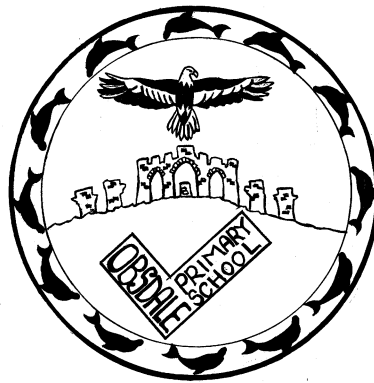


Obsdale Primary School



"Where Everyone Matters"

**School Handbook
2022-2023**

WELCOME TO OBSDALE PRIMARY SCHOOL

Dear Parents and Carers

We welcome you as parents of a new child to Obsdale Primary School. At Obsdale you will find a caring, supportive and active learning environment. You and your child are an important part of this community and we look forward to working alongside you as your child progresses through this part of their education.

I hope this handbook will enable you to find answers to any questions you may have about this next step in your child's education. If you have any questions about this handbook or any other matter, please don't hesitate to come and discuss a query or concern. We are happy to help with any issue that may arise.

Kind regards

Head Teacher

Obsdale Primary School
Obsdale Park
Alness
Ross-shire IV17 0TP
Telephone : 01349 884221

Email: obsdale.primary@highland.gov.uk

School Blog : <https://obsdaleprimary.wordpress.com>

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1. Our School



The current pandemic has affected 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 this session, 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](#).

Obsdale Primary started as a group of demountable huts on 19 August 1974 to serve the developing communities of Newfield, Whitehills, Milnafua, Obsdale Park, Obsdale Gardens, and the general area of the east end of Alness. This was to accommodate the influx of people attracted to the area as a result of developments in aluminium and oil related industries. The existing school building was opened in January 1980.

Obsdale Primary at present has a roll of 120 pupils with five composite classes and an Early Learning Centre. The building has two, semi-open plan teaching blocks, off a central gym hall. There is also a kitchen, dining area and extensive play areas. In our ELC, there are four Early Years Practitioners and one support worker.

Within the upper area of the school there is a multi-purpose Star Room which was recently renovated and now includes a kitchen. Here pupils can access a range of life skill, STEM and curricular activities. It also provides a cosy space to engage in story or nurture events. In partnership with other agencies this room is also used for a variety of activities. Beside the Star Room there is a newly refurbished and resourced library.

Our clerical is in our school office Monday-Thursday each week. Our cook prepares meals daily for our pupils with support from two assistants. Janitorial support is provided six hours each week and cleaning is undertaken daily by multiple cleaners.

2. School Vision & Values



June 2018

Our Values

We listen when other people are speaking

We consider the thoughts and feelings of other people

We say sorry if we hurt someone or their feelings

We use our manners

We look after our school and things that belong to other people

We smile and encourage each other

We think positively

We "make our school a cheerful place."

We "have lots of fun while we learn".

We welcome everyone to our school

"We are generous, hard working and inclusive."

We "are a place you can feel safe."

We look after each other when we are hurt or unhappy

We are helpful and kind

We are "artistic and inventive."

We "think of different ways to do things."

We "exercise our brains."

We like to explore places to discover new things.

We get up and come to school.

We want to learn new things and work hard.

We are a "learning family."

We "treasure" our achievements and successes and share them.

What Our Pupils Think About Their School

P1/2
Cash I like drawing and getting to build with the blocks. I like reading stories with my class. I love painting and I like the whole of my class.

I like playing outside. I like when we play hockey in PE. I like drawing and how my classroom has play.
P2/3 Wiktorina

I like playing with my friends. I really like maths, it's my favourite subject. I like how we get to have seasonal parties in school.
P3/4 Eric

I like to do maths in school. I like when we get to do science. I like that we have a lot of play in the classroom.
P5/6 Riley

I like to do art in Obsdale and spending time with my friends. I enjoy everything about Obsdale.
P6/7 Hannah



P1/2 Learning through Play
2021



STEM Learning
2021



Outdoor Learning at
Evanton Community Woods 2021



COP26 Learning
2021



Block Play
2021

3. Staff

Head Teacher:	tbc	
Principal Teacher:	tbc	
Teachers:	P1/2	Mrs Young
	P2/3	Miss Warburton
	P3/4	Miss Flaxman
	P5/6	Miss Cooke
	P6/7	Mr Sharp
CCR Teachers:	Mrs Ann Mardon (Drama) tbc	
Early Learning Centre Staff:	Karen Campbell	EYP
	Shirlee O'Reilly	EYP
	Bernie Turnbull	EYP
	Leeanne Fraser	EYP
	vacancy	Support Worker
Pupil Support Assistants:	Hazel Mackay	Victoria Mutch
	Christean MacKay	Val MacMillan
	Surann Clark	Diane Manson
	Ewa Wojtaszak	Kulvinder Kaur-Singh
	Nicola Hamilton	Lauren Calder
Clerical Assistant	Karen Fraser	
Cleaners:	Rachel Kernaghan / Hazel Mackay / Deborah Steell	
Kitchen staff:	Reona Campbell (Cook) Elizabeth Durrand Moira Hudson	
FM:	Yvonne MacLeod	

4. School Day

School starts:	9.00			
Morning break:	10.30 – 10.45			
Lunch break:	12.15 – 1.00 (P1-3)	12.30-1.15 (P3/4)	12.45-1.30 (P5-7)	
School finishes:	2.30 (P1-3)	3.00 (P4-7)		

The only bell that sounds is the main bell at 9am, otherwise our school community is bell free. A hand bell is rung when interval and lunch breaks end.

5. School Session 2022/23

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	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							38				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
In-service days

School days

6. Attendance

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 the school number (01349 884221).

Permission to leave during the school day: If a pupil needs to leave during the school day for an appointment etc, parents should notify school by letter or phonecall. 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 If parents decide to make holiday arrangements during school term, this should be confirmed in writing to the Head Teacher.

7. Enrolment Procedures

The parent/carer of the child wishing to enrol should come to the school and see the Head Teacher. The child's birth certificate should be brought along and an enrolment form completed. If your child has any health issues or there is anything you wish the school to know about your child, then please share this with the Head Teacher when you enroll your child.

As a parent you have the right to ask for your child(ren) to be education in a school other than the local school. Information on school placing requests can be found in a leaflet entitled 'School Placing Request'. This document along with a 'Placing Request Form' can be downloaded from: www.highland.gov.uk/learninghere/schools/informationforparents/

Completed forms should be sent to:

Area Education Office (Mid)
County Buildings
DINGWALL
IV15 9QN

Tel: 01349 886605

The local Secondary School is:

Alness Academy
Alness
Ross-shire
IV17 0UY

Tel. (01349) 883341

Rector– Mr Craig Paterson

8. Promoting Positive Behaviour

Within Obsdale School we have an emphasis on the positive - being polite, friendly, helpful, kind, trying hard, working well, thinking of other people's feelings and treating others the way we like to be treated ourselves.

At Obsdale we follow the Golden Rules



There are times when children have difficulties following the Golden Rules. When incidents occur:

1. Minor incidents are dealt with in the classroom or playground by teaching and support staff.
2. More serious or repeated incidents are shared with our Principal Teacher and Head Teacher. Parents are informed at this stage when appropriate.
3. In some incidents, a child may be sent home. For example, if a child hurts another child.
4. If behaviour that is disruptive or harmful persists, a Solution Focus Meeting will be called and advice may be sought from other agencies eg. Health or Educational Psychologist.

Please know that we seek to manage these incidents restoratively as they occur and encourage our pupils to reflect on their behaviour. We aim to keep parents informed promptly.

9. Medical

It is important for the well-being of all that your child is well when they attend school.

Illness at School

If a child feels unwell and the teacher feels they should go home, you will be contacted. It is therefore important that we have your **daytime contact** or the contact details of a neighbour or family member who will be able to look after your child.

School Nurse

Parents/carers of children in P1 and P7 will receive questionnaires to be completed and returned to the school nurse. From these responses selective medical checks will be made by the school doctor. Where there are any concerns about a child's general health, from parents, teachers or children, these can be discussed with parents/carers, and, with parental/carer consent, referred on to the school nurse to be investigated.

Head Lice

Head lice is an ongoing problem in all schools. Parents/carers and children are regularly reminded of the need to be vigilant - **CHECK DAILY**. School will contact parents/carers if there is any concern.

Accidents

If a child is injured in an accident at school, the parent/carer is contacted as soon as possible, unless it is an emergency, and then the child may be taken straight to the local Health Centre or emergency services called to school (as appropriate) for expert attention, and efforts made to inform parents/carers. **Please make sure the school has a note of daytime telephone numbers in case of emergencies.**

10. Health & Well Being

Obsdale has achieved Level 4 health promoting school status and we encourage an active, healthy lifestyle. We do this in a variety of ways;

- Active break times
- High 5 programme
- Two weekly PE sessions
- Regular active learning sessions
- P1/2 regular 'tooth brushing' after lunch
- Weekly swimming, shared during the session amongst P4-7 pupils

The children are encouraged to drink water regularly during the day, and children are provided with a named water bottle which is filled daily with fresh water.

11. School Meals

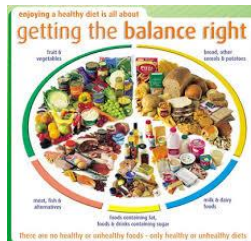
Highland Council is committed to all schools being health promoting schools, with all meals on offer being nutritionally balanced by professionals. Lunches are varied and use a large selection of local produce including fresh fruit and vegetables, as well as wholemeal products. If your child has any special dietary requirements, please inform school. There is a vegetarian option served daily.

A typical school lunch

Stew
Vegetable Risotto
Potatoes, Green Beans
Apple Crumble & custard or fresh fruit

Menus are issued each term to parents, and can be found [online](#).

School lunches are served in the school dining room. The cost at present is £2.30 per day.



A selection of fresh fruit, yoghurts, and drinks is available from our morning snack bar. Fruit prices vary according to season. Drinks, milk and fruit juice start from 15p.

Free Meals

Every child in P1-5 is entitled to a free school meal each day.

Children in P6-7, if eligible, can still apply for a free school meal. Application forms for these may be obtained from the school office, or online, for submission to Catering Services, Inverness. Please note that meals must be paid for until notification is received from the School Meals Service.

Packed Lunches

Children bringing a packed lunch are also encouraged to eat healthily. No sugary drinks, and in the interests of health and safety no glass containers, please. Children bringing packed lunches eat in the school hall, and in fine weather children may choose to eat lunch out of doors using the benches.

12. 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

More information about Child Protection Procedures within Highland can be found at http://www.highland.gov.uk/info/1361/childcare_and_family_care/438/child_protection

13. Major Incident in School

In the event of a major incident in school e.g. structural damage to our building or a fire, pupils and staff would immediately evacuate the buildings and gather on the tarred area in the playground. Pupils would gather at Milnafua Hall to await instructions from Police and/or Fire Services. A parental hot line would operate with the Area Care & Learning Manager in Dingwall.

14. School Closure

In the event of severe weather, or in the event of lengthy power cuts, we must warn parents that it may be necessary to close the school without prior warning. This means that parents should have emergency arrangements ready for their children should this situation arise. To be absolutely certain that no child will be at risk in the event of school closure, parents are asked to ensure that emergency contact details are up to date. Every November you will be sent a copy of our Adverse Weather procedures.

As a parent, if you are in any doubt as to the danger from severe weather, please retain your child at home. If you have sent your child to school and the weather deteriorates, you are most welcome to come to the school, and ask to take your child home.

By dialling **0800 564 2272** and entering the code **042760** you will be given a message with regard to the impact of severe weather conditions on the school.

Information about any closures at Obsdale Primary School would be available on <http://www.highland.gov.uk/learninghere/schools/schoolclosures/>

15. Emergency Contact

It is important that parents provide emergency contact details for their child(ren) in the event of illness etc. during parents' absence from home. Parents should explain alternative arrangements to their child(ren).

This information will be updated every September through the school Annual Update Form, but please inform the school immediately in the event of any changes.

16. Visitors To The School

In the interests of security all visitors to the school must report first to the school office, which is situated next to the main entrance, where they will be issued with a visitor lanyard. At any time a visitor may be asked to identify themselves by a member of staff. We are sure parents will be aware of the need for such measures.

17. Playtime & Lunchtime

Due to present COVID protocols, children are asked to arrive at school gates no earlier than 8.50am. Playtimes are staggered in the mornings, with set lunchtimes. Children are unable to go home for dinner at this time.

The playground is supervised during intervals and lunchtimes. Except for those having a 'home dinner', all children are required to stay within school grounds during break times. If the weather is considered to be very unsuitable children will be supervised with activities inside.



18. Dress Code



We encourage all our pupils to wear school colours each day.

Our Dress Code has been agreed by all pupils and staff and is updated every three years.

- Navy or red cardigan or sweatshirt
- Navy or red fleece
- Navy, red or white polo shirt/t shirt
- Indoor shoes worn at all times inside school
- Suitable outdoor clothing and shoes should be worn every day, especially in the autumn, winter and spring term when the weather can be unpredictable.
- Please could you ensure that your child's name is on all belongings as this will help your child become more independent in their dressing and help keep lost items of clothing to a minimum
- No football tops
- No dangly earrings
- PE kit to be kept in class or brought on PE days

Families may obtain a form from the school office for applying for a clothing grant.

We keep items of school clothing in school and also items of clothing in case a child needs a change. If during the course of the school day your child requires a change of clothing, we would be very grateful if this could be returned.

19. Extra Curricular Activities

Throughout the year pupils may participate, within and out with normal school hours, in activities such as book club, athletics, cross-country, football etc. We like to encourage parents to be involved with extra-curricular activities. If you would like to take a group or assist with an extra-curricular activity or club please do contact the head teacher. Active Schools, Feis Rois, as well as school staff, organize and run these activities. Permission slips are issued ahead of events, and should be returned before the date of the first session, in order that a register can be maintained and contact details are available for staff to use in the event of an emergency.



20. “Friends of Obsdale”

Parent Council meet termly and are very involved in the life of the school. They have a **Friends of Obsdale** Facebook page and can be contacted at Obsdale.Primary@HighlandPC.co.uk

Our families are very supportive of our fund raising events and are also very generous in their support of events held by the pupils in support of charities.

We are committed to working alongside parents in order that each child in our school community achieves their potential. In school we hope to build further on what each child has learned at home from their parents and support each child in moving forward in their learning.

The school holds parents’ afternoon/evening sessions twice a year, when parents can discuss their child’s progress with the class teacher, on an appointment basis. We use these times to share progress in school improvements or to provide an opportunity for pupils to showcase their learning. *Due to present COVID protocols these may be held online/over the telephone*

These discussions are informal and are designed to find out how school and home can work together to help the child.

However, should any parent wish to discuss their child’s progress out with these times, they should contact the school to arrange a suitable time with the teacher and/or the Head Teacher.

Such discussions are always welcome. If the class teacher is concerned about some aspect of a child’s progress they will contact the parents to arrange a convenient time for a discussion to take place.

Towards the end of each session, usually June, each child will be given a report as to how their learning has progressed during the year.

Families are regularly invited to class or school to share in their child’s learning. Please know that these sessions are family orientated and we would encourage you to come along and join us!



Newsletters are sent home regularly with pupils informing the parents about various issues connected with the school.

Our main form of communication is our [school blog](#), which all parents are encouraged to sign up to and follow.

21. Curriculum

Scotland's curriculum places learners at the heart of education. At its centre are four fundamental capacities. These capacities reflect and recognise the lifelong nature of education and learning. They:

- Recognise the need for all children and young people to know themselves as individuals and to develop their relationships with others, in families and communities.
- Recognise the knowledge, skills and attributes that children and young people need to acquire to thrive in our interconnected, digital and rapidly changing world.
- Enable children and young people to be democratic citizens and active shapers of that world.

Refreshed narrative 2019

The four capacities are:

- Successful learners
- Confident Individuals
- Effective Contributors
- Responsible citizens

Successful learners at Obsdale are:

- enthusiastic and motivated to learn
- determined to reach high standards of achievement
- open to new thinking and ideas

Confident individuals at Obsdale have:

- self-respect
- a sense of physical, mental and emotional wellbeing
- secure beliefs
- ambition

Effective contributors at Obsdale have:

- an enterprising attitude
- resilience
- self-reliance

Responsible citizens at Obsdale have:

- respect for others
- commitment to participate responsibly in political, economic, social and cultural life

As part of their learner journey, all children and young people in Scotland are entitled to experience a coherent curriculum from 3 to 18, in order that they have opportunities to develop the knowledge, skills and attributes they need to adapt, think critically and flourish in today's world.

Curriculum is defined as the totality of all that is planned for children and young people from early learning and childcare, through school and beyond. That totality can be planned for and experienced by learners across four contexts:

Literacy is at the heart of all learning and at Obsdale Primary it is our main priority, especially in the early years. Pupils are taught the skills they need to successfully develop their reading, writing, talking and listening skills co-operatively. All these skills are reinforced across the curriculum with IDL projects and in other curricular areas. We are working hard to create a love of reading with the children. We have also developed our library and bought lots of lovely new books.

Maths is another core subject at Obsdale. We aim to provide children with a good understanding in maths and equip them with excellent skills for lifelong learning. Maths is taught in line with the Highland Numeracy Strategy and teachers aim to deliver active, meaningful lessons to reinforce mathematical concepts in an engaging manner.

Throughout their time at Obsdale, pupils engage in **outdoor learning** and will go on trips out of school to consolidate their learning. Trips could range from visiting the local supermarket to see where our food comes from, to visiting the beach. In P7 our pupils participate in a residential trip to an outdoor centre.

Each term you will receive a letter from your child's class teacher letting you know about the areas of the curriculum the class will be learning about that term. It will also share the ways that you can help your child at home as well as inviting you to visit the class to share learning with your child.

All children in Primary 6 and 7 have their own Chromebook and this is used to support their learning.

Connected Scotland provided school with additional Chromebooks enabling children from P4 upwards to have regular access to this technology. School also has a number of tablets that pupils from nursery-P3 can access.

If you would like to find out more about Curriculum for Excellence follow the link below.
<https://education.gov.scot/parentzone/>

We partner with a number of other agencies to support the curriculum we offer at Obsdale. These are:

Artsplay (a music organization)

Feis Rois (a traditional music organisation)

Go Wild (Outdoor Learning)

Action for Children

Aigas (Field Centre)

Evanton Woods

Active schools

22. Support for Learning

Class 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 in these links below:

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

https://www.highland.gov.uk/info/886/schools_-_additional_support_needs/1/support_for_learners

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. At Obsdale we work hard to ensure the needs of all our pupils are being met and we regularly review support to ensure this is happening.

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 out with 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. This will usually be the Head Teacher. If you require further information or advice please follow the links below;

<http://enquire.org.uk/>

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

[Scottish Independent Advocacy Alliance](#)

[Scottish Child Law Centre](#)

23. Reporting and Assessment

Assessment is an important and integral part of the learning and teaching process.

Teachers begin assessment as part of the process of planning, when account is taken of the pupils' previous experience; and part of teaching, as the teacher and pupil constantly monitor the effectiveness of learning and teaching.

In Obsdale we encourage the active involvement of pupils in their own learning from entering Nursery as 3 year olds to moving on to academies at the end of P7. We share **learning intentions** with pupils so they are clear about what is to be learned and what success would be like **success criteria** This encourages pupils to be actively involved in their learning, identifying and setting their own targets and evaluating their own success.

24. Interpreter Services

We are able to arrange for an interpreter to join with a parent if at any time someone requires assistance with English as an Additional Language.



25. Educational Data

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.

Why do we need your data?

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

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

Data Policy

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

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

The individual data collected by Scottish Government through Pupil Census is used for statistical and research purpose only.

Your Data Protection Rights

The collection, transfer, processing and sharing of ScotXed data is done in accordance with the Data Protection Act (1998). We also comply with the National Statistics code of Practice requirements and other legislation related to safe guarding the confidentiality of data. The Data Protection Act gives you the right to know how we will use your data. Fuller details of each individual ScotXed survey, including the purpose of each and the published data, can be found on the ScotXed website (www.scotxed.net).

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 out with 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 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.

26. Equality and Inclusion

Please see <http://www.highland.gov.uk/livinghere/equalopportunities/> for up to date information. In summary, our activities in school should ensure that we eliminate unlawful discrimination, advance equality of opportunity, to 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.

27. School Improvement

This year because of the pandemic, all schools in Highland are focussing on certain key priorities as follows:

1. *Health & Wellbeing*
2. *Recovery of Learning, Teaching & Assessment*
3. *Attainment in session 2020/21 (focussing on identifying new or widened gaps caused by the Covid-19 situation)*

As well as the above, in Obsdale this session we are focussing on literacy and as a staff reviewing our current plan for learning. As a consequence of this, we hope to produce a Planning & Assessment policy for Obsdale.

Our current Standards & Quality Report and our School Improvement Plan for 2022-23 can be found on our school blog.

We hope this handbook has given you a flavour of life at Obsdale Primary.

We look forward to you joining our school community.

