

# Errol Primary School



## School Handbook

### Academic Session 2012-2013

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## **Introduction**

In accordance with the Education (Scotland) Act 1980 and the Education (School and Placing Information) (Scotland) Regulations 1982, Perth & Kinross Council Education & Children's Services' schools produce handbooks covering the following three categories of information:

- 1 School Information
- 2 Local Authority Information
- 3 Statistical Information (contained within School Information)

Whilst the information contained in this school handbook was accurate at the time of publication (December 2011), further changes may have occurred since then.

# 1 School Information

The school handbook is legally required to contain some information and this is marked below with an asterisk\*. Those areas which are not marked are Perth & Kinross Council recommendations only.

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2. Delineated Area\*
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  - b) Maths
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## 1 Introduction

### History of the School

Errol Primary School stands in its own spacious grounds and gardens at the east end of the village of Errol. The Victorian part of the school building dates from 1897 and, until the introduction of Comprehensive Education in 1973, was a Junior Secondary School. The old Primary School is situated in School Wynd, adjacent to the old churchyard; it has now been converted into private dwellings. The school was extensively refurbished and extended in 2009 to meet the needs of modern education.

## 2 Delineated Area

North Boundary	-	the A90 Perth/Dundee Road (with the exception of Valleyfield)
East Boundary	-	a line extending from the Horn Milk Bar to Bogmiln Farm and Seaside
West Boundary	-	a line extending from Hill of Errol Farm to Muiredge Road and its junction with the A90
South Boundary	-	the River Tay

A map of the area is held within the school for consultation. Parents living outwith this area who wish to enrol their children in the school must complete a placing request form and submit it to the Executive Director, Education and Children's Services, Pullar House, 35 Kinnoull Street, Perth PH1 5GD.

## 3 Factual Information

### Staff at Errol Primary School

#### Teaching Staff

Head Teacher	Mr Alan McKenzie, B.Ed, PGCE
Principal Teacher	Miss Marie Gilchrist, MA (Hons) PGCE
Class Teachers	Miss Sheana Cameron, MA (Hons) PGCE Miss Jenni Leslie, B.Ed (Hons) Miss Annelie Graf, BA (Hons) PGDE Mrs Nicola Brown BA, PGDE Mr Fraser Ellis BA, PGDE Miss Mairi Thomson (Probationer Teacher)
Nursery Teacher	Mrs Josephine Shore Dip,Ed
Support for Learning	Mrs Elaine King, B.Ed HND
Class Support Teachers	Mrs Susan Morrison, MA (Hons) PGCE (supply) Mrs Patricia Neville, BSc (Hons), PGCE (supply)

Visiting Specialists	Mr Andy Lochhead (PE)
Visiting Specialists	Mrs Noeleen Ogg (Drama)

### **Support Staff**

Secretary	Mrs Sue Davies
Auxiliary	Mrs Jackie Clarke (part-time)
Classroom Assistant	Mrs Wendy Wallace
Early Years Childhood Practitioners	Mrs Julie Clarke (Mon & Tue) Mrs Wendy Ross (Wed, Thu & Fri) Mrs Helen Aitchison (Mon – Fri am only) Mrs Joan Reed (Full-time) Mrs Jane Budge (Full-time)
Support for Learning Assistants	Mrs E Ann Hodge (temporary) Mrs Trish Thomson (temporary) Mrs June Clark (temporary)
Facilities Assistant	Mr Jim Denney (shared)
Cook in Charge	Mrs Janette Merralls
Dinner Lady	Ms Nancy Brimacombe
School Cleaner	Mrs Ruth Robertson Mrs Sandra Gallacher Mrs Dot Kelsey Ms Linda Murray
School Chaplain	Rev Douglas Main - Errol Parish Church
School Doctor	Dr R Forster
School Nurse	Mrs Susan Currie
Health Visitor	Ms Marie McCash

### **Registration and Induction Procedures**

Parents of Primary 1 beginners are to register their child before the end of January. Registration forms may be collected from the school office and returned when completed along with the child's birth certificate and parent/guardian's child benefit book/letter showing proof of address.

All children starting school for the first time are invited to the school in the summer term to meet the Primary 1 teacher and to work in the classroom they will be in when they start school. In addition parents will be invited to an information meeting in June during which parents can ask questions and exchange information of mutual interest.

Parents of children transferring from another school may wish to make an appointment to meet with the Head Teacher. Registration forms can be completed at the school office.

## **Secondary Education**

Pupils of Errol Primary School normally transfer to Perth High School on completion of their primary education. There is a range of opportunities for liaison between the schools.

During the summer term members of staff from Perth High School visit the school. They meet and talk with the Head Teacher, the teacher of P7 and the pupils. Subsequently arrangements are made for all pupils transferring in August to Perth High School to visit the school during the month of June. The pupils spend two days familiarising themselves with the S1 timetables, the teachers and the routine of the school.

Parents of P7 are given the opportunity of visiting the secondary school during the year. All pupils about to transfer to secondary school usually receive full information about their classes from the Depute Rector before the end of P7.

Transition activities such as Fun Days, curriculum workshops, involving P7 pupils from Perth High feeder primary schools are arranged for the summer term and sports activities for P7 pupils at Perth High School are sometimes offered throughout the session leading to transfer.

Representatives from all the primary schools feeding to Perth High meet with representatives from the secondary school during the year. This provides a vital forum for primary and secondary colleagues to keep in touch with each other and to discuss educational matters of mutual interest. From time to time working groups are set up within the cluster to produce materials relevant to all schools which can be used either directly with pupils or with teachers as part of staff development activities.

Parents who wish their child to attend a secondary school other than Perth High School should complete a placing request form and submit it to the Executive Director, Education and Children's Services, Pullar House, 35 Kinnoull Street, Perth, PH1 5GD, after receiving their notification of transfer to secondary school, usually in January of the year of transfer.

## **School Meals**

Meals are prepared in the school kitchen and served in the adjacent dining room where pupils having packed lunches are also accommodated. School lunch currently costs £1.80 per day. We request that pupils bring dinner money on Monday morning to cover the cost of lunches to be taken that week or on the day a lunch is required. Tayside Contracts will not accept credit for meals

## **4 School Vision, Values & Aims**

At Errol our vision is:

Everyone involved with Errol Primary School works together to achieve success for themselves and others, by helping each other to feel welcome and happy, and by supporting each other to work hard and improve learning.

At Errol we value:

- Working hard
- Being honest
- Being open-minded

- Being fair
- Being respectful
- Being kind

At Errol we aim to:

- Work hard at improving learning, teaching and achievement
- Help children feel good about themselves and each other
- Value parents as the main educators of their children and welcome parents into the life of the school
- Work together with other people who help us to benefit children and families
- Help children make a positive contribution to the local community of Errol and the wider communities of Scotland and the World
- Help children to behave well and to be polite and respectful to others
- Provide a broad general education for all children
- Show our commitment to our vision, values and aims through our actions

Our vision, values and aims were developed in consultation with pupils, parents and staff.

## 5 Visits

### Parental Visits

Parents are welcome in school. If an interview with a class teacher or Head Teacher is required please contact the school to arrange an appointment at a mutually convenient time.

On arrival at the school all visitors, including parents, should report to the office where Mrs Davies will welcome you. When the office is closed at lunch time visitors should approach the playground staff, who will be pleased to help with your enquiries. Adults, including parents, should not directly approach a child on school premises.

## 6 Organisation of School Day

The present school roll is 159. Pupils are organised into 7 classes, some of which are composite. Because of the nature of the school the composition of classes will vary from year to year depending on the numbers of pupils at particular stages. Generally all full time teachers, including the Head Teacher, are class committed.

There is also a nursery class attached to the school, providing 32 part time morning places and 32 part time afternoon places for eligible children, which includes 8 full time places for children who meet the support for children and families criteria.

All classes start	9.00am
Mid Morning Break	10.40am to 10.55am
Lunch Break – Primary 1 to 7	12.35pm to 1.30pm
School closes – Primary 1 to 7	3.10pm
School Office Hours	8.15am – 10.25am, 10.40am – 1.00pm and 1.30pm – 3.15pm

## School Terms and Holidays 2012-2013

Autumn Term	Start	Staff Pupils	Monday 13 August 2012
	End		Tuesday 14 August 2012 Friday 5 October 2012
Autumn Holiday	Start		Monday 8 October 2012
	End		Friday 19 October 2012
Winter Term	Start		Monday 22 October 2012
	End		Friday 21 December 2012
Christmas Holiday	Start		Monday 24 December 2012
	End		Friday 4 January 2013
Spring Term	Start		Monday 7 January 2013
	End		Thursday 28 March 2013
Spring Holiday	Start		Friday 29 March 2013
	End		Friday 12 April 2013
Summer Term	Start	Staff Pupils	Monday 15 April 2013
	End		Tuesday 16 April 2013 Thursday 27 June 2013
May Day Holiday			Monday 6 May 2013 (to be confirmed)

Parents will be informed of other holiday dates once set.

## 7 Uniform/Clothing

We aim to cultivate pride in belonging to our school community and wearing uniform is central to this. Our pupils are encouraged to wear uniform at all times and parents are asked to comply with our request not to permit pupils to attend school wearing jewellery, nail polish, make up, football strips or colours and other casual attire more suited to evening and weekend wear.

Current options for school uniform are:

Boys	Girls
Grey or black trousers	Grey or black skirt of an appropriate length, pinafore or trousers
White shirt with school tie	White blouse with school tie
Navy knitwear	Navy knitwear
White school polo shirt	White school polo shirt
Navy school sweatshirt	Navy school sweatshirt

Navy school fleece  
Grey, navy or black socks

Black shoes  
Blazer

Navy school fleece  
Grey, navy, white or black socks (below the  
knee); or grey, navy or black tights  
Black shoes  
Blazer

A school tie is not essential if a school polo shirt or sweatshirt is worn. These may be ordered through the school. For winter wear a cosy pull-on hat and fleece with the school crest are also available for purchase through the school. Samples are available for inspection in the office.

## **Physical Education Kit**

### **Boys and Girls**

White T-shirt  
Black or navy shorts  
Gym shoes

Swimsuits and towels may be needed during the year for senior pupils.

Trainers that are normally worn outside are not suitable for use in the gymnasium. When the weather is reasonable we make use of our playground and the park just behind the school. Tracksuits and trainers are acceptable, even essential, during this time. Football strips or colours should not be worn for PE.

For safety reasons all jewellery should be removed during Physical Education lessons.

## **8 Curriculum**

Within Errol Primary School we adhere to the national and local guidelines on education 3-18 and follow 'Curriculum for Excellence' in order that our pupils experience a curriculum which is broad, balanced, coherent and consistent, and allows for progression from Nursery through to Secondary and beyond.

We would encourage parents to ask about those aspects on which they need more information.

### **Curriculum for Excellence (CfE)**

The aim of a curriculum for excellence is to enable all young people to become:

#### **Successful Learners**

with:

enthusiasm and motivation for learning  
determination to reach high standards of achievement  
openness to new thinking and ideas

and able to:

use literacy, communication and numeracy skills  
use technology for learning  
think creatively and independently  
learn independently and as part of a group

make reasoned evaluations  
link and apply different kinds of learning in new situations.

### **Confident Individuals**

with:

self-respect  
a sense of physical, mental and emotional well-being  
secure values and beliefs  
ambition  
and able to  
relate to others and manage themselves  
pursue a healthy and active lifestyle  
be self-aware  
develop and communicate their own beliefs and view of the world  
live as independently as they can  
assess risk and make informed decisions  
achieve success in different areas of activity.

### **Responsible Citizens**

with:

respect for others  
commitment to participate responsibly in political, economic, social and cultural life  
and able to:  
develop knowledge and understanding of the world and Scotland's place in it  
understand different beliefs and cultures  
make informed choices and decisions  
evaluate environmental, scientific and technological issues  
develop informed, ethical views of complex issues.

### **Effective Contributors**

with:

an enterprising attitude  
resilience  
self-reliance  
and able to:  
communicate in different ways and in different settings  
work in partnership and in teams  
take the initiative and lead  
apply critical thinking in new contexts  
create and develop  
solve problems.

Curriculum for Excellence has 8 curricular areas:

### **CfE Languages**

There are two aspects of the languages area of the curriculum. The first covers

experiences and outcomes in the language a young person needs in order to engage fully in society and in learning - whether that is English, Gaelic or, for young people who need additional support, the means of communication which enables them to communicate most effectively. The second covers experiences and outcomes in additional languages.

### **CfE Mathematics**

Mathematics includes specific aspects of numeracy which will be developed both in mathematics and through activities in other areas of the curriculum. The work is presented to children within interesting and meaningful contexts with problem solving featuring as an integral element. The use of computers and calculators is encouraged where appropriate. Games, construction and practical activities are used as essential tools to aid understanding. Mental mathematics is encouraged as many of the mathematics problems found in real life situations are best and most quickly resolved mentally.

### **CfE Sciences**

Science includes experiences and outcomes in biological, chemical, physical and environmental contexts.

### **CfE Social Studies**

Social studies includes experiences and outcomes in historical and geographical, social, political, economic and business contexts.

### **CfE Technologies**

This curriculum area includes creative, practical and work-related experiences and outcomes in craft, design, engineering, graphics, food, textile, and information technologies.

### **CfE Expressive Arts**

The expressive arts include experiences and outcomes in art and design, drama, dance and music.

### **CfE Health and Wellbeing**

Health and wellbeing includes experiences and outcomes for personal and social development, understanding of health, physical education and physical activity, and contributions from home economics. It also includes approaches and activities such as physical activity and nutrition, planned by pre-school settings, schools or colleges to promote the health and wellbeing of their learners and the wider community. In our school we follow Perth and Kinross Education and Children's Services Policy Guidelines for sex education. Parents may view sex education resources in school at any time. Requests should be made through the school office.

## **CfE Religious and Moral Education**

Religious and moral education includes learning about Christianity and other world religions, and supports the development of beliefs and values. It also includes aspects of philosophical enquiry. Children who attend denominational schools will experience religious and moral education through the perspective of the school's faith community.

### **Homework**

Pupils will be given a limited amount of homework to do during school terms. Our homework policy was updated during session 2008-2009 and copies are available on request. We ask that parents familiarise themselves with our policy. Supporting pupils at home is very important for overall pupil progress.

### **Pupils with Additional Support Needs**

In accordance with Perth and Kinross Council policy the needs of pupils with Additional Support Needs (ASN) will be met, where possible, in the classroom with mainstream peers. Progress of pupils is monitored and regularly discussed with parents both formally and informally. Formal reviews are held when necessary.

Regular meetings will be held to review and monitor the progress of pupils with recorded Additional Support Needs. This enables all the agencies who are supporting the pupil to share information and establish appropriate ways to meet pupils' needs.

### **Assessment**

Teachers carry out continuous assessment of pupils throughout the school session. Assessment is carried out in a variety of ways and will usually be built into the day to day activities of the class.

### **Reporting**

Parents are offered appointments to meet with teachers to discuss their child's progress and attainment twice a year. Annual progress reports of pupils are sent to parents in May/June. Parents may wish to take the opportunity to comment on the report on the response form.

### **Quality Report**

Schools in Perth and Kinross are required to produce an annual report on the work of the school during the session and a plan for future development. Copies are available for inspection in the school office and a copy is available in the school foyer. Parents can request an individual copy if desired.

## **9 Extra Curricular Activities**

### **Extra-Curricular and Out of Hours Learning Activities**

The extra curricular activities offered to pupils will vary from session to session.

Currently football, netball, gymnastics, running, country dancing, calligraphy and choir, are offered to pupils during the session. All these activities are taken by members of the school staff, and a volunteer.

We are very keen to extend the range of activities on offer to pupils. Any parent who would like to share any skills and expertise they have with pupils should contact the Head Teacher to discuss possibilities.

## **10 Positive Behaviour Management**

### **Behaviour Management and Discipline**

If a school is to function so that each pupil is able to achieve his or her full potential, certain standards of behaviour are required. Emphasis in our school is placed on self-discipline through the development of positive attitudes and caring responsibility.

Behaviour which disrupts the peaceful, caring environment of our classrooms or play areas or jeopardises the health and safety of others will be appropriately and fairly dealt with. Pupils exhibiting such behaviour may be in receipt of a sanction, such as being detained at playtimes or during the lunch break by either the class teacher or Head Teacher or they may have extra work sent home or both. Parents will be informed if there is a persistent and/or serious breach of discipline. If the problem persists, parents will be invited by letter to come to the school to discuss strategies for resolution of the difficulty.

We wish to work with parents to ensure the well being of all pupils and the maintenance of an atmosphere conducive to learning. With the cooperation of parents we would hope to avoid the need for serious sanction or, ultimately, exclusion, whenever possible. We are confident that parents will want to support the school in the maintenance of high standards of behaviour.

### **Bullying**

We in Errol Primary School are confident that our positive strategies actively encourage self discipline and caring attitudes in our pupils. However on occasion there may occur a serious breach of discipline. We consider bullying to be in that category.

Where bullying, that is the systematic intimidation of an individual or group by an individual or group, is detected or suspected, it is taken very seriously. Experience has shown that parental involvement at an early stage normally results in a satisfactory resolution. Within the school, measures are promptly taken to help the victim and the perpetrator. The situation would then be monitored over time.

Should a pupil's behaviour not respond to these measures the school can enlist the aid of people from external agencies, for example an Educational Psychologist or Educational Social Worker, who will be involved in planning strategies to help.

Parents are consulted and involved where appropriate.

## **11 School Rules**

Everyone in our school is expected to adhere to our school's GOLDEN RULES

Always be kind and considerate to everyone  
Never hurt another person or their feelings

Always keep yourself and others safe  
Never do anything that could be dangerous

Always take care of everything inside and outside the school  
Never damage the school's or other people's property

Always be well mannered and speak politely  
Never be rude or use bad language

Always be a good friend and allow others to join in your games  
Never be selfish

Always be honest and truthful  
Never tell lies or take anything that does not belong to you

Individual classes may also compile their own set of GOLDEN RULES.

## **12 Attendance**

It is a legal requirement for parents or carers to ensure that children in their care attend school regularly. Where possible parents are asked to inform the school on the first day if their child is to be absent through illness. On a pupil's return to school after an absence, for whatever reason, a note of explanation should be sent to the class teacher so that the absence may be recorded as authorised by parents or carers. If a child has an unsatisfactory or unexplained absence record, Education Support Services may be informed and a home visit may subsequently be made. Continued non-attendance may result in referral to the Children's Panel.

Pupils should come to school on time so that they do not miss any of their work or disrupt that of others. Punctuality is a habit which, once formed, will serve children well in later life and is one which we wish to encourage throughout a child's school career. If your child is to be late it is helpful if you can send in a note or telephone the school so that we know the child is late with your knowledge. If a child is late on a regular basis the school will inform you by letter. Where poor timekeeping becomes a persistent problem the school may inform Education Support Services.

If a child who goes home to lunch remains at home for the afternoon session, we would appreciate a phone call informing us of this in the interest of pupil safety.

Pupils may be ill during the session or may have to be absent from school for essential appointments. These absences are clearly unavoidable. However an increasing number of parents are taking pupils out of school during term time for family holidays. This is being actively discouraged by Perth and Kinross Council as it necessitates pupils missing vital teaching time which can have a detrimental effect on future attainment and can affect social development. All holiday absences are registered as unauthorised in accordance with Council policy. Parents should avoid planning holidays within school term time unless no alternative is possible. Where parents cannot avoid planning holidays in term time they should notify the Head Teacher of their intended holiday dates. No homework will be provided by the school for pupils withdrawn to go on holiday.

If a child is to be withdrawn from school during the day, for example, for a dental appointment, a note should be sent to the Head Teacher, normally through the class

teacher. Parents should collect their child from the school unless circumstances are exceptional, in which case the previous agreement of the Head Teacher should be sought. The safety of our pupils is paramount and we are sure that you will support our efforts in this direction.

## **13 Health Care**

In Primary 1 routine health screenings of pupils are carried out by a nurse from Drumhar Health Centre in Perth. At the screening each pupil has height, weight, hearing, vision and so on checked. A more in-depth hearing test is administered by an audiometrician who will also test pupils within the school who may have had previous difficulties with hearing or who are referred by the school. Parents will be kept informed of referrals.

Pupils have their vision checked at various stages by a nurse from Drumhar Health Centre in Perth.

During primary 7 pupils are again screened for height, weight and vision by the nurse.

The school doctor does a health assessment only if required by the school nurse, health visitor, parent or school. Parents are informed in advance and asked to complete a medical record for their child. In the case of primary 1 pupils, parents may attend the examination if they wish.

Any pupil with speech difficulties may be referred by the school to the speech therapist. Parents will be consulted before referrals are made.

If a pupil becomes ill or is injured at school, every effort will be made to contact the parents or, if this fails, the named emergency contact who will be expected to collect the pupil from school or make arrangements for someone known to the pupil to do so. The school has no medical room or supervising members of staff so we try to send sick pupils home as quickly as possible. Please do not send a child who is feeling ill out to school in the hope that he/she will recover en route. Only in the case of severe injury or illness requiring immediate medical attention will the pupil be conveyed to the local doctor or hospital by staff car, taxi or ambulance. Parents will be expected to attend as quickly as possible.

Parents should inform the school in writing if their child has a specific medical condition.

### **Administration of Medicines**

It is policy that members of staff do not administer medicines to pupils except in the most exceptional circumstances and even this is on a purely voluntary basis – there is no onus on staff to ever administer medicine. Where a pupil requires or may require medicine to be administered this must be fully discussed with the Head Teacher and representatives of Tayside Health Board Trust, generally the school doctor and nurse. It may be possible to provide in-school support or in the event this cannot be provided, external support will be sought as necessary. Each case will be treated individually. Medicines should not be sent into school with pupils without first contacting the Head Teacher who will provide the necessary documentation for completion. Generally pupils who are required to complete a set course of medication should not be sent back to school until it is finished.

The school has an asthma management protocol in place. Parents who indicate that their child is asthmatic will be asked to complete a care and management form.

It is the responsibility of all parents to ensure that the school is notified of the medical status of their child/children.

## **Health and Safety**

In our school we consider safety to be a very important matter and encourage our pupils to take seriously both their own personal safety and the safety of others. We ask for your support in ensuring that your children act responsibly, helping to prevent accidents in school and playground and on the street.

There are safety regulations which apply to all aspects of life – most of these are common sense. Pupils are given instruction in the safe handling of equipment and materials they will use in school and regular fire drills are held so that pupils and staff are familiar with procedures. In addition, aspects of road safety and personal safety are addressed through topic work in the area of Healthy and Safe Living. Often this work is supported by input from a range of specialists outwith the school – police, road safety and fire officers, BT Emergency 999 team and paramedics are some of the people whose expertise we may draw upon to reinforce the messages we as a school, in partnership with parents, are trying to instil in our pupils.

Safety rules in the playground and the reasons for them are explained to all pupils and it is important that pupils adhere to these. Pupils should also recognise the importance of following any instruction given to them by any member of staff.

Pupils should remain in the playground during break and lunchtime. Only those pupils going home for lunch should be out of the playground.

Our trained senior pupil assistant playground supervisors have been delegated responsibilities to help keep our playground a safe, happy and enjoyable place for pupils. Their role is explained to pupils and we expect that their contribution to our school is valued and recognised by all.

## **Water in School**

To prevent dehydration we encourage pupils to drink lots of water during the day. All pupils are issued with a school water bottle to keep in the classroom so they can drink as required. Bottles can be filled from our drinking water taps. Please note that only plain water is permitted in class, not juice or flavoured water.

## **14 Instrumental Tuition**

Errol Primary School presently offers instrumental tuition for Violin and Viola. Due to the high demand for places, a selection procedure usually has to take place. This will comprise of an aural test, an appropriate objective test and a check for physical compatibility to the instrument which will be carried out by the Instrumental Instructor in order to assess the most suitable applicants.

Full details of cost can be found in section F of the second half of this booklet.

## **15 Parent Councils**

### **Parent Council**

The school has a very active and supportive Parent Council. The PC Committee meets regularly to discuss items of interest and plan and organise fund-raising

events. A great deal of money is generated for the school through their efforts and their support is greatly appreciated. New members are always welcome. The AGM is held early in the school session but any interested parent can contact the school at anytime for information.

## **16 School & Community Links**

Pupils are actively encouraged to participate in any local events which may be held during the school session. These will vary but may include, for example, participation in the service of Remembrance at Murie Cemetery, contributing to Community Association events, entering a variety of classes at the Horticultural Association Flower Show or entertaining senior citizens.

A variety of community activities such as discos, guides, brownies and rainbows are organised within the village and pupils are kept informed of these verbally and via our School and Parent Council Notice Board at the front of the school.

## **17 Name of Child Protection Officer**

Schools are required to make a report if it is thought that a child has come to harm through possible abuse.

A member of staff in each school is designated as a Child Protection Officer. In Errol Primary School that person is Miss Gilchrist.

Should you wish to discuss any aspect of your child's safety or of Child Protection in general, please do not hesitate to make an appointment to speak to Miss Gilchrist.

## **18 Additional Support Needs**

### **Support for Learning**

All classes in the school are mixed ability and the curriculum is organised so that the opportunities offered to pupils matches his or her ability. Even in this context, many children will have difficulty at some time or other with some aspect of school work. Where this happens the class teacher will identify the source of the difficulty and assist the pupil in overcoming it.

As part of our assessment procedures, pupils may be identified as requiring extra help in specific curricular areas or as having more complex needs or as requiring to be more appropriately challenged. The class teacher may refer the pupil for extra assistance from the support for learning teacher. These referrals are made via the Head Teacher, who, in discussion with the support for learning teacher, will prioritise need and allocate accordingly. The class teacher and learning support teacher will plan work appropriate to the ability and needs of the pupil.

## **19 Spiritual, Moral, Social & Cultural Values**

### **Development of Pupils' Values**

In our school we are committed both through the ethos and the curriculum to provide

appropriate opportunities for the development of pupils' spiritual, moral, social and cultural values. This will be undertaken in partnership with parents and will take account of the individual needs of pupils and the views of parents.

The school welcomes and encourages diversity and individuality while emphasising our commitment to moral values such as honesty, respect for others, compassion and justice. It is a fundamental principle of our school that all involved in the life of our school both have the right to be respected as individuals and carry the responsibility to act in a considerate and respectful manner towards others.

We implement the Perth and Kinross policy in relation to Equal Opportunities and try to ensure that all pupils have access to the full range of educational experiences available within the resources of the school. We are committed to the elimination of any form of discrimination on whatever grounds.

### **Religious & Moral Education**

In accordance with National guidelines our school teaches about Christianity and other major world religions. Pupils are encouraged to learn from religions and use these experiences to develop their own beliefs, attitudes, values and practices through a process of personal search, discovery and critical evaluation.

### **Parental Rights**

Under the terms of the Education (Scotland) Act 1980 'any pupil may be withdrawn by his/her parents from instruction in religious subjects and from religious observance'. Any parents wishing to exercise this right should first discuss this with the Head Teacher.

### **Religious Observance**

In accordance with national guidelines pupils are regularly involved in religious observance relating to Christianity; this is done through church services, assemblies and visits from the school Minister.

## **20 Attendance Rates – Authorised & Unauthorised Absence**

Schools must now record authorised and unauthorised absences. Absences not covered by a note are deemed to be unauthorised.

#### Percentage authorised absences

	P1	P2	P3	P4	P5	P6	P7	P1-P7
School	3.2	2.2	2.5	2.9	3.1	3.0	2.2	2.8
Regional	3.7	3.4	3.1	3.1	3.0	3.3	3.3	3.3
Scotland	4.2	4.1	3.9	3.8	3.8	3.9	3.9	4.0

#### Percentage unauthorised absences

	P1	P2	P3	P4	P5	P6	P7	P1-P7
School	1.0	0.9	1.1	0.6	1.6	1.0	0.9	1.0
Regional	1.2	1.4	1.3	1.3	1.3	1.2	1.3	1.3

Scotland 1.2 1.2 1.3 1.3 1.2 1.3 1.2 1.2

## 21 School Costs

The SOEID Circular 10/93 requires schools to issue costs per pupil. For the December 2011 handbook, this information is based on the roll as at September 2010 census and on the budgeted expenditure for the financial year 2011/2012.

It is misleading to suppose that a school automatically offers a better deal for pupils because its costs per pupil are higher. It would also be unrealistic to assume that schools with lower unit costs than others are necessarily managed more economically and efficiently.

Costs per pupil are dependent on a considerable number of factors. For instance, the size of the school plays a big part in determining costs per pupil, and a small primary school in a rural area is almost certainly likely to have a much higher unit cost than a large primary school.

Other schools have particular situations – an annexe for example – which may considerably raise their unit costs.

In comparing unit costs of their child's school with regional and national averages therefore, parents should be careful to consider such matters before making a judgement either on the quality of provision in the school or on the school's "value for money".

### Budgeted Running Costs 2010/2011 Financial Year

	Total budget expenditure at April 2011 (£)	school roll at Sept 10	costs per pupil (£)
school	£638,040	150	£4,254
regional average	£41,318,214	9813	£4,211
national average	£1,490,002,771	364,284	£4,090

#### Notes

- Number of pupils as reported in the September 2010 Census
- Local Authority and national averages have been calculated from the figures reported for all education authority, grant aided and self-governing primary schools
- Financial year = 1 April to 31 March

## 22 Nursery

Each nursery provision will have a defined locality which may not be the same as the primary school catchment area. Localities are agreed and registered with the Education Services within Education & Children's Services. Parents of children attending nursery should be aware that a place in a local authority managed nursery class does not give children priority in gaining a place in the same school when enrolling for primary school. Entitlement to primary school is determined by the child's home address. The designated nursery provision for this school is Errol Primary School.

Further details of nursery provision in Perth and Kinross are available in the Council's "Policy & Guidelines for Admission to Nursery Schools and Classes for School",

which can be accessed on the Council's website at the following address:

[www.pkc.gov.uk/Education+and+learning/Nurseries+and+childcare/Nursery](http://www.pkc.gov.uk/Education+and+learning/Nurseries+and+childcare/Nursery)

## **23 Arrangements for Emergency Closures**

We strongly encourage parents to take pupils home for lunch on any bad weather days and not to allow pupils to return to school until 1.25pm at which time they should make use of the sheltered areas. Those pupils who do remain in school over lunchtime will have lunch as usual then be directed to use the sheltered areas. On those days when the weather is judged to be particularly poor pupils in P1-3 may be supervised in a classroom by the school auxiliary assisted by senior pupil assistant playground supervisors.

Every effort will be made to ensure that the school remains open during all statutory times. When this is not possible due to severe weather conditions parents and emergency contacts will be contacted directly wherever possible and pupils will be sent home or may be collected by parents or nominated persons. In the unlikely event that school staff are unable to contact a parent or other responsible person, the pupil will be kept in school until normal dismissal time.

It is very important that the emergency contact form for your family is kept up to date. At least one emergency contact number must be for a person living close to the school.

Information about closures may be accessed in a variety of ways. Reminders about these will be sent to parents in one of the winter newsletters.

## **24 Other information**

In recent years the school netball club has been successful in achieving excellent results in performing well and reaching finals.

The school's Eco Committee have successfully attained Silver Eco status on behalf of the whole school.

The whole school has achieved Health Promoting School status.

The Nursery has achieved 'I Can' English language skills accreditation.

The school is committed to working in partnership with parents, local businesses and the local community. We welcome all approaches and suggestions which help to move our school forward and improve learning.

# **2 Local Authority Information**

- A Placing in Schools – Primary, Secondary and Special
- B School Commencement Arrangements

- C Equal Opportunities
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## **A Placing in Schools - Primary, Secondary and Special**

### **Placing in Schools - Primary, Secondary and Special**

The policy of Perth & Kinross Council Education Authority is to assign to each school a defined zone known as a catchment area. Each home address has a catchment school for both primary and secondary education. The catchment schools are dependant on pupils' home address. Although we try to provide enough places for all children in the catchment area to attend the catchment school, living within a catchment area does not guarantee a child a place at that school.

In accordance with the provisions of the legislation, parents have a right to make a request that their child be placed in a school of their choice other than the school which normally serves the catchment area in which they reside. Parents' wishes will be met where possible. If the number of places in any particular school is limited, priority for admissions shall be determined on the following basis:

**Priority 1** – Children normally resident within the catchment area of the specified school.

Where the number of requests for admission to the specified school by children normally resident within the catchment area exceeds the number of places available, then priority will be determined as follows:

- (a) Children having a brother or sister (or relative permanently living at the same address as part of an extended family\*) in attendance at the school.
- (b) Thereafter places will be allocated according to the single criterion of distance from the specified school, with priority being given to those whose normal place of residence is closest to the school.

**NB Within denominational schools places will be allocated first to children who have been baptised in the appropriate faith i.e. (Roman Catholic and Episcopal Church)**

**Priority 2** – Children not normally resident within the catchment area of the specified school, but having a brother or sister (or relative permanently living at the same address as part of an extended family\*) in attendance at that school.

**\*provided that the member of the extended family for whom the placing request has been made has lived within that extended family for a period of at least two years.**

**Priority 3** – Children not normally resident within the catchment area of the specified school and having no brothers or sisters in attendance at that school.

In relation to Priorities 2 and 3, when it is necessary to refuse only some places because the number of requests exceeds the number of places available, priority will be determined as follows:

- (a) between children within Priority 2, priority will be determined by distance from the specified school, with priority being given to children whose normal place of residence is closest to the specified school.
- (b) between children within Priority 3, priority will be determined by the single criterion of distance from the school, with priority being given to children whose normal place of residence is closest to the specified school.

Placement may be recommended within a special school or provision when a child's education needs cannot be met in their catchment school. This will be based upon the assessment of the child's education needs by their parents, teacher, school medical officer and education psychologist.

The Authority may also determine that particular pupils are to be placed in any school in order to meet specific educational or other exceptional needs, as determined by the Authority. These placements will take priority over any of the 3 priorities above.

Placing requests will normally be granted except where there are circumstances defined in the Act which justify the Authority's refusal of such a request.

**Parents who have made successful placing requests for their children at other schools of their choice have to make their own transport arrangements and meet the costs thereof.**

Any pupil who attends a primary school other than the one proposed by the Authority (ie as the result of a placing request) and who is due to transfer to a secondary school will be offered a place at the secondary school in whose catchment area he/she lives.

### **Craigie Primary School**

Following the redelineation of the catchment areas affecting Craigie Primary School, Lifelong Learning Committee approved in August 2008 the revision of the School Admission Policy (Report 08/399 refers). It has been determined that where requested, and it is possible to do so, younger siblings of current pupils who reside in the catchment area as it existed prior to August 2008 will be allocated a place at Craigie Primary School. The priority categories for Craigie Primary School will therefore differ from the normal priorities as follows:

**Category 1** Pupils in new catchment area for Craigie Primary School (as defined in August 2008)

**Category 2a** Younger siblings of pupils currently attending Craigie Primary School who live within the Craigie Primary School catchment area as it existed prior to August 2008 where requested by their parents

- Category 2b** Pupils living outwith the Craigie Primary School catchment area as it existed prior to August 2008 with older siblings currently attending Craigie Primary School
- Category 3** Pupils living outwith the current or former Craigie Primary School catchment area with no older siblings currently attending Craigie Primary School

Category 2a applies to younger siblings who will be in attendance at Craigie Primary School in August 2008 and thereafter. For the avoidance of doubt, a younger sibling must have an elder sibling who will be a pupil within Craigie Primary School when they are due to start in P1. This category does not apply to younger siblings where elder siblings have left Craigie Primary School in previous years and no elder sibling is currently in attendance.

If it is necessary to refuse only some places within any one of the above categories, priorities will be determined by distance from the school, with priority being given to children whose normal place of residence is closest to Craigie Primary School.

Website Link:

<http://www.pkc.gov.uk/Education+and+learning/Schools/School+enrolment/School+Enrolment.htm>

## **B School Commencement Arrangements**

The school entry date in Perth and Kinross is the first day of the school session (Tuesday 14 August 2012). A child is of compulsory school age on the first school entry date from his/her fifth birthday. If his/her fifth birthday falls on or before the last day in February 2013, he/she may attend school from August 2012, or alternatively, his/her parents may delay the registration until the beginning of the next school session.

Parents will be notified by advertisement in the local press to register their child/children in the school of their choice during a designated registration week in mid January. They will be invited to contact the Headteacher for further information about registration arrangements.

In all Perth & Kinross schools for the first two weeks Primary 1 pupils only attend for a half-day. All primary 1 pupils are in school full-time by the end of August.

Early Registration

Parents who enquire about the possibility of early registration (ie, of children whose fifth birthday falls after the last day of February) should note that early entry is discouraged, but are advised to contact Education & Children's Services on 01738 476200.

## **C Equal Opportunities**

Perth & Kinross Council values the diversity of the communities in this Council area and works towards providing services that are inclusive and accessible. Perth & Kinross recognises that social inclusion and promoting equality of opportunity and good relations between different groups can only be achieved by incorporating equalities into the planning and implementation processes for all Council Services.

We have a duty to promote and develop the practice of equality of opportunity for all members of our community regardless of:

- Race
- Gender
- Marital/family status
- Disability
- Religion
- Sexual orientation
- Age
- Language
- Place of residence
- Socio-economic status

It is the responsibility of all staff to support a climate conducive to providing equal opportunities for all.

## **D School Meals**

It is the Authority's policy to provide meals and also facilities for the consumption of packed lunches in all schools.

Pupils in primary schools are offered a two course lunch with a choice of main course including vegetarian option, supplemented by salads and bread, which meet the nutritional requirements for food and drink in schools (Scotland) regulations 2008. A choice of milk, water or fruit juice is also included. Meals are in the main prepared from fresh ingredients by well trained personnel in a food safe environment.

There is a fixed, subsidised charge for a meal in a Primary school which is £1.80 in the financial year 2011/12. School meal charges are subject to review at any time.

Medically prescribed diets can usually be accommodated within the school lunch service. A medically prescribed diet is one which has been prescribed by your GP or a hospital doctor. This does not include pupils who simply dislike certain foods. Written evidence from a doctor or registered dietician will be required prior to making special arrangements. Request forms are available from the school or the Council's website.

Current information is available from the website.

Website: <http://www.pkc.gov.uk/schoolmeals>

For further information please contact:

Catering Support Team  
Support Services  
Education & Children's Services  
Perth & Kinross Council  
Pullar House  
35 Kinnoull Street  
PERTH  
PH1 5GD

Telephone: 01738 476341

E-mail: [ecscateringsupport@pkc.gov.uk](mailto:ecscateringsupport@pkc.gov.uk)

## **Free School Meals**

Access to free school meals is an important part of the school meals service in Scotland. It is important that pupils entitled to free school meals get them without fear of stigmatisation. They should not be made to feel different from those who pay, nor be readily identified by others.

### **Who is Eligible for Free School Meals?**

You can claim free school meals for your child(ren) if you are receiving:

- Income Support (IS)
- Income based Job Seeker's Allowance (IBJSA)
- Any income related element of Employment and Support Allowance
- Child Tax Credit (CTC), but not Working Tax Credit (WTC), depending on your income (as assessed by HM Revenue and Customs)
- Child Tax Credit (CTC) and Working Tax Credit (WTC), depending on your income (as assessed by the Inland Revenue)

If you are between 16 and 18 years old and receive any of these benefits in your own right, you can claim free school meals for yourself.

You may also be eligible if you are an asylum seeker receiving support under Part VI of the Immigration and Asylum Act 1999.

For more information on Child Tax Credit and Working Tax Credit visit the Inland Revenue Website: <http://www.hmrc.gov.uk>

Application forms may be obtained from Headteachers or Education & Children's Services, Pullar House, 35 Kinnoull Street, PERTH, PH1 5GD. They are also downloadable from the internet at the following link:

<http://www.pkc.gov.uk/Education+and+learning/Schools/Schools+-+catering/Free+School+Meals.htm>

## **E School Clothing Grants**

If you are in receipt of Income Support, Income-Based Jobseekers Allowance or any income related element of Employment and Support Allowance, Education & Children's Services will consider one application per academic year for a grant towards the cost of purchasing essential clothing to enable children, up to the age of 16, to attend school.

Application forms may be obtained from Headteachers or Education & Children's Services, Pullar House, 35 Kinnoull Street, PERTH, PH1 5GD. They are also downloadable from the internet at the following link

<http://www.pkc.gov.uk/Education+and+learning/Schools/Schools+-+grants+and+benefits/School+Clothing+Grants.htm>

## **F Music Tuition**

The cost for music tuition is £234.15 per year, with an additional charge of £77.20 per

year for pupils who are involved in central group activities e.g. orchestra.

Free music tuition is available to all pupils doing SQA courses and for those whose parents are on Income Support or Income-Based Jobseekers Allowance. Application forms are available from Headteachers or Education & Children's Services, Pullar House, 35 Kinnoull Street, PERTH, PH1 5GD. They are also downloadable from the internet at the following link:

<http://www.pkc.gov.uk/Education+and+learning/Schools/Schools+-+grants+and+benefits/Music+Tuition.htm>

## **G Travel to School**

The journey to and from school is a very important part of your child's day and it should be as safe and pleasant as possible. As a parent/carer you are responsible for ensuring this is the case.

The school is very keen to reduce car travel to school and promote safe and healthy journeys to school which can help to reduce the use of the car and impact of the 'school run'.

The decision on whether a child is ready to make the journey to school independently, on foot, by bicycle, by public transport, etc, must rest with parents/carers and children themselves.

The Council wants as many children as possible to walk or cycle to school. We also want children to travel safely and to feel secure on the school journey. We are particularly aiming to increase levels of walking or cycling where journeys are less than a mile for younger children and less than two miles for older children.

Walking and cycling boosts children's health and well-being. It also allows them to travel independently and to access the range of flexible opportunities schools will increasingly offer outside the standard school day. Freedom to move around the local area independently is an important part of growing up. Other important benefits of active travel are development of social and life skills, less pollution and greater awareness of environmental issues.

If parents/carers have to drive, they can be asked to park away from the school - some schools suggest a local drop off point. Drivers can also be asked to think about teaming up with another family to share the school run. School Policies will obviously have to recognise different needs and circumstances: some staff and pupils may have no alternative to the car.

School Travel Plans are an essential part of Perth and Kinross Council's strategy to tackle issues related to school transport. School Travel Plans will frequently involve an element of engineering works required to improve the safety of the street environment for the school children, as well as the promotion of initiatives to increase the number of school children who walk, cycle or use public transport to get to their school.

A School Travel Plan is a strategy developed by each school to encourage and promote more active journeys to school for both pupils and staff. The role of the School Travel Plan is to make alternatives to driving easier and safer, and to give parents/carers plenty of information about the options.

A School Travel Plan can help to improve the school run, reduce congestion and increase road safety, make school and pupils healthier, make routes to school safer and look after our environment.

Please contact your school to find out more about their School Travel Plan or if you want to encourage or help your school to develop one.

Given these facts, please carefully consider your mode of transport to/from school with your child and try and leave the car at home if you can.

## **H Transport**

Free school transport is only available to pupils attending their catchment school and living more than two miles (primary) or three miles (secondary) from the school measured by the shortest available walking route.

Transport will be provided from a suitable point on the public highway. Please note that this can be up to two miles (primary) or three miles (secondary) from the pupil's home.

Parents of pupils who are refused school transport only have the right to appeal to the Review Sub-Committee of Lifelong Learning Committee where transport is withdrawn, or on the grounds of safety where there is no public service bus operating.

Where appropriate, the Authority may provide free transport for pupils who attend a special school or specialist unit.

Parents who have made successful placing requests for their children at other schools of their choice have to make their own transport arrangements and meet the costs thereof.

Application forms may be obtained from Headteachers or Education & Children's Services, Pullar House, 35 Kinnoull Street, PERTH, PH1 5GD. They are also downloadable from the internet at the following link:

<http://www.pkc.gov.uk/Education+and+learning/Schools/Schools+-+travel+and+trips/>

## **I Additional Support Needs**

Within Perth & Kinross a range of provision exists for pupils with additional support needs. Looked After Children, in line with Education (ASL) (Scotland) Act 2004 are considered to have additional support needs, unless it is otherwise determined at a relevant education planning meeting. A policy of supported mainstream inclusion is complemented by a range of specialist provisions. These are either attached to, or are part of mainstream schools. In addition, there is one all through special school (3-18) for children with profound and complex difficulties.

Where a child has been identified as having additional support needs which cannot be met within the Authority, consideration may be given to placement in a special school (either within or outwith Perth & Kinross) for which a successful placing request has been made.

Where a child has been identified as having additional support needs for which suitable provision cannot be made in a day school, the Authority may provide residential special education at either a special school, within or outwith Perth & Kinross, nominated by the Authority or a special school for which a successful placing request has been made.

Parents moving into the area should contact:

Children & Support Services  
Education & Children's Services  
Pullar House, 35 Kinnoull Street  
PERTH , PH1 5GD.

Telephone: 01738 476390

## **J Parental Involvement/Parent Councils**

The Scottish Schools (Parental Involvement) Act 2006 became legislation in September 2006. This Act proposed changes which were implemented in August 2007 to abolish School Boards and replace them with Parent Councils.

All parents of pupils attending school are automatically members of the Parent Forum for that school, and will be entitled to have a say in what happens at the school.

The Parental Involvement Act aims to do several things:

- It aims to help parents become more involved with their child's education and in schools.
- It places duties on Scottish Ministers and education authorities to promote parental involvement, and a duty on each education authority to produce a strategy for parental involvement.
- It introduces a new system of Parent Councils to replace School Boards, aiming to make it easier for parents to express their views.

All schools have been working with parents to determine if a Parent Council is to be established for the school. The role of the Parent Council is to:

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

There are currently 79 schools in Perth and Kinross which have established a Parent Council. For more information on the Parent Council for your child's school, please contact the Headteacher.

### **Advice, Information and Concerns**

Parental communication is encouraged and valued. Your child's school is your first point of contact should you require advice, information or to raise concerns. The school will deal with any concerns raised confidentially, timeously and work with you towards a resolution. Your school will advise you how to take your concerns forward should these remain unresolved.

Website link:

## **K Insurance**

The authority insures against its legal liability for (i) personal injury, provided negligence is proved against the Council and (ii) loss or damage to property of third parties except where the following exclusions apply:

- theft of personal belongings
- a pupil's own negligent actions
- the actions of a third party, ie another pupil
- expensive personal items, e.g. mobile phones, ipods.

Parents are advised that no insurance cover is maintained for circumstances in which the Council does not have legal liability, and may wish to consider making their own insurance arrangements.

## **L Child Protection/Looked After Children**

### **Child Protection**

National Guidance for all Child Protection Agencies ("Protecting Children") requires schools to report if they believe that a child may come to harm as a consequence of possible abuse.

Each school has a Child Protection Officer appointed to be responsible for child protection matters. This person is specially trained for the task.

All schools have good contacts with School Medical Officers, School Nurses and Police, any or all of whom may become involved if child protection concerns arise. Beyond this, close working relationships exist with social work staff who are also part of Education & Children's Services. Any discussion to bring in an outside agency to discuss a concern about a child will only be taken after involving the School Child Protection Officer. The Child Protection Officer will usually contact you to inform you if someone has expressed a concern about your child and discuss the situation with you in order to decide what will happen next, including what information, if any needs to be shared with other agencies. In less usual cases the Child Protection Officer may decide that the concern is so serious that they need to seek advice from Children and Families' Services (social work) before informing parent(s). These situations are unusual and we will endeavour to ensure that you are informed and are enabled to participate as appropriate in any action which we may initiate regarding your child should a child protection issue arise.

Should you wish to talk further about child protection and the safety of children please feel free to contact:

- your child/children's school
- the Child Protection Duty Team 01738 476768 (24 hour service)
- visit the council's website on [www.pkc.gov.uk](http://www.pkc.gov.uk).

## **Looked After and Accommodated (LAAC) Children**

Each school has a designated LAAC Teacher who deals with all matters relating to children who are 'looked after' eg accommodated in foster or residential care, or who are subject to a supervision order through the Children's Hearing.

This designated teacher will be responsible for monitoring the progress of looked after children in the school and will provide a source of advice if your child is looked after.

Further information on Looked After Services can be found on

<http://www.pkc.gov.uk/Social+care+and+health/Fostering+adopting+and+looked+after+children>

## **M Access to Information – Parents and Pupils**

### **Parents**

The Pupils' Educational Records (Scotland) Regulations 2003 require the Authority to give a parent access to information relating to school pupils, past and present, held by them.

- The regulations cover information which originated from a teacher or other employee of the education authority, the pupil to whom the information relates or a parent of that pupil.
- The regulations only cover information relating to the school education of the pupil.
- The request must be in writing (or other permanent format for future reference purposes eg email/tape recording).
- The parent seeking access must provide the Authority with sufficient information to satisfy the authority of his/her identity and to enable the Authority to locate the information requested.\*
- The Authority must comply with a request within 15 school days of receiving a validated request. (A validated request means that the information requested at \*(see above) has been provided.

This is only a brief outline of the basic legal provisions. The regulations contain further detailed rules. They also provide for certain exemptions from the right of access to information.

### **Pupils**

Pupil records and other educational records held by an education authority are generally accessible under the disclosure provisions of the Data Protection Act 1998.

- It is the person who is the subject of the record who is generally entitled to access (ie the pupil).
- A pupil of 12 years or over is presumed to have the understanding required to allow him/her to seek access.

- This would not apply where the pupil has a learning disability which the education Authority considers affects the pupil's ability to understand and exercise this right, making the pupil incapable in this respect.
- Where a pupil is not capable of exercising this right him/herself, a parent is generally entitled to exercise this right on behalf of the pupil as the pupil's legal representative.
- Parents cannot seek access under the Data Protection Act in their own right, but only as legal representative for a pupil who is not able to do it for themselves.
- The request must be in writing.
- The person seeking access must provide the Authority with sufficient information to satisfy the Authority of his/her identity and to enable the authority to locate the information requested.\*
- The Authority must comply with a request within 40 days of receiving a validated request. (A validated request means that the information requested at \*(see above) has been provided).

This is only a brief outline of the basic legal provisions. The 1998 Act and regulations made under it contain further detailed rules. They also provide for certain exemptions from the right of access.

## **N Transferring Education Data about Pupils**

Education authorities and the Scottish Government Education Department have collected data about pupils on paper forms for many years. We now work together with schools to transfer data electronically through the ScotXed programme. Thus the Scottish Government has two functions: acting as a 'hub' for supporting data exchange within the education system in Scotland, and the analysis of data for statistical purposes within the Scottish Government itself.

### **What Pupil Data is Collected and Transferred?**

Data on each pupil is collected by schools, local authorities and the Scottish Government. The data collected and transferred covers areas such as date of birth, Scottish Candidate Number (SCN), postcode, registration for free-school meals, whether a pupil is looked after by his/her local authority, additional support needs including disability and English as an Additional Language (EAL), and attendance, absence and exclusions from school. The SCN acts as the unique pupil identifier. Pupil names and addresses are not passed to the Scottish Government.

Your postcode is the only part of your address that is transferred for statistical purposes, and postcodes are grouped to identify 'localities' rather than specific addresses. Dates of birth are passed on as 'month and year' only, again to ensure that individuals are never identified. Data is held securely and no information on individual pupils can or would be published by the Scottish Government.

Providing national identity and ethnic background data is entirely voluntary. You can choose the 'not disclosed' option if you do not want to provide this data. However, it is hoped that the explanations contained in this information and on the ScotXed website ([www.scotxed.net](http://www.scotxed.net)) will help you understand the importance of providing the data.

## Why Do We Need Your Data?

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

- plan and deliver better policies for the benefit of all pupils
- plan and deliver better policies for the benefit of specific groups of pupils
- better understand some of the factors that influence pupil attainment and achievement
- share good practice
- target resources better

Extracts of the data will also be shared with The Electoral Registration Officer to offer the opportunity to register on the Electoral Roll when approaching their eighteenth birthday and with the NHS for monitoring the child health immunisation programme.

## Your Data Protection Rights

The collection, transfer, processing and sharing of ScotXed data is done in accordance with the Data Protection Act (1998). We also comply with the National Statistics Code of Practice requirements and other legislation related to safeguarding the confidentiality of data.

The Data Protection Act gives you the right to know how we will use your data. This message can give only a brief description of how we use data. Fuller details of the uses of pupil data can be found on the ScotXed website ([www.scotxed.net](http://www.scotxed.net)).

The Scottish Government works with a range of partners including HM Inspectorate of Education and the Scottish Qualifications Authority. On occasion, we will make individual data available to partners and also academic institutions to carry out research and statistical analysis. In addition, we will provide our partners with information they need in order to fulfil their official responsibilities. Any sharing of data will be done under the strict control of the Scottish Government, which will ensure that no individual level data will be made public as a result of the data sharing, and that these data will not be used to take any actions in respect of an individual. Decisions on the sharing of data will be taken in consultation with colleagues within and outwith the Scottish Government.

## Concerns

If you have any concerns about the ScotXed data collections you can email the Senior Statistician, Peter Whitehouse at [Peter.Whitehouse@scotland.gsi.gov.uk](mailto:Peter.Whitehouse@scotland.gsi.gov.uk) or write to The ScotXed Support Office, SEED, Area 1B, Victoria Quay, Leith, EH6 6QQ.

Alternative versions of this page are available, on request from the ScotXed Support Office, in other languages, audio tape, Braille and large print.

Want More Information?

Further details about ScotXed are available on the ScotXed website

<https://www.scotxed.net/default.aspx> which contains a section on 'frequently asked questions'.

## **O Attendance**

Perth & Kinross Council is committed to working in partnership with parents, children and other stakeholders to ensure that, wherever possible, all children enrolled in our schools receive an education that maximises the opportunity for each child to achieve his/her potential.

In working towards this, Perth & Kinross Council Education & Children's Services' [Raising Achievement Strategy \[pdf 744KB\]](#) expects all schools to closely monitor the attendance of all children and young people.

It is every parent's legal duty to ensure that, if their child is of school age, they attend school regularly. Our staff in schools work with pupils and their families to ensure that pupils attend regularly and punctually.

Perth & Kinross Council has an Attendance Sub Committee to consider serious cases of school non-attendance. The membership of the Attendance Sub Committee is composed of Elected Members (Councillors) and parent representatives from Parent Councils in the area. It is advised by a representative of the Executive Director (Education and Children's Services). The Attendance Sub Committee convenes every 4 weeks during the school year.

If you are having problems with your child's attendance at school you should discuss this with the school in the first instance.

Website Link:

<http://www.pkc.gov.uk/Education+and+learning/Schools/Schools+-+Rules+Attendance+and+Behaviour/Attendance.htm>

## **P Family holidays**

Family holidays will be marked in school as an unauthorised absence. This will be done even if you have told the school you intend to take your child on holiday. No school work will be given, although some schools may consider giving you information about what will be covered during the absence.

Extended visits overseas to relatives or extended absence in relation to children of travelling people would be marked as an authorised absence.

Extended is defined as a period of more than **four** weeks. If you wish to discuss the matter further in relation to your child, please contact the school.

Website link:

<http://www.pkc.gov.uk/Education+and+learning/Schools/School+holiday+dates/Family+Holidays.htm>

## **Q Care Standard Inspections**

Social Care & Social Work Improvement Scotland (SCSWIS) has a responsibility to inspect all nursery schools and classes on a regular basis. These inspections are

part of the Regulation of Care Standards within Early Education & Childcare. Further information on SCSWIS inspections is available from the Headteacher or by contacting SCSWIS (telephone 0845 600 9527) or [www.scswis.com](http://www.scswis.com) .

## **Nursery Inspection Process**

All providers of nursery education for 3 and 4 year olds are currently inspected by the Social Care & Social Work Improvement Scotland (SCSWIS) and HM Inspectorate of Education (part of Education Scotland). Staff follow national guidelines for the education of children aged 3-5 years that encourage learning through play and the service must meet standards laid down by HMIE. Further information on inspections is available from the Headteacher.

## **R School Crossing Patrollers**

It is very difficult to recruit School Crossing Patrollers. If the School Crossing Patroller terminates their employment, or is absent for any reason, it may not be possible to provide cover.

If this happens, Headteachers will inform parents.

Parents have a responsibility for ensuring that their children are able to travel to and from school safely, whether or not the Authority is able to provide safe routes or safe crossing facilities.

## **S Employment of Children**

The employment of children under the age of 16 is subject to compliance with Perth & Kinross Council bye-laws which outline permitted types of employment and permitted periods of working.

**Children under the age of 13 are not permitted to undertake any type of employment.**

Further details and an information booklet called 'The Employment of Children – Perth and Kinross Council Bye-Laws' is available from Education & Children's Services, Perth & Kinross Council, Pullar House, 35 Kinnoull Street, Perth, PH1 5GD.

Telephone: 01738 476344

E-Mail: [ecsschools@pkc.gov.uk](mailto:ecsschools@pkc.gov.uk)

Website: <http://www.pkc.gov.uk/Education+and+learning/Schools/Schools+-+extra-curricular+activities/Employment+of+Children+-+Permit+and+Bye-Laws.htm>

## **T Further Information**

In all cases relating to your child's education you should discuss the matter with the Headteacher. If further information relating to your child's education is required, you should contact:

Education & Children's Services  
Perth & Kinross Council  
Pullar House  
35 Kinnoull Street

PERTH  
PH1 5GD

Telephone: 01738 476200 E-Mail: [ecsschools@pkc.gov.uk](mailto:ecsschools@pkc.gov.uk)

If you or someone you know would like a copy of this document in another language or format, (on occasion only a summary of the document will be provided in translation), this can be arranged by contacting  
Communications Manager on 01738 476873

إن احتجت أنت أو أي شخص تعرفه نسخة من هذه الوثيقة بلغة أخرى أو تصميم آخر فيمكن الحصول عليها (أو على نسخة معدلة لمخلص هذه الوثيقة مترجمة بلغة أخرى) بالاتصال ب:  
الاسم: Communications Manager  
رقم هاتف للاتصال المباشر: 01738 476873

اگر آپ کو یا آپ کے کسی جاننے والے کو اس دستاویز کی نقل دوسری زبان یا فارمیٹ (بعض دفعہ اس دستاویز کے خلاصہ کا ترجمہ فراہم کیا جائے گا) میں درکار ہے تو اس کا بندوبست سروس ڈیولپمنٹ Communications Manager سے فون نمبر 01738 476873 پر رابطہ کر کے کیا جاسکتا ہے۔

如果你或你的朋友希望得到這文件的其他語言版本或形式

(某些時候，這些文件只會是概要式的翻譯)，請聯絡

Communications Manager 01738 476873

來替你安排。

Jeżeli chciałbyś lub ktoś chciałby uzyskać kopię owego dokumentu w innym języku niż język angielski lub w innym formacie (istnieje możliwość uzyskania streszczenia owego dokumentu w innym języku niż język angielski), Proszę kontaktować się z  
Communications Manager 01738 476873

P ežete-li si Vy, anebo n kdo, koho znáte, kopii této listiny v jiném jazyce anebo jiném formátu (v n kterých p ípadech bude p eložen pouze stru ný obsah listiny)  
Kontaktujte prosím Communications Manager 01738 476873 na vy ízení této požadavky.

Если вам или кому либо кого вы знаете необходима копия этого документа на другом языке или в другом формате, вы можете запросить сокращенную копию документа обратившись  
Communications Manager 01738 476873



Council Text Phone Number 01738 442573

All Council Services can offer a telephone translation facility