



Scourie Primary School & Early Years

Part of North West Sutherland Schools

Handbook

2023-2024



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Welcome to Scourie Primary & Early Years

This booklet has been designed to furnish you with the key information that you will need before your child starts school with us. If you find that there are questions which you still need answered please just ask. We will always do our very best to answer any queries.

Our school serves a catchment area which stretches from Unapool in the south to Laxford in the north and Achfary in the east. We currently have a role of 17 primary pupils and 5 nursery pupils.

The school has three classrooms, a canteen and a variety of smaller offices and work spaces. There are play areas in front of and behind the school which provide both tarmac and grass areas. We do not have a gym hall, but use the local village hall for our PE lessons.

Our staff are committed to providing the best possible education for our pupils. Curricular work is supplemented by a wide range of extra-curricular opportunities. It is our aim to make sure that our pupils become successful learners, confident individuals, responsible citizens and effective contributors.

We hope that your children will be very happy and flourish within our learning environment.

Aileen MacDonald

Depute Head / Early Years Manager.

Scourie Primary School
Scourie
By Lairg
Sutherland
IV27 4TG
Telephone: 01971 502282

School e-mail: scourie.primary@highland.gov.uk

Website: www.nws-schools.com
Facebook: North West Community Schools Group
Twitter: @schools_north

Staff List November 2022

<i>Head Teacher</i>	<i>Graeme Smart</i>
<i>Depute Head / Early Years Manager</i>	<i>Aileen MacDonald</i>
<i>Depute Head</i>	<i>Katy Lee</i>
<i>Class teacher (P1-P3)</i>	<i>Krysha Davis</i>
<i>Class teacher (P4-P7)</i>	<i>Sian Curley</i>
<i>Support for Learning Teacher</i>	<i>Gail Ross</i>
<i>Art teacher (Thursday)</i>	<i>Nicola Poole</i>
<i>Early Years Practitioner</i>	<i>Selena Campbell</i>
<i>Early Years Practitioner</i>	<i>Lynzi Montgomery</i>
<i>Violin Instructor (Wednesday)</i>	<i>Anne Wood</i>
<i>Clerical Assistant</i>	<i>Margaret Meek</i>
<i>Pupil Support Assistant</i>	<i>Kathryn Barnes-Miller</i>
<i>School Cook /Clerical Assistant</i>	<i>Mandy Ross</i>
<i>School Cleaner</i>	<i>Christopher Ambler</i>

Complaints & Requests for Service

If a parent has any concerns they should contact the Head Teacher.

The school will always endeavour to resolve issues by listening to parents and seeking solutions in partnership. Should a situation not be resolved, parents can contact the Area Manager for Care & Learning as detailed below.

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

Parentline: <https://www.children1st.org.uk/help-for-families/parentline-scotland>

Area Manager

Annika Jansson
Care & learning
Drummuie
Golspie
KW10 6TA

Pease note: Information provided was correct at the time of printing. However it is possible that there may be changes affecting matter dealt with in this handbook.

School Year 2023/2024

First day of term 1 Tuesday 15 Aug (Staff back 14th)
 In-service Days Monday 11 & Tuesday 12 September
 Last day of term 1 Friday 6 October

First day of term 2 Monday 23 October
 Last day of term 2 Friday 22 December

First day of term 3 Monday 8 January 2024
 Casual holidays Monday 19 & Tuesday 20 February 2024
 In-service day Wednesday 21 February 2024
 Last day of term 3 Thurs 28 March 2024

First day of term 4 Monday 15 April
 In-service Day Thursday 2 May
 May Day Holiday Monday 6 May
 Last day of session Thursday 27 June

	Early Years	P1-3	P4-7
Mon - Wed	Class begins 9am Snack 10.30am Lunch 12.30pm Snack 2.30pm Home 3.30pm	Class begins 9am Snack 10.30am Lunch 12.30pm -1pm Snack 2.30pm Home 3.30pm	Class begins 9am Snack 10.30am Lunch 12.30pm -1pm Home 3.30pm
Thurs	Class begins 9am Snack 10.30am Lunch 12.30pm Snack 2.30pm Home 3.30pm	Bus departs 8.30am Class begins 9am Break 10.45am – 11am Lunch 12.30pm – 1.15pm Bus departs 3pm Home 3.30pm	Bus departs 8.30am Class begins 9am Break 10.45am – 11am Lunch 12.30pm – 1.15pm Bus departs 3pm Home 3.30pm
Friday	Class begins @ woodland 9am Snack 10.30am Lunch 12.15pm Home 1pm	Class begins@ woodland 9am Break 10.30 – 10.45am Lunch 12.15pm Home 12.30pm	Class begins @ woodland 9am Break 10.30 – 10.45am Lunch 12.15pm Home 12.30pm

School Aims

Scourie Primary & Early Years is a school where we endeavour to ensure that our pupils become successful learners, confident individuals, responsible citizens and effective contributors.

- Every child is known and treated as an individual.
- Every child is helped and encouraged to reach their full potential.
- Children's differences are accepted and celebrated.
- Staff have high expectations for their pupils.
- Staff are committed to keeping their skills and methodology in line with current best practice.
- School, parents and the wider community are viewed as partners in providing the best possible education for our pupils.



In 2017 we underwent a significant change in the way the schools in the area are managed. Our associated Schools Group (ASG) consists of Durness Primary School, Kinlochbervie Primary School, Scourie Primary School and Kinlochbervie High School. We are collectively known as North West Sutherland Schools.

The Extended Management Team is as follows:

Head Teacher: Mr Graeme Smart

Depute Head Teachers: Ms Katy Lee and Mrs Aileen MacDonald

PT ASN: Mr Dan Price-Davies

PT Secondary: Mrs Heather Paterson & Mrs Rachel Thackeray

As an ASG we work very closely together to ensure that the needs of our young people are met and that they all have the best possible opportunity to reach their potential.

All four schools come together in Kinlochbervie on a Thursday. This allows us to create larger groupings across the primary classes. Socially and educationally this provides our pupils with the opportunity to work in age appropriate groups and to get to know the other pupils from the area. It is also an excellent start to transition from primary to secondary and our P7 pupils come together as a group in what will be their S1 class. They spend the whole day in high school classrooms.

Admission Arrangements (Early Years)

Since August 2019, Scourie Early Years is able to offer 1140 hours per year child care for eligible 3 & 4 year olds. This service is provided in our Early Years playroom. Any parents wishing to enrol their child into our Early Years Class should look out for details of enrolment in local press & posters. All forms are now available online, but anyone finding this difficult is welcome to contact the school office for advice & assistance.

Admission Arrangements (Primary pupils)

Dates for enrolling children in P1, usually in February, are posted in the press and in the nursery. Parents wishing to enrol a child in the school should do so on the given date. They will be issued with guidance regarding placement of a child in a school, the choice of school and information regarding this school. Parents of prospective pupils are welcome to view the school at any mutually convenient time.

Secondary School: Kinlochbervie High School

The local secondary school for pupils to attend is Kinlochbervie High School. Due to our all together Thursday arrangement, our pupils begin the transition process from early in their primary careers. However there are still many opportunities for P7s to prepare for high school through transition week, Goblin Car project, sports day and many other events.

Details regarding the school can be obtained from our head teacher:

Graeme Smart

Kinlochbervie High School

Manse Road, Kinlochbervie, Sutherland.

Tel: 01971 521767

Email: graeme.smart@highland.gov.uk

Getting to School

Transport is provided according to statutory requirements. Pupils aged eight or under living more than two miles, or more than three miles if over eight, from the school by the shortest route available are entitled to transport.

Pupils are expected to wait patiently for the school car and to behave in an orderly fashion when on it. Seat belts should be worn at all times & appropriate booster seats should be supplied.

Advice on travelling to school in adverse weather is issued at the onset of each winter. Whether the school car runs or not is at the discretion of the driver.

School Meals

School Meals are provided by Highland Catering and Cleaning Contract Services and are cooked on the premises. They currently cost £2.40 and money for the week should be paid to the cook on a Monday morning. The children can bring along the money in an envelope or a wallet/purse and they take it along to the kitchen. Children choose from menus issued in advance and these include vegetarian options. Menus are varied and conform to a healthy diet. Yoghurt and fruit are available as an alternative to a hot pudding.

Pupils are eligible for free school meals if their parents are in receipt of Income Support. Forms of application are available in the school. Issue and return of these forms is confidential as is the number and names of those receiving free school meals. As part of a Scottish Government initiative, P1-5 pupils currently receive free school meals, regardless of their parents' income.

Pupils may also bring a packed lunch. These are eaten in the canteen with all the other pupils.

School Uniform

We encourage the wearing of uniform as we feel it helps develop a sense of pride in our school.

We have a school uniform that consists of a navy blue sweatshirt and a white polo shirt both with the Scourie Primary School logo. These can be ordered on-line and details will be provided at time of registration. For our altogether Thursdays there is a purple jumper with the North West Sutherland Schools logo available from the same supplier.

Along with this pupils are expected to wear black, dark grey or navy blue trousers or skirts. Footwear should be dark, self-coloured shoes or trainers. Children should change into suitable indoor footwear in school. All footwear and clothing should be clearly marked with your child's name. Earrings should be studs only and children are strongly discouraged from wearing chains and other jewellery which can get tangled and caught when children are playing in the playground or during P.E. lessons. It is very much advisable for children with long hair to have it tied back. It is more practical and helps prevent any spread of head lice! Gym kit is T-shirt, shorts, socks, gym shoes and, for outdoor activities, a track suit. Children are expected to change fully for PE.

<http://www.schoolwearthemadefor.com/badged-school-uniform/r-w/s/scourie-primary-school/>

<https://www.schoolwearthemadefor.com/badged-school-uniform/m-p/n/north-west-sutherland-schools/>

Discipline

The school's positive behaviour policy is aimed at generating a secure, friendly atmosphere with an effective and safe learning environment. This is achieved through a variety of means from teaching styles, constructive relationships between staff and pupils, the structure of the curriculum and adherence to the SAFE philosophy of encouraging positive behaviour.

Children are expected to behave at all times with good manners and follow the common sense school rules. When needed, sanctions are verbal reprimand, following a course of positive behaviour rewards, detention during interval and withdrawal of privileges. In extreme cases exclusion would be considered.

The school has an anti-bullying policy and parents will be informed, and their support welcomed, in cases of protracted or severe in discipline.

Contact between Home and School

The school runs a very open policy on contact between parents and teachers and you are always welcome to make an appointment to come along to discuss your child's progress. Indeed you are welcome to come and have a look round just to see what is going on. There are two appointments per year when you can come to school and meet with your child's teacher. If we have any concerns, we will get in touch with you.

Parents are also encouraged to help, when specialised skills are required in connection with project work, e.g. baking, craft skills and for transport and supervision on outings.

Newsletters, which are issued frequently, keep you up to date with events, dates, schoolwork, changes or reminders to school policy, etc.

Parents are encouraged to contact the school if there are ever any issues that need to be discussed. Parents can phone the school and speak to the clerical assistant, teachers or the head teacher.

The school has a website which is updated regularly. Parents are encouraged to follow the page by registering their email address to receive notification of when the page has been updated.

<https://scourieprimary.wordpress.com/>

Health Care

We are a Health Promoting School achieved through various means ranging from offering a varied, healthy diet at lunchtime, healthy playtime snacks, promoting personal hygiene and teeth cleaning to creating a progressive attitude and environment in which pupils can learn positively about themselves and their life style.

Parents are encouraged to make sure their children have adequate sleep .

We work in partnership with a variety of health professionals including the dental health practitioner, the school nurse and doctor and the Speech and Language Therapy (SALT) Service. When required, other agencies can also be involved such as Occupational Therapy & Educational Psychologist.

Attendance/Absence

Regular attendance is vital for your child to achieve their full potential. If a pupil is absent from school, a parent or guardian should phone the school on 01971 502282 by 9.30am. Contact can also be made by email or text message. If it transpires your child is to be off for several days, please let us know as it helps with class planning.

If a pupil needs to leave during the school day for an appointment etc, parents should contact the school with details.

If a pupil falls ill during the school day, parents are contacted 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.

Shopping trips or family holidays taken during school time will be marked as unauthorised, as will any unexplained absence.

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 and therefore need to know the whereabouts of absent pupils.

Termly attendance audits are carried out & will be available for you to see in your child's learning profile. We encourage pupils to maintain an attendance level of 90% as the very minimum.

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

Administration of Medicines

Staff will only administer prescription medication when there is clear written guidance from the parents on the name of the medicine, the quantity of the medicine to be given, the time it has to be given.

Staff cannot administer medication which has not been prescribed by a qualified medical professional.

Minor injuries

We will only deal with minor cuts and bruises, these will be cleaned and a plaster applied. Anything more serious will be referred to the local GP and parents informed. 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.

Protection of Children

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

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

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

COPIES OF CHILD PROTECTION POLICY GUIDELINES are available from Mr Smart or online at

http://www.highland.gov.uk/info/1361/childcare_and_family_care/438/child_protection

Our Designated Child Protection Co-ordinator is Mr Smart.



At an all together Thursday charity event in KLB High School

November 22

Parent Council

The NWSS Parent Council meets four times a year, is run in an informal manner and up to 12 parents can be members. If any parent is interested in becoming a member they should come along to a meeting or talk to a member of the council or to the Head Teacher. Minutes of meetings (which include dates of future meetings) are issued to all parents via e-mail or school bag post. They will also be available on the school website.

The Parent Council act as a link between school and parents and plays a vital role in supporting the school to be the best it can be.

The partnership between parents and school is extremely important. Research has shown that the contribution of supportive parents is one of the most important factors in the effectiveness of a pupil's education.

Meetings are very informal and parents are welcome to attend or to contact the secretary to ask that a particular issue be on the agenda.

Chair Person: Sally Czerwik

Vice Chair: Leanne McKee

Secretary: Yvonne Macrae

Treasurer: Iona Shaw



Science Day

Parental Assistance and Support

Parents have many responsibilities, but the following could be summed up as those directly linked to school.

- 1 - to show by their example that they support the school in striving for a high standard in all that it does.
- 2 - to ensure that their children come to school regularly, on time, refreshed, alert and correctly dressed for work.
- 3 - to take an active and supportive interest in their children's work and progress.
- 4 - to support the authority and discipline of the school, helping their children to achieve maturity, self-discipline and self-control.
- 5 - to control the development of their children's leisure time.

In practical pursuit of the above, parents could:

- spend time talking to their children, discussing homework and schoolwork, emphasising their commitment to education
- encourage their children to read
- promote good home study habits: find a place away from TV and computers, use a work surface not the floor, concentrate and try not to day-dream
- provide materials to stimulate interest - books and magazines, paint, paper, musical instruments, construction toys
- develop their children's practical skills - shopping, counting change, writing letters, making telephone calls, helping with household chores
- encourage their children to join local clubs and take part in local events
- encourage their children to come to school prepared

SIRP

North West Sutherland's School Improvement Report & Plan (for primaries & early years) is available on our website at: <https://scourieprimary.wordpress.com/> in both full & child-friendly versions.

Latest HMIE report: <http://www.educationscotland.gov.uk/inspectionandreview/reports/school/primsec/ScouriePrimarySchoolHighland.asp>

Latest Care Inspectorate report:

<https://scourieprimary.files.wordpress.com/2018/11/document-inspection-documents-inspection-report-3248114.pdf>

Woodland & Outdoor Learning

Woodland learning is an important part of the way we deliver the curriculum in Scourie. Both classes visit the woodland at Scourie Lodge, courtesy of Angus & Elisabeth, each Friday morning where they participate in Literacy, Numeracy, Health & Wellbeing & Social Studies activities using natural materials in an outdoor environment.

Learning need not take place solely within educational buildings. The outdoor environment has massive potential for learning. We are extremely fortunate to have such rich rural environments on our doorsteps and our children and young people's learning experiences can be enhanced by maximising the potential of the outdoors. The Scottish Government is keen to see all our children and young people having positive learning experiences in a variety of settings. This is why we are investing in the production and promotion of guidance to support opportunities presented by the new school curriculum for learning in the outdoors. The guidance makes it clear that the outdoor environment offers motivating, exciting, different, relevant and easily accessible activities from pre-school years through to college.

Outdoor learning contributes to delivering the Scottish Government's overarching strategic objectives towards 'creating a more successful country':

Smarter - Outdoor learning encourages learners to understand the interplay and relationship between curriculum areas. This awareness promotes lifelong learning and develops critical thinking skills.

Healthier - Learning outdoors can lead to lifelong recreation. Activities such as walking and cycling which are ideal for physical and emotional wellbeing contribute to a healthier Scotland. Scots have a reputation for adventure activities such as mountaineering and have achieved international sporting success in canoeing, sailing and skiing.

Safer and stronger - Outdoor learning activities span social divisions and can help build stronger communities. Some organisations have therapeutic programmes where outdoor learning plays a central role. Children and young people have opportunities to develop skills to assess and manage risk when making decisions.

Greener - Frequent and regular outdoor learning encourages children and young people to engage with the natural and built heritage. Scotland's countryside and urban areas provide ideal settings for children and young people to understand the global significance of sustainability issues and inform personal decisions that contribute towards a greener Scotland.

Wealthier and fairer - The outdoors provides excellent opportunities to use a wide range of skills and abilities not always visible in the classroom. Becoming aware of such skills can fundamentally change personal, peer and staff perceptions and lead to profound changes in life expectations and success.

Some extra reading on the benefits of woodland learning.

https://www.gov.scot/binaries/content/documents/govscot/publications/advice-and-guidance/2018/12/out-play-practical-guidance-creating-outdoor-play-experiences-children/documents/out-play-practical-guidance-creating-outdoor-play-experiences-early-learning-childcare/out-play-practical-guidance-creating-outdoor-play-experiences-early-learning-childcare/govscot%3Adocument/out-play-practical-guidance-creating-outdoor-play-experiences-early-learning-childcare.pdf?fbclid=IwAR39Bdaul9JaPZuj_mu7JVrCvmbzoM2Hbqg4VSOA8z0aAvaA3I9C2sU5OLo

https://education.gov.scot/Documents/cfe-through-outdoor-learning.pdf?fbclid=IwAR0bT_eUC-tL73X83x1yhtKkwcXiwIOWifmPh6QaX9ceHoY9hQ4vvVjDUyI

<https://education.gov.scot/improvement/learning-resources/Support%20for%20Professional%20Development%20in%20Outdoor%20Learning?fbclid=IwAR1JR6k5JMsJXINxmqiQzAttin5bH6L4HopgZYPUnAHf8aSql2UVluRvs>

All together Thursdays

Each Thursday, we transport the primary pupils from Scourie & Durness to Kinlochbervie to spend the day with their peers in bigger classes according to their ages.

P1&2 work with Miss Maddocks & Ms Craggs in Kinlochbervie Primary, whilst P3&4 work in another classroom with Mrs Curley for the day. P5&6 have a variety of teachers and move between the high school & the primary school, whilst P7 spend their day in the high school, effectively having a year of transition Thursdays.

Subject areas covered on a Thursday include Literacy, Numeracy, Science, RME, PE and Spanish. The primary pupils sometimes join the secondary pupils for assemblies, fund raising events, guest speakers, sporting events and a wide variety of activities.

These together days give our pupils, who are usually based in small schools with multi-composite classes, the opportunity to socialize with peers from neighbouring villages, to be challenged with larger groups they are less comfortable with & to become familiar with the secondary building & staff before they transfer to high school.

Visiting chanter & fiddle tutors visit Kinlochbervie each Thursday, giving every age-appropriate pupil from across our group of schools, the opportunity to participate in instrumental instruction.



All together and ready to start the day

2021

Curriculum

The curriculum in Scourie Primary School follows Scottish national guidelines - The Curriculum for Excellence.

We aim to improve our children's life chances, to nurture successful learners, confident individuals, effective contributors and responsible citizens with the young person at the centre of learning.

The curriculum is planned and delivered ensuring that the children receive a meaningful set of experiences and entitlements that prepare them for the 21st century.

All children receive personal support to help them to fulfil their potential and make the most of their opportunities. Our staff have a responsibility to look after our children's health and wellbeing - to ensure that the school is a place where children feel safe and secure.

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

Every child is entitled to a broad and deep general education, whatever their level and ability.

All staff will be responsible for literacy, numeracy and health and wellbeing. A Curriculum for Excellence aims to achieve a coherent, more flexible and enriched curriculum for 3-18, firmly focussed on the needs of the child and designed to enable them to develop the 4 capacities, which are:

- Successful Learner
- Confident Individual
- Effective Contributor
- Responsible Citizen

For more information on Curriculum for Excellence, see below:

<https://blogs.glowscotland.org.uk/an/public/AngusParentCouncilGroup/uploads/sites/16/2011/06/7-Principles-of-Curriculum-Design-Leaflet.pdf>

<https://education.gov.scot/Documents/All-experiencesoutcomes18.pdf>

Homework

Some families love it & some families hate it! Guidelines of homework will be supplied by the class teacher, but will usually consist of a reading book personal choice or core reader, spelling activity, Maths activity and possibly other topic linked activities. The main purpose of homework is to reinforce & practice what has been taught in school; to share learning with parents & to encourage self-study within pupils.

Reporting and Assessment

School reports are given out once a year. A report is issued in May which indicates each child's progress through the levels of work in a Curriculum for Excellence. Assessment is continuously monitored throughout the year and progress is recorded in personal progress folders which are updated every term. These folders include Key assessment tasks, learners conversations, attendance audits amongst other information about your child's learning. Folders will be shared through Seesaw each term & we would appreciate your feedback on your child's work.

Opportunities are given in the year when parents are invited to come in to look at the work being done and to have an interview with the class teacher. Parents are encouraged to come in at other times if they want to meet with the teachers. It's a good idea to come along and have a look at your child's work - they always value your positive input and encouragement.

School Improvement

This year, because of the pandemic, our schools are focusing on certain key priorities as followings:

- Health and wellbeing of pupils
- Rights Respecting Schools
- Attainment in session 2022/23

Child Protection

All staff are trained in child protection. Policy across Highland is that the named person for each primary pupil is the head teacher of the school they attend, whilst the named person for nursery pupils is the health visitor. 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 obtained from the Child Protection Development Officer.

ADVERSE WEATHER - LOCAL ARRANGEMENTS

In severe weather and after taking the advice of the Roads Department into account the school will send pupils home early if road conditions begin to deteriorate. We will try to contact parents by telephone using the lists, sent to parents in late October each year, but as this may not be possible you must make emergency arrangements to cover any occasion when you are away from home yourselves. If there are occasions your child should not be dropped off at the usual point you must contact the school.

To find out if adverse weather means the school will remain closed for the day please see below:

Telephone Information System / School Closures Website

Notification of a closure should be available from 7am on the phone line and the Council Website. Please note that we will also post any closures on our Facebook and Twitter pages.

Parents should not hesitate to contact the school at any time if they have worries about the arrangements for their children in the event of bad weather.

North West Sutherland Schools

TELEPHONE MESSAGING SERVICE

To enquire about school closures in times of adverse weather please phone:

Highland Council Number: 0800 564 2272

Enter the school's pin number when prompted: 04 1130

Access to Pupil Records

The school pupil records (Scotland) Regulations 1990 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 Act 1998

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 the data Protection legislation and may only be disclosed in accordance with the codes of practice. Further information can be obtained from www.scotxed.net.

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.

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 the Pupil Census is used for statistical and research purposes 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 safeguarding the confidentiality of data. The Data Protection Act gives you the right to know how we will use your data. This note can give only a brief description of how we use data. Fuller details of each individual ScotXed survey, including the purpose of each and the published data, can be found on the ScotXed website (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 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, 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.