



Stirling Council
Schools, Learning & Education

Callander Primary School
Handbook

2019/2020



Contents

Foreword by the Chief Education Officer	3
Welcome from the Headteacher	4
Description of the School	6
School Information	7
School Values and Aims	10
Ethos	11
School Improvement Plan	12
Curriculum	13
Learning and Teaching	14
Assessment	15
Partnership with Parents and the Community	16
Uniform	18
Secondary School	19
Extra Curricular Activities	20
Educational Excursions	20
Homework	20
Emergency Contact	20
Critical Incident Response Plan	21
Supervision and Wet Weather Arrangements	21
Attendance	22
Child Protection and Safeguarding	22
Clothing Grants	23
Complaints	23
Enrolment	25
Equalities	26
GIRFEC	27
Inclusion	28
Insurance	29
School Health Service	30
School Meals	31
Transport	32
Unexpected Closures	32
School Holidays	33
Digital Learning	35
Privacy Notice for the Use of G Suite for Digital Learning and Teaching	35
Privacy Notice for the Use of Services within Glow for Digital Learning and Teaching	37
Education Statistics Privacy Notice	39
Parentzone	42



Stirling Council Schools, Learning and Education

Stirling Council is committed to working in partnership with our communities to deliver the best possible services for all who live and work in the Stirling area.

We have a clear focus on achieving the highest standards in our schools and nurseries so that the children, young people and citizens of Stirling benefit from first class services.

Education is key to every child's future and enables us to create a fairer and more inclusive society, where our young people secure positive destinations when they leave school.

We attach great importance to lifelong learning, giving children the best possible start in life from nursery, through school, to life beyond school.

We want all children and young people growing up in Stirling to be: safe and happy; listened to and respected; engaging in a wide range of active learning opportunities; and achieving positive outcomes.

We will realise this ambition by putting children and young people first, promoting inclusion and delivering high quality services.

The needs of our children and young people will be best met by working effectively together with parents, carers and a range of partners. We want parents and carers to be involved in their children's learning.

We look forward to working with you, as your child embarks on their transition to a new school.

A handwritten signature in black ink, appearing to read "Kevin Kelman".

Kevin Kelman
Chief Education Officer
Stirling Council
November 2018

Welcome from the Headteacher

A warm welcome to Callander Primary School. We hope you find the information contained in this handbook useful.

We have a highly committed staff at Callander Primary who provide high quality learning and teaching experiences, and who contribute to the creation of a positive, vibrant learning environment. Together, we ensure a nurturing, safe, caring ethos where every child is valued as an individual. Our school motto of

“Dream, Believe, Achieve”

encourages the children to develop a passion for learning and curiosity that will help to develop high aspirations. We encourage the children to develop their own talents and interests and we support this by ensuring the children experience a wide range of activities both within and out with the school day.

We are committed to building close, effective partnerships with families and the wider community so that together we can support the children to become enthusiastic learners who are motivated to achieve endless possibilities. We regularly plan opportunities to share the children's learning experiences through a variety of different ways. We work closely with both our Parent Council and our Parent Reps group as well as benefitting from a large number of parent volunteers who support our children in class alongside the class teachers.

In consultation with children, parents, carers and staff we have developed our Curriculum Rationale which we have entitled “Callander’s River Flows” based on the River Teith which flows through Callander. Our rationale stands for all the things we want our learning to include and to be.

Creativity and Expressive Arts
Aspirational
Leadership skills
Literacy Across Learning
Active and Health Promoting
Numeracy Across Learning
Digital learning
Entrepreneurial skills
Rights' respecting
Sustainable living and Citizen Science
Real, relevant contexts and links across learning
Innovative and imaginative learning activities
Values driven
Encouraging enquiry
Relationships that are positive
Flexible to meet the needs of learners
Learning for Life; developing Growth Mindsets
Outcome focussed
Worldwide perspectives
Success is celebrated and recognised

We are always striving to make improvements to the service we provide for the children who attend Callander Primary School and Nursery Class. We plan all learning tasks and activities using the Building The Ambition, Pre-Birth to 3 and Curriculum for Excellence Learning Outcomes and Experiences to ensure that children at this school and nursery have a broad education, working towards high expectations and developing their capacities and skills. The school has entered national and local competitions and has been very successful in many of these. We provide pupils with opportunities to participate in a variety of curricular activities outwith the classroom and class settings. We also have Citizenship groups and provide opportunities for developing Enterprise skills. More information on these can be found in this handbook.

To ensure that we meet the needs of all pupils we have systems in place to provide additional support for individuals as and when that is needed. One of the ways that we aim to meet children's additional support needs is through the Staged Intervention process which you can read about in detail in this handbook.

Over their seven years, we will work with pupils to develop the skills necessary for them to succeed in education, and in life, with confidence and enjoyment.

The core values for Callander Primary School and Nursery are:

- Honesty
- Respect
- Co-operation
- Responsibility
- Fairness
- Equality

At Callander Primary School the children are at the heart of every decision we make to ensure that they feel listened to and are happy, confident and enthusiastic. We strongly believe that learning should be fun, innovative and motivating ultimately ensuring the children become successful learners, confident individuals responsible citizens and effective contributors.

If you have any questions or queries with regard to anything within this handbook please do not hesitate to contact the school.

Tanya Starkey
Headteacher



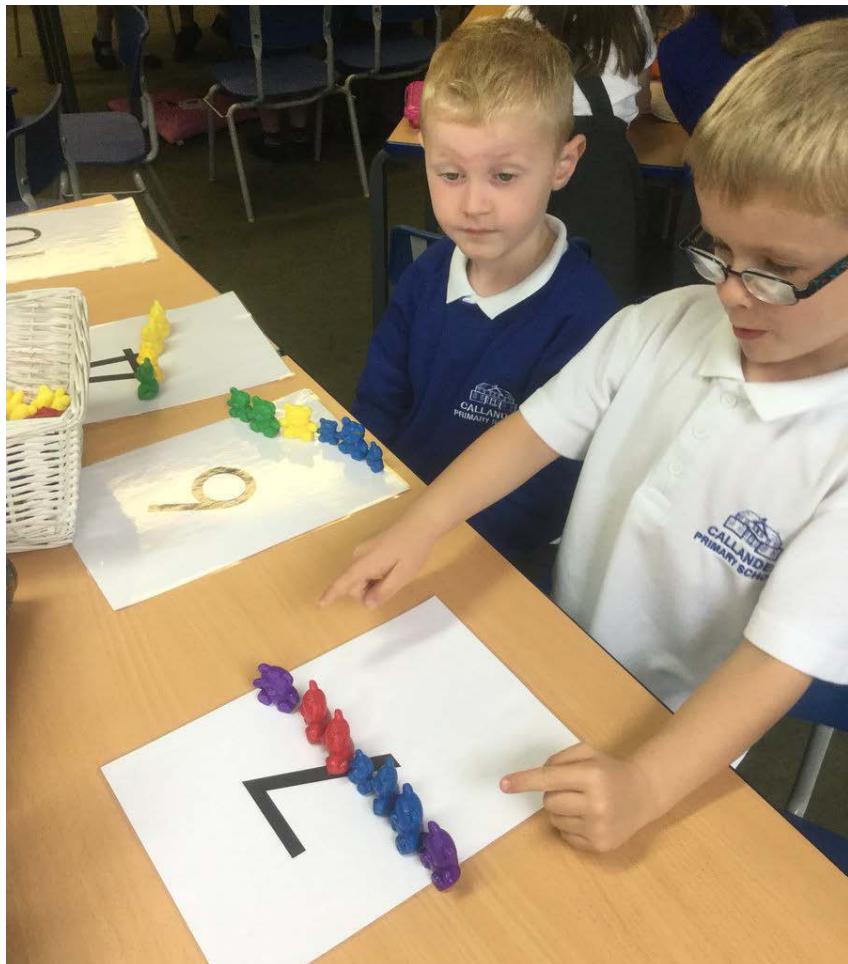
Description of the School

The primary school is part of the McLaren Learning Community which comprises of 11 feeder primary schools and one High School. Callander Primary includes a nursery class offering extended day, morning or afternoon places and places for eligible two year olds, a mainstream school covering stages P1 to P7 and an Autistic Spectrum Disorder Provision. The school building is owned and maintained by Stirling Council. Security door systems are in place governing access to the building. We operate a system of signing in and out as well as issuing passes to visitors. This can sometimes be time-consuming and tedious for regular visitors/parent helpers, but our parents/carers and wider community support these measures for our children's security. CCTV is also in operation around the periphery of the school and nursery buildings.

For pupil safety, visitors are asked not to drive into the school car park as we have several children who are transported to school via taxi and as a result will walk through the car park. We have permits for parking in the local Meadows car park situated just a short walk from the school grounds.

The school comprises a nursery class, ten classrooms, the ASD Provision, a general purpose room (GP), a gym hall and separate early years and senior communal areas. All classes, the nursery and the GP Room have interactive whiteboards to support learning. We currently have ten classes from P1-P7.

Outdoor facilities include a large tarmac playground and a playing field; this includes a bicycle shed because we encourage walking and cycling to school. There is wooden play equipment permanently in place. We have a school garden which is maintained by our ECO group and Gardening group and which is used to promote outdoor learning. We are always striving to improve our indoor and outdoor learning spaces.



School Information

School address	Callander Primary School Bridgend Callander FK17 8AG
Telephone number	01877 331576
E-mail address	callaps@stirling.gov.uk
Website	https://blogs.glowscotland.org.uk/st/callanderps/
Twitter	@CallanderP
School Roll	235 P1-P7 30:30 Nursery Provision
Stages of School	P1 to P7 (Nursery class attached)
Headteacher	Tanya Starkey
Depute Headteacher	Clair Harvey
Principal Teachers	Kirsty Davies (ASD Provision) Sheena Muir Louise Scott (Acting)
Class Teachers	Gemma Dempster/Jenny Robb Anna Gardiner Allison Bell Sheena Muir Louise Scott Anne McQue Pamela Wallace Nicola Peedle Lesley Rennie Andrew Titterington
RCCT Teachers	Andrew Craven/Jenny Robb
ASD Provision	Kirsty Davies Julie Gilbert Jane Fairley Jacqueline Higginson
Support for Learning Teacher	Jacqueline Higginson
Visiting Specialist Teachers	Linda Cantlay (Music)

Nursery Staff	Louise Heron, Acting Senior ECE Julie Couper, ECE Pamela Colligan, ECE Nicola Almass, ECE Emily Brodie, ECE Dee Gall, SLA
Administration	Liz Kliskey Jane Hutton Yvonne Russell
Support for Learning Assistants	Irene Donaldson Jacqueline Prosser Geoff Millar Yvonne Russell Lucy Duncan Jane Hutton Gemma White Sarah Alderman Gemma Ferguson
Support for Learning Assistants (ASD Provision)	Becky Millen Amanda Buchanan Louise Young Jan Ferguson Lucy Duncan Dee Gall
Janitor	George Murray
Cleaning Staff	Janet McAlpine
Catering Staff	Margaret Shreater (Supervisor) Fiona Guthrie Kerry Shreater Carla Mills
Staff currently on secondment	Marina Brunella, Senior ECE Jacqueline Burns, Class Teacher

The School Day

Morning session	9.00 am – 12.15 pm
Morning interval	10.40 am – 10.55 am
Lunch	12.15 pm – 1.00 pm
Afternoon session	1.00 pm – 3.00 pm

Nursery Class

Within Callander Primary School there is a 30/30 nursery class offering morning and afternoon sessions as well as extended day. Every 3 and 4 year old is entitled to 600 hours per year of nursery provision. There are also spaces for eligible 2 year olds too. The nursery aims to provide a secure and happy learning environment. Our parents are actively encouraged to become involved in the life of the nursery. All questions regarding the nursery should be addressed in the first instance to either Tanya Starkey, Acting Headteacher or Louise Heron, Acting Senior Early Childhood Educator.

How Learning is Organised

Parents should be aware that the formation of classes can vary from year to year to reflect the changing numbers within specific year groups. There are times when the distribution of children over various stages in the school necessitates the formation of multi-age classes, also known as composite classes. This is where children from two different stages of the school become one class e.g. P3/4. All primary school teachers are trained to teach in differentiated groups, meeting the needs of all learners. A composite class will not exceed 25 in number.



School Values and Aims

At Callander Primary School we aim to encourage every child to aim high and expect the very best. We do this by providing high quality learning and teaching experiences in a safe, secure and welcoming environment. We regard the development of the whole child is of paramount importance. By adopting a variety of teaching strategies and methodologies and with a broad and relevant curriculum, we believe the child should come first. These beliefs are encapsulated in our school aims.

Our school aims are underpinned by the National Improvement Framework for Education.

Improvement in attainment, particularly in literacy and numeracy

To provide learning and teaching experiences of the highest quality which will encourage the development of a positive attitude towards learning and which will enhance achievement for all.

Closing the attainment gap between the most and least disadvantaged children

To provide a high quality education, including learning, teaching and assessment, as well as high quality partnerships to support children and young people with their broader needs. These are essential elements to raise attainment for all children and close the poverty-related attainment gap.

Improvement in children and young people's health and wellbeing

To provide a welcoming, safe and caring environment where each pupil is valued and supported and to engage all learners in effective and motivating learning experiences.

To provide very effective support systems for all our learners, to promote personal and social development and to foster success in a variety of activity areas.

Improvement in employability skills and sustained, positive school-leaver destinations for all young people

To develop the skills of creativity, self-reliance and ambition through the wide range of curricular and extra-curricular experiences we offer, and to encourage pupils and staff to engage in the pursuit of lifelong learning and development.

Ethos

At Callander, we work hard with our learners to promote personal development, encouraging positive attitudes to themselves and others. The children are encouraged to develop tolerance and respect and are shown how to co-operate and share with others. The pupils develop skills in working independently and collaboratively. They are encouraged to take responsibility for their own learning.

Our school rules have been developed in consultation with children, staff and parents:

- READY
- RESPECTFUL
- SAFE

We have also adopted five core values which underpin all that we do.

Our values are:

Honesty Respect Co-operation Responsibility Fairness

The importance of praise as a motivating aspect of school life is well researched and understood, and the use of praise permeates all school life. Pupils and staff have high expectations of themselves and others.

We take every opportunity to foster a climate of celebration and success and we encourage children to share their wider achievements with the whole school community.

Our assemblies have a message based on our values or school rules. At these assemblies, merit certificates are awarded for behaviour and attitude. School assemblies are a regular feature of school life. We have close links with the local ministers who visit the assemblies and talk to the children. The school community regularly visit the local church as part of our commitment to Religious Observance. Any parent who wishes to exercise their right to withdraw their child from religious and moral education and/or religious observance should contact the headteacher.

Our school operates a House System to which all children belong and house points are awarded for positive behaviour. The House System has been established to promote a sense of community and to develop leadership skills amongst our senior pupils. Pupils from Primary 7 can stand for election to House Captain in September and January. House Captains, working closely with Mrs Scott, one of our principal teachers, are responsible for planning the events at our monthly House Meetings. Our Houses are Venachar, Teith, Bracklinn and Ledi. Golden Time where special activities may be undertaken is enjoyed by all children weekly although some Golden Time may be lost as a consequence of inappropriate behaviour. Children are always encouraged to reflect on their behaviour and if necessary make suggestions regarding possible consequences for inappropriate behaviour. Further details can be found in our Positive Behaviour Policy which can be requested from the school office.

Staff will always handle discipline matters in a sensitive, caring, yet firm, manner so that disruption to learning and teaching is minimised.

School Improvement Plan

We operate an agenda of continuous improvement which we ensure through regular and robust self-evaluation procedures which involve parents, children and all staff. These procedures support us in establishing a three year Improvement Plan.

The main priorities for the current session in the school and nursery are:

- To improve attainment in reading and writing across the whole school.
- To improve attainment in numeracy across the whole school.
- To further embed the 1+2 approach to languages.
- To review and embed nurturing approaches and Growth Mindset into all aspects of school life.
- To further improve a life skills approach to learning within the ASD Provision.
- To further establish family learning opportunities within the nursery.
- To further develop both digital learning and food technologies learning across the whole school.



Curriculum

Staff and learners at Callander Primary School are committed to providing a "Curriculum for Excellence" in line with Scottish Government guidelines. We are currently working on our curriculum rationale and constantly reviewing our curriculum to improve outcomes for the children.

Curriculum for Excellence has been implemented across Scotland for all 3-18 year olds – wherever they learn. It aims to raise standards, prepare our children for a future they do not yet know and equip them for the jobs of tomorrow.

Curriculum for Excellence enables professionals to teach subjects creatively, to work together across the school and with other schools, to share best practice and explore learning together. Glow, Scotland's unique, world-leading, online network supports learners and teachers in this and plans are already in place for parents across the country to have access to Glow.

Teachers and practitioners will share information to plan a child's 'learning journey' from 3-18, helping their progression from nursery to primary, primary to secondary and beyond, ensuring the change is smooth. Staff will ensure children continue to work at a pace they can cope with and with challenge they can thrive on.

Curriculum for Excellence balances the importance of knowledge and skills. It develops skills for learning, life and work to help young people go on to further study, secure work and navigate life. It brings real life into the classroom, making learning relevant and helps young people apply lessons to their life beyond the classroom. It links knowledge in one subject area to another helping children understand the world and make connections. It develops skills so that children can think for themselves, make sound judgements, challenge, enquire and find solutions.

There is personal support to help all our learners aim high and make the most of their opportunities with additional support wherever that's needed. There will be a new emphasis by all staff on looking after our children's health and wellbeing – to ensure that the school is a place where children feel safe and secure.

Ultimately, Curriculum for Excellence aims is to improve our children's life chances, to nurture successful learners, confident individuals, effective contributors, and responsible citizens.

The curriculum is broadly structured under the headings of eight curriculum areas:

- Expressive Arts
- Health and Wellbeing
- Languages
- Mathematics
- Religious and Moral Education
- Sciences
- Social Studies
- Technologies

Languages includes work on Literacy and English, French for all learners and we plan to introduce a third language to Primary 5, 6 and 7.

Interdisciplinary Learning

A core principle of Curriculum for Excellence is interdisciplinary learning and staff at Callander plan and implement interdisciplinary activities for all learners.

Interdisciplinary learning is learning which is planned to develop awareness and understanding of the connections and differences among subject areas and disciplines.

It is also focused on learners using the knowledge/learning they have acquired from different curricular areas to explore a theme or issue, meet a challenge, and solve a problem – often something that matters to the class or the school or the local or wider community.

Learning and Teaching

Policies

Callander Primary School has a number of policies which reflect the procedures and practice of our school. These policies are reviewed and amended regularly.

Teachers make use of a wide range of learning and teaching methodologies some of which include direct teaching, enquiry based learning, discussion and investigation. Whole class and group teaching takes place and individual learning programmes are designed to best support learning for individuals who require either additional support or challenge.

Support for Learning

Stirling Council operate a Staged Intervention Process which provides a framework whereby learners can be supported in their learning in a variety of ways. This process supports learners with a variety of additional needs e.g. support in learning, challenge in learning, emotional and health needs.

Callander Primary School benefit from part time Support for Learning Teachers, a number of Support for Learning Assistants as well as very effective working relationships with many other agencies who all work together to support the learning development of our children.

This process offers:

- An inclusive approach based on GIRFEC (Getting It Right for Every Child) principles where parents, staff, learners and other appropriate agencies work together to support learning and development.
- An agreed plan of action for individual learners.
- A structured monitoring and review process.

Assessment

Effective assessment is the lifeblood of learning and teaching and helps children, staff and parents to understand how much and how well children are learning, where their strengths and development needs lie and how to plan the next steps in their learning.

Assessment is planned to ensure that it is a focused and integral part of all learning. Assessment is continuous and is carried out in a variety of informal and formal ways. All learners are encouraged to reflect on their learning and indicate ways to make it "even better". Staff and learners make very effective use of formative assessment such as "Two stars and a wish", "Even better if..." and Traffic Lighting in order to reflect and evaluate progress. Assessment ensures staff, children and parents gather evidence and documentation of learning. Staff also utilise Benchmark to support teacher judgements.

Assessment evidence can be represented by, for example, a conversation with a child, a photograph from home or within the early years setting, a drawing, video footage, a model made by a child, a child's comments on their own learning or on another child's learning – the possibilities are endless.

Assessment as part of learning relies on staff making sound judgements. In order to make sound judgements, staff should:

- Gather a range of evidence of progress and achievement.
- Share observations and standards through dialogue and discussion.
- Reflect on the implications for learning, teaching and reporting.
- Staff also make use of the more formal forms of assessment which are available at national level to track and benchmark progress.

Parents can find more information on approaches to assessment on the following website, www.educationscotland.gov.uk and access the Parentzone icon on the left hand side at the bottom of the home page.

Parents at Callander Primary School will receive regular information on assessment through individual Snapshot Jotters (P1-7), online journals (Nursery and Autism Provision), parents evening appointments and also in the summary reports in June of each year.

Citizenship Groups

We recognise the importance in developing our learners' ability to work co-operatively with their peers. We have monthly Citizenship Groups which all children belong to. Children are given the choice of which group they wish to belong and over the course of their seven years at primary school, learners will participate in seven different groups. The Citizenship Groups include children from each stage in the school. Citizenship Groups also provide a valuable forum for learners to be involved in the decision making processes in school and to allow their voices to be heard.

Here are some of the groups we have:

- School Parliament
- Fundraising Group
- ECO/Gardening Team
- Healthy Eating
- Playground Squaddies
- Sports Leaders

- Citizen Science
- Digital Leaders
- Callander Action team
- First Aid
- Road Safety

Learners in Primary 5 are trained to be Peer Mediators who help children in the playground to resolve minor difficulties. This training then helps in Primary 6 and Primary 7 when learners act as Buddies to our younger children coming to school from the nursery. Learners in Primary 6 are also trained to be librarians to help organise our school library.

In addition to these groups our children also have several opportunities to represent our school at several different sporting events across the year.

Partnership with Parents and the Community

The positive impact of maintaining an effective partnership with parents is well documented. Your help and support are vital to your child's development and progress through school.

Communication with the Home

We currently send a termly newsletter and have a school app and website, giving items of basic information such as holiday dates, together with information of interest about the life of the school. If there is anything that you are not sure of, please do not hesitate to phone the school. We also share information regarding news, achievements and events through email, text and our school Twitter account. This can be accessed on [@CallanderP](#).

Open Door Policy

Parents and other visitors are always welcome in our school. We aim to present an approachable community, proud of its achievements, whether these are in good behaviour, effective citizenship, or in high academic standards.

Part of this policy includes an assurance to parents that if they are experiencing a problem at school with their child, then they will have access to either the headteacher, or the depute headteacher within the day.

Within the Open Door Policy, we have a means whereby parents can talk to the class teacher out with normal school hours i.e. from 3.00 - 3.30pm if there are concerns about a child. If this option is used, parents should phone and make an appointment with the class teacher involved.

Reporting to Parents

We have Snapshot Jotters for children in Primary 1 to 7 and online journals for our children within the Nursery and Autism provision that are updated regularly each term.

There are two formal Parent Consultation times in the school year. In response to feedback from parents these are normally held in November and March. These are held on consecutive days - one in the afternoon, and one in the evening. Parents will be given the choice of which day they wish to attend. Parent Consultations take the form of a ten minute discussion with the class teacher in the classroom. If your child has input from the support for learning teacher, we will be able to arrange an appointment on Parent Consultation times for you to meet with Mrs McLean or Mrs Higginson and discuss your child's progress.

There is also a more informal "Meet the Teacher" event held in September which introduces parents to the teacher and the routines of their child's new class.

Written reports will be issued to parents at the end of the summer term.

Parental Involvement

Parents are encouraged to come into the school during the day to help out with a variety of projects. Support of this type is invaluable and very much appreciated by staff and children alike. Any parent wishing to help in this way is asked to contact the school office. In addition, parents are encouraged to share any individual talents they may have, with our school community. We have a Parental Volunteer Policy and information leaflet which is shared with all parental volunteers.

Each class has a Class Parental representative. This group meets with the headteacher at least once per term exploring curricular and school matters.

Parent Council

We are fortunate to have a very active Parent Council (CPPC) at Callander Primary School who contribute a great deal to the life of the school. They meet on the third Tuesday of every month in the school at 7.00 pm and are always looking for new members to join them. There is a Callander Primary Parent Council website which can be found on www.callanderprimary.org.uk.

The Parent Council also has a notice board, which is located on the playing field at the rear of the building.



School Uniform

School uniform is optional; however, we encourage the wearing of school uniform as it promotes a sense of unity and inclusiveness. We are pleased that all our parents support the school by ensuring that their children wear their uniform.

From P1-6 children wear the blue school sweatshirt with the school logo.

For easy identification, P7 pupils wear black sweatshirts with the school logo. This helps other pupils in school, in particular the new intake of P1 and other early years children to identify senior pupils in school.

In addition to the school sweatshirts children should wear a white polo shirt/shirt and dark trousers/skirt/pinafore.

For physical education, all children need gym shoes/trainers, shorts and a t-shirt. Simple and easy to change clothes are best for children in the early years. In line with Stirling Council policy, football colours or strips are not permitted.

For health and safety reasons, children should not wear jewellery of any kind whilst participating in physical activities. If earrings cannot be removed, please make sure that each earring is taped over on PE days.

The gym kit can be kept in school but should be taken home at the end of each term for cleaning or replacement and returned at the start of the new term.

We also request that children are provided with a pair of indoor shoes to change into after being outside. These shoes can be the same pair the children wear for P.E.

It is very helpful if all clothes and belongings are marked clearly with your child's name.

School uniform should be ordered online or in person at Logo Express throughout the year.

You can also collect an order form from the school office. Logo Express can provide a gym t-shirt in your child's House Team colour (red, blue, yellow or green).

A limited number of school uniform items are held in school.

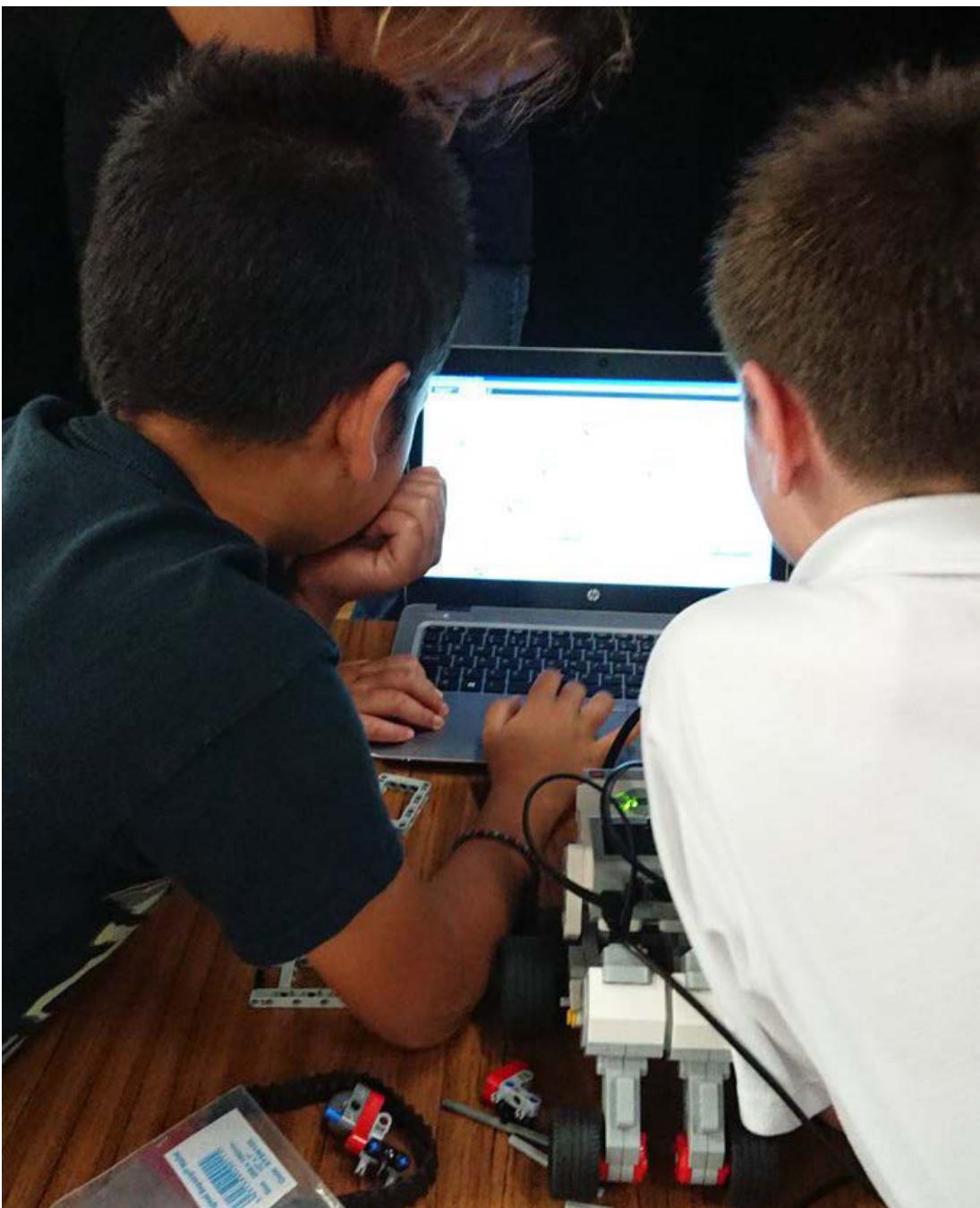
Any questions regarding school uniforms should be directed to the school office.



Secondary School

At the end of P7 pupils usually transfer to:

McLaren High School
Mollands Road
Callander
FK17 8JH
Tel: 01877 330156



Extra Curricular Activities

Callander Primary School working together with Active Stirling provide a number of sporting after school clubs throughout the school year, as well as other clubs run by staff and volunteers including Young Engineers, Astronomy, Dance Club and Ukulele. Information on these clubs is shared with parents through the website and email. Scripture Union in conjunction with Callander Kirk has a Friday lunchtime club for all learners.

There is a Homework Club run for all Primary 4 to Primary 7 learners during a lunchtime twice weekly. We also support learner led clubs throughout the year. We are always open to new suggestions for clubs and groups; so if you can spare an hour or so during term time and would like to run a club for the children please contact the school.

Educational Excursions

Classes are often involved in excursions which complement learning. This places learning in a real context for our children. Excursions can therefore take place throughout the school year. Parents will be notified and their permission sought for school trips. We follow the guidelines contained in Stirling Council Excursions Policy when undertaking the planning and implementation of any trip out with school.

Homework

We have a Homework Policy which was developed in consultation with our Class Representatives and then the wider parent body. It is school policy that homework will be completed entirely at the discretion of parents as we recognise that many families lead very busy lives beyond school hours. Children can attend the homework club at lunchtimes on Wednesdays and Thursdays. Failure to complete any homework activity will never result in any action by teaching staff.

Emergency Contacts

If a child is injured or becomes ill at school, parents may need to be contacted and asked to come into school to collect their child. For this reason it is vital that the information held at the school, contains up to date contact numbers. Please notify the school office of any changes to addresses, phone numbers or emergency contacts.

Critical Incident Response Plan

The school has a critical incident response plan for dealing with any emergency situations. This also includes a school closure plan due to inclement weather.

Supervision and Wet Weather Arrangements

Children should be given opportunities to play outside unless the weather is extreme. Parents are asked to ensure that their child has suitable waterproof outdoor clothing including footwear and a waterproof jacket with a hood. Umbrellas are NOT safe in the playground. However, when it is particularly wet, the school doors will be opened at 8.50 am to allow children to come indoors. This arrangement is dependent upon adequate staff availability for supervisory duties.

During wet intervals and lunch breaks school staff are on duty in designated areas of the school building. Each class also has a set of Primary 7 monitors.

Attendance

It is important that the school and parents work together to achieve good attendance as there is a strong link between good attendance and achievement. The school aims to encourage attendance by creating a welcoming and supporting ethos. If there are difficulties with your child's attendance, the school will contact you to discuss ways of resolving this.

If your child is unable to attend school due to illness or for any other reason, we ask that parents should notify the school as early as possible in the school day.

Parents should also give careful consideration to the impact on a child's education of taking holidays during term time. All schools are required to record attendance and absence of pupils and report on these figures to parents, the Council and the Scottish Government.

The Scottish Government's guidance – Included, Engaged and Involved: Attendance in Scottish Schools - issued to all local authorities in December 2007 provides guidance on how attendance and absence at school is recorded. This document clarifies that the majority of family holidays taken during term time will be categorised as unauthorised absence and that schools may only authorise a family holiday during term time under very exceptional circumstances.

Regular attendance scans are undertaken by the management team. When a child's attendance drops below 90%, parents will be notified by letter and asked to come in to talk to the headteacher about how best to support your child's progress.

Persistent latecoming also causes regular interruptions for some classes. It disrupts learning and teaching not only for the latecomer but for the whole class.

At no time during the school day should a child be removed by a parent from the school without informing the staff of the school. This includes lunchtime "disappearances". If a child is reported missing we will try to contact the parents or we will ask for help from the emergency contact or neighbours. If we fail to locate the child the Police will be informed. Please help us to keep your child safe. Poor attendance falls into the Council's Staged Intervention Framework and action will be taken to address patterns of poor attendance.

Child Protection and Safeguarding

All children in Scotland have the right to be protected from abuse or neglect.

Schools and nurseries play an important role in the prevention of abuse and neglect through creating and maintaining safe learning environments and teaching children and young people about staying safe from harm and how to speak up if they have worries or concerns.

Schools and nurseries have identified child protection coordinators with a remit to promote safeguarding and a responsibility to act when aware of a child protection concern.

If you are concerned a child or young person is at risk of abuse or neglect, you can contact school, police or phone children's services on 01786 471177.

Clothing Grants

Some families may be eligible for clothing grants. Application forms can be obtained from Stirling Council, telephone 01786 233210 or downloaded from the Council website at <https://my.stirling.gov.uk/services/education-and-learning/schools/school-grants>.

Please take your completed application form, along with the documents requested, to your nearest local office, or Customer First, Port Street, Stirling or post to Stirling Council, Teith House, Kerse Road, Stirling, FK7 7QA.

Complaints

You can complain in person, by phone, email or by letter. We regard a complaint as any expression or dissatisfaction about our action or lack of action, or about the standard of service provided by us or on our behalf.

Who can complain?

Anyone can complain who is the parent or legal guardian of a child or a person authorised to complain on his/her behalf. For example, a child's grandparent who is not the legal guardian needs authority from the child's parent or guardian. This would normally mean a note to show that the person responsible for the child has agreed.

What can't I complain about?

Here are some things we can't deal with through our complaints procedure:

- A routine first time request for a service or action – e.g. informing the school that your child told you she is being bullied and asking them to resolve this.
- Requests for compensation from the Council.
- Things that are covered by a right of appeal, e.g. exclusion from school which has its own statutory process. In these cases we will give you information and advice to help you.

You have 6 months to make a complaint after the event that you want to complain about takes place. If you first learn of the issue about which you want to complain after this point, you have a further 6 months to complain. In exceptional circumstances the Service may investigate matters more than a year old, but it is not obliged to do so.

We have 2 stage complaints procedure.

Stage One – frontline resolution

In the first instance, please complain to your child's school or nursery, telling them as much as you can about the complaint, what has gone wrong and what you want them to do to resolve the matter. A senior member of staff, either the headteacher or depute head, will be responsible for looking into complaints. Heads are senior managers with a high level of responsibility for your child's learning and welfare and are able to look into most matters. However, the headteacher may refer the Stage One complaint to Schools, Learning and Education centrally, e.g. if it is about the conduct of the headteacher or too complex to be dealt with at front-line service level.

The school or nursery will give you our decision at Stage One within 5 working days or fewer unless there are exceptional circumstances. If we need further time, we will ask you to agree an extension of up to 5 further days. If the Stage One complaint has been referred to Schools, Learning and Education centrally your response will come from there.

Stage Two – investigation

If you are dissatisfied with your Stage One response you can move to Stage Two. Stage Two deals with 2 types of complaints: those not resolved at Stage One and those not appropriate for Stage One, for example the conduct of a headteacher or those too complex for a headteacher to deal with.

To move to Stage Two, you should email info@stirling.gov.uk, or you can ask the headteacher of the school or nursery to move the complaint to Stage Two on your behalf.

When using Stage Two:

- We will acknowledge your complaint within 3 working days.
- You will be contacted by the Investigating Officer for your complaint, who will usually meet you to confirm: the detail of your complaint, what you want to achieve, and if your expectations are achievable. In some cases, e.g. your complaint has been made in writing and is clear, there may be no need to meet. It is helpful if you present any evidence that you can offer in support of your complaint, e.g. contact details for witnesses, reports from other professionals, etc. if appropriate.
- We will write to you confirming the details of your complaint, what you want to achieve, and what the investigation can cover.
- We will give you a full, written response to the complaint as soon as possible and within 20 working days. If our investigation takes longer than 20 working days we will agree revised time limits with you and keep you updated on progress.

After we have fully investigated your Stage Two complaint, if you are still dissatisfied with our decision or the way we dealt with your complaint you can ask the [Scottish Public Services Ombudsman](#) (SPSO) to look at it.

The SPSO cannot normally look at:

- A complaint that has not completed our complaints procedure.
- Events that happened or you became aware of, more than a year ago.



Stirling Council Schools, Learning and Education

Enrolment Arrangements : Primary & Secondary School Education in 2019

The 2019/2020 school year starts on 20 August 2019. This is the **only** date for beginning school education for that year.

All children who are five years old on or before 20 August 2019 are of school age and **must** start their primary school education on 20 August 2019, children who are five years old between 20 August 2019 and 29 February 2020 **may** start their primary school education on 20 August 2019.

If your child is starting their primary school education in August 2019 you **must** enrol him/her at their catchment school **by 25 January 2019**. Details of school catchment areas and further information on our enrolment procedures can be found by visiting our website www.stirling.gov.uk or by contacting us on 01786 233185. As part of the enrolment process we check the residency of all parents wishing to enrol their child at their catchment school, please bring your child's birth certificate, child benefit book/award letter, tax credit award letter, two recent household utility bills and a recent council tax bill with you when you enrol your child.

The list of dates when schools are enrolling pupils will be available on our website www.stirling.gov.uk from 3 December 2018.

Gaelic Medium Provision

Gaelic Medium Provision is available at Riverside Primary School, Forrest Road, Stirling tel: 01786 474128 email: rversdeps@stirling.gov.uk. Any parent wishing to enrol their child in our gaelic medium provision should contact the school for further information.

Notice to Parents and Guardians of Children due to Transfer from Primary to Secondary School

Children currently in P7 will transfer from primary to secondary education in August 2019. You will receive notification of transfer arrangements through your primary school and your child will be automatically enrolled in their catchment secondary school. Should you wish your child to attend a secondary school that is not their catchment school a placing request must be submitted.

Placing Requests for Session 2019/2020

In accordance with the Education (Scotland) Act 1980 as amended, Stirling Council hereby informs parents or guardians who wish to make a placing request for the school session 2019-2020, to do so in writing **by no later than 15 March 2019**. Your right applies to a request that your child be placed in a school other than the school which normally serves the area in which you live. It applies to a primary school or, where appropriate, the transfer to a secondary school, including a school providing for children with additional support needs. You can apply online at <http://my.stirling.gov.uk/cakeforms/view/placingrequestapplicationform> or, alternatively, application forms and guidelines are available from Schools, Learning and Education, Wolfcraig, Dumbarton Road, Stirling on 01786 233185.

It is essential that you enrol your child at the school that serves your local area even if you are making a placing request for another school.

Please note that if your placing request is successful school transport will not be provided for your child.

Schools Information

Information on local authority schools in Stirling Council is available on our website www.stirling.gov.uk or by contacting us on 01786 233185.

Parents wishing to apply for enrolment to Our Lady's RC Primary School, St Mary's RC Primary School, St Margaret's RC Primary School, St Mary's Episcopal Primary School and St Modan's High School should contact the school to discuss enrolment policy. Details are also available on the Council website www.stirling.gov.uk

Equalities

Everyone deserves to be treated equally, fairly and without prejudice.

Educational establishments create inclusive cultures by working in partnership with the wider community to agree positive values, by promoting and celebrating diversity and through delivering appropriate learning opportunities within their curriculum.

Schools and nurseries operate within Stirling Council's duty under the Equality Act (2010) to:

- Eliminate discrimination, harassment and victimisation.
- Advance equality of opportunity between people by removing or minimising disadvantage, meeting the needs of particular groups which are different from the needs of others and encouraging participation in public life.
- Foster good relations by tackling prejudice and promoting understanding.

The Equality Act 2010 identifies 9 protected characteristics from discrimination, harassment or victimisation:

- age
- disability
- gender reassignment
- marriage or civil partnership (in employment only)
- pregnancy and maternity
- race
- religion or belief
- sex
- sexual orientation.

Schools and nurseries have a duty to report prejudice based incidents.

Anti-bullying and Positive Relationships

Approaches to anti bullying reflect *Getting it Right for Every Child* and recognise that bullying impacts on wellbeing. In order to thrive and achieve their full potential, children and young people need learning environments which are safe, nurturing, respectful and free from fear, abuse and discrimination.

All education establishments operate within Stirling's Approach to Respect for All: Preventing and Challenging Bullying Behaviours and will, in consultation with wider communities, create establishment specific anti bullying policy.

Getting it Right for Every Child

This is the national approach to supporting and working with all children and young people in Scotland. It puts the rights and wellbeing of children and young people at the heart of the services that support them. *Staged Intervention approach is in line with the principles of GIRFEC.*



Key elements of GIRFEC are:

- Wellbeing
- Child's Plan
- Named Person

Wellbeing

To help with a common understanding of what wellbeing means, it is broken into 8 wellbeing indicators:

Every child and young person should be SAFE, HEALTHY, ACTIVE, NURTURED, ACHIEVING, RESPECTED, RESPONSIBLE, INCLUDED.

Named Person

Most children get all the help they need from their families and communities but for some, they may need extra help at times. Children from birth to 18 or their parents, will have access to a named person to help them get the support they need. The named person will be a clear point of contact for families that wasn't help and support for worries they have. For school age children, the named person will be a promoted member of staff. More information is available on the [Scottish Government website](#).

Child's Plan

The Children and Young People (Scotland) Act 2014 ensures a single planning framework, Child's Plan, will be available for children who require extra support that is not generally available to address a child or young person's needs and improve their wellbeing.

The Child's Plan is part of the GIRFEC approach to promote, support and safeguard the wellbeing of children and young people. The Scottish Government is working with Parliament to agree a timetable to enable commencement in 2018.

Stirling educational establishments have long established staged intervention procedures which provide appropriate and proportionate assessment, planning and review to ensure children and young people have their individualised needs met. Further information is detailed in [Staged Intervention Guidance](#).

Inclusion

Additional Support Needs

All children get help with their learning.

A child is said to have 'additional support needs' if they need more, or different, support from what is normally provided in schools or nurseries for children of the same age.

The Education (Additional support for Learning) (Scotland) Act 2004 (as amended 2009) created the term **additional support needs** and explains the duties on education authorities to support children and young people's learning.

A child or young person may have additional support needs for lots of reasons including:

- A physical disability
- Being a young carer
- Changing school a lot
- Being bullied
- Having a communication difficulty
- Being looked after by the local authority
- Having a long term illness

Staged Intervention is the process used to identify, assess and plan to meet a child's needs. Every school and nursery has a *Pupil Support Co-ordinator* with responsibility for ensuring appropriate support for children with additional support needs. For most children the support they require is provided from school, for example, differentiated materials, additional time, movement programmes, and support groups. Some pupils with more complex needs may be referred to ASN Outreach or other partner agencies to provide more enhanced interventions. Agreed actions will be recorded and reviewed during staged intervention meetings in collaboration with the child, family and staff. Where there are more than one agency supporting a child and this is significant and long lasting, a Coordinated Support Plan may be developed.

If you have concerns about your child, in the first instance, contact your school.

More information is available on the website or by contacting ASN and Wellbeing Team.

Independent Advice

Enquire are a Scottish advice service providing help and information. All advice given is independent and impartial. Contact the Enquire Helpline on 0345 123 2303.

Enquire also has two websites, one for [parents, carers and professionals](#) and one for [children and young people](#).

[Let's Talk](#) helps parents of children with additional support needs who may require support in relation to a dispute or potential dispute with an education authority. The service can be used by anyone who has a right to make a reference to the Additional Support Needs Tribunals for Scotland.

[My Rights, My Say](#) is a children's service which provides advice and information, advocacy support, legal representation and a service to seek children's views independently about their support.

Insurance Information

1 Public Liability

Stirling Council has Public Liability Insurance in respect of claims against the Council for bodily injury to any person or for loss or damage to any person's property for which the Council is legally liable. Negligence or failure to fulfil a statutory obligation on the part of the Council or its employees resulting in injury, loss or damage to property must be established.

Pupils' Property

Each session, unfortunately but inevitably, pupils' property is lost, damaged or stolen in school. Parents should be aware of the following points:

- a. Parents' house contents policy may give some measure of cover for personal effects of family members.
- b. It is suggested that parents may wish to consider taking out additional individual personal cover.
- c. Pupils should be encouraged not to bring valuables to school.

The general rule is that pupils bring property to school at their own risk. There may be situations where the school accepts responsibility for pupils' property, but otherwise the Council is not responsible if property is lost, damaged or stolen in school.

2 Personal Accident/Travel Cover – Educational Excursions

The Council has arranged insurance cover for Educational Excursions organised by the Council.

A brief summary of the cover is as follows:

Persons Covered: Organisers, participants, members, employees and others on excursions or trips organised by or under the auspices of the Council.

When Covered: While participating in any activity organised by or on behalf of the Council beyond the limit of the school grounds.

If you require further information please contact the Council's Insurance Team on 01786. 233437.

School Health Service

The Forth Valley NHS has a statutory obligation to provide a health service for all school-age children in the Stirling Council area. The aim of the service is to make sure that all children are in the best possible health to benefit from their education and to provide the education service with advice and support about the spread of infections and the promotion of good health.

Parents/carers will be given the opportunity to meet the named nurse for the school when their child starts school in Primary 1. This will involve parents completing a health questionnaire for their child. The nurse may make contact with parents/carers based on the information provided by them. Teachers and parents/carers are encouraged to report any concern about hearing, especially in primary one pupils. Hearing is no longer part of the routine checks done in school.

If you have any concerns with your child's health which may affect their education, an appointment can be arranged with your named nurse (contact details below). School staff, with parents' permission, can request an appointment with the named nurse at any time. The named nurse will also liaise closely with the Team Leader who has overall responsibility for primary school children.

The community paediatric doctor will see children at their clinic who have additional support needs or who have any significant ongoing medical or developmental conditions affecting their education.

School staff and parents can contact the named nurse if they have any health concerns regarding children which may affect their educational needs. The nurse will then offer a Health assessment in school or in the child's home.

All children within P1 will receive a toothbrush, toothpaste and leaflet- "Make your smile count". A dentist from the Salaried Dental Service will carry out a dental inspection of your child in P1 and again in P7. Dental treatment can be offered to those children unable to register with a general dental practitioner through the Salaried Dental Service.

The School Health Service can be contacted at:

Area Community Child Health Department
Stirling Royal Infirmary
Livilands
Stirling FK8 2AU
Telephone: 01786 434150

Infectious Diseases

Colds, flu and gastro-enteritis are the most common infections affecting children of school age. It is important that you keep your child off school in the early stages of flu and while they still have diarrhoea. Children who have had diarrhoea should stay off school for 48hrs after the last episode of diarrhoea. It is also important that your child understands how to prevent picking up and spreading such infections. You will be able to get further advice about good health from your named school nurse or staff in your Health Centre or GP Practice.

For advice about early detection and treatment for other infectious diseases e.g. chickenpox and mumps please consult your GP or School Nurse.

Head Lice

Head lice are spread through head to head contact. This can happen at home, in the community, or in school. Regular combing of your child's hair using a head lice detection comb is the best way to catch this possible problem at an early stage.

The only way to be sure that your child has head lice is to find a live louse. If you find live lice, you need to get the correct lotion from your doctor, health visitor or pharmacist. The instructions need to be followed carefully. If this is not done then re-infection is likely.

If lice are found, all family members and close friends of your child should be checked. Treatment should only be applied if live lice are found. Products used for treating head lice must be ones that can be left in the hair for 12 hrs, this treatment requires to be repeated after 7 days. You should advise others of this possible problem in the same way as you would tell family and friends about other infections which might affect them.

Further advice can be obtained from the Health Board. A head lice leaflet is available in all schools and health centres.

School Meals

Lunches are provided every day for children and young people in all schools. All food and drink provided meets national requirements for nutritional standards as well as guidance aimed at encouraging uptake and removing the stigma attached to free school meals.

Meals are provided by the Council's catering service. Menus are seasonal and are changed twice a year, spring/summer and autumn/winter. All recipes are analysed to make sure that they provide a healthy and well-balanced meal. The catering service tries to suit the majority of tastes by offering choices which include a daily vegetarian option as well as a range of packed lunches. Children having packed lunches are supervised. We encourage parents to ensure home packed lunches are healthy and do not contain fizzy drinks, sweets and nuts.

Pupils and their parents have opportunities to provide feedback and have a say about the content of future menus and the catering service is committed to introducing new products and to promoting healthy food choices.

Stirling Council achieved the Silver Food for Life Catering Mark in March 2014. This guarantees that all menus are prepared using non GM ingredients, are 75% freshly prepared, use only free range eggs, avoid additives and trans fats with meat and poultry sourced in a way that ensures animal welfare is taken care of. All milk provided to the children to drink or within their meals is organic. More information about the standard can be found at <http://www.sacert.org/catering>.

Menus and current prices can be viewed on the Council's website at <http://my.stirling.gov.uk/services/education-and-learning/schools/schools-catering>.

Medically prescribed diets can be catered for and parents should contact the head teacher to discuss any special dietary requirements.

The Catering Service can also provide a healthy packed lunch for school trips.

Some families may be eligible for free school meals. An application form is available from the school or can be printed from the Council's website at:

<https://my.stirling.gov.uk/services/education-and-learning/schools/school-grants>.

This form should be completed and returned to Customer First, Port Street, Stirling or post to Stirling Council, Teith House, Kerse Road, Stirling FK7 7QA.

Transport

Stirling Council provides free transport to children who live more than two miles from their catchment school, or where there is no safe walking route available.

Further information is available on the Stirling Council website at:

<https://my.stirling.gov.uk/services/education-and-learning/schools-schools-travel-and-trips>.

Unexpected Closures

While schools have contingency planning in place to cope with a number of circumstances, sometimes it is necessary to close schools or amend the normal school day. e.g., storm damage, power cut.

In the event of this happening, we have to ensure school record of parents' place of employment and childcare arrangements are up to date. Please make sure we have an emergency contact telephone number and address. We will issue an annual update form to check the accuracy of contact details and other information held by the school.

Please make sure your child knows who to go to if you are not at home.

STIRLING COUNCIL – EDUCATION

2018-19 School Dates

Autumn Term		
Starts	Friday 17 August 2018	Teachers return
Ends	Monday 20 August 2018 Friday 12 October 2018	Pupils return
October Holiday		
Starts	Monday 15 October 2018	
Ends	Friday 19 October 2018	
Winter Term		
Starts	Monday 22 October 2018	
Staff Development Day	Thursday, 29 November 2018	
Staff Development Day	Friday 30 November 2018	
Winter Term		
Ends	Friday 21 December 2018	
Christmas Holiday		
Starts	Monday 24 December 2018	
Ends	Friday 4 January 2019	
Spring Term		
Starts	Monday 7 January 2019	
Staff Development Day	Monday 11 February 2019	
Staff Development Day	Tuesday 12 February 2019	
Local Holiday	Wednesday 13 February 2019	
Local Holiday	Thursday 14 February 2019	
Local Holiday	Friday 15 February 2019	
Spring Term		
Ends	Friday 29th March 2019	
Spring Holiday		
Starts	Monday 1 April 2019	
Ends	Friday 12 April 2019	
Summer Term		
Starts	Monday 15 April 2019	
Good Friday	Friday 19 April	
Easter Monday	Monday 22 April	
Local Holiday	Monday 6 May 2019	
Summer Term		
Ends	Friday 28 June 2019	
Summer Holiday		
Starts	Monday 1 July 2019	
Ends	Friday 16 August 2019	
	Monday 19 August 2019 *	Teachers return
	Tuesday 20 August 2019 *	Pupils return

* To be confirmed

STIRLING COUNCIL – EDUCATION

2019-2020 School Dates

Autumn Term		
Starts	Monday 19 August 2019	Teachers return
Ends	Tuesday 20 August 2019 Friday 11 October 2019	Pupils return
October Holiday		
Starts	Monday 14 October 2019	
Ends	Friday 18 October 2019	
Winter Term		
Starts	Monday 21 October 2019	
Staff Development Day		
Staff Development Day	Thursday 28 November 2019 Friday 29 November 2019	
Winter Term		
Ends	Friday 20 December 2019	
Christmas Holiday		
Starts	Monday 23 December 2019	
Ends	Friday 3 January 2020	
Spring Term		
Starts	Monday 6 January 2020	
Staff Development Day		
Staff Development Day	Monday 17 February 2020	
Local Holiday	Tuesday 18 February 2020	
Local Holiday	Wednesday 19 February 2020	
Local Holiday	Thursday 20 February 2020	
Local Holiday	Friday 21 February 2020	
Spring Term		
Ends	Friday 3 April 2020	
Spring Holiday		
Starts	Monday 6 April 2020	
Ends	Friday 17 April 2020	
Summer Term		
Starts	Monday 20 April 2020	
Local Holiday		
	Monday 4 May 2020	
Summer Term		
Ends	Thursday 25 June 2020	
Summer Holiday		
Starts	Friday 26 June 2020	
Ends	Friday 14 August 2020	
	Monday 17 August 2020*	Teachers return
	Tuesday 18 August 2020*	Pupils return

* To be confirmed

Digital Learning

Digital Tools for Learning and Teaching

In Stirling Council schools and nurseries, we use a variety of digital tools for learning and teaching, to share information about the life of the school, communicate with parents and carers, and to celebrate success. Use of many of these tools requires sharing some personal data about your child with the providers of the services. This may include, for example, children's names, classes and photographs. For some services, we will need your consent to share personal data.

Core Digital Services

Across Stirling Council, we use Glow and Google's G Suite for Education for learning and teaching. Data is shared with these services under the legal basis of public task - use of these services is deemed essential for learning and teaching, and we have legal agreements in place with both Education Scotland and Google to ensure that personal data is kept safe (see our Privacy Notices for our use of these services).

Likewise, Seemis is used to securely manage children and young people's personal data, including sensitive category data (such as information about their health). This data sharing is also done under the legal basis of public task, and appropriate agreements are in place to ensure the data is securely managed.

Digital Services Requiring Consent

For other processes involving digital tools, we will seek consent of parents/carers and the young people themselves when they are aged 12 and over.

Privacy Notice for the Use of G Suite for Digital Learning and Teaching

What is personal data?

In schools and nurseries, we handle various kinds of **personal data**. "Personal data" relates to any information relating to an identifiable person. The processing of personal data is governed by the General Data Protection Regulation (GDPR) and the Data Protection Act (2018).

Who is the data controller?

Stirling Council is the data controller. This means that it is responsible for the safe and legal processing of your data.

Why are we processing your personal data?

Stirling Council complies with its obligations by keeping your personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We will collect the following data:

Names, Year group, School/Nursery, Email addresses, Information based on use of service, e.g. type of device and cookies.

We will use your personal data for the following purposes:

Enabling the use of digital learning and teaching tools.

What is the legal basis for processing your personal data?

Public Task

Sharing your personal data

Your personal data will be treated as strictly confidential. In order to fulfil the purpose of G Suite for learning and teaching, we may need to share your personal data with Google G Suite. Google may share data with third parties with users' or parent/carers' consent, or to meet legal requirements (as set out in their privacy policy: https://gsuite.google.com/terms/education_privacy.html).

How long do we keep your personal data?

Your data will be deleted after 1 year after the account is deactivated.

Your rights regarding your personal data

You have various rights with respect to your personal data, including:

- The right to be informed about how we will use your personal data.
- The right to access a copy of any personal data we hold about you.
- The right to have personal data rectified if it is inaccurate or incomplete.
- The right to request the deletion or removal of personal data.
- The rights to restrict and object to processing of personal data.
- The right to obtain and reuse your personal data for your own purposes.
- Rights in relation to automated decision making and profiling.
- The right to withdraw your consent for the processing of your personal data.
- The right to lodge a complaint with the school/nursery, Stirling Council, and/or the Information Commissioner's Office.

Further processing

If we wish to use your personal data for a new purpose that is not covered by this Privacy Notice, we will issue a new notice explaining this new use. Where necessary, we will seek your prior consent to the new processing.

Contact details

Stirling Council: Schools, Learning and Education

Stirling Council Data Protection Officer: Kevin O'Kane - dataprotection@stirling.gov.uk

Information Commissioner's Office

Helpline - 0303 123 1113

Email - caserwork@ico.org.uk

Website (including contact form and live chat) - <https://ico.org.uk/global/contact-us/>

Privacy Notice for the Use of Services within Glow for Digital Learning and Teaching

What is personal data?

In schools and nurseries, we handle various kinds of **personal data**. "Personal data" relates to any information relating to an identifiable person. The processing of personal data is governed by the General Data Protection Regulation (GDPR) and the Data Protection Act (2018).

Who is the data controller?

Stirling Council is the data controller. This means that it is responsible for the safe and legal processing of your data.

Why are we processing your personal data?

Stirling Council complies with its obligations by keeping your personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We will collect the following data:

Names, Date of birth, Year group, School/Nursery, Email addresses, MIS identifier, pupil/teacher identifiers.

We will use your personal data for the following purposes:

To provide interactive, accessible and collaborative learning experiences for children and young people; to support teachers to work innovatively and collaboratively.

What is the legal basis for processing your personal data?

Public Task

Sharing your personal data

Your personal data will be treated as strictly confidential. Other Glow users will be able to see some data (not including home email addresses, dates of birth or MIS identifiers). Education Scotland will have access to all of the data provided.

How long do we keep your personal data?

Your data will be deleted after 9 months after the account is deactivated.

Your rights regarding your personal data

You have various rights with respect to your personal data, including:

- The right to be informed about how we will use your personal data.
- The right to access a copy of any personal data we hold about you.
- The right to have personal data rectified if it is inaccurate or incomplete.
- The right to request the deletion or removal of personal data.
- The rights to restrict and object to processing of personal data.
- The right to obtain and reuse your personal data for your own purposes.
- Rights in relation to automated decision making and profiling.
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Information Commissioner's Office

Helpline - 0303 123 1113

Email - caserwork@ico.org.uk

Website (including contact form and live chat) - <https://ico.org.uk/global/contact-us/>

Education Statistics Privacy Notice

Annual Data Check

On an annual basis schools request that parents and carers update the information that they hold for administrative purposes. It is important that this information contains up to date details as the school may use it in the event of an emergency. This information is also used to submit secondary school pupils for SQA examinations.

When you receive an Annual Data Check you should make any corrections or additions in pen and return to your child's school.

If you move address or change your mobile phone number please remember to notify the school.

Pupil record information is used in accordance with the Council's Data Protection Notification.

Transferring Educational Data about Pupils

The Scottish Government and its partners collect and use information about pupils in schools (e.g. the number and characteristics of pupils, their attendance, absence and exclusions, their attainment and their destination when leaving school) to help to improve education across Scotland. This note explains why we need this information, how we use it and what we do to protect the information supplied to us.

Why Do We Need Your Data?

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

Accurate and up-to-date data allows us to:

- Plan and deliver better policies for the benefit of all pupils.
- Plan and deliver better policies for the benefit of specific groups of pupils.
- Better understand some of the factors which influence pupil attainment and achievement.
- Share good practice.
- Target resources better.
- Enhance the quality of research to improve the lives of young people in Scotland.

Data Policy

Information about pupils' education is collected through our statistical surveys in partnership between the Scottish Government and Local Authorities through the ScotXed Programme which aims to help schools and Local Authorities by supporting efficient collection, processing and dissemination of statistical information. The Scottish Government then provides analysis of the data to support research, planning, management and monitoring of education services as well as to produce National Statistics publications.

Education data within Scottish Government is managed effectively by secure systems and is exploited as a valuable corporate resource, subject to confidentiality restraints. As part of its data policy, Scottish Government will not publish or make publicly available any information that allows individual pupils to be identified, nor will data be used by Scottish Government to take any actions in respect of individuals. Data is held securely and no information on individual pupils can or would be made publicly available by Scottish Government.

The individual data about pupils in schools collected by Scottish Government through statistical surveys is used only for the statistical and research purposes for which it is collected.

Your Data Protection Rights

The collection, transfer, processing and sharing of ScotXed data is done in accordance with the Data Protection Act (2018). We also comply with the National Statistics Code of Practice requirements and other legislation related to safeguarding the confidentiality of data. The Data Protection Act gives you the right to know how we will use your data. This note can give only a brief description of how we use data. Fuller details of each individual ScotXed survey, including the purpose of each and the published data, can be found on the ScotXed website (<http://www.gov.scot/Topics/Statistics/ScotXed>). Pupil names and addresses (other than postcode) are never collected in any ScotXed statistical survey.

Scottish Government works with a range of partners including Education Scotland, Skills Development Scotland and the SQA. On occasion, in order to help meet our aim of improving the life of young people in Scotland, we may make individual data available to partners such as the National Registers of Scotland to carry out research relating to the national population census and also to academic institutions and organisations to carry out additional research and statistical analysis which helps inform policy development and contributes to improving outcomes for Scotland's people. In order to carry out this research to support better decisions, policy making and practice, data may be linked to information from other sources. Further information on Scottish Government's use of data can be found here (<https://www.gov.scot/Topics/Statistics/ScotXed/SchoolEducation/ESPrivacyNotices>).

Any sharing or linkage of data will be done under the strict control of Scottish Government, and will be consistent with our data policy and the National Data Linkage Guiding Principles. This will ensure that no individual level data will be made public as a result of the data sharing and that these data will not be used to take any actions in respect of an individual. Decisions on the sharing or linkage of data will be taken in consultation with relevant colleagues and individuals within and outwith Scottish Government. At all times pupils' rights under the Data Protection Act and other relevant legislation will be ensured.

Concerns

If you have any concerns about the ScotXed data collections you can email the Head of Schools Analysis, Mick Wilson, at mick.wilson@scotland.gsi.gov.uk or write to Education Analytical Services, Area 2D, Victoria Quay, Leith, EH6 6QQ.

Parentzone

Parentzone Scotland is a unique website for parents and carers in Scotland, from early years to beyond school. The website provides up-to-date information about learning in Scotland, and practical advice and ideas to support children's learning at home in literacy, numeracy, health and wellbeing and science.

Information is also available on Parentzone Scotland regarding additional support needs, how parents can get involved in their child's school and education. Furthermore, the website has details about schools including performance data for school leavers from S4-S6; and links to the national, and local authority and school level data on the achievement of Curriculum for Excellence levels.

Parentzone Scotland can be accessed at <https://education.gov.scot/parentzone>.



Information and advice on education and learning for parents in Scotland

Be at the heart of your child's learning ...



Sign up to receive our Parents and Carers e-bulletins for the latest developments in Scottish education.

edscot.org.uk/p/LQE-39I/subscribe

Email: enquiries@educationscotland.gsi.gov.uk

education.gov.scot/parentzone

