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|  | **Educational Psychology Service**St Catherine’s Primary SchoolBrabloch CrescentPaisley PA3 4RG0300 300 0170 (Option 4)reps@renfrewshire.gov.uk **Principal Psychologist: Maura Kearney** |

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Dear Parent/Carer

Your child’s school has asked Renfrewshire Educational Psychology Service to speak to them about how to support your child. To do this, you need to be fully aware of what that means for you and your child.

*What will happen next?*

The Educational Psychologist will meet with the school to find out more information about what your child needs and how they are helping them already. The Educational Psychologist may agree that it would be helpful for them to become involved, or they may suggest that Educational Psychology involvement is not needed at this time. The school will let you know the next steps.

*How will my child’s information be used?*

If the Educational Psychologist is going to be involved with your child, then a file will be opened for your child and their details will be stored on a database (which you can access through a Subject Access Request). The file will be closed at the point of the planned involvement ending with your child; however, the details will be held until your child is 23 years old. The information is confidential but, under GDPR, information may be shared with other Renfrewshire Council services, NHS Greater Glasgow and Clyde, and Scottish Children’s Reporter’s Administration when necessary to allow us to provide an Educational Psychology Service. Please phone the Educational Psychology Service at the number at the top of the page if you need to find out more about how we store your child’s information.

*What will the Educational Psychologist do?*

**What the Educational Psychologist will do to support your child will depend on what is needed. For example, discussions with the school; meetings with yourself and your child and other professionals involved; or direct work with your child or their teacher. When the piece of work is finished by the Educational Psychologist and the file is closed, the school will let you know. You can find more information here:

 <https://blogs.glowscotland.org.uk/re/renfrewshireedpsych/how-will-an-educational-psychologist-support-my-child/>

*Can I withdraw my consent for Educational Psychology involvement?*

By giving verbal consent to the school, you agree that the school can speak to the Educational Psychologist about your child and that the Educational Psychology Service may keep information about your child as outlined above. Your consent can be withdrawn at any time, and you can ask us to remove the information about your child from our database by contacting the Service.

If you’d like to ask any more about this process, please phone the Educational Psychology Service on the number at the top of the page or speak to your child’s school. Further information, including a video version of this letter can be found here: <https://blogs.glowscotland.org.uk/re/renfrewshireedpsych/information-for-parents-carers/>

Kind regards

Renfrewshire Educational Psychology Service