportunity to be responsive to pupils' needs and to ensure that we are sector leading
<b>Improve</b>	Plan for improvement by continuous self-evaluation, reporting on Standards and Quality Undertake a rigorous self-evaluation using HGIOS4
<b>Transition</b>	Develop self-confidence and the skills required for effective social interaction with others in the wider community, both now and in future placements. Establish curricular links with other schools which promote all aspects of social inclusion.
<b>Diversity &amp; Inclusion</b>	It means respect for and appreciation of differences in ethnicity, gender, age, national origin, disability, sexual orientation, education, and religion. Inclusion is a state of being valued, respected and supported. It's about focusing on the needs of every individual and ensuring the right conditions are in place for each person to achieve his or her full potential.
<b>Wellbeing</b>	To tailor the support and help that children, young people and their parents are offered to support their wellbeing. Wellbeing sits at the heart of the GIRFEC approach.
<b>Social Justice</b>	Embrace the local and global educational and social values of sustainability, equality and justice and recognising the rights and responsibilities of future as well as current generations.

# Isobel Mair School Information

Isobel Mair School is in the Greenlaw area of East Renfrewshire and provides specialist provision for pupils, mainly from East Renfrewshire, who have additional support needs.

Address: 58 Stewarton Road  
Greenlaw  
Newton Mearns  
East Renfrewshire  
G77 6NB

Telephone: 0141-570- 7600  
Fax: 0141-570 - 7601  
School email [schoolmail@isobelmair.e-renfrew.sch.uk](mailto:schoolmail@isobelmair.e-renfrew.sch.uk)  
School website <https://blogs.glowscotland.org.uk/er/IsobelMair>  
Twitter <https://mobile.twitter.com/IsobelMair>

## School Roll

Isobel Mair School is interdenominational and co-educational and provides provision for pupils, aged 5-18 years who have complex additional support needs.

## Accommodation

Isobel Mair School opened in October 2011.

Our 'state of the art' school consists of a purpose built site in addition to a range of facilities including 16 spacious classrooms, Sensory Room, Soft Play, Art and Music rooms, large gym, Home Economics room and hydrotherapy pool. Corrie House is a two bedroom detached house to support the development of Life Skills and consists of an office, fully fitted kitchen, lounge, 2 bedrooms, 2 bathrooms and a garden.

Outside learning opportunities are enhanced through a range of resources including a Multi use Games Area (MUGA), large atrium, cycle track and Sensory Garden.

Some of our senior pupils are educated in our senior classes located within Woodfarm High School.

Security and CCTV systems operate in the school. All visitors should enter via the main entrance and report to the School Office.

## School Admission Arrangements

Before a child enrolls in Isobel Mair School, the Education Department will seek documentary evidence to validate a child's entitlement to a catchment place at this school. If appropriate evidence is not submitted the Education Department will withdraw the offer of a place. Documentary evidence can be submitted to the Education Department via the school office. Further detail on required documentary evidence and change of circumstances is available in the Education Department's school admission policy which is accessible on the Council's website via the web address below:

<http://www.eastrenfrewshire.gov.uk/CHttpHandler.ashx?id=19102&p=0>

As the only special school within East Renfrewshire Council the application for placement is considered through the Education Resource Group. The presumption of mainstream will apply. Where it is found that a child is no longer entitled to a catchment place if they no longer reside in a property within the Local Authority. If a placing request to remain has not been submitted and approved, the Council may seek to exclude that child from the school.

A child's parents(s)/carer(s) is/are responsible for providing the Education Department with full and correct information about their child(ren) and any changes to that information which may affect their status as a catchment child. In the event that parent(s)/carer(s) fail to do this, the Education Department will view this as a refusal to comply with the rules and regulations of the school; this lack of cooperation will result in the Council seeking to exclude the child(ren) from Isobel Mair School.

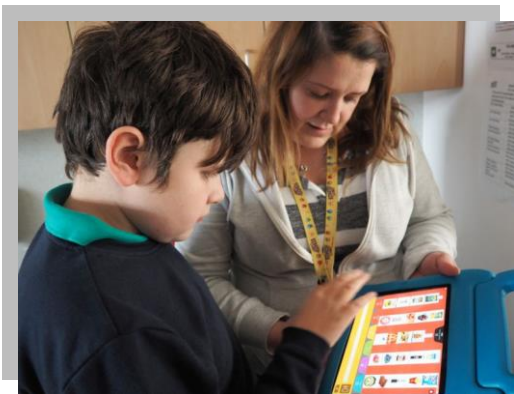
If information that is submitted is found to be fraudulent the Council may pass the matter to the Procurator Fiscal's Office. The Council will use all means available to it in order to investigate suspicions or allegations of fraud, including but not limited to, surveillance in cases where it is necessary and proportionate to do so.

# Transitions

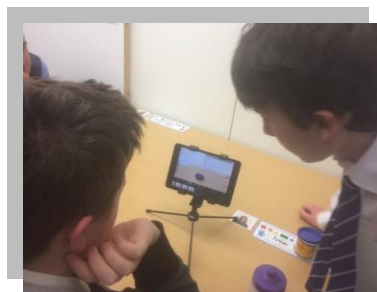
Prior to school placement a full assessment is carried out by members of a multi-disciplinary team. Parents are involved and kept informed at all stages. The professional opinions are then collated by Psychological Services and the recommendations discussed with the parents. These are then passed to the appropriate Head of Service and steps are taken to admit the child. Parents and children visit Isobel Mair School and contact is made with the pre-school centres to ensure that the transition to school is a smooth and happy event.

Pupils normally progress from the Primary Department to Secondary Department between the ages of 11 and 12. As we are an 'all-through school' there is a seamless transition between the primary and secondary departments.

Pupils entering Isobel Mair School at the Secondary stage will be given the opportunity to integrate into the appropriate class groups during the term prior to the start of the new school session. Parents are kept informed of the progress made by pupils during this transitional period.



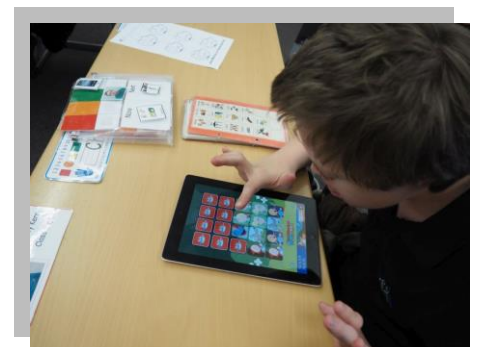
**Learning using technology is lots of fun!**



**Creativity using technology to make an animation**



**Collaboration using the Magic Carpet**



**Mobile technology**

## Liaison with mainstream schools

Isobel Mair School is part of a Cluster group with Crookfur Primary, Neilston Primary, Uplawmoor Primary, Mearns Primary and Eastwood High School. Where possible, pupils from Isobel Mair School are given the opportunity through Community Unity events to participate in learning activities with their peers in other schools within the local catchment area.



Each year a group of our senior pupils participate in a residential weekend Centre where, supported by 'Buddies' from mainstream secondary schools, they take part in a range of outdoor activities.





# School Staff

The staff team is led by the Head Teacher who is responsible for the education and welfare of all the children. The Depute Head Teachers share with the Head Teacher, the responsibility for curricular development, behaviour management, parental liaison and the general day to day running of the school.

## **Staff Team**

Head Teacher  
2 Depute Head Teachers  
3 Principal Teachers  
20 Full Time Teachers  
4 Instructors  
6 CDOs  
42 Pupil Support Assistants

## **Support Staff**

1 Office Manager  
2 Clerical Assistants  
2 Janitors  
1 Cleaner /Janitor  
3 Catering staff  
5 Cleaning staff

## **Specialist Staff**

### **working in partnership with the school**

School Community Medical Officer (SCMO)  
School Nurse  
Health Support Worker  
Speech and Language Therapists (SLTs)  
Physiotherapists  
Educational Psychologists (Ed. Psych.)  
School Chaplains  
Music Therapist  
Visual Artist  
Dance Specialist

## **Additional Staff**

Internal Transport Escorts/Drivers

# Staff List

## Head Teacher

Mrs Sarah Clark

## Depute Head Teachers

Mr Nick Crossan (Primary)

Miss Ursula Scrimgeour (Secondary)

## Principal Teachers

Mrs Susan Muir – Lower Primary

Mrs Hazel McKinnon –Primary / Secondary transition

Mr Simon Whyte – Upper Secondary

## Teachers

Mrs Jude Allen

Mrs Angela Boyle (0.8)

Miss Colette Connelly

Mr Graham Coubrough

Mrs Suzanne Creighton

Miss Victoria Devlin (temp)

Mrs Amanda Farquhar

Miss Julie Gallacher

Miss Kristina Helmore

Mr Alan Holmes

Mrs Jennifer Hume

Mrs Sheila Johnson

Mrs Susan Goodlad (0.5)

Miss Katie Keenan

Mrs Susan Laurie

Miss Kirsteen Mackay

Mrs Deborah McCulloch (temp)

Mrs Claire McEwan (0.5)

Mr Ross McWhinnie

Miss Sarah May Philo

Miss Jane Robertson

Mr Innes Shaheen (temp)

Mrs Joanne Simpson

Mrs AliceWako

## Instructors and CDOs

Mrs Erica Airlie

Mrs Marni Kiernan

Miss Gayle McMillan

Miss Linda Quinn

Miss Linsey Thompson

Miss Hannah Dewhurst

Miss Siohban Gaughan

Miss Lynn O'Brien

Miss Susan Ross

## Staff List cont'd

## **Pupil Support Assistants**

Mrs Adele Anderson (0.6)  
Mrs Kate Anderson  
Mrs Gillian Beatt (0.6)  
Mrs Maureen Blackbourn  
Mrs Karen Boyle  
Mrs Claudia DeMarco  
Mrs Pauline Caffrey  
Mrs Claire Cairney  
Mrs Lisa Campbell  
Mrs Mary Campbell  
Mrs Maeve Carson (0.6)  
Mrs Louise Clarke  
Mrs Janette Docherty  
Mrs Julie Docherty  
Ms Louise Dunbar  
Mrs Nicola Duncan  
Mrs Julie Farmer  
Mrs Susan Gailley  
Mrs Denise Glen  
Mrs Carol Gordon  
Ms Wendy Hodes  
Mrs Marion Hughes  
Mrs Nicola Kane  
Miss Laura Lindsay (0.6)  
Mrs Gulzar Malik  
Mrs Lorna Martin  
Mrs Lynn Miller  
Mrs Lesley Macpherson  
Mr Andrew Morrison  
Mr Paul Morrison  
Mrs Susan McEnroe  
Mrs Catriona McInnes  
Mrs Karen McGinness  
Mrs Kate McKeand (0.8)  
Mr Sean McNeil  
Mrs Lesley Patterson  
Mrs Elaine Rankin  
Mrs Norma Ross (0.6)  
Mrs Maureen Sassarini  
Mrs Lucy Shanks  
Mrs Karen Tassie

## Staff List cont'd

<b>Office Manager</b>	Mrs Christine Sim	
<b>Clerical Assistant</b>	Mrs Morag Hunter	
	Mrs Audrey Gilbert	
<b>Health &amp; Social Care Paternership</b>	Mrs Shona Lynch	
	Mrs Janette Darkin	
<b>Health Support Worker</b>	Mrs Margaret Morrison	
<b>School Medical Officer</b>	Dr Linda Ross	
<b>Speech &amp; Language Therapist (Visiting)</b>	Mrs Fiona Ford	
<b>Physiotherapist</b>	Ms Gill Marshall	
<b>Educational Psychologists</b>	Mrs Vicky Flores	
	Mr Nick Smiley	
<b>School Chaplain</b>	We have a Chaplaincy Team consisting of representatives from local churches	
<b>Janitors</b>	Mr Robert Todd	
	Mr Joe Hart	
<b>Cleaning Staff</b>	Hotel & Commercial Operations	
<b>Catering Staff</b>	Mrs Kirsteen O'Neil	
	Mrs Nan Gilbert	
	Mrs Lesley Robb	
<b>Internal Transport</b>	<b>Driver</b>	<b>Escorts</b>
	Andy Cunningham	Ann McGuire
	Ronnie Lee	George Barnwell
	Jim Cross	Ann McCann
	Cameron Darroch	Andy McCafferty
	Ronnie Berry	Annette Kerr
	Tam McGauley	Lilyann Paterson
	John Haddock	Roseann Kelso
	Billy McGurk	Patricia McGovern



# School Year 2018 – 2019



## First term

School holidays first term 2018 to 2019	
Teachers return	Monday 13 August 2018
In-service	Monday 13 August 2018
In-service	Tuesday 14 August 2018
<b>Pupils return</b>	<b>Wednesday 15 August 2018</b>
<b>Last day of school</b>	<b>Thursday 20 September 2018</b>
September Weekend	Friday 21 September 2018
September Weekend	Monday 24 September 2018
<b>Re-open</b>	<b>Tuesday 25 September 2018</b>
<b>Last day of school</b>	<b>Thursday 11 October 2018</b>
In-service	Friday 12 October 2018
<b>Re-open</b>	<b>Monday 22 October 2018</b>
<b>Last day of school</b>	<b>Friday 21 December 2018</b>

## Second term

School holidays second term 2018 to 2019	
<b>Re-open</b>	<b>Monday 7 January 2019</b>
<b>Last day of school</b>	<b>Thursday 7 February 2019</b>
In-service	Friday 8 February 2019
Mid term	Monday 11 February 2019
Mid term	Tuesday 12 February 2019
<b>Re-open</b>	<b>Wednesday 13 February 2019</b>
<b>Last day of school</b>	<b>Friday 29 March 2019</b>

## Third term

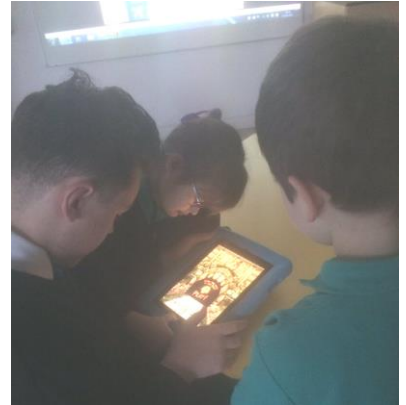
School holidays third term 2018 to 2019	
<b>Re-open</b>	<b>Monday 15 April 2019</b>
<b>Last day of school</b>	<b>Thursday 18 April 2019</b>
<b>Re-open</b>	<b>Tuesday 23 April 2019</b>
<b>Last day of school</b>	<b>Friday 3 May 2019</b>
May Day Holiday	Monday 6 May 2019
In-service	Tuesday 7 May 2019
<b>Re-open</b>	<b>Wednesday 8 May 2019</b>
<b>Last day of school</b>	<b>Thursday 23 May 2019</b>
May Weekend	Friday 24 May 2019
May Weekend	Monday 27 May 2019
<b>Re-open</b>	<b>Tuesday 28 May 2019</b>
<b>Last day of school</b>	<b>Thursday 27 June 2019</b>

# School Hours



Morning Session Begins	9.00am
Lunch	12noon
Supervised Activities	12.30pm
Afternoon Session	Secondary 1.00pm Primary 1.15pm
	School Closes 3pm

Primary pupils have 25 hours of direct teaching and secondary pupils have 27.5hours. Lunch is served at 12noon and is regarded as a learning situation. The staff work with the children, observing, modelling and implementing life skills targets throughout this part of the day. Play is supervised with pupils being supported to develop gross motor abilities, social interaction and appropriate communication skills.



**Mentoring younger pupils at breakfast club**

## Extended School Day

The school currently offers an extended school day for its pupils to assist parents' work and living patterns. We do this by providing flexible hours within the safe, secure and stimulating environment of our school.

Within Isobel Mair School the extended school day is as follows:

- Mornings sessions are from 8am – 9am and afternoon sessions from 3pm – 5pm
- Each hour will be charged at £4.60 (May be increased)
- Parents should choose a regular care package and the charges will be invoiced four weekly from the finance department.
- Parents will be liable for charges on any agreed care package, whether or not the child attends.
- Parents are responsible for bringing their child to school for morning sessions and for collecting them promptly at the end of afternoon sessions.
- To cancel this agreement, two weeks' notice must be given in writing.
- We are currently in the process of registering with the Care Inspectorate and following full registration, vouchers will be accepted as payment.



## Extended School Year

The school currently operates an extended school year during the first 10 days of the summer holidays.

This facility is available to all pupils of our school and is free of charge.

The extended year is staffed by some school staff in partnership with East Renfrewshire Council's Inclusive Support Team.

There are always a two members of the school's Senior Management Team present to ensure the smooth running of this facility.

# Equal Opportunities and Inclusion

We have a policy that all children have an equal opportunity to succeed. There is no discrimination in terms of religion, ethnic background, parental income or level of support required to ensure that each individual reaches his/her potential.



**Multi-cultural storytime through dance**



**Fun in the playground**



**Outdoor learning at the Atrium**



**50 things to do outdoors**



## Equal Opportunities and Social Justice

East Renfrewshire Council Education Department is committed to ensuring equality and fairness for all. In accordance with the requirements set out by the Equalities and Human Rights Commission.

As a school, we have a commitment to equality of opportunity and to social justice. This commitment is extended to all members of the school, community, pupils and staff irrespective of social background, creed, disability or race. The school community is currently working towards the Rights Respecting School Award, which ensures such values are embedded into our values policies and procedures. (awaiting confirmation)

# Contact with the School

## Emergency Closure

As with all schools in East Renfrewshire Council, we make every effort to maintain a full educational service, but on some occasions circumstances may arise which will lead to disruption. Schools may be affected by, for example, severe weather or power failures.

In such cases we shall do all we can to let you know about the details of closure or re-opening as soon as possible. In any decisions taken, the safety and welfare of both pupils and staff will always be paramount. We shall keep in touch by using letters, text messaging and our school website and Twitter.

## Emergency Contact

Parents are asked to provide the name and telephone number of someone other than themselves whom we could contact in the event of illness / accident or early closure. Parents are also advised to keep their mobile phones on at all times so that they can be contacted in the event of an emergency.

## Pupil Health and Welfare



It is the duty of the Head Teacher to monitor pupil illness and absence from school. The Head Teacher should be informed if a pupil is unable to attend school due to illness. The Head Teacher will ensure that the information is communicated to the relevant class staff.

The Head Teacher is responsible for the care and welfare of the pupils in the school and will be responsible for informing parents if pupils become unwell in school. We have no facilities in the school for nursing sick children or isolating them from their classmates and it may be necessary for the Head Teacher to take a decision which involves sending a pupil home. The Head Teacher will only make this decision in consultation with the First Aiders and if this decision enhances the well being of the child / young person and others.

Please note that, in order to prevent spread of infection that if a child is experiencing bouts of diarrhoea it is necessary for a pupil to be absent form school for 48 hours after the last bout.

## Medical and First Aid Personnel



## School Nurse

Isobel Mair School has support from school nurses as required. The Nurse advises on the medical needs of pupils and is responsible for the promotion of Health throughout the school. The Nurse will liaise with parents and staff and it is necessary to notify, in writing, any changes of drugs and/or dosage to the Nurse.

The Nurse can be contacted directly by telephoning **0141 570 7619**



## First Aid



The school has two qualified First Aiders who deal with the day to day administration of medicine, as directed by parents. Parents are asked to send in necessary medication and to notify in writing, any changes of drugs and/or dosage to the Head Teacher.

## Medical Examinations

A School Medical Officer from the Community Medical Services – Southbank carries out medical examinations in the school. Parents are invited to attend. The School Community Medical Officer liaises with other medical personnel and with Consultants as/when required.

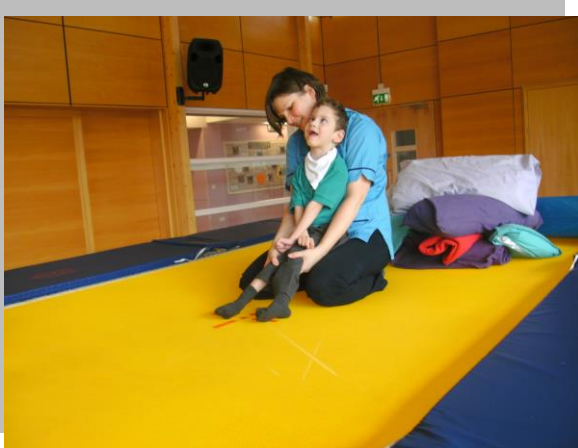


# Support Services

## Educational Psychologists

The school is supported by East Renfrewshire Council Educational Psychologists who support staff and offer guidance and advice to parents.

## Physiotherapy



Physiotherapists support pupils regularly in Isobel Mair School and work with children, staff and parents. Parents can contact the Physiotherapist at Isobel Mair School by telephoning 0141 570 7600 on the day that the Physiotherapist is in the school or at the Physiotherapy Base, at Southbank Centre 0141 201 0919.

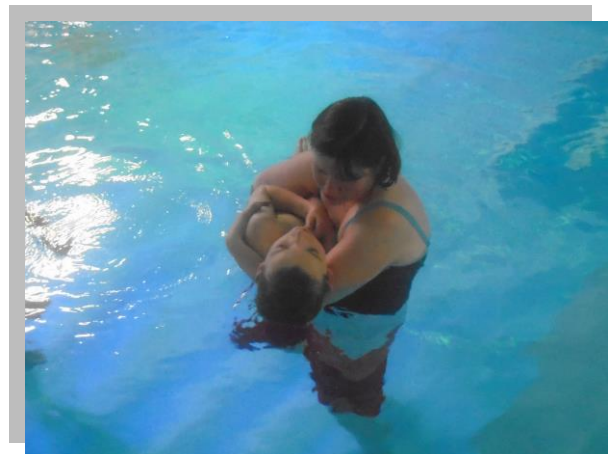
## Rebound Therapy with the Physiotherapist



**Learning to use the stairs**



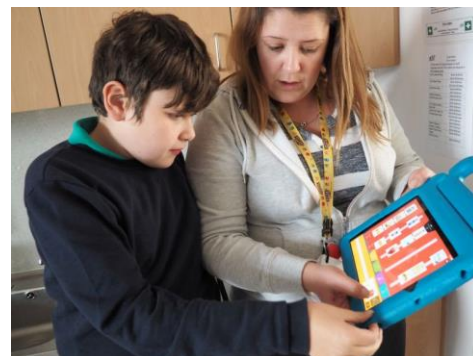
**Hydrotherapy**



**Communication skills during hydro session**

## Support Services cont'd

In Isobel Mair School Communication Difficulties are given the highest priority. The school is able to provide a flexible approach to the education of children and young people for whom communication is a challenge. Many forms of communication are used throughout the school including Makaton, Picture Exchange Communication System (PECS), Pragmatic Organisational Dynamic Display, (PODD) Alternative Augmentative Communication Devices (AAC) and of course spoken language!



**Using PECS app on iPad**

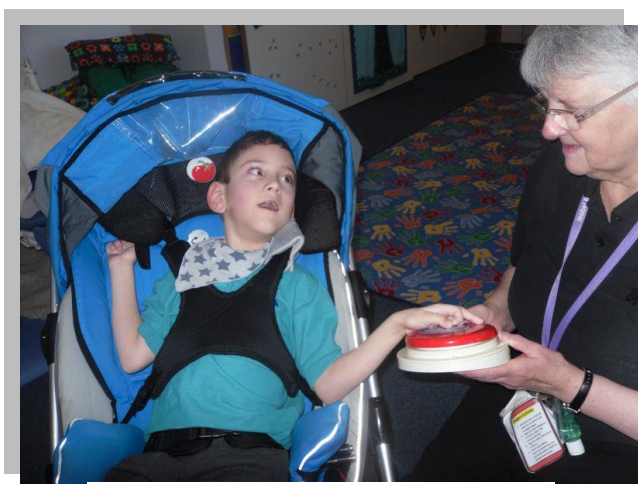
A highly structured educational environment, appropriate to the development level of the pupils, is in place in each class and behaviour management is approached in a positive manner. This encourages an improvement in the learning style of the pupils and allows progress to take place.

The needs of pupils with Autistic Spectrum Disorders are exceptional and priority is given to provide mutually enjoyable and challenging learning experiences for the pupils.

The school has built up a specific approach to the learning and teaching of pupils on the continuum of autism.



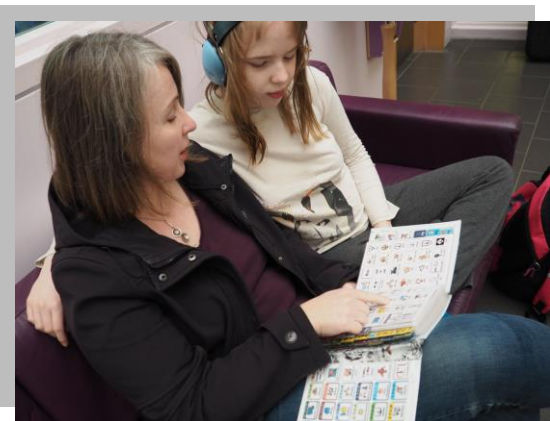
**Communicating using PODD**



**Cause and effect experiences**

The school provides an environment which is highly responsive to the communication needs of its pupils and provides opportunities for the development of communicative intent, inference and communicative functions. We aim not only to modify behaviour but to increase the knowledge, understanding and skills of the pupils and to provide access to a holistic curriculum.

**Alternative Augmentative Communication devices are used by some pupils after a lengthy assessment has been carried out by specialist staff.**



**AAC devices allow pupils to make choices and communicate.**



SLTs are available for consultation and advice and they recommend that either a child's family or school staff member contact them directly prior to making a referral. They offer assessment, provide strategies and recommendations if appropriate and complete focused direct pieces of work when required. They can be contacted by telephoning 0141 800 7117.

## **Occupational Therapy**

From November 2010 referrals for children and young people requiring Occupational Therapy will be sent to the South | Occupational Therapy team at Southbank Child Development Centre.

# School Planning

## Improvement Plan

This is a working document which sets out the whole school and subject plans for improvement over the next session. The Improvement Plan is linked to the Local Improvement Objectives and the National Priorities for Education as detailed by the Scottish Government.

Our main targets for 2015 – 2016 and for the following sessions are for improvements and enhancement in the following areas –

- ❑ Key performance outcomes
- ❑ Impact on learners
- ❑ Impact on staff
- ❑ Impact on the community
- ❑ Delivery of education
- ❑ Policy development and planning
- ❑ Management and support of staff
- ❑ Partnerships and Resources
- ❑ Leadership

## Devolved School Management

The Staff Devolved School Management Committee is fully involved in the allocation of the devolved school budget. The advantages of this process are:-

Freedom to purchase

Feeling of ownership

Opportunities for decision making

Needs met immediately

Virement

Increased classroom supplies – Materials and Apparatus

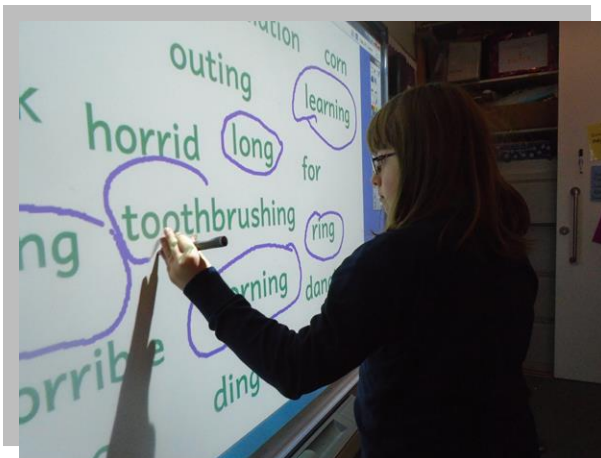
# Meeting the individual needs of pupils

In Isabel Mair School we use a number of individually tailored approaches to support pupil development and learning with a particular emphasis on the core areas of developing as much independence in personal care, life skills and communication. A multidisciplinary approach is utilised to facilitate learning and Teachers/Instructors are supported by Speech and Language Therapists, Physiotherapists, and Medical staff who readily disseminate their own particular skills to the educators in order that the needs of each child may be fully met. The keynote of the success of this approach is intensive team-teaching, which requires detailed and precise management by the Class Teacher.

Each pupil has an Individualised Educational Programme (IEP) which is specific to each pupil's level of development. Assessment by the Multi-disciplinary team results in the identification of learning targets and the teaching strategies / learning experiences required to facilitate the attainment of these targets.

Targets are set for pupils within their Individualised Educational Plans and progress is recorded and reported to parents on an annual basis. A report on the attainment of pupil targets is reported to the Local Authority and to the Scottish Government.

As a result of the Additional Support for Learning Act (2009) all pupils within the school who meet the criteria will have a co-ordinated support plan (CSP) opened. The purpose of the CSP is to co-ordinate the additional support given to pupils from services other than education.



**Development of Literacy skills**



**Recording an audio blog for mAIRwaves FM**

## **Involving Parents**

Research consistently demonstrates that where parents are involved with their children's education and learning, both at home and in partnership with the school, their children do better and achieve more.

### **Parents make a difference**

Parents, carers and families are by far their most important influences on children's lives. Parents who take on a supportive role in their children's learning make a difference in improving learning and behaviour.

### **Parents in partnership with schools**

The support of parents is vital to the success of Isobel Mair School. As a school, we try to ensure that parents are kept informed and involved in all decisions affecting their children's education and learning.

At present, contact with parents takes many forms including:

- Daily diaries
- Newsletters
- Pupils' reports
- Meetings to discuss pupils' progress
- Open Access Policy
- Information evenings
- Induction days for new pupils/parents
- Class open mornings
- Parent Council
- School website
- Twitter
- Parental Support Sessions



**Parent Council Meeting**



**Mellow Parenting Support Group**

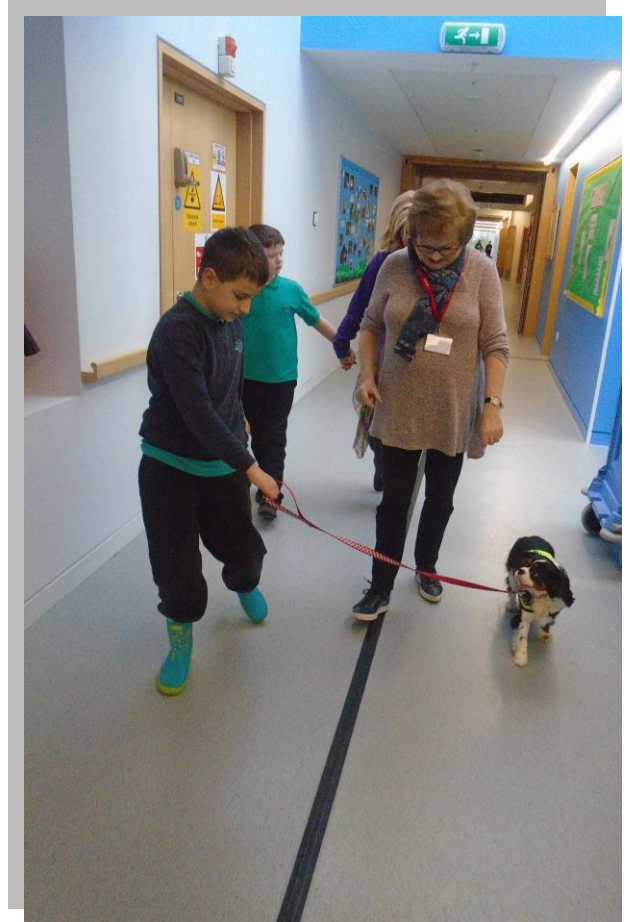
At some point during your child's time at Isobel Mair School, you may have a question needing answered or a concern needing addressed. Whatever the concern, we are here to help you and your child resolve any difficulties or queries before they become bigger issues.



**Supporting pupil health & wellbeing**



**Swim confidence in the hydro pool**



**Working with the Therapist**



# Parental Involvement Cont'd

## **ASL Act: Information and Advice for Parents**

As you will be aware the education authority has renewed duties under the 2009 ASL Act to provide support and advice for parents of children with additional support needs.

The new website for parents, <http://www.ea.e-renfrew.sch.uk/parents/asn/>, provides important advice for parents as well as up-to-date information on parent forums and is up-dated on a regular basis.

## **Enquire – the Scottish advice service for additional support for learning**

The Scottish advice service for additional support for learning operated by Children in Scotland, Enquire offers independent, confidential advice and information on additional support through:

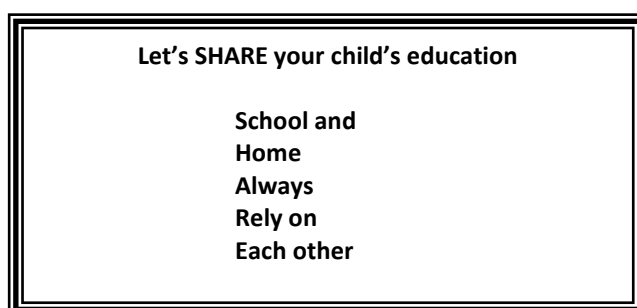
Telephone Helpline: 0845 123 2303

Email Enquiry service: [info@enquire.org.uk](mailto:info@enquire.org.uk)

Advice and information is also available at [www.enquire.org.uk](http://www.enquire.org.uk)

Enquire provides a range of clear and easy-to-read guides and factsheets including The parents' guide to additional support for learning.

## **Remember!**



# Complaints Policy

## Rationale

As a school, we pride ourselves in offering a first class service to all parties- pupils, parents and our community.

We encourage our pupils to show respect for each other, our neighbours and our local community.

Our staff are recognised and respected for their willingness to go the extra mile.

However, we recognise that even so, there is potential for things not to run as smoothly as we would like and if you have a concern, we would welcome hearing from you at an early stage, before it develops into a more serious concern or complaint. We will attempt to deal with all issues and often a meeting with a member of SMT will be enough to resolve the issue.

I would hope that most, if not all matters can be resolved however if you are not satisfied, you have the right to take your complaint to the Education Department and should address it to:

Mrs Mhairi Shaw  
Director of Education  
Education Department  
211 Main St  
Barrhead  
G78 1SY

# Community Involvement

Pupils from Isobel Mair School participate in a variety of activities in East Renfrewshire and beyond.

We are also closely involved in Community Unity events with schools from the local Eastwood Cluster Group. Recent events have included joint choirs, kilt walk and reciprocal performances of Scottish dance and music for St Andrew's Day.

Some events we are involved in include:

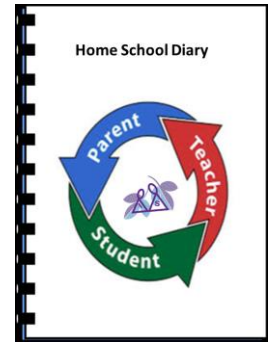
- Entertaining senior citizens in the local community.
- Involvement in community events with Newton Mearns Baptist Church.
- CommuniTea events with pupils from IMS entertaining parents and others from local community.
- Fund raising for various charities throughout the year.
- Excursions by class groups to places linked to class topics i.e. Scottish Parliament, ERC Head office, theatres and museums.
- Visits to school by Community police, Strathclyde Fire and Rescue giving talks on safety etc.
- Senior pupils visit Outdoor Education Centres for our "Make Your Dreams Come True" weekend with other ASN pupils and buddies from the local high schools.



# Communication Policy

## Home/School Diaries

Staff write a diary to inform parents of events and of pupil progress on a daily basis. It is useful for both parents and staff to use a means of exchanging information, discussing immediate problems, arranging appointments and facilitating liaison with other support agencies.



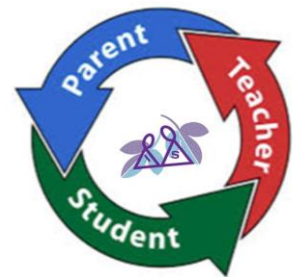
## Telephone Calls



If parents have specific matters of concern they should contact the school and ask to speak to the Head Teacher. If the Head Teacher is unavailable the departmental Depute Head Teachers, will be available to assist you. In the event of neither HT nor DHTs being available please leave a message with the School Office staff and the Head Teacher or Depute Head Teacher will personally contact you, on their return, to discuss issues of concern or will authorise an appropriate member of staff to speak to you directly.

## Parents' Evenings

Parents are invited to 3 Parents' Evenings in each of our campuses each school session. Parents' Evenings allow for individual review of pupil progress towards attaining identified learning targets. Appointment times will be issued prior to the Parents' Evening and our specialist support staff (Educational Psychologists, Speech and Language Therapists, Physiotherapist) will also allocate appointments as/when required. On occasion there may be a presentation from the class teacher to a group of parents. The Head Teacher or the Educational Psychologist may also give presentations to all parents.



## Annual Reports

Parents receive a written school report at the end of each school session (June). These reports are discussed at the Parents' Evening held at the end of the school session.



# Working Together

## Annual Reviews

Annual reviews are held for all pupils in the course of every session. Reports are submitted by all professionals supporting each child / young person and these are fully discussed with parents. Parents, school staff and other professionals are given notice of this meeting and are asked to confirm their intention to attend. The Annual Review Meeting is an important event in the school calendar. Additional meetings can be arranged throughout the year if necessary.

## Transition Reviews

Transition Reviews, or Post Placement reviews, are held 6-8 weeks after a pupil starts in the school. Reports from the school and other professionals are made available to parents at the meeting. The following are discussed fully at the meeting:

- How the pupil has settled into the school and the appropriateness of the placement.
- The type of curriculum most suited to the additional needs of the pupil and the individualised targets for the session.

When a pupil is between 15 / 16 years of age, the Transition process begins and parents are invited to a Review meeting. This initial transition meeting is followed by Transition Reviews which allows for monitoring pupil progress and for ensuring that suitable placement options are identified. In the final year before leaving school there may be several meetings to ensure that a post school plan is in place. Usually these meetings are multiagency with our partners in social work and health. This process should ensure a positive post school destination for all of our school leavers.

Ensuring that the individual needs of our pupils are met once they leave school is a priority for the senior management in the school. The SMT work closely with Psychological Services, ERC HSCP, and other agencies as appropriate, to ensure that all necessary supports are in place prior to our young people leaving school.

# Working Together cont'd

## Interdisciplinary Liaison Team Meetings

Interdisciplinary Liaison Team meetings are held once per term. These meetings are attended by Head Teacher, Depute Head Teachers, Educational Psychologist and representatives from the Social Work Department. The School Doctor, Speech and Language Therapists, Physiotherapists and the School Nurse may also be invited to attend some of these meetings.

The purpose of these types of meetings is to exemplify excellent practice in interagency working thereby ensuring early intervention by appropriate professionals.

Parents are not invited to these meetings as a matter of course but, if any concerns are raised, parents will be invited to a specially arranged meeting to discuss if any additional support is required.



**Each class hosts at least two Open mornings per session.  
Parents are invited to come celebrate pupil achievements.**



**Parents and high school volunteers participate in a class enterprise activities for MacMillan Cancer Care and other charities.**

# Parent Council

Scottish Schools (Parent Involvement) Act 2006

The system of School Boards was replaced in August 2007 by a new system of Parent Councils. The Act makes provision for all parents to be members of the Parent Forum at a school, and to have their views represented to the school, education authority and others, through a representative Parent Council for the school.

The intention behind the new legislation is to support parental involvement in a much wider sense than before. It aims to help *all* parents to be:

- Involved with their child's education and learning
- Welcomed as active participants in the life of the school
- Encouraged to express their views on school education generally and work in partnership with the school

Isobel Mair School's Parent Council was convened in August 2007. It meets once per term or more often if necessary. The current honorary members of the Parent Council are as follows:

Chair :	Mr Graham Campbell
Vice Chair	Mrs Angela Mason
Treasurer	Mrs Joanne McAlpine
Fund Raiser	Mr Paul Brooks

The Parent Council plays an active part in fund raising for the school and has recently raised money to provide added resources in our school grounds including the atrium and sensory garden.

Joining the Parent Council is a good way to contribute to the life of the school and parents of new pupils who are interested in doing this will be made most welcome.

Meeting dates are advertised on our school website.

## School Lunch and Snacks

Eating skills are a major part of the curriculum for pupils of Isobel Mair School. All pupils have a two course lunch. Meals are prepared on the premises and the school kitchen has fully implemented the “Hungry for Success” national guidelines that establish standards for the nutritional content of school meals.



Different dietary and cultural requirements are catered for. Milk is provided for all pupils and fresh fruit and fresh drinking water is always available.

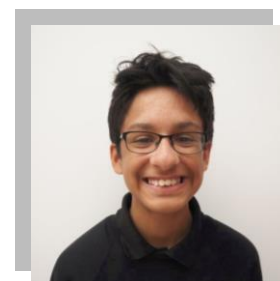


Pupils participate in a supervised ‘Snack Time’ which involves preparing and eating healthy snack food of their choice. Parents support the school in providing, where required, healthy snacks and a booklet is circulated to parents offering ideas for healthy alternatives. Parents also support the school by supplying a small sum of money for cooking ingredients.

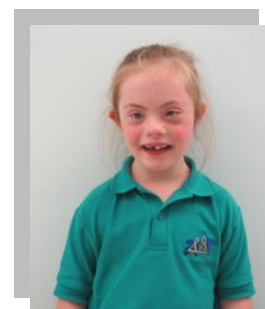


## Isobel Mair School Uniform

Uniform sets a standard and at Isobel Mair School we set high standards for all. Wearing a uniform presents a high image of the school in the community and avoids inequalities in terms of possessing the latest designer fashions.



Staff in Isobel Mair School are aiming to support pupils in being as independent as possible and therefore request that parents dress their children in clothes which allow for ease of movement and enable pupils to help with dressing where appropriate.



Primary pupils have a school uniform which consists of a sweatshirt, polo shirt and zipped fleece, in the school colours (Jade, Navy) and bearing the school logo. **Some primary pupils have also elected to wear** a blazer featuring the school badge and a plain navy tie.

Senior pupils (S1-S4) wear a black polo shirt, black sweatshirt and wear dark trousers /or skirt, pupils also have the option to wear a white shirt, school tie and school blazer. Pupils located within our base in Woodfarm High School must wear a white shirt, tie and blazer. (Please speak to the office if you are entitled to a uniform grant)



Uniform can be purchased from the following;

Stevensons, Giffnock.

192 Fenwick Rd, Glasgow, Lanarkshire G46 6UE.

Telephone no -0141 638 7689



**P1 –P7**



**S1 – S6**

Tesco using the following link

[www.tesco.com/ues](http://www.tesco.com/ues)

White Polo shirts are also available with the logo from Tesco online which pupils may wish to wear for P.E (not compulsory)

## ***East Refrewshire Policy***

***Section 30 of the 1980 Education Act lays a duty on every parent of a child of "school age" to ensure that their child attends school regularly. Attendance must be recorded twice a day, morning and afternoon.***

***Regulation 7 of the Education (School and Placing Information) (Scotland) Amendment, etc. Regulations 1993 requires each child's absence from school to be recorded in the school register as authorised; i.e. approved by the authority, or unauthorised; i.e. unexplained by the parent (truancy) or temporarily excluded from school.***

***Parents should inform the school by letter or telephone if their child is likely to be absent. Every effort should be made to avoid family holidays during term time as this both disrupts the child's education and reduces learning time. Parents should inform the school by letter, before going on holiday, of the dates. Such absence will be authorised only where attendance otherwise satisfactory. Clearly where attendance is unsatisfactory, absence is unauthorised.***

***Parents may request that their children be permitted to be absent from school to make an extended visit to relatives. Only written requests detailing the destination, the duration and the provision that will be made for their continuing education will be granted and the pupil noted as an authorised absentee in the register.***

***Clearly with no explanation from the parent, the absence is unauthorised.***

## **School Absence Policy**

It is vital that parents work with the school to maximise the opportunities to learn for their children by encouraging good attendance.

If your child is not attending school it is requested that parents phone the bus escort directly, as early as possible, to let them know that a pick-up is not required thereby saving a wasted journey.

Parents should also phone the school on the first day of pupil absence and report the absence and expected date of return to the School Office.

East Renfrewshire Council asks that parents avoid taking family holidays during term time if possible. At the school we are very conscious of the disruptive effect on a pupil's learning and ask that as far as possible parents support this.

Please remember to **contact your Bus escort** re- the date when transport will be required.

# Isobel Mair School Transport



All our East Renfrewshire pupils are provided with free transport from home to school. Internal Transport provides school buses, four of which are used during the school day to allow pupils to access the curriculum within the context of the wider social environment. Appropriate safety harnesses are provided and parents are requested to support the drivers in implementing current appropriate Health and Safety Policy Guidelines.

Each bus has an escort who is advised by school staff on –

- Physical management of pupils with complex difficulties

- Management of epilepsy

- Management of specific behavioural difficulties

Details re- transport are discussed with parents prior to admission. Parents will be given the name and telephone number of the Escort who accompanies their child and they should contact them if the transport is not required due to pupil illness and they should inform them when the pupil will be returning to school and requiring transport. Any medication being sent into school for your child should be handed directly to the Escort to be transferred to the school medical staff / First Aiders on arrival at school.

Bus escorts are trained in the admin of rescue medication which travels with pupils who have been prescribed such medication. It is the responsibility of the DHT with responsibility for staff development to ensure that bus escorts receive appropriate training in the admin of medication. Emergency procedures packages are kept on buses and are reviewed annually or sooner if required by SMT / School nurse and Transport staff.

Parents are requested to be punctual at all times to avoid disruption to the transport schedule and inconvenience for other pupils and parents. Parents are also asked to provide an alternative address in the event of their unavailability on return of the school transport at the end of the school day.

# Our Curriculum

Our aim is to ensure that all pupils experience a broad general education which is challenging, relevant curriculum which meets the individual needs of our pupils.

The school is currently working towards embracing A Curriculum for Excellence which provides a single framework for pupils aged 3 –18 years of age. We promote learning across a wide range of contexts within a curriculum framework of experiences and outcomes. We aim that our pupils are encouraged to become:

- ❑ **Successful learners**
- ❑ **Confident individuals**
- ❑ **Responsible citizens**
- ❑ **Effective contributors.**

Pupil skills are developed through a wide range of curricular activities in the following areas:

- ❑ **Literacy and English**
- ❑ **Mathematics**
- ❑ **Sciences**
- ❑ **Social Studies**
- ❑ **Expressive Arts**
- ❑ **Technologies**
- ❑ **Religious and Moral Education**
- ❑ **Health and Well being**

Senior pupils follow courses within the SQA Access National Qualification Framework which supports the development of Core Skills in Literacy & Numeracy; Health and Well Being; Problem Solving; and Technology. ASDAN courses are also undertaken by many of our senior pupils. Our aim is to ensure that, through multi-disciplinary working and embracing individual learning styles through creative use of ICT all pupils fulfil their potential. We aim to present the **CONTENT** of our curriculum in challenging, relevant, exciting **CONTEXTS** for learning.

More information about CfE can be found on school website with links to Scottish Government information.

# Learning is Fun!

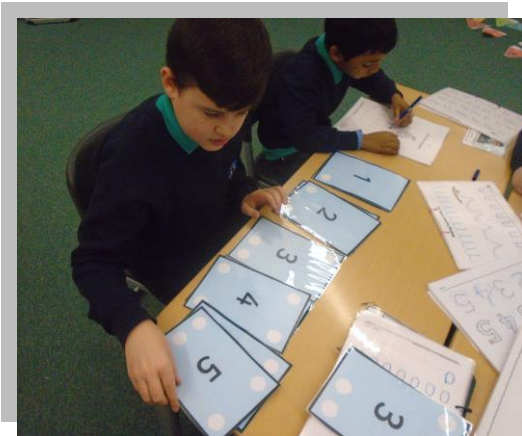
## Learning to become successful learners



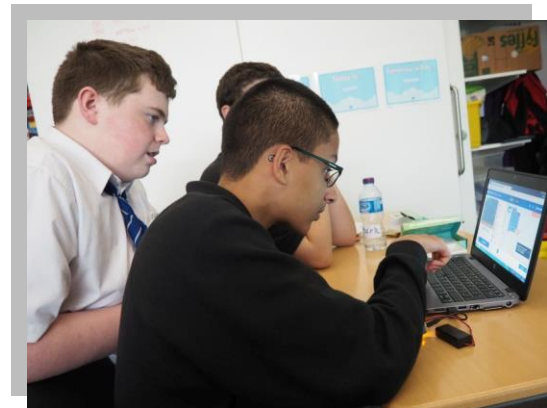
Learning to write using my AAC device



Exploring the properties of numbers



Learning to count



Learning to use coding to control, predict and change change directions



Using visual supports in my learning



I can move myself around the school independently using the AKKA

# Learning to become confident individuals



Development of photography skills as part of art and ICT work



Using technology in the wider community



Development of communication through PECS.



Development of independent living skills when using community resources



Development of independent living skills by learning to wash hands



Signing in during morning group using the SMARTBoard.

## Learning to become responsible citizens



Working with community partners and our Parent Ground Force team to help look after our sensory garden



Looking after environmental issues by taking part in a litter picking group



Outdoor classroom at Lochwinnoch, learning about wildlife



Developing a knowledge and understanding of the world and Scotland's place in it by celebrating St Andrew's Day by learning Scottish dances and creating quizzes by Robert Burns as part of a whole school Burns' Day celebration.

# Learning to become effective contributors



Learning to communicate in different settings by taking part in a presentation to the Education Committee



Learning to work together in partnership for healthy lives at work



Representing the school at the annual Sports Scotland active schools event and Scottish Disability Sports.



As part of the Skills for Life Long learning programme, pupils learn how to grow plants/vegetables in an allotment and care for them.





# Personal & Social Education / Health in the Curriculum

Throughout the school, the main focus of health education is to extend pupils' knowledge and understanding about ways of keeping healthy.

The curriculum supports pupils in building up their awareness of good personal hygiene, of hazards and how to keep safe at school, at home and in the community.

Pupils are encouraged to make healthy choices and build up their awareness of factors That contribute towards a healthy lifestyle.



**Developing dance skills in partnership with the Sports Coordinator and sports ambassadors from Eastwood High School**



**Developing balls skills and following instructions during PE sessions.**

Personal and social development programmes provide balanced coverage of physical, emotional and social health. The ethos of the school supports and reinforces the learning and teaching of health by providing a positive and caring atmosphere, a well maintained and safe environment and one in which good health and safety practices are modelled by all staff. Visiting specialists support the ethos through effective collaboration with staff and parents.



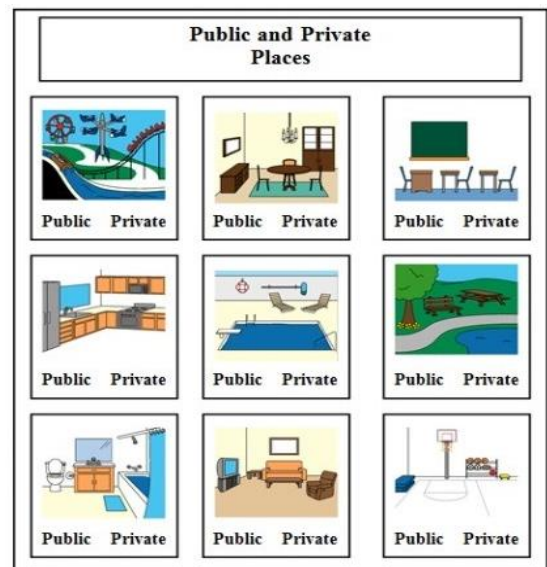
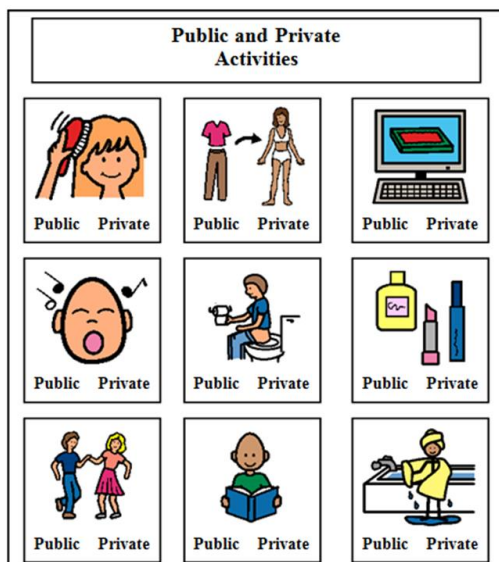
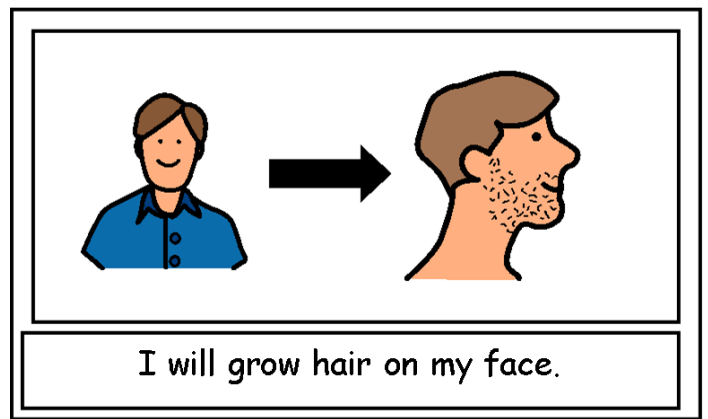
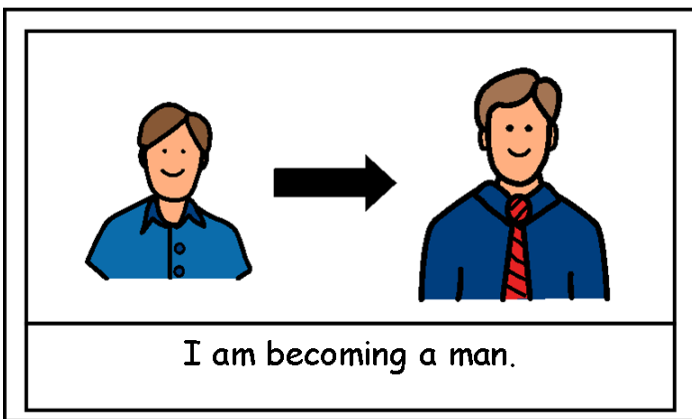
Pupils are encouraged to build up positive attitudes such as self-esteem, self-confidence, independence, responsibility and the care and well-being of others.

# Relationships and Sexual Health

The specific issues of sexuality and relationships are addressed in programmes appropriate to the age and maturity of the pupil and the beliefs and values of families. Parents are consulted and are aware of the content of the programmes. Programmes are delivered in a climate of openness, sensitivity, confidentiality and trust and, where possible, with the support of community resources.

Pupils are given opportunities to learn how to cope with and understand the developments and changes that are involved in growing from childhood into adolescence.

**We have produced a range of resources to support our Relationships and Sexual Health programme.**



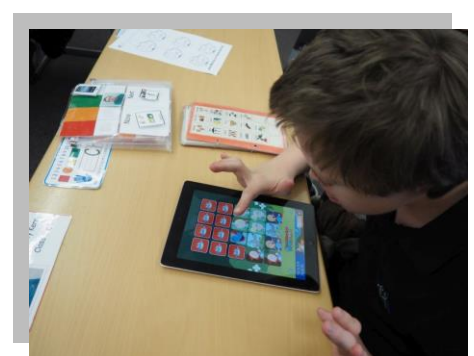
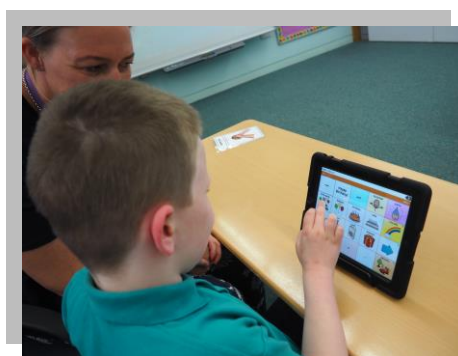
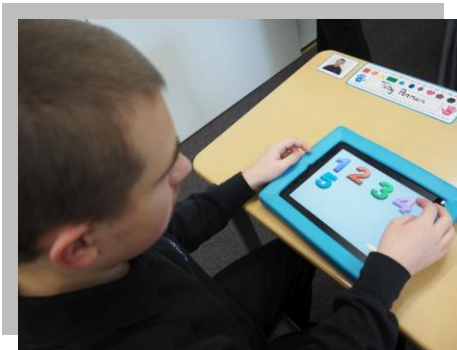
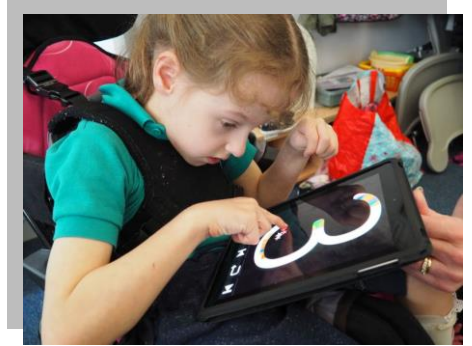
# ICT

Within Isobel Mair School ICT is seen as a powerful tool to support all aspects of learning and teaching.

In addition, for many pupils within our school ICT enables access, through a range of switches and devices, to opportunities otherwise denied them.

The school is very well resourced with up to date equipment including all classes having interactive SMART boards. Other ICT resources available to support learning and teaching include SMART Tables, SMART Response systems.

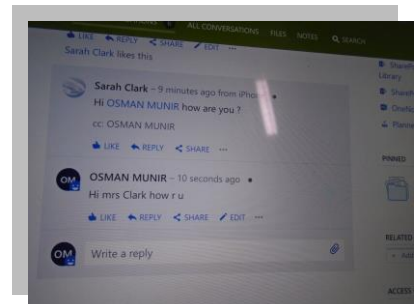
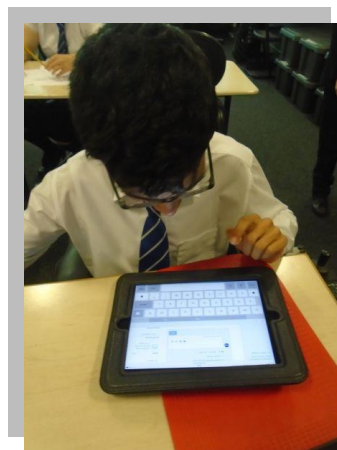
Our pupils are encouraged to use GLOW in particular the Office 365 apps in their learning. Senior pupils are using Yammer as a safe way to chat using online social media.



In recognition of the excellent use made of ICT to support learning and teaching throughout the school the school has been the recipient of the several national awards.



**Collaborating with peers using the SMART table.**



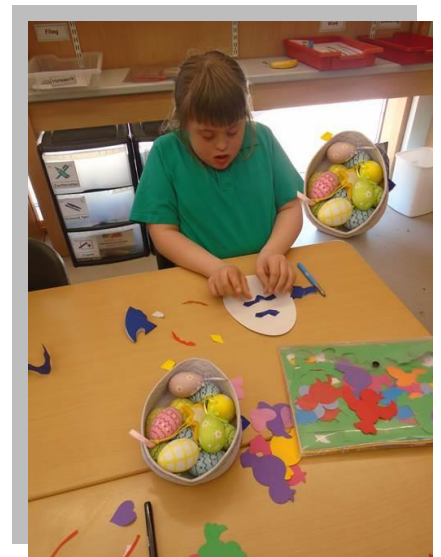
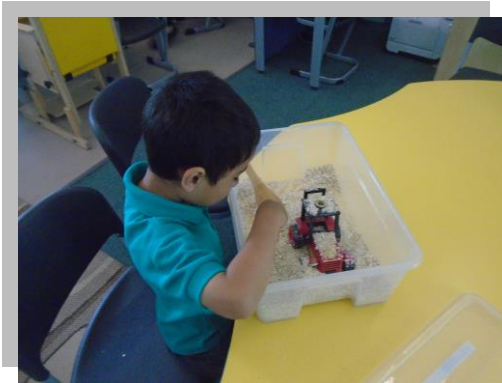
**Learning to use social media in a safe environment, using Yammer one of the Microsoft Office 365 apps.**

# Religious and Morale Education

We celebrate diversity and are supported by a chaplaincy team from different denominations. Our school chaplains are available to provide support and encouragement to staff and parents.

Parents of children of ethnic or religious minority background may request that their children be permitted to be absent from school in order to celebrate recognised religious events. Only written requests detailing the proposed arrangements will be considered. Appropriate requests will be granted on not more than three occasions in any one school session and the pupil noted as an authorised absentee in the register.

Parents have a right to withdraw their child from Religious Education. Any parents who wish to do so should contact the Head teacher.



**Multi –  
Sensory**

**Curricular Approaches**

**Learning about Easter**

**Learning about Harvest through sensory play**



through a

**Senior pupils presenting about  
the Holocaust**

# Multi – Sensory Curricular Approaches

There are a number of pupils in the Primary Department and the Secondary Departments with severe and complex learning difficulties and additional physical disabilities including sensory impairment. An Individualised Educational Plan (IEP) is established after a complete assessment and the IEP facilitates all areas of learning for all the pupils. Staff provide pupils with the opportunity to work towards achieving greater awareness and enjoyment of participation in daily living.

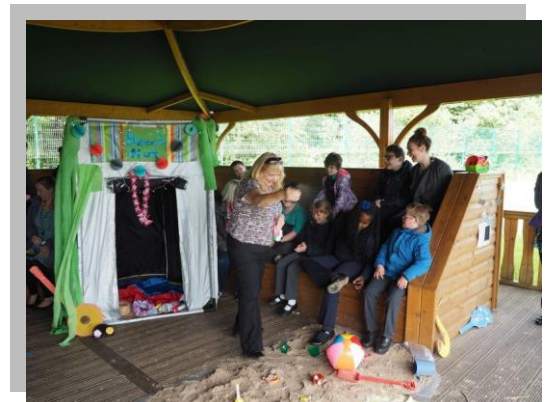
Specific teaching strategies using multi-sensory approaches are used to facilitate pupils' understanding of their immediate environment.



**Learning through sensory experiences.**



**Community based outings**



**Learning through use of a sensory stories/performances**



**Using a switch to control the AKKA to move around the school.**



**Elves of Cologne Sensory Experience performance to whole school**

## Links with F.E. Colleges

In 5<sup>th</sup> and 6<sup>th</sup> years some senior pupils are given the opportunity to attend link development courses at City of Glasgow College and also at West College in Paisley. Their attendance at college is supported, as appropriate, by school staff. On leaving school many of our young people go on to either part-time or full time college courses.

Some senior pupils are also given the opportunity to take part in a Skills for Work programme which currently includes placements Undertaking Hospitality at West College Scotland or Horticulture at the Woodfarm allotment.



### Skills for life long learning at West College

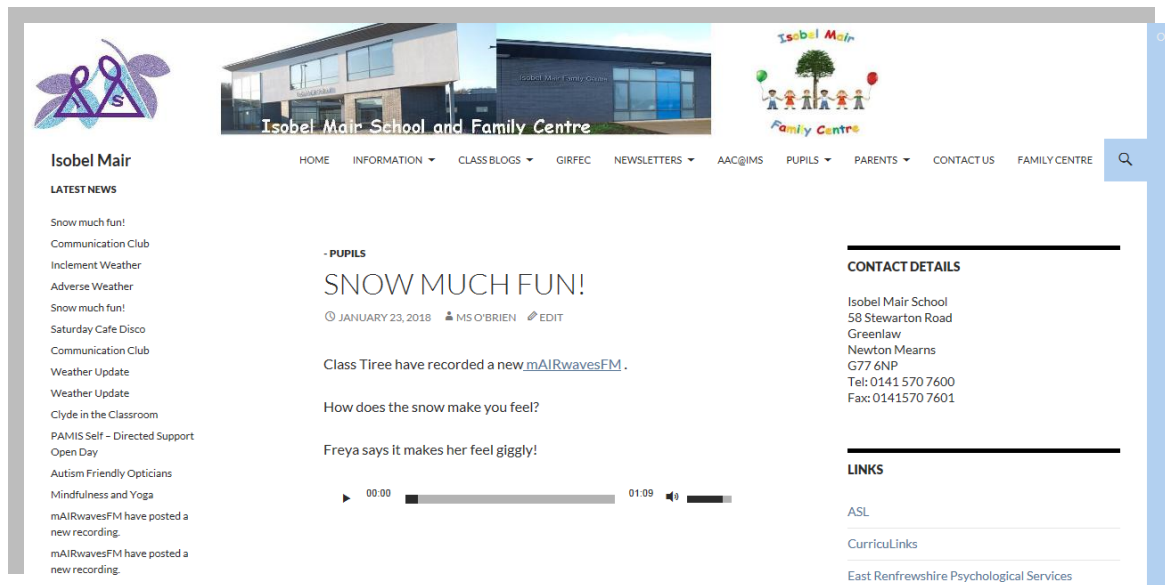


**Teamwork at the allotment**



**Horticulture Skills at the allotment.  
Skills for lifelong learning**

**Keep up to date, our website is updated regularly, follow us on twitter .....**



<https://blogs.glowscotland.org.uk/er/IsobelMair/>

**Have a look at our new videos that Education Scotland recently filmed following our inspection.**

<http://www.journeytoexcellence.org.uk/videos/IsobelMairSchoolfilm2Page.asp>

<http://www.journeytoexcellence.org.uk/videos/developingcommunication.asp>

<http://www.journeytoexcellence.org.uk/videos/literacyasn.asp>

*It should be noted that although every effort is made to keep the content of our handbook up to date, it may be the case that inaccuracies do occur due to the evolving nature of our school.*

## CHILD PROTECTION POLICY AND PROCEDURES

**At**

***Isobel Mair School***

**We Work Hard to Keep Our Children Safe**



At Isobel Mair School we take the care, welfare and protection of our children very seriously. We believe all children have a right to feel safe within the school, home and community.

Within our school we strive to provide a safe, secure and nurturing environment for our pupils, which promotes inclusion and achievement.

All staff in Education have a statutory and professional responsibility to take action if we have reason to believe a child is suffering, or is at risk of abuse.

Our child protection policy and procedure sets out what we will do if we have reason to believe a child is being abused or is at risk of abuse, either within the home or the community. These policies are designed to ensure that children get the help they need when they need it.

Every staff member undergoes a minimum of one child protection training activity every session. Many of our staff are more extensively trained in specific areas of child protection to support and identify potential child protection concerns.

All schools in East Renfrewshire have comprehensive Pupil Support systems in place and we work closely with our partners in Social Work, Health and the Police. The school operates a multi agency Joint Support Team to ensure that the best possible supports are available to pupils when they need them. The Child Protection Co-ordinator for the school is Head Teacher, Mrs Sarah Clark. If you wish any further information or a copy of the school policy, please contact the school office. If you wish to discuss this important matter further, please make an appointment to see Mrs Wallace.

**If you are worried or know of a child who could be at risk of abuse or neglect please speak to the Child Protection Co-ordinator or to a member of staff at one of the following numbers:**

Social Work

Request for support tel number: 0141 577 3003

Strathclyde Police Family Protection Unit: 0141 532 4900

Standby Social Work Out of Hours: 0800 811 505



## Adverse Weather Conditions

In the event of severe weather conditions, Head Teachers are guided by the Education Department's Standard Circular 10b. Following an assessment of the situation, in consultation with relevant staff in the Education Department, a decision will be made on whether or not to close the school. If an emergency closure of the school is to be carried out, the following procedures will take place:

- We will contact the transport providers to ensure that the school buses and taxis will be available. If they are not, then pupils will require to wait in school to be collected by parents.
- We will put information on the school's website and Twitter account (@IsobelMair) about the arrangements for the closure. There will also be up to date information on ERC's Twitter page @EastRenCouncil. It is really important that in the event of any severe weather parents and carers make every effort to regularly monitor ERC's and the school's websites. The website will be regularly updated with any important information.
- We will also text parents and carers with information on the school closure and refer you to the school and council's websites.
- At this point we will start to evacuate the school.
- Parents who arrive at school will be greeted at the main entrance by a member of staff who will then arrange for their child/children to join them to be taken home.
- Children will remain in classes until a large number have been collected by parents. Once the numbers have reduced sufficiently, remaining children will be brought to the MOD and supervised there. At this point, if we have not heard from parents or carers of remaining children, we will attempt to contact them or their emergency contacts.
- In very extreme circumstances, some pupils may not be able to get home and may have to remain in school beyond the school day. This situation will be discussed with parents and, with support of senior school staff and the Education Department, pupils will be accommodated in school until arrangements are put in place for their safe transport home.

When the school has been safely closed, I will liaise with the Education Department on subsequent arrangements. At the earliest appropriate opportunity, I will then carry out an assessment of the conditions for re-opening the school. Arrangements for re-opening the school will be communicated to parents via the school's website and other local media.

Should the school require to be closed for more than one day, information will be posted on the school's website/ Twitter account (@IsobelMair) to allow pupils to continue their learning. Hopefully we will not require to put these arrangements in place. However, I trust you will find the information helpful in discussing the issue with your child/children and putting any necessary arrangements in place in the event of an emergency closure.

If you don't have a local emergency contact we would appreciate it if you can arrange with a neighbour or friend who could collect or look after your child/children in these extreme circumstances. Please email this information to [schoolmail@isobelmair.e-renfrew.sch.uk](mailto:schoolmail@isobelmair.e-renfrew.sch.uk) or phone the school office. If you would prefer, you can send a letter or put a note in your child's diary. We would appreciate being given this information as quickly as possible.

We thank you for your cooperation

# Data Protection

## Photographs

We use displays of photographs and video film of pupils at work, on educational visits, etc. If you do not wish your child to be photographed at school, please inform the headteacher.

On occasion, we are asked to work with newspapers, TV and radio personnel. If you do not wish your child to be involved with the media, please inform the headteacher.

Every year we will send out permission forms for these purposes to help us ensure your child's data protection rights are followed.

**It should be noted that some of the statements in the handbook are those required legally and the wording has to be included without change; and these are printed in italics.**

# Privacy notice – Education

## **Who will process your information?**

The personal information you give to us through any of our forms relating to Education and any other pupil administrative information we hold about you in this context will be processed by East Renfrewshire Council, Eastwood Park Giffnock, G46 6UG for the administration of Education and any additional support you or your child may require.

## **Why do we process your information?**

Your information is processed to help us administer education provision and related functions within East Renfrewshire. Your information may be shared with other departments within the council and other organisations for the same purposes and also to check the information we have is accurate; prevent and/or detect crime; and protect public funds. Other organisations may include bodies responsible for auditing or administering public funds, other councils, public sector agencies, government departments, exam bodies and other private companies or partners we use to process information and distribution services for the issue of correspondence.

## **What is the legal basis for us to process your information?**

The council processes your information in order to perform a task carried out in the public interest and also to fulfil its legal obligations to ensure proper administration of the council's financial affairs in terms of the Local Government (Scotland) Act 1973.

The law gives certain types of information special significance because of its sensitivity eg health information. If we process this type of information about you in relation to Education we do so on the basis that it is necessary for reasons of substantial public interest.

## **Do you have to provide your information?**

Education needs your information to allow us to carry out public tasks in the public interest that is set out in law such as teaching in primary and secondary schools. It allows us to organise and administer classes, lunches, exams etc.

## **How do we collect information about you?**

Most of the information the council holds about you will come from you as an individual and it provided at your first encounter with education whether it is applying for a place in an early learning and childcare establishment, support in the early years or applying for a place in one of our schools.

Such information includes:-

- Child's Forename
- Child's Surname
- Child's gender
- School Stage
- Details of child's medical condition
- Any other name child is known by
- Child's date of birth
- Address including postcode
- Mother's/Carer's Name
- Father's/Carer's Name
- Mother's/Carer's address including postcode
- Father's/Carer's address including postcode
- Mother's/Carer's telephone number
- Father's/Carer's telephone number
- Mother's/Carer's email address
- Father's/Carer's email address
- Single Parent/Carer family
- Name of Brother/Sister
- Date of Birth of Brother/Sister
- School stage of Brother/Sister
- Additional Information Support Application
- School applying for
- Preferred Alternative School
- Early Learning and Childcare place applied for
- Council Tax Evidence

Mortgage Statement  
Rental Agreement  
Rental Agreement End Date  
Landlord Registration Number  
Birth Certificate  
Baptism Certificate  
Date of Baptism  
Name of Church venue  
Child Benefit Statement  
Utility Statements  
Other Catchment Evidence

### **How long will we keep your information?**

The council will hold your information from when your child first has contact with one of our services through to five year beyond them leaving school.

### **Who is your information shared with?**

Your information will be accessed by council staff who need to do so to administer education and the many services that run alongside it. If such administration is provided on the council's behalf by an external agency, that agency will also have access to your information. The information will be shared with SEEMiS, CRB, ParentPay, the Diocese of Paisley (in Roman Catholic schools), Scottish Government including their Analytical Services, Education Scotland, Glow (Scotland's national education network), SQA, 2Cqr, BAM FM (Carlbar Primary, Barrhead Mearns Castle, Williamwood, Woodfarm High Schools), Bellrock FM (Mearns Primary and St Ninian's High), Skills Development Scotland, Scholar (Heriot Watt University) and East Renfrewshire Culture and Leisure Trust.

The council also needs to ensure proper administration of its funds so details will be checked internally for fraud prevention and verification purposes. Information is also analysed internally in order to provide management information and inform future service delivery. Your information may also be shared with other departments within the Council. The council also generally complies with requests for specific information from other regulatory and law enforcement bodies where this is necessary and appropriate.

### **Do we transfer your information outside the UK?**

In general we do not transfer personal information outside the UK but on the rare occasions we do we will inform you. We will only transfer information outside the UK when we are satisfied that the party that will handle the data and the country it is being processed in have adequate safeguards for personal privacy comparable to those which are in place in the UK.

### **Profiling and automated decision-making**

The Education Department does not use profiling or automated decision-making for administration.

### **Your rights**

You have the right to be informed of the council's use of your information. This notice is intended to give you relevant information to meet this right.

Access personal data held about you

You have the right to access personal information the council holds about you by making what is known as a subject access request. You can receive a copy of your personal data held by the council, details on why it is being held, who it has been or will be shared with, how long it will be held for, the source of the information and if the council uses computer systems to profile or take decisions about you.

#### **1. Request rectification of your personal data**

You have the right to request that the council corrects any personal data held about you that is inaccurate.

#### **2. Request that the council restricts processing of your personal data**

You have the right to request that the council restricts processing your personal data if you think the personal data is inaccurate, the processing is unlawful, the council no longer need the personal data but you may need it for a legal purpose or you object to the council processing for the performance of a public interest task.

### 3. To object to the processing of your data

You have the right to object to the council's use of your personal data. The council will have to demonstrate why it is appropriate to continue to use your data.

#### **Complaints**

If you have an issue with the way the council handles your information or wish to exercise any of the above rights in respect of your information you can contact the council's data protection officer by post at:

The Data Protection Officer  
East Renfrewshire Council  
Council headquarters  
Eastwood Park  
Giffnock  
G46 6UG

or by email at [DPO@eastrenfrewshire.gov.uk](mailto:DPO@eastrenfrewshire.gov.uk)

You have the right to complain directly to the Information Commissioner's office (ICO).  
The address of their head office is:

Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5EF  
Telephone: 0303 123 1113

Alternatively, you can report a concern via their website at [www.ico.org.uk](http://www.ico.org.uk)

The ICO also have a regional office at:

45 Melville Street, Edinburgh EH3 7HI  
Telephone: 0303 123 1115 e-mail: [scotland@ico.org.uk](mailto:scotland@ico.org.uk)

While you can go directly to the ICO, the council would welcome an opportunity to address any issues you have in the first instance.

# Telephone Numbers and Addresses

**The Head Teacher**

**Isobel Mair School  
58 Stewarton Road  
Greenlaw  
Newton Mearns  
G77 6NB  
Tel – 0141 570 7600**

**Director of Education**

**East Renfrewshire Council  
Council Offices  
211 Main Street  
Barrhead  
G78 1SY  
Tel- 0141 577 3479**

**Psychological Services**

**Psychological Services  
East Renfrewshire Council  
Council Offices  
211 Main Street  
Barrhead  
G78 1SY  
Tel – 0141 577 8510**

**Community & Leisure Department**

**East Renfrewshire Council,  
Eastwood Park,  
Giffnock,  
East Renfrewshire, G46 6 UG  
0141 577 3900**

**Respite Care**

**Quarriers Chavey Down Project,  
Mearns Road,  
Newton Mearns,  
East Renfrewshire, G77.  
Tel. 0141 616 0419**

**Southbank Centre (Balvicar Clinic)**

**207 Old Rutherglen Road  
Glasgow  
G5 ORE  
Tel. 0141 201 0912**

## Other useful websites

East Renfrewshire Council	<a href="http://www.eastrenfrewshire.gov.uk/index.aspx?articleid=1">http://www.eastrenfrewshire.gov.uk/index.aspx?articleid=1</a>
Education Scotland	<a href="http://www.educationscotland.gov.uk/">http://www.educationscotland.gov.uk/</a>
Psychological Services	<a href="https://blogs.glowscotland.org.uk/er/PsychologicalService/">https://blogs.glowscotland.org.uk/er/PsychologicalService/</a>
Child Protection	<a href="http://www.eastrenfrewshire.gov.uk/index.aspx?articleid=1923">http://www.eastrenfrewshire.gov.uk/index.aspx?articleid=1923</a>
ERC Parental Involvement ASL	<a href="https://blogs.glowscotland.org.uk/er/parentalinvolvement/additional-support-for-learning-information-and-support-for-parents/">https://blogs.glowscotland.org.uk/er/parentalinvolvement/additional-support-for-learning-information-and-support-for-parents/</a>
Inclusive Support Service	0141 577 3367
East Renfrewshire Active Sports	<a href="http://www.eastrenfrewshire.gov.uk/index.aspx?articleid=2222">http://www.eastrenfrewshire.gov.uk/index.aspx?articleid=2222</a>
Man's World	<a href="http://www.mansworldglasgow.co.uk/">http://www.mansworldglasgow.co.uk/</a> School uniform purchase
East Renfrewshire Carers	<a href="http://www.eastrenfrewshirecarers.co.uk/">http://www.eastrenfrewshirecarers.co.uk/</a>
Family Fund	<a href="http://www.familyfund.org.uk/">http://www.familyfund.org.uk/</a>
East Renfrewshire Good Causes	<a href="http://www.ergoodcauses.co.uk/">http://www.ergoodcauses.co.uk/</a>
Parents as Partners in learning	<a href="http://www.educationscotland.gov.uk/learningteachingandassessment/partnerships/index.asp">http://www.educationscotland.gov.uk/learningteachingandassessment/partnerships/index.asp</a>
Inclusion Links	<a href="http://www.ea.e-renfrew.sch.uk/curriculumlinks/Links/Teachers/inclusion.htm">http://www.ea.e-renfrew.sch.uk/curriculumlinks/Links/Teachers/inclusion.htm</a>
Call Scotland	<a href="http://callcentre.education.ed.ac.uk/Home/">http://callcentre.education.ed.ac.uk/Home/</a>
PAMIS	<a href="http://www.pamis.org.uk/">http://www.pamis.org.uk/</a> Working with people with a profound and multiple learning disabilities and their families for a better life
Parent Zone	<a href="http://www.educationscotland.gov.uk/parentzone/">http://www.educationscotland.gov.uk/parentzone/</a>