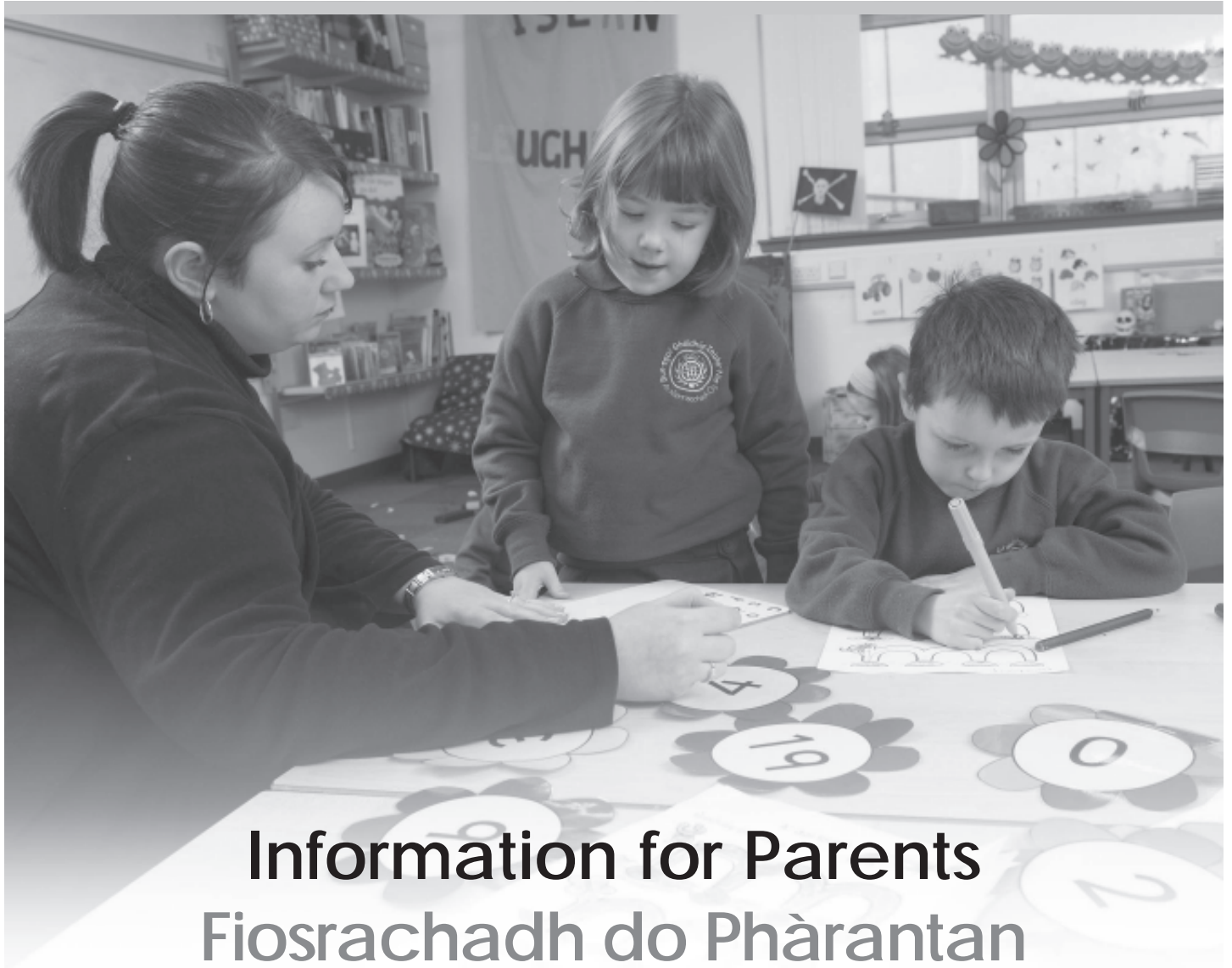


*"Working together to inspire learning and achievement in Highland communities."
"A' toirt piseach còmhla air ionnsachadh is coileanadh ann an Coimhearsnachdan na Gàidhealtachd."*

Education, Culture and Sport Foghlam, Cultar agus Spòrs



Information for Parents Fiosrachadh do Phàrantan

2011

www.highland.gov.uk/learninghere

Welcome

Fàilte

Dear Parent/Guardian,

This booklet is designed to provide you with what you need to know in advance of your child starting primary or secondary school. This is a huge milestone in your child's life and significant for the whole family. We are committed to working with you to ensure that your child finds school a valuable and enjoyable experience. Highland schools are vibrant, creative places with dedicated staff who are committed to helping your child to achieve his/her best. In addition to this booklet, each school has its own prospectus and website information which offer more detailed information.



An exciting time to learn

Àm math airson ionnsachadh

Your child will be starting school as the new national Curriculum for Excellence is being introduced. This aims to ensure that all children and young people in Scotland develop the knowledge, skills and attributes they will need if they are to flourish in life, learning and work, now and in the future. It gives a broad, general education through focused learning experiences. You can play a big role in encouraging your child in their learning by listening, talking and sharing with them about their strengths and what they enjoy. As you find out what learning is happening at school you can do what you can at home to build on that.

We look forward to working with you in achieving your aims as well as our own for your child in their education.

Yours sincerely,

Hugh Fraser

Director of Education, Culture and Sport

DELIVERING EDUCATION IN HIGHLAND

A' LÌBHRIGEADH FOGHLAM AIR GHÀIDHEALTACHD

The Highland Council delivers Education across the diverse geography of the whole Highland area which is 33% of the Scottish landmass. We have 161 nursery units, 183 Primary Schools, 29 Secondary Schools, and 3 Special Schools. There are 16,821 primary children, 14,767 secondary young people and 127 young people attending special schools.

All schools in Highland are co-educational and the majority are non-denominational. There is one Roman Catholic primary school in Inverness and two Roman Catholic primary schools in Fort William. There are no denominational secondary schools.

All primary schools cater for stages P1 -7 (with the exception of Scoraig School which is a 3-14 School) and all secondary schools for stages S1-6. Information on Education provision is available directly from schools including a school prospectus.

Our Vision

Ar Lèirsinn

We are committed to the goal of "Working together to inspire learning and achievement in Highland communities". Children and young people need an environment suitable for learning. Over recent years, we have been able to open 15 new school buildings. There are more new schools and refurbishments planned or underway.

Our schools are providing a stable and safe nurturing environment to promote literacy and numeracy skills. There is a clear vision and strong teamwork in order to achieve this with high quality learning and teaching. Young people are finding more meaning through taking more responsibility for their own learning.

We seek to make innovative use of websites and e-learning to enhance learning. Glow, the new national digital network for schools, will be increasingly important for providing flexibility and choice in learning and teaching in Highland.

Our Aims

Ar n-Amasan

We aim to enable the young people of the Highlands to achieve their full potential as:

- EFFECTIVE CONTRIBUTORS
- CONFIDENT, HEALTHY AND SAFE INDIVIDUALS AND COMMUNITIES
- ACTIVE AND SUCCESSFUL LEARNERS
- RESPECTED AND RESPONSIBLE CITIZENS

Bilingualism and Gaelic Medium Education

Dà-chànanas is Foghlam tro Mheadhan na Gàidhlig

Gaelic Medium Education is a tried and tested way of ensuring that children learn to speak Gaelic and reap the benefits of being bilingual at an early age. It is available to children from both Gaelic and non-Gaelic speaking homes. Enrolment to Gaelic Medium Education can take place at Primary 1 stage, or thereafter, between Gaelic Medium Primary Schools/classes. The Highland Council is one of the leading local authorities in Scotland providing Gaelic Medium Education. Gaelic Medium Education represents the best hope for reversing the decline of Gaelic in the Highlands, especially if it is supported by opportunities for young people to use Gaelic in the home and community. The Council is committed to continuing to develop Gaelic Medium Education in pre-school and primary schools as well as expanding Gaelic Medium Education in the secondary sector.

Gaelic Medium education is provided in 21 primary schools across the Council area (detailed below) and Gaelic Medium subject teaching is provided in 6 secondary schools. We also continue to develop Gaelic Learning in schools, the home and community through an expansion of the Gaelic Learners in Primary School Programme and a coordinated system of adult tuition including a progressive tuition plan. Gaelic language courses, fluent or learners, are offered in a total of 16 secondary schools, and basic Gaelic language and awareness is taught in over 35 primary schools.

www.highland.gov.uk/learninghere/schools/gaelicmediumeducation/

Acharacle Primary School	Fort William RC Primary School	Newtonmore Primary School
Bonar Bridge Primary School	Gairloch Primary School	Plockton Primary School
Broadford Primary School	Glenurquhart Primary School	Portree Primary School
Bun-sgoil Ghàidhlig Inbhir Nis	Kilmuir Primary School	Bun-sgoil Ghàidhlig Shlèite
Craighill Primary School	Lochcarron Primary School	Bun-sgoil Ghàidhlig Stafainn
Dingwall Primary School	Mallaig Primary School	Tongue Primary School
Dunvegan Primary School	Millbank Primary School	Ullapool Primary School

If you would like further information on Gaelic Education you should contact your Area Education, Culture and Sport Office (contact information at the end of this document) or e-mail: gaelic@highland.gov.uk



Registering your child in Primary School

A' Clàradh ur pàiste sa Bhun-sgoil

Entry to primary school in Highland is on a once-a-year basis at the start of the new session in August each year.

Entry Ages

Aoisean Inntrigidh

Only children whose fifth birthday falls between 1 March of that year and the last day of February of the following year will automatically be admitted to school.

Parents may, however, make a request for early entry to primary school for a child whose fifth birthday falls after the last day of February. If you wish your child to be considered for early entry into Primary School you should write to your Area Education, Culture and Sport Manager who will arrange for an assessment to be carried out by Highland Council's Educational Psychology Service.

All parents of children born between September and February (e.g. still 4 years old on the school start date) are entitled to defer entry to Primary School if they believe their child is not ready for school. However, only children whose birthdays fall in January or February will be considered for funding for a subsequent year at nursery, unless there are special circumstances. Further information is available in the 'Guidance on Deferred and Early Entry to School'.

Primary School Provision and Registering Your Child for School

Solarachd Bun-sgoile agus a' Clàradh ur Pàiste san Sgoil

Each school has a defined geographical catchment area (with the exception of denominational and Gaelic Medium schools) and normally your child will attend your local primary school which can be easily identified. However, in some instances, particularly in larger towns, your local school may be unclear. In this instance you should contact your Area Education, Culture and Sport Office to confirm the school for your postal address.

If a child is due to start school in the August, he/she should be registered at your local primary school before the end of the preceding January. Local advertisements issued in January each year provide full details on how to register your child.

You may make a placing request for your child to attend a school other than the local school. Information on placing requests can be found in the separate booklet enclosed 'Parental Choice - School Placing Requests'. It is important, however, that your child is registered at his/her local school in advance of making a placing request application.

Primary One Intake Arrangements

Rèiteachaidhean Gabhail A-steach airson Prìomh a h-Aon

Primary 1 pupils should attend the full infant day from day 1 of the school session. However, there is some flexibility for Headteachers to have a reduced infant day for Primary 1 pupils for the first two weeks of the school session. Detailed arrangements for this will be agreed within Associated School Groups in order to avoid any local, practical difficulties. Headteachers will ensure that arrangements are communicated to parents at the earliest opportunity.

Transfer from Primary to Secondary School

Glusad bho Bhun-sgoil gu Àrd-sgoil

A group of Primary Schools in an area is normally associated with a single Secondary School. Pupils usually transfer from the Primary School to its associated Secondary School at the primary 7 stage (between the ages of 11 ½ and 12 ½ years).

Pupils who attend a Primary School as the result of a successful placing request may not automatically transfer to the Secondary School associated with this Primary School. Parents are requested to verify with the Primary School if their child will be automatically entitled to attend the associated Secondary School. You can also do this by contacting your Area Education, Culture and Sport Office.

Parents may make a placing request for their children to attend a Secondary School other than their local Secondary School, this includes parents whose children attend a Primary School as the result of a successful placing request and who wish their children to transfer to the Secondary School associated with that Primary School. Please refer to the information on placing requests below.

Details of the Primary Schools and their associated Secondary Schools can be provided by your primary school, your Area Education, Culture and Sport Office or by accessing the Council's web pages at: www.highland.gov.uk/learninghere/schools/

Additional Support Needs

Feumalachdan Taice a Bharrachd

It is the policy of the Highland Council to involve parents fully in any assessment and decision making about their child, and to make every reasonable effort to educate children in accordance with their parent's wishes.

The Council, as the Education Authority, has a legal obligation to identify and to meet the needs of those children in its schools who require additional support for their learning. It is important to identify and assess these children as early as possible so that they can receive appropriate educational support. For most children who require additional support for their learning their support will be planned and monitored using an Individualised Educational Programme/Child's Plan. If the Council judges that a child or young person has additional support needs which are long-term and significant, and which require co-ordinated support from more than one agency or service then, by law, the Council must consider whether to also compile a Co-ordinated Support Plan.

The Council provides for the education of pupils of school age with additional support needs using three broad approaches:

1. Where possible, pupils are supported to continue their education within their local schools. Some pupils, however, will need more intensive or specialised education. Most of these pupils are able to attend resourced schools, or special schools within the Authority's Area, since such provision is maintained for pupils with learning, hearing, physical, and communication difficulties, and autistic spectrum disorders.
2. A small number of pupils will need highly specialised education or will benefit from education away from home. These pupils attend special residential schools outside the Highland Council Area, and the Education Authority meets the full costs of education, boarding and travel.
3. Parents can request a particular school for their child. Please refer to the additional booklet enclosed "Parental Choice - School Placing Requests."

Parents who feel that their child may require additional support for learning are advised to contact staff at their child's school in the first instance. Parents can also contact the Highland Council Psychological Service to discuss their concerns (contact information at the end of this document). Within the Getting it Right for Every Child framework all children requiring additional support will have a Child's Plan, sometimes a single agency plan, sometimes a multi-agency child's plan where two or more agencies need to work together, with parents and carers, to meet the needs of the child. Further information about the staged approach to support for learning through Getting it Right for Every Child, co-ordinated support plans and the Highland Council Psychological Service can be obtained from the Highland Council's Support For Learning website: www.highland.gov.uk from the voluntary organisation CHIP+ (Tel: 01463-711189), website: www.childreninthehighlands.com and from Area Education, Culture and Sport Offices.

Moving to a School in Highland

A' Gluasad gu Sgoil air Ghàidhealtachd

If you are moving into Highland or moving from one area to another within Highland, you will need to register your child at his/her new zoned school. You will have to take to the school proof of your move to your new address. This will normally be in the form of a Child Benefit Letter and Council Tax registration.

On very rare occasions, there may not be a space immediately in the school. If this happens, we will provide transport to a nearby school, until a space becomes available in the zoned school. We would recommend that you contact the school prior to moving, to see if this is likely to be an issue. Please note that the school cannot register your child until you have officially moved to your new address and the school has seen the appropriate documents.

If you would like more information please contact the school or the Area Education, Culture and Sport Office.

School Transport

Còmhdhail Sgoile

Although it is the parents' responsibility to transport their child to school, Highland Council can assist parents in doing this.

Our school policy states that we provide FREE school transport if:

- A child is under eight years old, lives in the catchment area of the school which he or she attends, and lives more than two miles away from that school (by the shortest safe walking route).
- A child is aged eight years or over, lives in the catchment area of the school which he or she attends, and lives more than three miles away from that school (by the shortest safe walking route).
- A child has a medical condition which the Council has accepted as making him or her unfit or unable to walk to school.
- A child has been assessed as having additional support needs which include transport provision.
- A child would have to walk a route which is considered by the Council to be unsafe for children to walk, even when accompanied by an adult. The Education Authority meets the full costs of education, boarding and travel.

The Council does not undertake to provide door to door transport. In many cases pupils will have to walk some distance to a pick-up point.

Please note that there is no entitlement to free school transport for pupils who are in receipt of a placing request. Parents of these children should make appropriate transport arrangements to ensure their child arrives at school safely. Please refer to the concessionary transport section below as this may be available.

A full statement of the school transport policy is available in a downloadable document at: www.highland.gov.uk/learninghere/schools/informationforparents/ or can be supplied by Area Education, Culture and Sport Offices or the Transport Co-ordination Unit on request. Contact information is provided at the end of this section.

What Free School Transport Means

Na Tha Còmhdhail Sgoile An-asgaidh a' Ciallachadh

Highland Council normally contracts out school transport provision to local transport providers. In a few cases transport is provided using the Council's own vehicles.

The type of transport depends on the requirements of the route and the tenders received and is decided by Transport Co-ordination Unit in TEC Services after taking all circumstances into account. The transport supplied could be one of the following:

- dedicated school contract bus (service solely for pupils)
- bus pass on local service bus
- taxi or private hire car
- ferry
- a Council-owned vehicle

Free transport normally covers transport to school in the morning and transport from school to home in the afternoon. No additional provision is made for home journeys for early stage Primary children or for infant children who attend for a shorter day than pupils in the upper stages. In these instances, children entitled to transport who are not collected by parents are supervised until the end of the normal school day.

Concessionary Transport

Còmhdhail Lasaichte

It may be possible for your child to get free transport to school, even if he/she does not meet the criteria. Usually this would be on a contracted school bus, or taxi which has additional seats available after seats have been allocated to all children who meet the criteria for free school transport have been allocated to the route.

Please note, however, that this transport is not guaranteed for the whole school year. If more entitled children apply for school transport, it is possible that your child could lose his/her concessionary seat.

When to Apply for Free Transport

Nuair a bu Chòir Iartas a Dhèanamh airson Còmhdhail An-asgaidh

If your child is starting primary school you should apply when you enrol him or her for school. Forms will be supplied in advance of enrolment or be available at the school and should be completed while you are at the school to enrol your child.

If your child is going into secondary school you should apply in February of his or her last year at primary school. Forms will be supplied to the primary school and should be returned to the school no later than 11 February 2011.

If you are unable to apply at the time stated (e.g. because of a change of address) you can apply at a later time but there could be a delay while arrangements are being made, and this could result in transport not being provided at the start of the school year. You should contact the Transport Co-ordination Unit for the appropriate application form.

If you move house during the year and are therefore enrolling your child at a different school, a fresh application for transport should be made at the time of enrolment.

If you move house during the year, but your child remains at the same school, a fresh application for transport should be made to the Transport Co-ordination Unit as soon as possible. Transport will not normally be provided if you move to an address outwith the school catchment area.

If transport is no longer required, please inform the Transport Co-ordination Unit.

School Transport Appeals

Tagraidhean airson Còmhdhail Sgoile

If you wish to appeal against the decision made, please write to the Transport Co-ordination Unit.

Parents/Guardians role

Dleastanas Phàrantan/Luchd-cùraim

Your child is expected to behave appropriately and safely when getting on, travelling or getting off the transport provided. As parents you are responsible for ensuring that your child understands their responsibilities and arrives at the pick-up point on time. Any misbehaviour on the part of your child could lead to your child losing the right to free transport.

Misbehaviour on school transport may result in disciplinary procedures by your child's school, in the same way as if misbehaviour had occurred in school.

TRANSPORT CO-ORDINATION UNIT OFFICES

NORTH SATELLITE OFFICE

Highland Council TEC Services, Market Square, Wick KW1 4AB

Tel: 01955 607744

Usual Area of Responsibility:

Caithness, Sutherland, Ullapool High School catchment area, Easter Ross as far south as Alness High School catchment area

Local Transport Officer/s: Christine Dodd/Mhari Russell

EAST SATELLITE OFFICE

Highland Council TEC Services, Unit 4C, Dalfaber Industrial Estate, Aviemore, PH22 1ST

Telephone: 01479 812993

Usual Area of Responsibility:

Nairn, Badenoch & Strathspey, Inverness except Kilchumein Academy and Glen Urquhart High School catchment areas, plus Fortrose Academy and Dingwall Academy catchment areas (but not St Clements School)

Local Transport Officer: Caro Munro

WEST SATELLITE OFFICE

Council TEC Services, Carr's Corner, Lochybridge, Fort William, PH33 6TL

Telephone: 01397 709033

Usual Area of Responsibility:

Lochaber, Skye, Plockton High School and Gairloch High School catchment areas, Kilchumein Academy and Glen Urquhart High School catchment areas, and St Clements School

Local Transport Officer: Duncan Graham

HEADQUARTERS - TRANSPORT CO-ORDINATION UNIT MANAGEMENT

Highland Council TEC Services, Glenurquhart Road, Inverness, IV3 5NX

Telephone: 01463 702457

Transport Development Officer: David Summers

Senior Transport Officer: Bob Edwards

All members of the team can be contacted by emailing: public.transport@highland.gov.uk

Boarding Facilities

Goireasan Còmhnaidheach

Where children of secondary school age have, owing to the remoteness of their home, to live away from home during term-time, they are either allocated, at no cost to their parents, a place in one of the residences which are associated with certain schools, or assistance is given towards the cost of their living in lodgings close to the school. Residences are normally closed at weekends and the costs involved in weekend transport are borne by the Authority.

Residences currently exist at the following locations:

- Strontian
- Plockton
- Portree
- Mallaig
- There are supported lodgings in Ullapool.

Further details about residence arrangements and lodging allowances are available from the Ross Skye and Lochaber Area Education, Culture and Sport Manager tel: (01397) 707350. The Authority will not be responsible for the payment of additional residence/lodging costs arising out of a placement other than in the local school.

School Meals

Biadh Sgoile

The school meal service offers nutritionally balanced, well presented food in an environment that is safe, well ordered and sensitive to the needs of pupils in order that they may enjoy the lunchtime social experience. Healthy choices are very much in evidence in all our menus. All food and drinks served meet the requirements of The Schools (Health Promotion and Nutrition) (Scotland) Act 2007.

We offer seasonal menus where over 75% of the menu is freshly prepared with ingredients that are GM free, with no undesirable E numbers or hydrogenated fats. We use Farm assured local meats, local free range eggs, and where possible local and organic fresh fruit and vegetables are used when in season.

The Catering Service works closely with schools to help emphasise the importance of healthy lifestyles and diet.

Detailed information on the school meals service and nutritional policy can be found on the following web pages: www.highland.gov.uk/learninghere/schools/schoolmeals/

Primary School

Bun-sgoil

The primary school menu is seasonal – the spring/summer 4 week cycle beginning after the Easter break and the autumn/winter cycle beginning after the October break. A traditional 2 course meal currently costing £1.70 (as at October 2010) is served with a variety of breads and a choice of fresh fruit juice, milk or water. These menus are nutritionally analysed to ensure compliance with the Act.

All our primary schools hold the Food for Life Bronze Catering Mark for fresh, healthy, additive free and climate friendly menus. The catering mark is a Soil Association Accreditation Scheme.

In addition to lunch time service, Primary 1 and 2 receive a selection of fresh fruit/ vegetables 3 times per week.

Secondary School

Àrd-sgoil

The seasonal secondary school menus offer a choice of traditional 2 course meals currently costing £1.90 (as at October 2010)/ In addition to this, there is a wide range of food and drinks on offer which includes a variety of sandwiches, baguettes & wraps available from the Deli Bar. Food and drinks are available at morning break and lunchtime.

The Meal Deal offers a choice of 2 freshly cooked main meals with soup or dessert and includes bread and a choice of fresh fruit juice, milk or bottled water, currently costing £1.90 (as at October 2010). Some secondary schools offer a pre-order service where pupils who are involved in lunch time activities, can order in the morning so that they are able to collect at lunch time without queuing.

Special Dietary Needs

Feumalachdan Sònraichte Bidh

Special diet request forms are available at your school or by visiting the local website:

www.highland.gov.uk/learninghere/schools/schoolmeals/



Free School Meals and Assistance with School Clothing

Biadh Sgoile An-asgaidh agus Cuideachadh le Aodach Sgoile

Make sure your family is not losing out.

You may be entitled to Free School Meals if you are receiving:

- Income Support (which includes Guaranteed Pension Credit).
- Income-based Job Seekers Allowance.
- Any income related element of Employment and Support Allowance.
- Child Tax Credit, but NOT in receipt of Working Tax Credit, and an income below £16,190.
- Child Tax Credit and Working Tax Credit, and an income below the threshold for receipt of maximum Working Tax Credit, currently set by the UK Government at £6,420.
- If you are 16 - 18 yrs old and receive any of these benefits in your own right then you can claim for yourself.
- If you are an asylum seeker receiving support under part VI of the Immigration & Asylum Act.

Amount of Assistance For School Clothing

Tuairam Cuideachaidh Airson Aodach Sgoile

Eligible applications received up until 31 December 2011 will be paid the full amount, currently £50 per pupil.

Eligible applications received after 1 January 2012 will be paid half the full amount above, currently this will be £25 per pupil.

Only one payment per pupil per school year is paid

Please Note: A new Application needs to be submitted for the start of every new school session in August.

Application forms for Free Meals and Assistance with School Clothing can be obtained from any school, Highland Council Service Point or from:

Education, Culture and Sport Service,
Catering Services, Ruthven House, Drummond Road, Inverness, IV2 4NZ
Telephone: (01463) 663340 Email: ecscatering@highland.gov.uk
Website: www.highland.gov.uk/learninghere/schools/schoolmeals/

Parent Councils

Comhairlean Phàrant

Following Scottish legislation on Parental Involvement, all parents are automatically members of their school's Parent Forum – this is a term which simply describes the whole parent body. The Parent Forum can then decide on a smaller group of parents to represent them to the school and to the Education, Culture & Sport Service. The Parent Council is also likely to be involved in many other activities such as social events, fund-raising, etc. Most schools in the Highland Council area now have Parent Councils in place – you can find out more information about your Parent Council from the Head Teacher.

Each Parent Forum decides on the format of their Parent Council – how many parents, co-opted members etc will serve on it, how long it will run for, and so on. As a member of the Parent Forum you have a right to be involved in the process of deciding who will serve on your school's Parent Council, and in due course the school will give you information about this. The school will also give you information about the responsibilities and activities of the Parent Council.

Review of Information

contained in this document

Ath-sgrùdadh den Fhiosrachadh

a tha san sgrìobhainn seo

This document contains the 'basic information' as required by the Education (School and Placing Information) (Scotland) Regulations 1982. We have made every effort to ensure information is accurate but changes may occur at any time which would affect the accuracy of the detail. The information is reviewed annually and this document refers to the school year 2011/2012.

This document is also available in Gaelic.

Information Sharing within Integrated Services for Children and Young People

A' Co-roinn Fiosrachadh le Seirbheisean Amalaichte do Chloinn is Dhaoine Òga

Health, Education, Police and Social Care Staff aim to make sure that the care and support your child receives is planned, tailored and delivered to meet their individual needs. When staff from different practices are working together to arrange the services your child requires they may need to share information. Any information held about your child is kept securely in a file or on electronic information system.

Before this information is shared we may need consent to do so. The staff asking permission will explain what this means before asking for consent.

Why do we need to share your child's information?

Carson a dh'fheumas sinn fiosrachadh ur pàiste a cho-roinn?

- We will share your child's information in order to deliver services in an integrated manner. This is sometimes known as integrated assessment.
- We share your child's information so that neither you nor your child will be asked the same basic questions over and over again by different staff. This reduces the frustration of repeating information.
- It ensures that your child receives co-ordinated treatment and services, since relevant staff have basic information about your child's circumstances.
- If required, it will make easier and quicker access to equipment and adaptations that assist your child with daily living. It may also reduce delays in the provision of care services
- There may be times when we need to share your child's information to ensure their safety.

What information about your child will we share?

Dè am fiosrachadh mu ur pàiste a cho-roinneas sinn?

- Integrated assessment information. This includes information that will be gathered during the assessment of your child's needs. The type of information shared will depend upon your child's particular circumstances, although this will include general information such as name, address and other professionals involved in your child's care.
- If your child requires social, educational or health care support, a team of professionals will assess your child's needs and will develop a care plan for your child.
- The care plan records information about your child's needs and areas of difficulty. This will help to decide the most appropriate treatment, care and support needed for your child's care.

Who will this information be shared with?

Cò leis an co-roinn sinn am fiosrachadh seo?

- Your child's information will be shared with the people directly involved in their care and who have a genuine need to be informed e.g. nurses, GP's, social care services, occupational therapy, physiotherapy and other professionals who work with your child.
- Consent will be sought prior to your child's information being shared with other professionals involved with their care.

How do we do this?

Ciamar a nì sinn seo?

- Your child's information will be shared on paper, verbally or on electronic information systems, subject to consent being given.
- Some of your child's information can be held across health care, social care and education records.
- All staff are required to keep written records of their work.

Who gives consent?

Cò a bheir cead?

- For children over the age of twelve, consent will usually be sought from the individual themselves
- For children under twelve, consideration will be given to their age and level of understanding. If your child understands the nature and consequences, consent will be sought from the child. If not, consent will be sought from the person with legal authority to act on the child's behalf.
- Where a child is over twelve but does not have the capacity to make an informed decision, consent will be sought from the person with legal authority to act on the child's behalf. This could be a parent, guardian or other person with parental rights.

You can decide not to share your child's information

Faodaidh sibh roghnachadh gun fiosrachadh ur pàiste a cho-roinn

- If you do not wish this information to be shared in the way described in this leaflet, make this clear to the person carrying out their care and/or learning plan.
- Very sensitive information may not be shared in some circumstances. You or your child may also choose not to share this type of information.
- If we feel that there is an immediate risk, we can share their information without consent, enabling us to deal quickly with any potential situation e.g. child protection issues or emergency medical procedures when parents are not present.

Your Rights

Ur Còirichean

At any time you or your child have the right to refuse to have information shared. However, this may cause delays in getting services organised and means that you or your child could be asked for the same information repeatedly by different people.

You have the right to request access to information held about your child. Your child has a right to the respect for their privacy and all staff involved in their care have a duty of confidentiality governed by:

- The Data Protection Act 1998
- The Human Rights Act 1998
- Contracts of staff employment
- Professional codes of conduct
- Common Law Duty of Confidentiality

Any Queries?

Ceistean Sam Bith?

If you have any queries regarding any part of this information, please feel free to contact your key worker or associated professional.

Complaints

Gearanan

If you wish to make a complaint about how your information is shared or about anything in this information, please contact your key worker or associated professional.

Some ways to find out more

Dòighean air tuilleadh fiosrachaidh fhaighinn

Further information can be accessed from:

- www.nhshighland.scot.nhs.uk
- www.highland.gov.uk

Information produced by The Highland Data Sharing Partnership.

Contact Information

Far am Faighear Fiosrachadh

AREA EDUCATION, CULTURE & SPORT OFFICE:

CAITHNESS, SUTHERLAND AND EASTER ROSS

Drummuie, Golspie KW10 6TA

Tel: 01408 635343

Fax: 01408 634041

Mr Graham Nichols, B.Sc., Hons
Area Education, Culture & Sport Manager

Drummuie, Golspie KW10 6TA

Tel: 01408 635338

Fax: 01408 634041

Mr Bill Couston, BA Hons
Senior Education Officer

Drummuie, Golspie KW10 6TA

Tel: 01408 635339

Fax: 01408 634041

Mr Maurice McIntyre, MA MEd
Education Officer

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The Highland Council Psychological Service

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