

Strontian Primary School Handbook



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www.highland.gov.uk/learninghere/schools

www.strontianprimaryschool.org.uk

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 it's impact on education and children.

Please be aware that not all reports and images have been updated.



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Strontian Primary School

Welcome

Welcome to Strontian Primary School and we are delighted to welcome your child here.

Following parental consultation, a decision has been made to form a 3-18 Campus with Ardnamurchan High School. As Head teacher of Ardnamurchan High for 15 years and now Head Teacher of Strontian primary, I would like to assure parents of the commitment that I and my team have to Strontian Primary School and to the exciting challenge of continuing to make this school the very best it can be for your children.

In the following pages you will find lots of information about the school, but if you can't find what you are looking for, please don't hesitate to contact us. Please be aware that not all reports and images have been updated.



Introduction

Strontian Primary School accepts boys and girls from P1 to P7 from families living in, or around, the village of Strontian, from Arderly and Glen Cripesdale to Polloch, Kilmalieu and Kingairloch. The school has a Nursery Unit for three and four year olds. This is based in a wing of Ardnamurchan High School next door to the Primary School. A separate nursery brochure is available.

Strontian Primary has 22 pupils on the roll at present, organised into two classes. There are ten children in the Nursery, giving a total roll of 32 for 2022/2023.

An exciting community project was completed in 2018 which enabled the relocation of the Primary School to a purpose-built new building adjacent to Ardnamurchan High School in October 2018.

See www.strontiancommunityschool.org.uk for full details.



Former Head Teacher Ms P Hill leads her pupils from the old to the new Primary building in October 2018

Strontian Primary is a non-denominational school but as part of our Religious and Moral Education curriculum we welcome representatives from different denominations into school to talk to the children. A regular visitor is Donald McCorkindale, our local Church of Scotland minister.

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The staff welcome you and your family to the school and we hope that your child will be happy in our learning community. Please remember that you are welcome to come into the School to discuss any aspect of your child's school life. We will keep you updated and involved in the life and work of the school through regular newsletters, and invitations to participate in school activities and events, open afternoons and meetings.

Official School Opening

Our new school was formally opened by Deputy First Minister John Swinney MSP on Tuesday 27th August 2019.



Deputy First Minister John Swinney MSP

"It gives me great pleasure to open the first school in Scotland to be developed through a community ownership model. The innovative work of parents and the wider Strontian community, alongside construction companies and Highland Council, has given local young people a fit-for-purpose school they can be proud of for years to come." (De Tha Dol, September 2019)

Community and Partnerships

Strontian Primary School, at its very heart is a community school, designed, built and owned by members of this community whose dedication and hard work have given us this building.

It is impossible to mention everyone who make our school what it is, but our partnerships of course are a key contribution to school life with, e.g. volunteers and parents supporting the 'Daily Mile' initiative, assemblies,

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fund raising, savings schemes and all kinds of other events for the children. Official partners include our school Nurse, and other partner agencies to support health and wellbeing, High Life Highland (e.g. Countryside Ranger) and the Lochaber Environmental Group (LEG) with our poly tunnel project. Many of you will be approached by the children through their Classroom projects on Cultural, business (DYW) Eco-awareness/Eco-schools, etc. at various points over the years and everyone's contribution is gratefully received!

School Aims

Following consultation with parents, staff and pupils during 2019-2020, we have agreed the following graphic to summarise our vision, values and aims.

The graphic shows the connection with Ardnamurchan High School by borrowing the same outline. Pupils however, have chosen the colouring to represent Strontian Primary School.



School Facilities

The new community owned school (under the Small Communities' Housing Trust) opening in October 2018 and represents the culmination of an exciting project to provide a brand new school during financially constrained local authority circumstances. It comprises two spacious classrooms, two offices, dining and social space and a multi-purpose room. In addition there is a MUGA providing all weather sport and play space for the children.





School Committees and Associations

Parent Forum and Parent Council

In August 2007 the Parent Forum and a Parent Council were set up under the provisions of the Scottish (Parental Involvement) Act 2006 to maximise and improve parental involvement. The legislation recognises the strength and value of parental involvement and aims to make it a central part of the education system. All parents and guardians of children at the school are automatically members of the Parent Forum. Members of the Parent Council are elected by the Parent Forum from all the parents on the Forum. Parents may co-opt other members including school staff, pupils and members of the community onto the Parent Council. A copy of the Parent Council constitution is appended at the end of this booklet.

We seek the views of parents regularly – at the AGM, after workshops, through individual questionnaires, meetings and at Parents' afternoons and evenings. We strive to promote an open environment where parents feel welcome to discuss their child's learning at any time.

Office Bearers

Chairperson - Victoria Balnaves-Aitken

Mobile: 07729 013841

Email: vickibalnaves@hotmail.com

Secretary - Laura Sutherland

Mobile: 07526 100487

Email: lauraberardelli@icloud.com

Treasurer - Laura Wilson

Committees

Pupil led committees can include e.g. the Learning Council, the Eco Committee and the Communications Committee, all of which play an important part in shaping the development of our school community.



Staff and Pupils

Staff

Head teacher

Mr C Millar-Craig

Teaching Staff

Mrs R Patterson (Principal Teacher)	P1-4—10 pupils
Mrs Helen MacGillivray	P5-7—12 pupils
Vacancy	0.5 FTE

Visiting Music Tutors

Guitar Tutor	Jim Hunter
HC Strings Instructor	Sandra Hollingdale
Piano Tutor	Liz MacDonald

Nursery Staff

Ms Laura Wilson	Early Years Practitioner
Mrs Mairi Beaton	Early Years Practitioner

Non-Teaching Staff

Mrs Laura Sutherland	Pupil Support Assistant
Mrs Emma Lamont	Clerical Assistant
Mrs Patricia Kennedy	Team Leader (Schools)
Pat Adams	Dining Attendant

School Roll

Class		Pupils
Nursery		10
Infant class	P1	1
	P2	4
	P3	2
	P4	3
Upper Class	P5	4
	P6	3
	P7	5
Total		32

The School Year 2022/2023

Highland School calendar 2022/23

Please note - Dates may be subject to change

August 2022								September 2022								October 2022								November 2022							
WK	Mo	Tu	We	Th	Fr	Sa	Su	WK	Mo	Tu	We	Th	Fr	Sa	Su	WK	Mo	Tu	We	Th	Fr	Sa	Su	WK	Mo	Tu	We	Th	Fr	Sa	Su
31								36				1	2	3	4	40						1	2	45		1	2	3	4	5	6
32	1	2	3	4	5	6	7	37	5	6	7	8	9	10	11	41	3	4	5	6	7	8	9	46	7	8	9	10	11	12	13
33	8	9	10	11	12	13	14	38	12	13	14	15	16	17	18	42	10	11	12	13	14	15	16	47	14	15	16	17	18	19	20
34	15	16	17	18	19	20	21	39	19	20	21	22	23	24	25	43	17	18	19	20	21	22	23	48	21	22	23	24	25	26	27
35	22	23	24	25	26	27	28	40	26	27	28	29	30			44	24	25	26	27	28	29	30	49	28	29	30				
36	29	30	31													45	31														

December 2022								January 2023								February 2023								March 2023							
WK	Mo	Tu	We	Th	Fr	Sa	Su	WK	Mo	Tu	We	Th	Fr	Sa	Su	WK	Mo	Tu	We	Th	Fr	Sa	Su	WK	Mo	Tu	We	Th	Fr	Sa	Su
49				1	2	3	4	1							1	6			1	2	3	4	5	10			1	2	3	4	5
50	5	6	7	8	9	10	11	2	2	3	4	5	6	7	8	7	6	7	8	9	10	11	12	11	6	7	8	9	10	11	12
51	12	13	14	15	16	17	18	3	9	10	11	12	13	14	15	8	13	14	15	16	17	18	19	12	13	14	15	16	17	18	19
52	19	20	21	22	23	24	25	4	16	17	18	19	20	21	22	9	20	21	22	23	24	25	26	13	20	21	22	23	24	25	26
1	26	27	28	29	30	31		5	23	24	25	26	27	28	29	10	27	28						14	27	28	29	30	31		
								6	30	31																					

April 2023								May 2023								June 2023								July 2023							
WK	Mo	Tu	We	Th	Fr	Sa	Su	WK	Mo	Tu	We	Th	Fr	Sa	Su	WK	Mo	Tu	We	Th	Fr	Sa	Su	WK	Mo	Tu	We	Th	Fr	Sa	Su
14						1	2	19	1	2	3	4	5	6	7	23				1	2	3	4	27						1	2
15	3	4	5	6	7	8	9	20	8	9	10	11	12	13	14	24	5	6	7	8	9	10	11	28	3	4	5	6	7	8	9
16	10	11	12	13	14	15	16	21	15	16	17	18	19	20	21	25	12	13	14	15	16	17	18	29	10	11	12	13	14	15	16
17	17	18	19	20	21	22	23	22	22	23	24	25	26	27	28	26	19	20	21	22	23	24	25	30	17	18	19	20	21	22	23
18	24	25	26	27	28	29	30	23	29	30	31					27	26	27	28	29	30			31	24	25	26	27	28	29	30
																								32	31						

School holidays School days
In-service days

The School Day

	School	P1-7	Nursery	Nursery
	Mon-Thurs	Friday	Mon-Thurs	
Start	9:00	9:00	8:30	8:30
Interval	10:40-11:00	10:15-10:30	-	
Lunch	12.30-13:15	12:35	-	12:30
Home time	15:30	12.30	15:00	12:30

Children completing their education at Strontian Primary School transfer to:

Ardnamurchan High School

Strontian

PH36 4JA

Telephone: 01397 700105

Head Teacher: Mr Christopher Millar-Craig

Starting School and Enrolment

Enrolment for new Primary 1 pupils is usually in the January before they start.

https://www.highland.gov.uk/info/878/schools/887/enrol_your_child_for_school

Deadlines for enrolment for 2022 are:

P1 enrolment typically falls during the last week of January. Early learning and childcare enrolment normally takes place at the beginning of February.

This year Primary 1 enrolment is Monday 31st January to Friday 4th February 2022 and ELC Enrolment is Monday 14th February to Friday 18th February 2022.

Families moving into the area with school age children are advised to contact the school for enrolment. If you wish to visit the school prior to enrolment please telephone the school to make an appointment. Each school serves its own particular catchment area. Pupils whose homes are located in that area will receive priority in being allocated a place in the school. However, parents have the right to specify the school in which they wish to place their child. Application must be made to the Area Education, at Area Care & Learning Office, Fingal Centre, Viewfield Road, Portree, Isle of Skye, IV51 9ES (Tel: 01478 613697). Placing request forms can be obtained at https://www.highland.gov.uk/info/878/schools/887/enrol_your_child_for_school/2

Transportation to and from school, for placing request pupils, is a parental responsibility.

Before starting School in August 2022, the new Primary 1 pupils will be invited to School for some induction mornings.

It is helpful if children entering P1 are able to get changed for P.E. and can go to the bathroom by themselves. If your child needs help, please let us know.

Equipment

School Bag and PE Kit

Children will have reading books or other homework to take home every week. Children are expected to have a pair of indoor shoes for wearing in school and for use in PE lessons.

Please label your child's property, particularly items such as gym shoes, wellingtons and sweatshirts.

School Uniform

The school uniform consists of a purple sweatshirt, t-shirt or hoodie featuring the new school logo designed by one of our pupils.

Children are expected to have a pair of indoor shoes for wearing in school and for use in PE lessons. Please label your child's property, particularly items such as gym shoes, wellingtons and sweatshirts.

Gilmore Sports/Schoolwear Made Easy
57 Harbour Road (Behind Plant & Fixings)
Inverness
IV1 1UF
Tel: 01463 222 022

Last road on the right before you get to Millburn Railway Bridge

Or online at <http://www.schoolwearmadeeasy.com>



General Information

Attendance and Reporting Absences

If a pupil is absent from school, a parent or guardian should phone the school or email the school on the first day of absence – the email address to use is strontian.primary@highland.gov.uk school number is 01967 402363.

If a pupil needs to leave during the school day for an appointment etc., he or she should bring a note giving details or the parent should phone the school to inform us of the absence. Where possible, medical and dental appointments should be made out with school hours.

If pupils fall ill during the day, parents will be contacted. 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. We have a responsibility for the care and welfare of all pupils during the school day so need to know the whereabouts of absent pupils.

Where a child is absent for more than three days and the school has not been informed of the reason, we are required to phone home using the numbers provided in the emergency contact list. If a child has not attended school for a substantial period of time we are directed by Highland Council guidelines to find out what has happened to the child by making further enquiries.

School Fund

The profits from various activities are lodged in the School Fund, which is administered by the Head Teacher and Clerical Assistant. The Fund is used for subsidising school trips and swimming, for purchasing extra books and equipment and for improving school facilities beyond the level provided by Highland Council.

School Meals

A school meal is served in the communal area at 12.30p.m. The food is cooked in the kitchens of Ardnamurchan High School and transported in insulated containers to Strontian Primary.

The children are offered a choice of fresh fruit or yoghurt instead of a pudding. Milk, fruit juice and water are available and bread is offered with every meal. Menus are changed so that they are appropriate for the winter time (October to March) and summer time (April to September).

P1-4 pupils are entitled to Free School Meals.

Free school meals are available to pupils whose parents / guardians are in receipt of Income Support. Application Forms are available from the school or https://www.highland.gov.uk/info/878/schools/9/school_meals

Communicating with Parents

We send out regular letters to keep you informed about the life and work of the school. Copies are sent home in the children's school bags or via email. The latest Standards and Quality Report can be found on the school website.

The education of our children is a partnership between parents, the school and local community and we are constantly seeking ways to develop that partnership.



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Transport

If you live more than two miles from the school, you may be entitled to free transport. For more information and an application form visit:

https://www.highland.gov.uk/info/878/schools/12/school_transport.

[Please note that transport is not a school responsibility and any queries should be addressed to the Local Transport Office.](#)

[Tel: 01397 781099/781098](tel:01397781099)

Adverse Weather Conditions

The School rarely has to close early, but occasionally it is necessary to do so due to worsening weather conditions. The following procedure will be adopted:

Where possible, parents will be advised by telephone before the pupils are dismissed.

Where there is no reply, the Emergency Contact Number for the pupil will be tried.

Failing this, the children will be kept at School or sent home to their Emergency Contact.

Parents can check whether the school is open by phoning 0800 064 2272 and keying in the security pin 04 3090 for a recorded message concerning adverse weather and school opening. Nursery parents must key in the pin code 04 2840 to access the Ardnamurchan High School dial-in service.

Road Safety

Children cycling to school are encouraged to wear safety helmets [and reflective safety vests. The school reversible shower proof jacket also has thin reflective stripes around the hem at the back. There is a bike shed at the entrance to the school.](#)

Child welfare

Child Protection

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 the school office or online at:

https://www.highland.gov.uk/downloads/file/162/child_protection_policy

https://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

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

Healthcare

The school dentist visits Strontian every year to inspect P1 and P7 pupils, with the permission of parents. The inspection is part of a national survey for the Scottish Executive. Letters are issued to parents with the results of the inspection.

The school nurse visits once a year for routine height, weight, hearing and eyesight checks. Please let the Head Teacher know if you wish to be present when the nurse comes. Flu vaccinations are also offered once a year.

If there is any medical problem which might affect a pupil, parents are asked to inform the School.

First Aid and Emergencies

The school has regular fire drills and the alarms are tested every week. There is a no smoking policy throughout the building. The front door has a security system and staff conduct health and safety checks.

The parents or a representative are always contacted when a child becomes ill or is injured in school and requires more than immediate First Aid e.g. minor cuts and bruises. It is essential that the school has an Emergency Contact for every pupil in case parents / guardians cannot be contacted.

Illness and Administration of Medicines

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 unopened, 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.

Insurance Cover

Highland Council provides cover for pupils for accidental injury while taking part in School organised out-of-school activities. There is no insurance to cover accidental injury in School (unless negligence can be proved), nor of theft or loss of personal property, including money.

Promoting Positive Relationships

Strontian Primary promotes a positive and caring ethos. We praise good behaviour and each class comes up with their own positive class charter at the start of each school year. Class Dojo is used throughout the school to praise and celebrate hard work, good behaviour and wider achievement.

We recently consulted on a new Positive Relationships policy with pupils, staff and parents which is based on mutual respect and responsibility and on celebrating achievement. This is now in place and available to parents on request.

Anti-bullying policy

Our policy is aimed at preventing bullying at its inception by promoting an open and positive environment. Any parent who suspects their child is being bullied is urged to contact the School. More information can be found at https://www.highland.gov.uk/downloads/file/19358/anti_bullying_-_guidance_for_schools

Parental Concerns & Complaints Procedure

We hope your child will enjoy their experiences at Strontian Primary. We welcome comments or suggestions that could help us to improve our service. The welfare of pupils is our prime concern and we are always happy to meet with you to discuss any issues that you have.

If you have a concern about your child or an incident in school then please follow the procedure outlined below: Speak to your child's class teacher or head teacher in the first instance, either at the beginning or end of the day or by telephone. If you prefer, an appointment can be made to speak to the class or head teacher in private. The school will always endeavour to resolve issues by listening to parents and children and seeking solutions in partnership.

If the situation is not resolved parents can contact the Area Education Manager, at Area Care & Learning Office, Fingal Centre, Viewfield Road, Portree, Isle of Skye, IV51 9ES (Tel: 01478 613697), who will decide what the next steps should be. Parents will be kept fully informed at each stage and will be invited to attend any meetings being held.

Please note that transport is not a school responsibility and any queries should be addressed to the Local Transport Officer, Transport Office Tel: 01397 709000 and at: https://www.highland.gov.uk/info/827/education_and_learning/

Parentline is a national, confidential helpline providing advice and support to anyone caring for or concerned about a child. Please follow this hyperlink: [Parentline](https://www.parentline.org.uk/) call 08000 28 22 33 or email parentlinescotland@children1st.org.uk if you wish to contact Parentline or find out more about this service.

Emergency Plan

We have an Emergency Plan in order to respond to emergencies at or within the school premises. Emergencies involving school transport or during school excursions. We hold fire drills each term so that staff and pupils are familiar with the evacuation procedures and nearest fire exits. In the event of an emergency evacuation in which pupils will not be able to re-enter the school building, pupils will be escorted to Ardnamurchan High School and dispersed from there following Highland Council's School Emergency Response Plan.

The Curriculum for Excellence

The Curriculum for Excellence (CfE) is the Scottish curriculum for children and young people from 3 to 18 years. All Nursery, Primary and Secondary schools have been given CfE guidelines that detail national expectations of learning and progression from the early to fourth curriculum level, i.e. from Nursery to the end of S3. The CfE aims to enable children to become successful learners; confident individuals, responsible citizens and effective contributors. Schools need to incorporate enterprising learning and teaching in all curricular areas with children developing thinking skills and taking responsibility for their own learning as much as possible.

CfE is about teaching children a wide range of skills in order to prepare them for a fast changing world. Learners need to be able to collaborate, investigate and analyse. We encourage and motivate our learners by bringing learning to life through working in groups, across ages, outside the classroom, incorporating different areas of the curriculum in one topic, and working with other schools and groups. The whole thrust of CfE is to focus on learners' needs, including offering personalisation and choice. We ensure learning is active, i.e. children learn by doing and finding out, rather than being fed information. Learners are encouraged to think, question, research and work together.

We implement Highland Council's Learning and Teaching Policy. The core components of this are that children need to know what they are going to learn, how they are going to learn and how they will know they have succeeded. Assessment is continuous and includes teachers and peer and self-assessment by the pupils. Feedback is constructive with time taken for discussion and to set realistic targets for pupils' next steps. There are eight curriculum areas: Health and Wellbeing, Languages, Mathematics, Science, Social Studies, Expressive Arts, Technologies, and Religious and Moral Education.

The Curriculum for Excellence has four underlying values: wisdom, justice, compassion and integrity. https://www.highland.gov.uk/info/878/schools/17/school_curriculum

When planning the curriculum activities and experiences teachers are expected to consider seven principles of curriculum design: challenge and enjoyment, breadth, progression, depth, personalisation and choice, coherence and relevance.

The School Improvement Plan and a School Standards and Quality Report summaries are on the school website and further copies are available on request from the school office. These documents detail our progress in implementing initiatives from Highland Council and the Scottish Government and are presented to parents annually, usually at the Parent Council AGM. These are to give information to parents about aspects of the curriculum and children's learning in school or other developments of importance to the parents and the school community.

Curriculum Areas

Health and Wellbeing – Health Promoting School

Learning in health and wellbeing ensures that children and young people develop the knowledge and understanding, skills, capabilities and attributes which they need for mental, emotional, social and physical wellbeing now and in the future. Learning through health and wellbeing enables children and young people to:

- make informed decisions in order to improve their mental, emotional, social and physical wellbeing
- experience challenge and enjoyment
- experience positive aspects of healthy living and activity for themselves
- apply their mental, emotional, social and physical skills to pursue a healthy lifestyle
- make a successful move to the next stage of education or work
- establish a pattern of health and wellbeing which will be sustained into adult life, and which will help to promote the health and wellbeing of the next generation of Scottish children.



All pupils have weekly PE lessons and receive the government target of two hours of physical activity for every pupil each week, using the Better Movers and Thinkers approach to physical activity. P6 & P7 pupils undertake Youth Leader Training with the Active Schools Co-ordinator and this enables them to organise playground games and fun activity sessions for other pupils.

Class work includes learning about hygiene, keeping safe, healthy eating and physical fitness.

Older pupils also follow a structured programme of Drugs and Sex Education. We always seek parental permission before we start sex education lessons, sending home a letter outlining what is to be taught and the resources used. Parents may peruse the materials if they wish.

Literacy and Languages

Literacy is the set of skills which allow us to participate fully in society and in learning. Literacy is fundamental to all areas of learning as it unlocks access to the wider curriculum. Being literate increases opportunities for the individual in all aspects of life, lays the foundations for lifelong learning and work, and contributes strongly to the development of all four capacities of *Curriculum for Excellence*. Literacy is the responsibility of all practitioners, not just English and language teachers.

The CfE Literacy and English framework promotes the development of critical and creative thinking as well as competence in listening and talking, reading, writing and the personal, interpersonal and team-working skills which are so important in life and in the world of work. The CfE provides broad descriptions of the range of learning opportunities which will contribute to the development of literacy, including critical literacy, creativity, and knowledge and appreciation of literature and culture.

Pupils learn to talk, listen, read and write in collaborative groups with an emphasis on active and co-operative learning. Strands of learning include phonics and word recognition, spelling and handwriting, grammar and punctuation, creating and presenting. Phonics International is used to teach synthetic phonics throughout the school.

Learning an additional language contributes to learners' wider education and life experiences. P1–P7 pupils receive lessons in Gaelic; in addition P4 – P7 have French lessons.

Numeracy and Mathematics

Mathematics should help the children understand the world about them and prepare them to act effectively in work, play and in their role as citizens.

The children's experiences are designed to cover:

Number, money and measure

- Estimation and rounding
- Number and number processes
- Multiples, factors and primes
- Powers and roots
- Fractions, decimal fractions and percentages
- Money
- Time
- Measurement
- Mathematics – its impact on the world, past, present and future
- Patterns and relationships
- Expressions and equations.



Shape, position and movement

- Properties of 2D shapes and 3D objects
- Angle, symmetry and transformation.

Information handling

- Data and analysis
- Ideas of chance and uncertainty.

Good mental arithmetic skills and knowledge of times tables underpin children's progress and we work on these at all stages of attainment.

Children are provided with opportunities to tackle practical aspects of the work using concrete materials in order to help them understand mathematical concepts.

Teaching programmes are structured to enable pupils to learn skills that help them to tackle problems that require maths or mathematical thinking to solve. The programmes help children to learn concepts, facts and techniques that will enable them to use and apply mathematics.

Science

Through science children develop their interest in and understanding of the living, material and physical world. They collaborate on investigations and experiments and begin to develop skills that will help them to become creative, inventive and enterprising adults in a world where the skills and knowledge of the sciences are needed across all sectors of the economy. The curriculum includes Planet Earth; forces, electricity and waves; biological systems, materials and topical science.

Social Studies

In Social Subjects in the CfE pupils will learn about people, past events and societies; place and environment; and people in society, economy and business. These areas are covered through planned topics, involving the children in research, practical work and investigations.

Expressive Arts

Expressive arts include art and design, dance, drama and music. Learning about and through expressive arts enables children and young people to:

- be creative and express themselves in different ways
- experience enjoyment and contribute to other people's enjoyment through creative and expressive performance and presentation
- develop important skills, both those specific to the expressive arts and those which are transferable
- develop an appreciation of aesthetic and cultural values, identities and ideas.

Technologies

The CfE experiences and outcomes in technology are relevant to business, computing science, food, textiles, craft, design, engineering and graphics. They involve creative and practical activities that can be related to the world of work. These experiences and outcomes offer a rich context for the development of the four capacities and for developing the life skills that are recognised as being important for success in the world of work. They also introduce learners to the idea of technology-related careers.

Religious and Moral Education

Scotland is a nation whose people hold a wide range of beliefs including Christianity and the world's other major religions as well as beliefs which lie outside religious traditions. The CfE states that such diversity enriches the Scottish nation and serves as an inspiring and thought-provoking background for our children and young people to develop their own beliefs and values. Religious and moral education encourages responsible attitudes to other people. This awareness and appreciation promotes tolerance and counteracts prejudice. Religious and moral education is a process whereby children and young people engage in a search for meaning, value and purpose in life. This involves the exploration of beliefs and values and the study of how such beliefs and values are expressed. Children will understand that beliefs and values are fundamental to families and to the fabric of society in communities, both local and global. Investigating and discussing these issues will enhance children's skills of reflection and critical thinking.

Parents have the right to withdraw their child from religious instruction and religious observance. School assemblies are often secular e.g. celebrating success, sharing news, presentations by the Pupil Council.

Creativity, and employability Skills/ Developing the young Workforce (DYW)

While it might seem very early to be thinking about the world of work in primary school, it is being increasingly important that all young people begin to think what they might be interested in when they leave school. So in our classrooms we think about jobs and local, people who we might know who have interesting jobs. We focus on developing our skills for life through (e.g) our skills Club on Friday mornings (also known as EPIC Friday) and we focus on our Digital Literacy through the Chromebooks which every P6 and 7 pupil has (as well as a number of other machines for use in lower classes).

Extra-curricular Activities

Young Leaders from the high school provide after school clubs, such as dance and football. Teachers offer a variety of after school clubs on a short termly block. Children are able to participate in a wide variety of after school activities including shinty, football and Youth Club. These are held at the nearby Ardnamurchan High School, which has excellent facilities. Strontian Cubs and Beaver Scouts runs on a Wednesday evening in the school hall. Children have the opportunity to learn new skills, take part in community activities and try new experiences e.g. ski-ing and a trip to the Lochaline Dive Centre. All children have access to free swimming lessons. There is an annual residential for P5-7, all pupils take part in the Ardnamurchan Inter-School Sports Day and older pupils go to cross country events and the Summer Sports day in Fort William.



The school has a good reputation for music. Pupils can choose to take part in the Ardnamurchan Mod and the Lochaber Music Festival for group and solo performances.



We endeavour to use the local environment as an outdoor classroom.

We have achieved our Bronze Eco-School Award.

As part of our ongoing eco-school initiative, we are developing our outdoor learning in partnership with Lochaber Environmental Group who have provided us with a Polytunnel and a series of curricular inserts.



Assessment and Reporting

(Please note, modifications to these arrangements will continue to be in place throughout COVID restrictions)

As a school, we seek to provide information to pupils, parents and staff to assist in the effectiveness of the learning and teaching process and in raising attainment. The principles behind our assessment and reporting procedures are:

- Learners will take increasing responsibility for reporting on progress through self-assessment confirmed as appropriate by the teacher and / or peers.
- Teachers and learners describe achievement and progress in plain language rather than through grades, levels or marks.
- Teachers and learners share information with parents in a variety of written and spoken ways throughout the session.

Teachers will use the assessment process as an evaluative, diagnostic and formative tool to provide evidence of pupil attainment and progress and to inform learning and teaching approaches and pupil targets. Teachers monitor and track children's progress on a regular basis. Pupils are grouped by attainment in literacy and numeracy. In other curricular areas pupils work together in a variety of mixed ability groups, pairs and trios or as a whole class. Additional support needs are identified and addressed through the Highland Council's staged approach.

The Teachers continually assess pupil performance and progress in the classroom through observation of the children and their day-to-day work, to check on their progress and plan efficiently. Standardised assessments in reading, spelling and maths are also used if necessary.

Pupils should view the assessment process as a motivating and relevant experience which takes place within the overall context of a supportive school. Pupils should make use of feedback, in all its forms to inform next steps for the improvement of their own learning. Pupils will reflect on their progress, achievement and best work allowing them to take ownership of their learning.

In line with Council policy, the school is moving to a model where Parents will receive more ongoing feedback on their child's progress through ongoing discussions and pupils sharing their work at open afternoons. In these sessions, parents are invited to school to sit with their child and look through their school work and talk to their child about their learning. Parents will receive invitation letters to these events. Parents are also given a Summary of Personal Progress for their child. The class teacher makes a professional judgement about overall performance and progress of each child using two scales: one describes how far the learner has progressed in relation to expectations for stage (see below); the other describes how far the learner has achieved his or her potential.

Parents wishing to enquire about a pupil's progress are always welcome to make an appointment to speak to their child's class teacher.

These are the expected CfE levels of attainment:

<u>Level</u>	<u>Stage</u>
Early	The pre-school years and P1, or later for some.
First	To the end of P4, but earlier or later for some.
Second	To the end of P7, but earlier or later for some.
Third and Fourth	S1 to S3, but earlier for some. The fourth level broadly equates to SCQF level 4.
Senior phase	S4 to S6, and college or other means of study.

For further information regarding assessment and achievement, please visit <https://education.gov.scot/parentzone/learning-in-scotland/assessment-and-achievement>

Family Learning

At this time of writing we are developing online profiles to improve opportunities for family learning and engagement.

The ongoing pandemic has affected the way in which we are able to engage with parents. For the latest information, please contact the school.

Family learning incorporates three key aspects of working with parents. These are:

1. Engaging Families in Learning; we do this through,

- e.g., our continuous Reporting and Profiling which incorporates termly Open Afternoons, where parents engage with their child's assessment tasks and ongoing work.
- Homework sheets which complement classwork and can be used as an opportunity for parents to engage with their child's learning.
- We also give regular updates on Class Dojo about the school day and the activities pupils have been engaged with.

2. Early Intervention and Prevention; we do this through:

- Welcoming parents to come and discuss any concerns with the class teacher, Principal Teacher or Head Teacher.
- We are responsive to family circumstances and support pupils accordingly.
- We currently link with Ardnamurchan High School to access the support and interventions from a part-time ASN teacher.
- As a 3-18 campus, we maintain close links with High school for support for early transitions as well as having a wider 3-18 Transitions focus across the ASG (Associated Schools Group).
- As part of 'Getting it Right for Every Child' (GIRFEC) we have strong links with partner support agencies can work with children and parents as appropriate.

3. Family Learning programmes; we engage with you as parents and families in a supportive way through:

- e.g. our annual No Surprises evenings where our school nurse will also advise on Health and Wellbeing issues.
- Digital Learning for families where our school Digital Leaders provide information about use of Chromebook.
- Our Open Afternoons as part of Continuous Reporting and Profiling.
- Wider community involvement through themed projects.
- Consultations on e.g. our School Aims and new Promoting Positive Relationships programme.

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/>

Additional Support Needs

'Additional Support Needs' applies to children who, for whatever reason, require additional support, long or short term, in order to make the most of their education. The Highland Council Additional Support Needs Team provides strategic development and planning for children and young people with additional support needs and also their families and those professionals and agencies who work with them. Please find below information and links for Parents, Carers, Children, Young People and Professionals regarding Additional Support Needs. For more information please see https://www.highland.gov.uk/info/886/schools_-_additional_support_needs/1/support_for_learners

The 2009 Additional Support for Learning Act came into force in November 2010: <http://www.legislation.gov.uk/asp/2009/7/contents>

Enquire is the Scottish advice service for additional support for learning. Operated by Children in Scotland, Enquire offers independent, confidential advice and information on additional support for learning through:

Telephone helpline - 0345 123 2303



Strontian Primary School

Online enquiry service

Two websites –

<https://enquire.org.uk/> (for parents/carers and practitioners)

<https://enquire.org.uk/myrightsmysay>

<https://siao.org.uk> (Scottish Independent Advocacy Alliance)

<https://sclc.org.uk> (Scottish Child Law Centre)

Enquire also provide a range of clear and easy-to-read guides and factsheets explaining everything from ‘additional support in the early years’ to ‘what planning should take place for moving on from school’.

Chip+ offers Highland specific advice, information and support on Additional Support for Learning. They can be contacted on the following:

Telephone: 01463 711189

e-mail: info@chipplus.org.uk

Website: <http://www.chipplus.org.uk/>

Strontian Primary School has the experience and expertise to cater for a range of additional support needs and can access specialist services after a process of school based assessment following the Additional Support Needs Staged approach. These services include the Speech & Language Therapist, Physiotherapist, Community Disabilities Nurse, the Social and Communication Outreach Worker and the Educational Psychologist. Referrals can only be made by the school with the permission of the parents, but parents have the right to refer their child directly to the Educational Psychologist or through their own GP to other services without informing the school. Children’s progress is reviewed regularly and an Individual Education Plan or Individual or Group Support Plan developed, if necessary.

We work closely with our Nursery Class and Ardnamurchan High School to ensure the smooth and successful transition of pupils with additional support needs. Extra transition visits are arranged, both for pupils and staff. Detailed reports on successful strategies and programmes are provided in advance so that any extra staff recruitment and training can be undertaken

Highland Council also uses the Getting it Right for Every Child strategy (Girfec). This is a multi-agency approach to support any child in need, not just those in need of protection. Parents and professionals work together using the protocols and procedures of the Girfec approach to ensure that every child is safe, healthy, achieving, nurtured, accepted, respected and included (Shanari). Children requiring a Child Plan will have a named person to ensure that the actions detailed in the plan are carried out. For pre-school children the named person is the Health Visitor and in primary school the named person is the Head Teacher. For more information on this please see <https://forhighlandschildren.org/>

Homework

Regular homework is essential to supplement the work done in class and to encourage pupils to acquire the habit of completing tasks at home. In P1 – P3 homework is nearly always reading and related tasks. Studies have shown that children, who read at home regularly, with their parents, make much better progress than children whose only reading is done in school.

P2 – P7 pupils have a variety of homework tasks related to their class work that helps reinforce and practise work done in school, e.g. times tables, maths related to the maths topic they are doing in school or spelling activities. Sometimes, homework will consist of finding information relevant to the current topic in school, or it may take the form of a practical project. Children are usually given homework on a Monday to be completed by Friday that week or at a later date given by the teacher.

Chrome Book Provision

Highland Council Chromebook User Agreement

The Highland Council is issuing every pupil in P1 – S6 with a Chromebook and a range of digital learning tools and resources to assist and enhance their learning at school and at home. Pupils will use the Chromebooks in school and P5-7 will generally be permitted to take the Chromebooks home subject to the return of this signed document. The Chromebook remains the property of the Highland Council. When a pupil leaves school, whether primary, secondary or stops attending a Highland Council School, the Chromebook must be returned to the school. If the pupil is leaving primary school a further Chromebook will be issued on admission to secondary school.

The terms and conditions of issue are outlined below:-

Use of the Chromebook

- The Chromebook must be used in accordance with the Highland Council's Acceptable Use Policy per: <https://www.digilearnhighland.co.uk/info/aup>
- In school the Chromebook must be used as directed by Highland Council teaching staff.
- It is the responsibility of the pupil to bring the Chromebook to school and to ensure that it is fully charged for use, **Guidance from Scottish Fire and Rescue Service advises that devices should not be left charging overnight.**
- It is also the responsibility of the pupil to ensure that the Chromebook is looked after. It is recommended that you provide the Chromebook with a suitable cover.

Damage, Loss or Theft of the Chromebook

- It is the responsibility of the pupil (or their parent/carer) to report any damage, loss or theft of the Chromebook to school without undue delay. In the event that the Chromebook is stolen or lost outwith school it is the responsibility of the pupil (or his parent/carer) to report that loss or theft to the police and to the school.
- In the event that the Chromebook is stolen, lost or damaged the pupil will be provided with a further Chromebook at the discretion of the School unless it is considered that the Chromebook was so stolen, lost or damaged as a result of conduct by the pupil in which case a further Chromebook will be issued to that pupil but he or she will not be permitted to take the Chromebook home. If it is considered that there has been deliberate loss or damage to a Chromebook by a pupil the Highland Council is entitled to look to the pupil for the cost of such loss or damage.

School Improvement

This year, because of the ongoing pandemic, all schools in Highland are continuing to focus on certain key priorities as follows:

1. Health and wellbeing.
2. Recovery of learning, teaching and assessment.
3. Attainment in session 2020/21 (focusing on identifying new or widened gaps cause by the Covid-19 situation).

Strontian Primary School was inspected in 2017 and again in October 2018. Their findings can be found on the HMIE website at <https://education.gov.scot/education-scotland/inspection-reports/reports-page/?id=4881>

In our School Improvement Report and Plan, we reported on:

What have we done to close the attainment gap?

What have we done to improve attainment, particularly in Literacy and Numeracy?

What have we done to improve Young People's health and wellbeing?

What have we done to improve employability skills and help our children and young people achieve sustained, positive school leaver destinations?



At the time of writing, the school improvement focus is on the Recovery Curriculum.

And Finally.....

We hope this Handbook has given you an insight into our school.

A child's education is the concern of both the school and the parents. Please come into the school or telephone if there is anything you wish to discuss.

Whilst the information in this handbook is considered to be true and correct at the date of publication, changes in circumstances after the time of publication may impact on the accuracy of the information.

Appendix A – Parent Council Constitution

Strontian Primary and Nursery Parent Council Constitution

This is the constitution for Strontian School Parent Council.

1. The objectives of the Parent Council are:
 - To work in partnership with the school, the pupils and all the parents.
 - To develop and engage in activities which support the education and welfare of the pupils.
 - To identify and represent the views of parents on the education provided by the school and other matters affecting the education and welfare of the pupils.
 - To organise and co-ordinate fundraising; to apply for and receive grants; and to accept gifts for the benefit of the school.
2. The membership will be a minimum of three parents or carers of children attending the school, with a maximum of 9.
3. The Chair, Secretary and Treasurer of the Council will be agreed by the Parent Council members immediately following its formation. Office bearers will be selected by the Parent Council on an annual basis.
4. The Parent Council will be selected for a period of 2 years, after which members may put themselves forward for re-selection if they wish. If a Council member's child finishes P7 before the end of their two years on the Council, they must step down when their child leaves. All the parents of children at the school can volunteer to be a member of the Council. Parents can take part in the selection process by submitting their name by post or email. In the event that the number of volunteers exceeds the number of places on the Committee, council members will be selected by secret ballot. The parents will have 3 weeks to select their representatives in event of a ballot.
5. The Council may co-opt up to 3 people to assist it with carrying out its functions. Co-opted members will be invited to serve for a period of 2 years.
6. The Parent Council is accountable to the Parent Forum for Strontian School and will make a report to it at least once each year on its activities on behalf of all the parents.
7. The Annual Meeting will be held in September of each year. A notice of the meeting including date, time, and place will be sent to all members of the Parent Forum at least two weeks in advance. The meeting will include:
 - a report on the work of the Parent Council and its committee
 - selection of the new Parent Council
 - discussion of issues that members of the Forum may wish to raise
 - approval of the accounts and appointment of the auditor.
8. The Parent Council will meet at least once in every school term.
9. Should a vote be necessary to make a decision, each parent member at the meeting will have one vote, with the Chair having a casting vote in the event of a tie. The quorum for meetings will be 2/3rds of the membership of the Council.
10. Any 2 members of the Parent Council can request that an additional meeting be held, and all members of the Parent Council will be given at least one week's notice of date, time and place of the meeting.
11. If a Parent Council member acts in a way that is considered by other members to undermine the objectives of the Parent Council, their membership of the Parent Council shall be terminated if the majority of parent members agree. Termination of membership will be confirmed in writing to the member.
12. Copies of the minutes of all meetings will be available to all parents of children at Strontian School and Nursery and to all teachers at the school. Copies will be available from the Secretary of the Parent Council/Clerk to the Parent Council and from the school office.



13. Meetings of the Parent Council shall be open to the public, unless the Parent Council is discussing an issue which it considers to be confidential. In such discussions, only members of the Parent Council and the Head Teacher, or his or her representative, can attend.
14. The Treasurer will open a bank or building society account in the name of the Parent Council for all Parent Council funds. Withdrawals will require the signature of the Treasurer and one other Parent Council member.
15. The Treasurer will keep an accurate record of all income and expenditure, and will provide a summary of this for each Parent Council meeting and a full account for the Annual Meeting. The Parent Council accounts will be audited by the auditor appointed at the previous Annual Meeting.
16. The Parent Council shall be responsible for ensuring that all monies are used in accordance with the objectives of the Parent Council.
17. Should the Parent Council cease to exist, any remaining funds will be passed to the school to be used for the benefit of the school, where this continues.



Appendix B - POLICIES

School policies are based on Council guidance and exemplars which can be found at:

<https://www.highland.gov.uk/info/893/schools - general information/29/school policies procedures and guidelines>

In line with Highland Council Policy and its investment in the learning and teaching provision for our pupils, all P1-7 pupils are provided with a Chromebook.

The following page outlines the Terms and Conditions which Pupils and Parents sign up to.

Please see the following links for details of covers for Chromebooks and for further useful details about the Chromebooks including "Frequently Asked Questions" and details about their functionality/specification.

<https://www.digilearnhighland.co.uk/info/faq>

<https://www.digilearnhighland.co.uk/info/cases>

Appendix C – OTHER INFORMATION

Health Promoting School

As a Health Promoting school we also encourage pupils, staff and parents to think about healthier lifestyles. S1 pupils are encouraged to set Health Targets. Healthy living is a regular topic in classes. We have a School Travel Plan which promotes safe and healthy routes to school. Staff take part in health promotion activities. We value all the activities that make up a healthy and happy community.

School Meals cost £2.30/£2.55 for pupils and just keep getting better, with better quality food, healthier meals, larger portion sizes and more and better choices. If a pupil has special dietary needs, please inform the school. Free meals can be claimed in certain circumstances, for information and application form please see

http://www.highland.gov.uk/info/899/schools_-_grants_and_benefits/10/free_school_meals_and_assistance_with_clothing

Application forms are available from the school reception. Pupils receive credit on their account which they can use during break and lunchtime in the canteen.

The Highland Council operates a 'Cashless catering' system which utilises pupils' NEC cards. For further details please see:

http://www.highland.gov.uk/info/878/schools/9/school_meals/2

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.

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>. Further information about 16+ Data can be found here: <http://hi-hope.org/directory/listing/16plus-planning>

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

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

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 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

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

Eliminate unlawful discrimination, advance equality of opportunity, and 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.