

Isobel Mair School Handbook

2023/2024



Everyone Attaining, Everyone Achieving through Excellent Experiences



Welcoming Creative Nurturing Ambitious
Valued Respected

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 that 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 events held in the school.

Your sincerely,

***Sarah Clark,
Head Teacher.***

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School Vision and Values

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. Our core values are:

Welcoming Creative Nurturing Ambitious
Valued Respected

Our vision is to be welcoming, nurturing, creative and ambitious for every member of the Isobel Mair community where everyone is equally valued and respected

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.

National Priorities

(Key priorities of the National Improvement Framework)

Placing the human rights and needs of every child and young person at the centre of education. Improvement in children and young people's health and wellbeing. Closing the attainment gap between the most and least disadvantaged children and young people. Improvement in skills and sustained, positive school-leaver destinations for all young people. Improvement in attainment, particularly in literacy and numeracy.

Isobel Mair School Information

Isobel Mair School is in the Greenlaw area of East Renfrewshire and provides specialist provision for pupils, 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
School website <https://blogs.glowscotland.org.uk/er/IsobelMair>
X (Previously 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 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. Outside learning opportunities are enhanced through a range of resources including a Multi Use Games Area (MUGA), cycle track and Sensory Garden.

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

[About school admissions - East Renfrewshire Council](#)

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, alternative arrangements will be sought. If a placing request to remain has not been submitted and approved, the Council may seek to exclude that child from the school.

[Children with additional support needs - East Renfrewshire Council](#)

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 into school

Prior to school placement a full assessment is carried out by members of a multi-disciplinary team. Parents/Carers are involved and kept informed at all stages. The professional opinions are then collated by Psychological Services and the recommendations discussed with the parents. The Education Resource Group (Schools) (ERG), chaired by Education meets on a monthly basis for a half day to consider new requests for support. The group makes recommendations based on robust assessment and all decisions will be outcome focused, making these more measurable.

Decisions will be supported by the use of established admission criteria for each resource/service/establishment. Parents/Carers and children may then 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' and 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/Carers are kept informed of the progress made by pupils during this transitional period.

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 events to participate in learning activities with their peers in other schools within the local catchment area.

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
2 Acting Principal Teachers (Pupil Equity Fund)
22.5 Full Time Equivalent Teachers
4 Instructors
5 CDOs
52 Pupil Support Assistants

Support Staff

1 Office Manager
3 Business Support Assistants
1 Janitor
1 Cleaner /Janitor
3 Catering staff
4 Cleaning staff

Specialist Staff

working in partnership with the school

School Community Medical Officer (SCMO)
2 School Nurses
Health & Wellbeing Workers – Karen Kelly
Ashleigh MacAuley
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

Miss Susan Calder – Lower Primary
Mr Simon Whyte – Upper Primary Lower Secondary
Mrs Shauna Melvin – Upper Secondary

Acting Principal Teachers

Mrs Susan Goodlad
Miss Kirsteen MacKay

Teachers

Mrs Jude Allen (0.6)
Ms Emma Barr (Supply)
Mrs Angela Boyle (0.8)
Mrs Jane Campbell (0.5)
Miss Hannah Corkell
Mr Graham Coubrough
Mrs Suzanne Creighton
Miss Victoria Devlin (On Secondment)
Ms Shannon Donaldson
Mrs Susan Goodlad (0.8)
Mrs Sarah May Griffin (0.5)
Miss Kristina Helmore (0.5)
Mrs Jennifer Hume (0.5)
Mrs Sheila Johnson
Ms Melissa Keane
Miss Alice Kimble
Mr Gordon Laird
Miss Holly MacKay
Miss Kirsteen MacKay
Mr Gavin Mair
Ms Shannon McCarthy (Supply)
Ms Charlotte McCourt (Supply)
Mrs Claire McEwan (0.5)
Ms Amy McIlreavy
Mr Ross McWhinnie
Mrs Stephanie Moir (0.5)
Mr Christopher Morrison
Mrs Marie Rankin
Mrs Siobhan Raji (0.5)
Miss Jane Robertson
Mrs Kiara Sim
Mrs Alice Wako
Mrs Colette Waldron (On Secondment)

**Instructors and
CDOs**

Miss Erica Craig
Mrs Marni Keirnan
Miss Gayle McMillan
Miss Linda Quinn (0.8)
Mrs Lindsay Bell (0.6)

Miss Hannah Dewhurst
Miss Siohban Gaughan
Miss Lynn O'Brien
Miss Susan Ross

Pupil Support Assistants

Mrs Samar Awaad
Mrs Gillian Beatt
Mrs Maureen Blackbourn
Mrs Cat Blackmore
Mrs Karen Boyle
Mr Gerry Byrne
Mrs Pauline Caffrey
Mrs Lisa Campbell
Mrs Louise Clarke
Mrs Elizabeth Conacher
Mrs Carole Dougherty
Mrs Nicola Duncan
Miss Nicola Dunn
Mrs Shazia Durrani
Mrs Elizabeth Ewing
Mrs Lynsey Fraser
Miss Susan Gailey
Mrs Joan Gallagher
Mrs Joanne Gardiner
Mrs Carol Gordon
Mrs Jennifer Green
Mrs Joan Hardie
Mrs Marion Hughes
Mrs Nicola Kane
Miss Orla Keirnan
Mrs Joanna Khan
Miss Kendal Kirk
Mrs Laura MacDonald
Mrs Lesley Macpherson
Miss Danielle Major
Mrs Gulzar Malik
Mrs Lorna Martin
Mr James McCann
Miss Kirstin McCormick
Mrs Catherine McCrorie
Miss Louise McDade
Mrs Susan McEnroe
Mrs Christine McKinven
Mrs Catriona McInnes
Mrs Gillian McLaughlin
Mrs Lynn Miller
Mr Andrew Morrison

Mr Abraham Okoubi
Miss Laura Ormiston
Mrs Lesley Paterson
Mrs Pamela Rafferty
Mrs Elaine Rankin
Mrs Maureen Sassarini
Mrs Lyudmyla Kapustenko
Miss Lucy Tominey
Mrs Jeanette Woods

**Secnior Business Support
Business Support Assistants**

Mrs Christine Sim
Mrs Morag Hunter
Mrs Val Anderson

School Nurses

Mrs Katrina McBride
Ms Colette McKeown

Health and Wellbeing

Mrs Karen Kelly
Mrs Ashleigh MacAulay

School Medical Officer

Dr Allyson Ramsey
Dr Sherin Hamza

**Speech & Language Therapist
(Visiting)**

Mrs Lyndsay Dickson

Physiotherapist

Ms Gill Marshall
Ms Emma McMillan

Educational Psychologists

Mr Nick Smiley
Mrs Kirstie Rees

School Chaplain

We have a Chaplaincy Team consisting of representatives from local churches

Janitors

Mr Robert Todd
Mr Joe Hart

Cleaning Staff

Hotel & Commercial Operations

Catering Staff

Mrs Kirsteen O'Neil

Internal Transport/Neighbourhood Services

Driver

Kevin Docherty
Michael McGinness
Jim Cross
Linda Borland
Brian O'Neill
John Patterson
Robert Lamb
David Buchanan
Andrew Quigley
Abdul Lateef
Michael Mooney

Frank Bolger

Woodfarm Taxi

Escorts

TBA
Louise McDade
Bernadette Lawson
Andrew McCafferty
Ann McGuire
Andrew Morrison
Angela Gribben
Roseann Kelson
Catherine McCrorie
Kirstin McCormick
Carol Gallacher
Orla Keirnan
Ashleigh MacAulay
Lynsey Fraser
Louise Clarke
Gerry Byrne
Karen Kelly
Erica Craig



School Year 2023/2024

EAST RENFREWSHIRE COUNCIL: EDUCATION DEPARTMENT

SCHOOL HOLIDAY ARRANGEMENTS 2023/2024

TERM	DATES OF ATTENDANCE	
First	Teachers return <i>In-Service</i> <i>In-Service</i> Pupils return	Monday 14 August 2023 <i>Monday 14 August 2023</i> <i>Tuesday 15 August 2023</i> Wednesday 16 August 2023
	Last day of school <i>September Weekend</i> <i>September Weekend</i> Re-open	Thursday 21 September 2023 <i>Friday 22 September 2023</i> <i>Monday 25 September 2023</i> Tuesday 26 September 2023
	Last day of school <i>In-Service</i> Re-open	Friday 13 October 2023 <i>Monday 23 October 2023</i> Tuesday 24 October 2023
	Last day of school	Friday 22 December 2023
Second	Re-open	Monday 8 January 2024
	Last day of school <i>In-Service</i> <i>Mid Term</i> <i>Mid Term</i> Re-open	Thursday 8 February 2024 <i>Friday 9 February 2024</i> <i>Monday 12 February 2024</i> <i>Tuesday 13 February 2024</i> Wednesday 14 February 2024
	Last day of school	Thursday 28 March 2024
Third	Re-open	Monday 15 April 2024
	Last day of school <i>May Day Holiday</i> <i>In-Service</i> Re-open	Friday 3 May 2024 <i>Monday 6 May 2024</i> <i>Tuesday 7 May 2024</i> Wednesday 8 May 2024
	Last day of school <i>May Weekend</i> <i>May Weekend</i> Re-open	Thursday 23 May 2024 <i>Friday 24 May 2024</i> <i>Monday 27 May 2024</i> Tuesday 28 May 2024
	Last day of school	Wednesday 26 June 2024

Good Friday 29 March 2024
 Easter Monday 1 April 2024

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 12 noon and is regarded as a learning experience. 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. We currently have 2 dinner sittings for senior pupils commencing 12.00 and 12.30. The timetable is therefore slightly amended accordingly.

Equal Opportunities and Social Justice

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.

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.

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 X (previously)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

Health and Wellbeing Worker

There are currently two Health and Wellbeing Workers in Isobel Mair School. They are responsible for pupil first aid and the daily medication routine as well as 'required meds' that are sent in by parents.

Health and Wellbeing workers will also liaise with school nurses and other specialist including Dieticians, Epilepsy Clinics etc. Information forms will be sent home at the start of the session to collate and support any medical needs. Health and Wellbeing Workers can be contacted directly by telephoning **0141 570 7619**

Please note that, in order to prevent spread of infection, 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.

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 7624**

Support Services

Educational Psychologists

The school is supported by East Renfrewshire Council Educational Psychological Service who support staff and offer guidance and advice to parents/carers. Our current allocation of EPs are Nick Smiley (primary) and Kirsty Rees (secondary)

Physiotherapy

Physiotherapists support pupils regularly in Isobel Mair School and work with children, staff and parents/carers. Parents/Carers 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 Gorbals Health and Care Centre 0141 201 5199.

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 2023-2024 for the following sessions are for improvements and enhancement in the following areas.

Isobel Mair School and Family Centre Improvement Plan 2023-2026



Our vision is to be welcoming, nurturing, creative and ambitious for every member of the Isobel Mair community where everyone is equally valued and respected

National Priorities – (Key priorities of the National Improvement Framework) Placing the human rights and needs of every child and young person at the centre of education. Improvement in children and young people's health and wellbeing. Closing the attainment gap between the most and least disadvantaged children and young people. Improvement in skills and sustained, positive school-leaver destinations for all young people. Improvement in attainment, particularly in literacy and numeracy.

NIF Drivers	Expected Outcome / Impact (what we will measure and report on)	Activities (what we will do to bring about improvement)
<p>School and ELC Leadership</p> <p>Teacher and Practitioner Professionalism</p> <p>Curriculum and Assessment</p> <p>School and ELC Improvement</p> <p>Performance Information</p> <p>Parent / Carer involvement and engagement</p>	<ul style="list-style-type: none"> A rights based culture, centred on Getting it Right for Every Child Practices and experiences which ensure the needs of children and young people are identified and addressed A culture of self-evaluation and continuous improvement in our school and family centre An increase in the percentage of pupils and families agreeing they have opportunities to celebrate the personal achievements of their child (children) Improved literacy and numeracy attainment throughout the years of the brood and general education An increase in activities which support prevention, early intervention, improve outcomes and reduce inequalities A further improvement in planning for school leaver destinations Demonstrate our commitment to embedding Holocaust education in their school, to developing teacher knowledge and skills in Holocaust education 	<ul style="list-style-type: none"> Review, update and evaluate our diversity and social justice policy including Rights, Respecting Schools (UNRC) In partnership with colleagues across the Council continue to implement The Promise and updated Child protection Guidance Continue to implement the Parental Engagement and Involvement Strategy 2021-2024 Implement the recommendations from both the National ASL review and the department's ASN review Continue to use Pupil Equity Fund to make decisions about which children and young people would benefit most from any particular intervention or approach, whilst keeping a clear focus on delivering equity (Pupil Equity Funding – National Operational Guidance – 2018) including a portion of participatory budget Finalise the Nurture policy for IMS and FC -> implement the policy Development of Senior Phase mapping tool to help inform parents and young people in the Senior Phase Continue to implement the Developing the Young Workforce Action Plan 2022-2025 Extend use of tracking tools available through the IMS and FC and ERC tracking tool including wider achievement Undertake the Vision Schools Scotland validation process Emotion Works collaboration project specifically developed for ASN workshops Work towards achieving the Gold family focused approaches in the School in line with the Family Centre

Everyone Attaining, Everyone Achieving through Excellent Experiences

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 Isobel 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 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 key to the success of this approach is intensive team-teaching, which requires detailed and precise management by the Class Teacher.

Each pupil has a Wellbeing Plan 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 Wellbeing 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) some 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.

Involving Parents/Carers

Research consistently demonstrates that where parents/carers 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/Carers make a difference

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

Parents/Carers in partnership with schools

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

At present, contact with parents/carers takes many forms including:

- Daily updates via Seesaw/diaries
- Newsletters/Sways
- Pupils' wellbeing plans and reports
- Meetings to discuss pupils' progress
- Open Access Policy
- Information evenings
- Induction days for new pupils/parents and carers
- Class open mornings
- Parent Council
- School website
- X (previously 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.

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

Advice and information is also available at 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.

East Renfrewshire Carers Centre

East Renfrewshire Carers Centre was formed in 2001 by a group of local volunteers who wanted to improve information, advice and support to carers and young carers.

Since this date we have continued to work with East Renfrewshire Council and have established the Carers' Centre as the main voluntary sector service specialising solely in supporting carers and young carers.

The Centre is governed by a Board of volunteers who oversee all governance of the charity and have the responsibility for managing and supporting the staff and volunteers of the Centre.

Our dedicated staff team provide a high quality service providing a range of emotional and practical supports to carers as they face the many challenges and difficulties that often come with caring responsibilities

Advice and information is available at [Home - East Renfrewshire Carers Centre](#)

East Renfrewshire Money Advice and Rights Team (Mart)

Find out how we can help if you're worried about debt or struggling to manage your money. We can also help you find out what benefits you're entitled to and appeal decisions you're unhappy with.

Advice and information is available at [About money advice and rights - East Renfrewshire Council](#)

East Renfrewshire Family First

Family First is a free, confidential advice and information resource in East Renfrewshire.

Aim

Our aim is to provide support by working in partnership with families.

We can help and enable you to access local services professional and voluntary, ensuring the children get the best possible start in life.

We understand that families can run into difficulties, emotionally, financially or even physically that may prevent us doing the simplest of things.

Whatever you'd like to speak about, our team can offer support and advice on issues surrounding school, health, home, money, parenting, additional support needs (with or without diagnosis) and confidence building.

Advice and information is available at [Family Services - East Renfrewshire Council](#)

East Renfrewshire Health and Social Care Partnership

The Health and Social Care Partnership (HSCP) is responsible for delivering all local health and social care services to East Renfrewshire.

The HSCP is a partnership between East Renfrewshire Council and the NHS.

Along with community health and care services, the partnership provides health and social care services for children and families and criminal justice social work.

Our vision

Our vision is to work together with the people of East Renfrewshire to improve lives.

We will achieve this by:

- valuing what matters to people
- building capacity with individuals and communities
- focusing on outcomes, not services

Advice and information is available at [About the Health and Social Care Partnership - East Renfrewshire Council](#)

ERA-East Renfrewshire ASN Parent Action Group

We're trying to make things better for children and young people with Additional Support Needs, and provide peer support for their families.

We do this by running 3 clubs and a Facebook group for parents and Carers, ERA Juniors weekly, ERA Teens fortnightly, and ERA Outdoors in holidays.

<https://www.facebook.com/groups/1445706065749029/>

Advice and information is available at

[ERA - East Renfrewshire ASN Parent Action Group, organised by Jeanette Jones - Co-operate \(coop.co.uk\)](#)

East Renfrewshire Citizens Advice Bureau

[About us](#)

Citizens Advice Scotland, the Extra Help Unit and our 59 member bureaux together form Scotland's largest independent advice network.

In 2020-21 the Citizens Advice Service network helped over 171,000 clients in Scotland and dealt with over 647,000 advice issues. With support from the network clients gained almost £147 million and our self-help website Advice in Scotland received approximately 5.4 million page views.

Advice provided by our service is free, independent, confidential, impartial and available to everyone.

We look at the problems people bring to our advice services and campaign for change where it's needed most.

We work for a fairer Scotland where people are empowered and their rights respected.

Advice and information is available at

[East Renfrewshire Citizens Advice Bureau | Citizens Advice Scotland \(cas.org.uk\)](#)

SupERkids

SupERkids is a voluntary, non profit making parent led group. Every penny funded goes towards the children. We seek funding from all potential sources in order to provide a variety of social clubs and events for East Renfrewshire's children & young adults with additional support needs.

As our young people have multiple needs we need staff to support them at our clubs. We purchase a collaborative support service from the Inclusive Support department of East Renfrewshire Council who provide highly trained and knowledgeable staff who comply with all regulatory standards. This lets our kids gain independence, have time away from their parents and carers while having fun.

[Superkids – Activities for Children with additional support needs](#)

Complaints Policy

Rationale

As a school, we pride ourselves in offering a first class service to all parties- pupils, parents/carers 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 Senior Leadership 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:

Clare Creighton
Quality Improvement Manager

Siobhan McColgan
Head of Service

Mr Mark Ratter
Director of Education

Community Involvement

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

We are also closely involved in events with schools from the local Eastwood Cluster Group.

Some events we are involved in include:

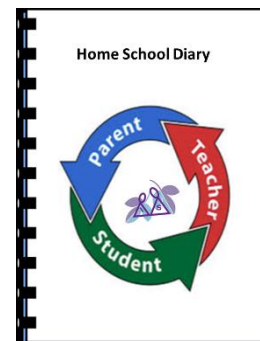
- Inviting senior citizens in the local community into school.
- Working with volunteer senior pupils and work experience pupils from ERC schools
- Fund raising for various charities throughout the year.
- Excursions by class groups to places linked to class topics e.g. Scottish Parliament, ERC Head office, theatres and museums.
- Visits to school by Community police, Strathclyde Fire and Rescue giving talks on safety etc.



Communication Policy

Seesaw

Staff write to inform parents/carers of events and of pupil progress on a daily basis. It is useful for both parents/carers and staff to use a means of exchanging information, discussing immediate problems, arranging appointments and facilitating liaison with other support agencies. If you require additional reporting on a daily basis then please contact us.



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'/Carers' Evenings

Parents/Carers are invited to 2 Parents'/Carers' Evenings in each of our campuses each school session. Parents'/Carers' Evenings allow for individual review of pupil progress towards attaining identified learning targets. Appointment times will be issued prior to the Parents'/Carers' 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 and carers. The Head Teacher or the Educational Psychologist may also give presentations to all parents/carers.

Annual Reports

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

Working Together

Annual Wellbeing Meetings

Annual Wellbeing Meetings are offered for all pupils in the course of every session. Reports may be submitted by all professionals supporting each child/young person and these are fully discussed with parents and carers. Parents/carers, school staff and other professionals are given notice of this meeting and are asked to confirm their intention to attend. The Annual Wellbeing 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. Copies of Wellbeing Plans 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/carers are invited to a Wellbeing Transition Meeting. This initial transition meeting is followed by Transition Review 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 and involve 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 Leadership and staff in the school. The Leadership Team and staff work closely with Educational Psychological Services, ERC HSCP (Health and Social Care Partnership), and other agencies as appropriate, to ensure that all necessary supports are in place prior to our young people leaving school.

Joint Support Team Meetings

Joint Support Team meetings are held throughout the session. These meetings are attended by Head Teacher, Depute Head Teachers and Educational Psychological Services. Class staff can make referrals to this Team for further discussion and to identify ways in which we can support our children and young people in their learning and behaviour.

NHS School Nurse/Health and Wellbeing Workers Liaison Meetings

These meetings are attended by Depute Heads of Departments, Depute Head of Centre (Family Centre), our Health and Wellbeing Workers, School Nurses and Principal Teachers. These meetings are also scheduled throughout the school session and ensure information concerning new entrants and existing pupils is shared to support our children's overall health and wellbeing. Principal Teachers may also attend these meetings. NHS staff maintain patient confidentiality in these meetings and private information is not shared, without the hitherto consent being provided from parents and carers. There may also be discussion around delivering Career Long Professional Learning opportunities such as administration of medication, gastrostomy feeding, tracheostomy care, etc. Expertise from other departments within NHS will be organised during these meetings or as and when a requirement presents.

NHS Allied Health Professionals Meetings

These meetings are scheduled with both Speech and Language Therapists and School Physiotherapists (separately) throughout the school year. Depute Heads attend these. Again, information around new entrants or areas for action are discussed. Patient confidentiality is also at the heart of any discussion in line with NHS guidance. This may be to discuss referrals, updating any equipment requirements, organising professional dialogue with Educators and delivering Career Long Professional Learning opportunities to our staff in line with the needs of our children.

Moving and Handling

Some of our children and young people require the support of equipment to access and move around the school. They may need support with personal care routines such as going to the toilet, dressing and undressing, eating and drinking. Iain Barclay, our Moving and Handling Officer will meet with the Leadership Team to discuss any identified need as well as discussing any issues with Physiotherapists. Iain works in Isobel Mair School and Family Centre on Wednesdays which promotes collegiate working with our NHS GG&C Partners and Education staff.

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:

Co- Chair : Mairi-Jean Watkins

Co- Chair: Brooke Moir

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 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. Advice is available on a range of websites promoting healthy eating. We do recognise that many children go through phases of food preferences and restricted diets; our children are no different. We would encourage you to link with your class team to advise of any special dietary requirements during snack and lunch.

There is updated guidance on this at [Healthy Eating in Schools \(careinspectorate.com\)](https://www.careinspectorate.com/healthy-eating-in-schools/)

These preferences are **not** those relating to children and young people with whom close links and specific arrangements and guidance are already in place with dietician, school nurses and Speech and Language Therapists when thinking about eating and drinking-as well as the associated health risks.

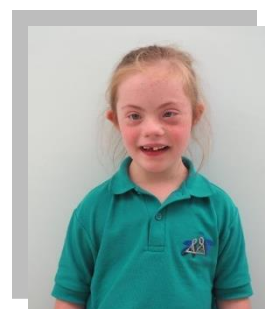
Isobel Mair School Uniform

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;
Stevenson's, 310 Clarkston Road, Muirend G44 3EG
Tel No: 0141 471 8278

My Clothing (previously Tesco Uniform)

<https://myclothing.com/>



P1 –P7



S1 – S6

Blossoms Schoolwear, 130 Ayr Road, Newton Mearns G77 6EG
Tel No: 0141 639 8616

Attendance and Absence

East Renfrewshire 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** regarding the date when transport will be required from again.

Isobel Mair School Transport



All our East Renfrewshire pupils are provided with free transport from home to school. Neighbourhood Services/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 postural supports (safety harnesses) are provided and parents/carers are requested to support the drivers in implementing current appropriate Health and Safety Policy Guidelines.

Each bus has at least one escort who is advised by school staff and Partners on –

- Physical management of pupils with complex difficulties
- Health and Wellbeing support
- Management of specific behaviours that may be distressing

Details re- transport are discussed with parents and carers prior to admission. Parents/Carers 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/Health and Wellbeing Workers on arrival at school.

Bus escorts are trained in a range of wellbeing supports for pupils who may require a specific intervention. It is the responsibility of the DHT to ensure that bus escorts receive appropriate training to meet the needs of those children travelling on their bus. There are regular meetings with Bus Escorts, Neighbourhood Services and the Education Department throughout the school session.

Parents/Carers are requested to be punctual at all times to avoid disruption to the transport schedule.

Our Curriculum

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

A Curriculum for Excellence 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 phase pupils attain units, courses and awards within the SQA National Qualification Framework which supports the development of Core Skills in Literacy & Numeracy; Health and Well Being; Problem Solving; and Technology.

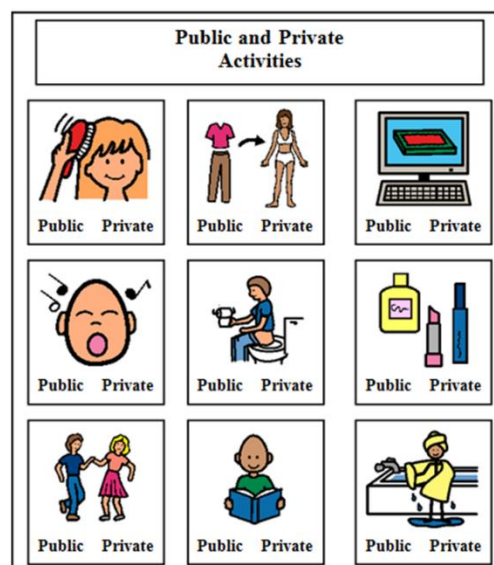
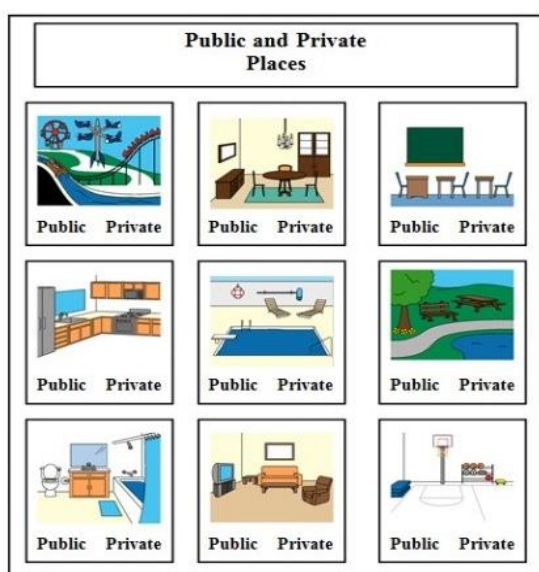
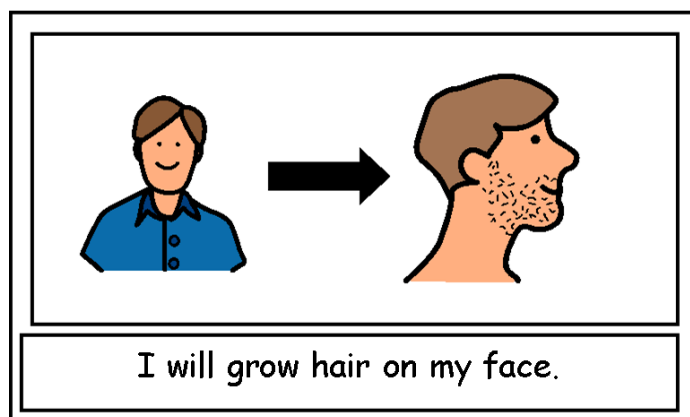
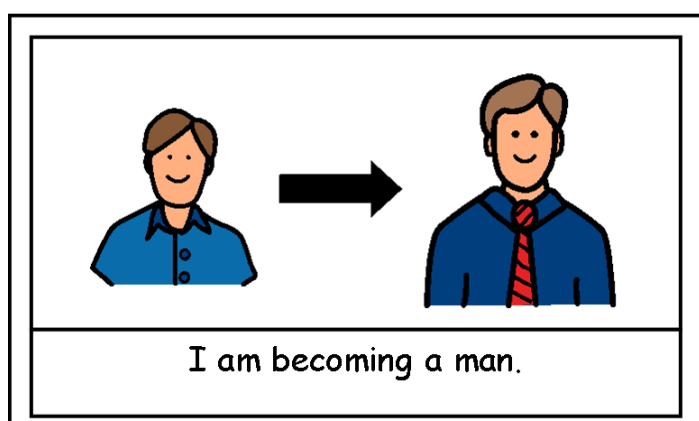
Our aim is to ensure that, through multi-disciplinary working and embracing individual learning styles through creative use of ICT all pupils fulfil their potential. We aim to present the **CONTENT** of our curriculum in challenging, relevant, exciting **CONTEXTS** for learning.

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

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. [Home - RSHP](#) for the latest resources

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



Religious and Moral 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.

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

[Religious and moral education | Curriculum areas | Curriculum for Excellence | Education Scotland](#)

Links with F.E. Colleges

In 5th and 6th years some senior pupils are given the opportunity to attend link development courses at City of Glasgow College, West College Scotland, Clyde College and Kelvin College. Places and courses offered are at the discretion of the college. 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 the ERC Vocational Skills for Work programme through the Grow cook and Eat Course. This involves working at Eastwood Allotments and West College Scotland Professional Kitchens with the course delivered by College Tutors supported by IMS staff.



Hospitality Skills for life long learning at West College



Horticulture Skills at the allotment. Skills for lifelong learning

DYW and Links with Employers

[UN Convention on the Rights of the Child - UNICEF UK](#)

Article 2 states: The Convention applies to every child without discrimination, whatever their ethnicity, gender, religion, language, abilities or any other status, whatever they think or say, whatever their family background.

Article 23 states: A child with a disability has the right to live a full and decent life with dignity and, as far as possible, independence and to play an active part in the community. Governments must do all they can to support disabled children and their families

The school is constantly working to develop opportunities for pupils to gain experience of the World of Work through enterprise projects, careers events, skills training and work experience for our Seniorpupils. This may be delivered in or out of school to meet pupil needs. Current partners and projects include:

- Greenlaw Business Centre raised beds project
- Include ME too work experience placements in cafes and community projects
- ERC Community pathways bike maintenance/ jewellery making training
- City Building Works placements

Recent leavers have maintained placements with our employers and are continuing to develop their employability skills.



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

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

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 X (previously Twitter) @IsobelMair about the arrangements for the closure. There will also be up to date information on ERC's X @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/carers 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/X 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 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.

General Data Protection Regulations (GDPR)

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 (Carlibar 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

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
The ICO also have a regional office at:

45 Melville Street, Edinburgh EH3 7HI
Telephone: 0303 123 1115 e-mail: 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 6UG 0141 577 3900
Southbank Centre (Balvicar Clinic)	207 Old Rutherglen Road Glasgow G5 ORE Tel. 0141 201 0912

[Southbank Child Development Centre \(CDC\) \(autism.org.uk\)](http://autism.org.uk)

Other useful websites

East Renfrewshire Council	East Renfrewshire - East Renfrewshire Council
Education Scotland	Education Scotland Education Scotland
Psychological Services	https://blogs.glowscotland.org.uk/er/PsychologicalService/
Child Protection	Child Protection Committee - East Renfrewshire Council
ERC Parental Involvement ASL	Disability information - East Renfrewshire Council Family Services - East Renfrewshire Council
Inclusive Support Service	Inclusive Support Services - East Renfrewshire Council
East Renfrewshire Active Sports	http://www.eastrenfrewshire.gov.uk/index.aspx?articleid=2222
East Renfrewshire Carers	http://www.eastrenfrewshirecarers.co.uk/
Family Fund	http://www.familyfund.org.uk/
East Renfrewshire Good Causes	http://www.ergoodcauses.co.uk/
Learning Disability Team	Learning Disability team - East Renfrewshire Council
Parents as Partners in learning	My child Parentzone Scotland Education Scotland
Call Scotland	CALL Scotland
PAMIS	PAMIS Promoting a more inclusive society Working with people with a profound and multiple learning disabilities and their families for a better life