



## Stratherrick Primary and Nursery School Prospectus 2022/2023



"Learning together in a Friendly, Fun, Happy and  
Healthy environment."

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Stratherrick Primary School  
Gorthleck  
Inverness  
IV2 6UJ

01456 486630  
Stratherrick.primary@highland.gov.uk

Hello and welcome to Stratherrick Primary School!

At Stratherrick Primary we strive to ensure that our pupils are keen and motivated; our staff are skilled and dedicated; and our parents are involved and supported to ensure that our children achieve their best.

By working together we try and instil a sense of fun in what we do; pride in what we achieve; respect for each other and our school; and fairness in how we treat each other. We want everyone to become happy and confident, proud of who they are and committed to developing all aspects of their personality.

We provide a warm and nurturing environment in which children are able to enjoy the experience of learning, knowing that we expect everyone to be the best they can be and to work very hard. We celebrate the success of each individual child and encourage everyone to develop into self-confident and self-motivated learners.

We believe that our school plays a vital role helping to ensure that the boys and girls for whose education we are privileged to take responsibility grow into responsible, confident, effective and successful adults whose lives will be enriched by their experience in school and who will in return enrich the lives of all with whom they come into contact both as children and adults.

The people that work in Stratherrick Primary hope that you find this prospectus both informative and interesting and that it gives you a clear indication of what happens in our school. We are confident that you and your family will enjoy it here and your experience of Stratherrick will be positive and fun.

Take care,

Alan T. Graham

Head Teacher

## Coronavirus Update:

The ongoing pandemic continues to affect the normal running of schools in many ways. This Handbook reflects the way the school *usually* runs but does not cover all of the changes that we have made because of the pandemic. Our arrangements have changed in many ways since March 2020, and may well change again, depending on how the pandemic develops. For the most up-to-date information about any aspect of the work of the school, please make contact and we will be able to tell you about our current arrangements. For the latest information about how the pandemic affects children, young people and families across Scotland, please visit the Scottish Government website, which has helpful information [about Coronavirus and its impact on education and children](#).

## **Personnel**

**Head Teacher:** Alan Graham

**Class Teachers:** Alan Graham

Sue Harris

Donella Ross

**Pupil Support Assistants:** Fiona King

Caroline Mortimore

**Early Years Practitioners:** Dulcie Drummond

Rena Slater

**Clerical Assistant:** Joan Fraser

**Support for Learning Teacher:** Elizabeth O'Donoghue

**Education Recovery Teacher:** Sonya Morrison

**Cook:** Morven Moffat

**PE Teacher:** Iain Dunbar

**Active Schools Co-Ordinator:** Sara Liebnitz



## Our Vision, Values and Aims

Stratherrick Primary School has a clear vision for developing change that leads to improvements in outcomes for learners. It is a vision based on shared values and robust evaluation of current practice and outcomes. With high expectations leaders steer the creation and the sharing of the strategic vision, ethos and aims. These inspire and motivate learners, staff and members of the community. Through the use of data, information and opinions, a clear identification of strengths and needs appear where everyone knows the path to success and how it is achieved.

We have also used guidance from a Curriculum for Excellence in developing our values and aims.

### Vision Statement:

"At Stratherrick Primary we are learning together in a friendly, fun, happy and healthy environment"

### Values

#### To develop:

##### **Wisdom**

- By concentrating on our tasks
- By listening to information given
- By thinking about things carefully
- By asking questions so we learn
- By learning from other people and trying to understand how they think

##### **Integrity**

- By being honest with each other
- By setting a good example for others
- By not boasting about things
- By developing our confidence and letting people know when they have done well
- By having fun together and sharing a sense of humour

##### **Justice**

- By treating each other with respect
- By speaking nicely to one another
- By rewarding positive behaviours
- By making people feel comfortable and relaxed by using good body language
- By sharing things properly
- By being polite to one another
- By taking turns
- By making good choices
- By thinking things through and any consequences that might happen



### **Compassion**

- By encouraging others to do their best
- By supporting each other
- By enjoying each other's company
- By working with everyone and accepting each other's opinions
- By helping each other to make good choices
- By thinking about how people might be feeling
- By respecting other people

## **Stratherrick Primary School Aims**

### **As Successful Learners**

We aim to:

- Work hard and finish our work
- Continue to be an Eco School
- Reach our goals
- Achieve to the best of our ability
- Involve our parents in our work

### **As Confident Individuals**

We aim to:

- Say ideas in class
- Try our best to speak openly
- Work well and do our best to help people
- Take part in school business - Assemblies, Prayers, Performances, etc
- Encourage parents and our community to work with us

### **As Responsible Citizens**

We aim to:

- Take on responsible roles and jobs in the school
- Be kind to others
- Do the right thing
- Take charge when speaking out
- Behave well
- Work appropriately

### **As Effective Contributors**

We aim to:

- Give our thoughts, opinions and ideas to our group, class and school
- Help others
- Work in teams and with people together
- Have a good attitude with others
- Make the school look nice and interesting

### Key Strengths and Improvement Priorities

- This year, because of the pandemic, all schools in Highland are focusing on certain key priorities as followings:
  1. Health and wellbeing
  2. Recovery of learning, teaching and assessment
  3. Attainment in session 2020/21 (focusing on identifying new or widened gaps caused by the Covid-19 situation)

The School's Standard's and Quality Report is available on request from the school office should you require to see a summary.

However here are some of our strengths:

- We have good relationships with all partners and ensure that we are getting it right for children with ASN.
- Staff know the community in which they work and this is reflected in the opportunities that are provided to the pupils.
- Continued high levels of attainment, in the context of lock down.
- Learning conversations helps to drive pupil progress, planning and assessments.
- All pupils are using chrome books.
- There is a strong sense of community, shared values and expectations. We make the most of our outdoor space and local environment to promote HWB.
- Right Respecting School programme is active now but needs developing. Children are aware of their rights and are learning how to be more respectful to others.
- Each nursery child has a care plan which is regularly updated and kept current.
- All of our learners make good progress from their prior learning in literacy - especially in reading and listening and talking.
- Aspirations are built into profiles and learning journeys.



- We use floor book planning in nursery to effectively build on our children's prior knowledge and give children a choice and ownership of their learning.
- Our curriculum rational ensures that the children have access to high quality learning in our local area.
- High quality learning experiences were taking part during lock down as all pupils had access to chrome books

### Accommodation and Catchment Area

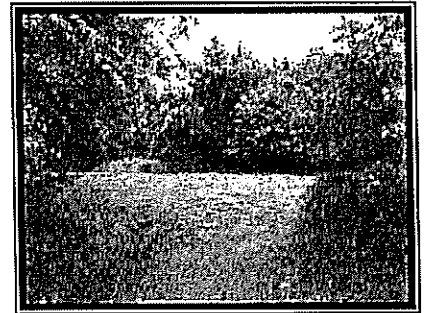
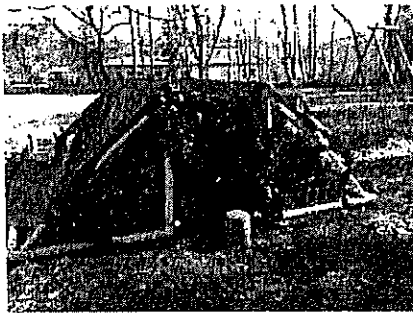
Our catchment area stretches as far as Whitebridge in the west and along to Brin in the east.

Stratherrick School was built in 1977 and replaced three older schools.

The building consists of two classrooms with a shared activity area between them, a large hall with pleasant views over Loch Mhor, a kitchen and a small staffroom. The hall is a multi purpose space and is used for lunch, P.E., Music and Assemblies.

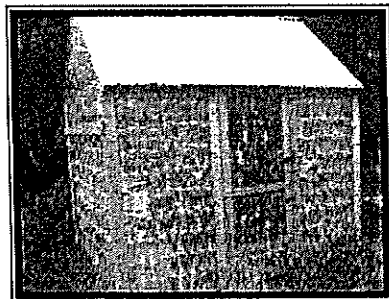
There is a large playground and grass area. The school raised funds in 2003 to upgrade the grass area and the space is now suitable for ball games and other sporting activities.

The extensive grounds are used for observing plant and bird life and for recording the weather.



The school tyre garden is maintained by the children and parent helpers. Organic vegetables are grown and are then included, by the cook, in the school lunch menu.

We are also really proud of our bottle greenhouse and our Eco Schools Green Flag status.



### Enrolment and Admission Procedures

At the moment our school roll is 19. With 10 in the nursery.

Enrolments will take place at the end of January for Primary 1 and Nursery. Adverts will be placed in the local press and announcements may be made on local radio to alert parents to the enrolment week. Information will also be available at school and nurseries.

Parents must complete an enrolment form. Birth certificates need to be checked at enrolment.

### Allocation of Places

Priority will be given to children who live within the catchment area of the school. Enrolment can be accepted for a child outwith the catchment area dependent upon pupil numbers and teaching complement.

Parents of children enrolling from outwith the school catchment area are required to make a placing request online at [highland.gov.uk](http://highland.gov.uk)

Most children have attended Nursery and are keen to start in P1. However to make the transition as supportive as possible for new entrants they will be invited into the P1 classroom for a block of time in June.

Parents who wish to enrol children who are already of school age are most welcome to telephone to arrange an appointment to view the school.

### School Day for Primary and Nursery pupils

P1 pupils attend school for the whole day from August. Times are as follows:

Open	Break	Lunch	Close
9.00am	10.45-11.00	12.30 - 1.00pm	3.15pm

Friday

Open: 9:00 Break: 10:45-11:00

Close at lunch: 12:30

### Communication

The partnership between parent and school is vital to ensure that each child progresses well. As the Head Teacher is a teaching head, arrangements are made for parents to visit the school after 3.15pm. Parents are requested to phone for an appointment.

Twice per session, in the months of November and May, parents are invited to attend Parents' Evenings. Reports will be sent out in May to coincide with that evening. Parents are welcome to discuss their children's progress at these evenings or at any other time that is mutually convenient.

Newsletters with details of meetings, events, excursions and many other matters are distributed regularly, via the children, throughout the session. These are generally sent out via email.

Parents are invited to attend meetings to discuss current events, school policy and practice and any other subjects raised by parents or staff. The Parent Council welcomes contact from any parent and will communicate with all parents regularly throughout the session.

We also have our Facebook page which is updated regularly and is a great way to communicate and share ideas!

### Emergency Contacts

When a child is admitted to school parents are requested to provide information about the person to be contacted should an emergency arise. It is vital that this information is kept up to date.

### Transfer to Secondary School

After completing their Primary 7 year, pupils transfer to Inverness Royal Academy. Information evenings for parents are held in January and June of the Primary 7 session and guidance teachers visit the children to address any concerns they may have. Children attend a Sports afternoon and a Football tournament before spending two full days in the Academy in June, following a First Year Timetable.

Name of Rector : Mr Nigel Engstrand

Address : Culduthel Road  
Inverness  
IV1 2RE

Telephone : 01463 222884

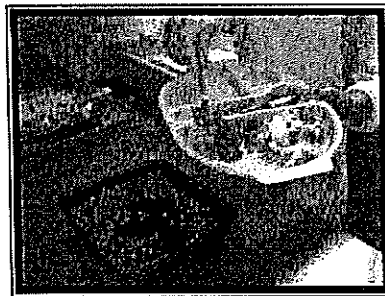
### School Meals

School lunches can be provided for children and are cooked on the premises. Tickets for school meals are purchased on a Monday morning.

Free school meals are available to pupils whose parents are in receipt of Income Support.

Application forms for free school meals can be obtained from the school and should be submitted to the Area Education Office.

In Scotland pupils in Primary 1-3 also receive Free School Meals ☺.

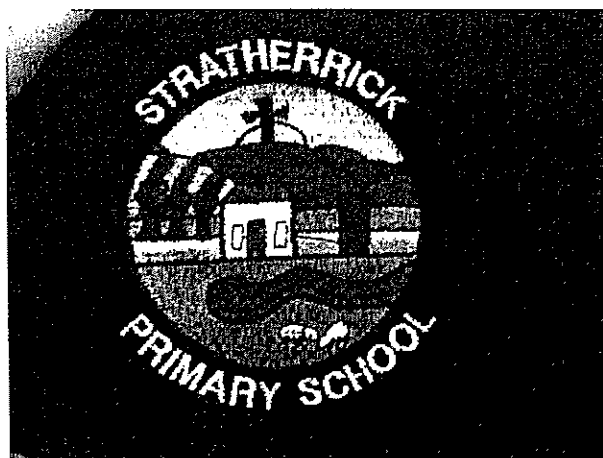


Children can bring packed lunch if they prefer which is also eaten in the dining hall.

Fruit, toast and other products are available to purchase (20p) at break time. This is part of our Health Promotion.

## School Uniform

The wearing of school uniform is strongly encouraged. A navy blue jumper and dark coloured trousers/skirt is the basic uniform guide. A variety of products bearing the newly designed school logo are available, including PE shirts.



Pupils should have two pairs of shoes - one for indoor use and one for outdoor use.

Pupils are encouraged to have shorts, t-shirts, socks and soft shoes for P.E.

It would be helpful if children's clothing is labeled clearly as this helps identifying items of clothing.

### Parents/Guardians/Carers as Partners

The current pandemic has affected the way in which we are able to engage with parents, and this may change further depending on how the pandemic progresses. For the latest information, please contact the school.

We believe that much of the strength of the school lies in the positive relationships between staff, pupils and their parents. These relationships must be nurtured by a healthy exchange of information between teachers and pupils, between home and school. We always welcome parental interest in the welfare of our pupils. Whatever the nature of the issue, you can be assured of our help.

The school works very hard to keep parents informed regarding their child's progress and any key decisions being made about their education. This includes:

- Parents' evenings
- Progress checks
- Target Setting
- Course choice/ Options evenings
- Information on school social media

The support of parents in their children's education is key to the success of young people. Taking time with them, discussing work, practicing language, helping them manage their homework and encouraging responsibility are important ways of supporting children's learning.

The school always seek to involve parents in any key decisions about their child's education and keep parents informed about progress.

Parental information is obtained from questionnaires issued regularly at Parents evenings and from Parent Forums.

A member of the Senior Management team is in school most evenings for parents to contact with any issues.

Parent Council is a group of parents selected to represent all parents of children at the school. Any parent who wishes to raise an issue for the Parent Council to consider can do so by contacting the Chair: Morven Moffat.

Useful information for parents and how to get involved in your child's education, how to support the school, information on curriculum developments can all be found at Parentzone: <https://education.gov.scot/parentzone/>



## Health and Welfare of Pupils

The welfare of all children is of paramount importance to all staff. Staff members are duty bound to report any concerns to the Head Teacher in the first instance.

From time to time incidents can occur within the school setting which cause concern and could indicate that a pupil is suffering from some form of abuse.

In terms of The Highland Practice Model, Education staff must report such incidents to Social Work Services which can lead to joint Social Work / Police investigation.

All agencies involved in Child Protection are obliged to make the welfare of children their paramount consideration and this will be a priority for Education Service staff.

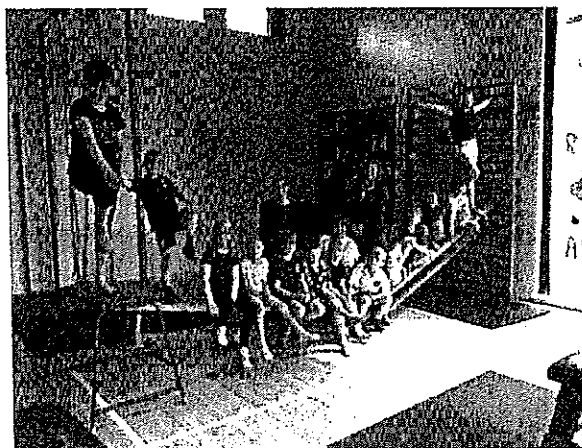
The school is visited by the nurse, dentist and speech therapist. The children take part in the tooth brushing programme which involves them in daily tooth brushing after lunch.



The local police officer will also visit the school to talk to the children.

In the event of a child becoming ill or suffering an accident at school, the parent or emergency contact will be informed. First aid treatment will be given and doctor's help sought if required.

Stratherrick Primary School was awarded Health Promoting Status, receiving the maximum grade awarded. We aim to continue building on this success by providing the healthiest possible environment for all. Some key components of the Health Programme are Healthy Eating, Road Safety and promoting Keeping Active. This year the children hope to participate in various cross-country running events, activities organised by the active schools co-ordinators and participate in the Junior Leaders Scheme!



## Adverse Weather Conditions and School Closures

A letter is distributed to all children in November outlining the procedures to be followed in the event of adverse weather.

During adverse weather conditions if the school was unable to open notice would be given through the:

### Stratherrick School Telephone Messaging Service.

This service allows parents to listen to a recorded message from the Head Teacher.  
To use this service:

1. Dial Highland Council's access number 0870 054 6999
2. Enter the school's pin number when prompted 04 3060
3. Press 1 to hear the adverse weather message.



## Curriculum

Stratherrick Primary School aims to provide a balanced curriculum that meets the needs of each individual child.

The formal curriculum is defined by subjects:

- Expressive Arts
- Health and Wellbeing
- Languages (including French and Gaelic)
- Mathematics
- Religious and Moral Education
- Sciences
- Social Studies
- Technologies

Opportunities for learning are also contained in the informal curriculum which consists of voluntary activities and the attitudes, values and relationships that exist within the school.

Learning in school is facilitated using many different strategies, including investigating, problem solving and discussion. Not every child learns in the same way so it is important that children experience different teaching styles throughout the school day. Children will work as a whole class, in groups and individually in order that the curriculum meets the needs of each individual.

## Assessment and Reporting

Assessment is an integral part of the teaching and learning process. Children need feedback and guidance to help them reflect on the quality of their work and to aid them in thinking about their own learning. Teachers need quality assessment information to allow them to help children build on what they know and drive their planning and resource programmes.

Continuous assessment is carried out in the classroom in a variety of ways:

- Diagnostic assessment is used to identify any areas where children may be having difficulty.
- Summative assessment such as National Assessments is used to confirm a teacher's judgement that a child has attained specific targets.
- Formative assessment highlights what needs to be done to take the learning forward. Children understand clearly the criteria for what they are learning and

what is expected of them and are given quality feedback on how they might improve. Formative assessment includes an element of self and peer assessment where children compare their own work to the criteria for learning given and also compare each others work against the criteria and comment in a positive and constructive way.

Highland Council Reports are sent out once a year and there are also two parent/teacher interviews where time is allocated to discuss each child's progress. Throughout the year enquiries about any matter regarding the children or the school are welcomed.

### Homework

Homework makes a positive contribution to the learning of pupils. Homework tasks will be explained clearly to the children and will always consist of skills that have been already taught.

Homework will be used to consolidate familiar work. Occasionally homework will consist of work that has not been completed in school time. Children may be asked to carry out independent research on a particular topic.

### Promoting Positive Behaviour

The school promotes co-operation and self discipline by encouraging good and improving behaviour. The school ensures there are positive relationships between staff and pupils and among pupils themselves. The school has a set of Rules which teach self-respect for others and their property. The rules are displayed around the school and are re-enforced during Circle Time and Assemblies.

Assemblies also are a celebration of success where children's achievements are recognized and rewarded. If in a rare occasion a child was to persist in showing inappropriate behaviour parents would be contacted to aid in resolving the matter.

### Additional Support Needs

Class/Subject teachers, in conjunction with Additional Support Needs Teachers monitor the progress of pupils with additional support. The needs of such pupils are generally catered for within the normal curriculum but with specialist advice and support as required. If necessary, a child's plan may be put in place to help plan, organise, monitor and regularly review a child's progress. Parents and pupils will be involved in these procedures and in reviews. More information can be found about the Highland Council model for support and child's plans at:

[http://www.highland.gov.uk/downloads/file/230/highland\\_practice\\_model\\_-\\_delivering\\_additional\\_support\\_for\\_learners](http://www.highland.gov.uk/downloads/file/230/highland_practice_model_-_delivering_additional_support_for_learners)

[http://www.highland.gov.uk/download/downloads/id/11/co-ordinated\\_support\\_plan](http://www.highland.gov.uk/download/downloads/id/11/co-ordinated_support_plan)

Sometimes a Children's Service Worker will be involved in supporting a child. A **Children's Service Worker** is often based at the school and will generally focus on more social and emotional needs rather than issues about the curriculum or classroom learning. They:

- work in collaboration with the support team in school
- work to support families in their own communities
- work with individual pupils and small groups - offering a further level of support

Parents/Carers will always be involved in discussions about any additional support being suggested for their child and any need that may be identified within the school.

Highland Council would seek to work in partnership with parents at all times, but sometimes you will have a concern that you don't feel is being addressed, or will want to talk to someone outwith the school. Should you have any concerns that your child's additional needs are not being met, you should contact your child's named person in the first instance and/or the Head Teacher. If your concerns continue, there are a number of means of resolving difficulties and disputes and information on this can be found at:

[http://www.highland.gov.uk/info/886/schools\\_-\\_additional\\_support\\_needs/1/support\\_for\\_learners](http://www.highland.gov.uk/info/886/schools_-_additional_support_needs/1/support_for_learners)

#### **Progress**

Parents wishing to enquire about a pupil's progress or have concerns about their progress are invited to get in touch with the Head Teacher in the first instance.

### Attendance/Absence

Good attendance is vital if pupils are to achieve their full potential. But if a pupil is absent from school, a parent or guardian should phone the school on the first day of absence, on 01456 486630. When returning to school after an absence, the parent or guardian must give written reason for the time absent.

Permission to leave during the school day: If a pupil needs to leave during the school day for an appointment etc, pupils need to bring with them a note from parent or guardian. Pupils must report to the school reception and 'sign out', if returning the same day, they must report again to the reception and sign in. Where at all possible, medical and dental appointments should be made outwith school hours.

If pupils fall ill during the day, parents are contacted for them to collect their child, therefore it is essential that we have up to date day time contact numbers and emergency contact numbers for all pupils.

Schools are required to keep an attendance register by law. We have a responsibility for the care and welfare of all pupils during the school day therefore need to know the whereabouts of absent pupils.

When parents are considering whether or not to remove their children from school for a family holiday, they should be aware that such a decision:

- will result in a significant loss in classroom experience;
- will result in a pressure to 'catch up' on missed work by pupils;
- could result in pupils missing assessments with consequential impact on pupils and teachers;
- could result in the loss of curricular activities;
- will affect school attendance records and efforts to raise standards of attendance;
- under the guidance issued at a national level, most family holidays will be coded as unauthorised absence, only in exceptional cases will the absence be recorded as authorised.

In conclusion, we would ask parents to be aware of these considerations when making decisions on planning holidays during term time. We have enclosed a link to the school term dates on the Highland Council website to aid parents in planning any holidays they may be considering

[https://www.highland.gov.uk/info/878/schools/32/school\\_term\\_dates](https://www.highland.gov.uk/info/878/schools/32/school_term_dates)

If parents decide to make holiday arrangements during school term, this should be confirmed in writing to the Head Teacher.

During the current pandemic we may need to amend our approaches to recording attendance, for example if it becomes necessary for pupils to work from home. For more details please contact the school



## Appendix

### School and Highland Council Policies

School Policies can be accessed via the school office or by request by email. Highland Council policies can be accessed via [www.highland.gov.uk](http://www.highland.gov.uk)

### Complaints and Requests for Service

If a parent has any concerns they should contact their child's Named Person in the first instance, Alan Graham (Head Teacher) or the Senior Management Team for more serious issues.

The school will always endeavour to resolve issues by listening to parents and seeking solutions in partnership. Should a situation not be resolved, parents can contact the Care and Learning team at Highland Council.

Please note that transport is not a school responsibility and any queries should be addressed to the Transport Development Officer, Highland Council, Glenurquhart Road, Inverness, IV3 5NX, or [public.transport@highland.gov.uk](mailto:public.transport@highland.gov.uk).

### Administration of Medicines

National Guidance on the Administration of Medicines in Schools has been issued by the Scottish Government.  
<https://www.gov.scot/publications/supporting-children-young-people-healthcare-needs-schools/>

This guidance is based on a number of common principles that will be consistently applied when identifying, supporting and reviewing the healthcare needs of children and young people in Highland schools to enable them to make the most of their learning.

Under Article 24 of the United Nations Convention on the Rights of the Child, all children have a right to the highest attainable standard of health and to health care services that help them attain this. Article 7 of the United Nations Convention on the Rights of Persons with Disabilities states that children with disabilities have the right to express their views freely on all matters affecting them. The arrangements for each individual will therefore



take account of the health professionals' advice, the pupil's views and, where appropriate, their parent's views.

NHS Highland, Highland Council and school staff will work collaboratively to ensure that pupils receive the service they need in the way most appropriate to their personal circumstances.

We will work with pupils and parents/carers to support the healthcare in our school, making reasonable adjustments that children and young people with healthcare needs might need and require.

Where appropriate, we will make arrangements for staff providing healthcare to pupils to receive appropriate training from a health professional, or other accredited source in the care they are providing.

Assistance with intimate care may be needed by children in any school and this will be provided if required to support these needs quickly and with respect for children's privacy, dignity and rights.

If your child requires medication, please note that this will only be administered by staff when there is clear written guidance from a parent/carer, providing:

- The name of the medicine, the quantity of the medicine to be given, the time it has to be given.
- As far as possible prescriptive medication should be given at home by parents/carers. If it is required to be given in school, the medication should be unopen, clearly marked with the directions from the pharmacist and administered as part of an agreed medical protocol.

### **Minor injuries**

School will only deal with minor cuts and bruises, these will be cleaned and a plaster applied. If your child is injured, falls or becomes unwell during the school day you or the emergency contact you have provided, will always be contacted and you may be advised to collect your child from school.

### **Mental Health and Wellbeing**

Staff will support the emotional development and wellbeing of pupils through formal and informal curricular activities. Any concerns about a pupil's wellbeing

can be discussed with the named person. School have access to Highland Council's Primary Mental Health Worker Service and consultation and advice may be sought if there are concerns that might require more targeted support. Parents would generally be involved in discussions beforehand, however a young person over the age of 12 can ask for support themselves.

### **Employment of Children**

The employment of children byelaws regulate the types of occupation in which children under school leaving age may be employed and other conditions of employment. For further information please see:

[http://www.highland.gov.uk/downloads/download/19/employment\\_of\\_children](http://www.highland.gov.uk/downloads/download/19/employment_of_children)

### **Access to Pupil Records**

The Pupils' Educational Records (Scotland) Regulations 2003 extend to parents the right of access (with certain specific exceptions) to any record held by the Authority in relation to their child. Parents may make application to the Head Teacher.

### **Data Protection Legislation**

Information on pupils, parent and guardians is stored on a computer system and may be used for teaching, registration, assessment and other administrative duties. The information is protected by data protection legislation and may only be disclosed in accordance with the codes of practice.

### **Transferring Educational data about pupils**

The Scottish Government and its partners collect and use information about pupils through the Pupil Census 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. Further information can be obtained from <http://www.gov.scot/Topics/Statistics/ScotXed>.

Data about pupil preferred routes, preferred occupations and anticipated school leaving date is also collected from S3/S4 to support planning for leaving school. This information is shared with Skills Development Scotland. Further information about 16+ Data can be found here:

<http://hi-hope.org/directory/listing/16plus-planning>

### 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 collected by Scottish Government through the Pupil Census is used for statistical and research purposes only.

Information on why we collect data about pupils and who we share this data with can be found in Highland Council's Privacy Notice which is available here: [https://www.highland.gov.uk/directory\\_record/1095920/enrol\\_your\\_child\\_at\\_a\\_school](https://www.highland.gov.uk/directory_record/1095920/enrol_your_child_at_a_school)

### 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:

- o plan and deliver better policies for the benefit of all pupils
- o plan and deliver better policies for the benefit of specific groups of pupils
- o better understand some of the factors which influence pupil attainment and achievement
- o share good practice
- o target resources better
- o enhance the quality of research to improve the lives of young people in Scotland

### Your data protection rights

The collection, transfer, processing and sharing of ScotXed data is done in accordance with data protection legislation. We also comply with the National Statistics Code of Practice requirements and other legislation related to safeguarding the confidentiality of data. Data protection legislation 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/SchoolEducation>

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 academic institutions and organisations to carry out additional research and statistical



analysis to meet their own official responsibilities. Any sharing of data will be done under the strict control of Scottish Government, and will be consistent with our data policy. 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 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 at [ScotXed@scotland.gsi.gov.uk](mailto:ScotXed@scotland.gsi.gov.uk) or write to The ScotXed Support Office, Area 2D, Victoria Quay, Leith, EH6 6QQ. Alternative versions of this page are available, on request from the ScotXed Support Office, in other languages, audio tape, Braille and large print.

### **Equality and Inclusion**

For up-to-date information please see:

[http://www.highland.gov.uk/info/751/equality\\_diversity\\_and\\_citizenship/313/equal\\_opportunities](http://www.highland.gov.uk/info/751/equality_diversity_and_citizenship/313/equal_opportunities)

In summary, our activities in school should ensure that we:

Eliminate unlawful discrimination, advance equality of opportunity, promote good relations. Activities should not discriminate against any of the following 'protected characteristics' age, disability, race, religion or belief, sex, sexual orientation, gender reassignment, pregnancy and maternity.

### **Protection of Children**

From time to time incidents can occur within the school setting which cause concern and could indicate that a pupil is suffering some form of abuse.

In terms of Highland Child Protection Committee Inter-agency Protection Guidelines, Education Service staff must report such incidents to Social Work Services which can lead to a joint Social Work/Police investigation.

All agencies involved in Child Protection are obliged to make the welfare of children their paramount consideration and this will be the priority for Education Service staff.

COPIES OF CHILD PROTECTION POLICY GUIDELINES are available from <contact details> or online at

[http://www.highland.gov.uk/info/1361/childcare\\_and\\_family\\_care/438/child\\_protection](http://www.highland.gov.uk/info/1361/childcare_and_family_care/438/child_protection)

### **Military Families**

Our school welcomes and supports families, their children and young people from Forces families: serving, veteran and reservists.

We understand some of the challenges that mobility of service life can bring and we look forward to working with you to ensure a smooth transition for your child/young person coming into or moving on from our school. Please get in touch with us as soon as you can so we can work with you to ensure the transition is as smooth as possible.

Highland Council have proudly committed to the Armed Forces Covenant and as such support our veteran and reservist families as well as those currently serving. There is a dedicated Highland Council Military Liaison Group (MLG) which has been formed to promote and ensure equality and equity for your children and young people in their education.

Visit the Highland Council Armed Forces Website for lots of helpful information and support

[https://www.highland.gov.uk/info/886/schools\\_additional\\_support\\_needs/833/armed\\_forces\\_support\\_for\\_families\\_and\\_schools](https://www.highland.gov.uk/info/886/schools_additional_support_needs/833/armed_forces_support_for_families_and_schools)

Please get in touch with your child's named person or the Head Teacher if you have any concerns.

