

# ST DUTHUS SPECIAL SCHOOL

Handbook  
2023 - 2024



## INTRODUCTION

Welcome to the St Duthus School Handbook. We hope it will help you to become familiar with our school and how we work. It is our hope that this document will be a source of information for both current and new parents of St Duthus Special School. We welcome comments and suggestions for improvement to our handbook at any time throughout the school year.

The handbook cannot hope to cover all questions you may have, especially those of a day-to-day nature. Liaison between home and school is essential at all times to ensure we work together to achieve the full potential of your child. Our home school diaries provide opportunities for daily communication, but you are also welcome to phone and come to visit us so that you can see the school in action and meet the staff who work with your child.

Please note that whilst the information contained in our School Handbook is considered to be correct at the time of printing, it is possible that there may be changes affecting a matter dealt with in the document.

## HOW TO CONTACT THE SCHOOL

Lee Williams, Head Teacher

Address: St Duthus Special School, Academy Street, Tain IV19 1ED

Tel: 01862 894142

Email: [stduthus.primary@highland.gov.uk](mailto:stduthus.primary@highland.gov.uk)

or [lee.williams@highland.gov.uk](mailto:lee.williams@highland.gov.uk)

Mrs Rayanne McPhee, Administrative Assistant

Tel: 01862 894142

Email [Rayanne.MacPhee@highland.gov.uk](mailto:Rayanne.MacPhee@highland.gov.uk)

Should you have cause for concern about any aspect relating to your child's time at St Duthus or any other matter involving the school, please do not hesitate to contact us immediately. The sooner a problem is identified the easier it is for us to discuss and deal with it together.

# GENERAL INFORMATION

## THE SCHOOL

St. Duthus has five classes and caters for pupils with a variety of Severe, Profound and Complex Additional Support Needs between the ages of 4 and 19. Placements at St Duthus are agreed through the multi-agency Joint Admissions Group which meets once each term.

The pupils are grouped according to needs, ability and age. The school roll is 31.

St Duthus School serves a large area in North East Ross-shire and Sutherland ranging from Alness in the South to Helmsdale in the North and Lairg in the West. Transport is provided for pupils. St Duthus is part of Tain Royal Academy's Associated Schools' Group and will be included in the new 3-19 Tain Community School. Stakeholder meetings are held to plan the new building and St Duthus is involved in these.

Good working relations have been developed with local schools and opportunities for joint activities are actively pursued. A close partnership exists with other special schools in the Highland Area.

St Duthus is now housed in high quality demountable units and benefits from enhanced facilities. This includes a sensory room and soft Play room.

Close and effective collaboration with agencies such as Social Work and Health is well established and great care is taken to work together to the benefit of individual pupils and their families.

## Basic information

### SCHOOL ADDRESS

St. Duthus Special School  
Academy Street  
Tain  
IV19 1ED

### TELEPHONE NUMBER

01862 894142/894407

### EMAIL ADDRESS

[stduthus.primary@highland.gov.uk](mailto:stduthus.primary@highland.gov.uk)  
[lee.williams@highland.gov.uk](mailto:lee.williams@highland.gov.uk)



## Staff

Head teacher:  
Telephone

Lee Williams  
01862 894142

Teachers:

Tracy McNaught  
Emilie Atmane  
Yvonne Ruickbie  
Richard MacDonald  
Heather Lowe  
Gayle Riddell

Pupil Support  
Assistants

Mrs Kirsty Bonthron  
Mrs Hayley Cameron  
Mrs Wilma Campbell  
Mrs Chloe Cowe  
Ms Lauren Gardner  
Mrs Laura Grant  
Mrs Adele Fraser  
Mrs Viv Fraser  
Ms Kythe Mackenzie  
Miss Lucy MacNeil  
Mrs Samantha MacPherson  
Mrs Seonaid MacPherson  
Mrs Karen Macrae  
Ms Elaine Matheson  
Mrs Kate Matheson  
Mr Darren Nimmons  
Miss Tyler Oglesby  
Ms Wendy Robson  
Mrs Laura Grant  
Ms Caitlyn Rose  
Mrs Eilidh Skinner  
Mrs Fiona Smith  
Ms Jackie Thornhill

Administrative Assistant:

Mrs Rayanne McPhee [Rayanne.MacPhee@highland.gov.uk](mailto:Rayanne.MacPhee@highland.gov.uk)

Dining Attendant:

Ms Fiona Gregory

Cleaner:

Mrs Anne Vass

FMA

Mr Ozzie MacLeod

# The School's Vision, Value and Aims

## Our vision

The promotion of happiness, health and learning is the core aim of our school.

At St Duthus we aspire to build a strong, caring community that enables our students to participate, to excel, to celebrate and to take pride in their achievements.

Our safe, nurturing ethos allows us to support and challenge every pupil to develop the highest standards of confidence, independence, knowledge and skills for a happy and positive adult life.

## To achieve this we have identified the following core values

**Respect** – we mean that:

We listen actively to each other with the aim of learning and improving

We treat others as we would like to be treated

We use good manners at all times

We provide a welcome and inclusive environment through our displays, our interactions, our hospitality and our openness

We develop policies and ways of working that have the dignity and respect of our young people at the centre

We implement a positive approach to behaviour support

We recognise and value our differences

**High Expectations for all** – we mean that:

We set high standards in all areas of school life

We build and develop our strengths and talents and make good use of our time

We work hard to be involved, active learners who communicate effectively with each other

We strive to do our best

We develop a love of learning

We value and promote independence

We challenge our pupils to achieve their full potential

**Collaboration** – we mean that:

We work closely together to make our school better

We value teamwork

We work in partnership with parents, professionals and other partners to build the school community

We work closely with parents, professionals and other partners to meet the needs of our pupils

We communicate openly and effectively

We build positive relationships based on honesty and trust

These were updated with staff, pupils, parents and our partners in May 2017. We will review these with pupils in 2019 and put into pupil friendly language.

Please let us know if you have any ideas how we can put our vision and values into practice.

## Parent Council

The school has an active Parent Council which meets regularly and is involved in all aspects of school life.

**Chair** Mrs Fiona MacKintosh parent [stduthus.school@highlandpc.co.uk](mailto:stduthus.school@highlandpc.co.uk)

**Treasurer** Vacancy parent

**Secretary** Mrs Wendy Milligan parent

**Members** Mr Alasdair Rhind Councillor  
[alasdair.rhind@highland.gov.uk](mailto:alasdair.rhind@highland.gov.uk)

Mr Derek Louden Councillor  
[Derek.Louden.cllr@highland.gov.uk](mailto:Derek.Louden.cllr@highland.gov.uk)

All parents are encouraged to be members of the Parent Council and are invited to come along and participate in discussions and activities. Parents are also welcome to volunteer in the school and a number of parents work positively with us in this role.

### PARENTS / CARERS AS PARTNERS

The pandemic has affected the way in which we are able to engage with parents, and this is now easing. For the latest information, please contact the school.

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

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

- Open afternoons
- Child Plan Meetings
- Achievement Certificates and reports
- Behaviour Support Meetings
- Information on the school website and the school's closed Facebook Group

Close working between home and school is key to the success of our young people. The school always seeks to involve parents in any key decisions about their child's education and to keep parents informed about progress.

Parental information is obtained from feedback at open afternoons, training sessions and via Parent Council and from the wider parent body.

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/>

# Curriculum

The curriculum is based on the national guidelines for primary and secondary education and our pupils are entitled to access the full curriculum. All pupils have an Individualised Curriculum Plan and a Child's Plan (CP). Some pupils have a Co-ordinated Support Plan (CSP) if significant multi agency planning and input is required to meet the young person's needs.

As a special school we have always worked to prepare our pupils for maximum independence in adult life and we are very confident that we are working on the 4 capacities of **Curriculum for Excellence**. Our pupils work consistently to be: Successful Learners, Confident Individuals, Responsible Citizens, Effective Contributors and we have many creative and innovative ways of working together to achieve this.

We concentrate particularly on

- ❖ Language and Communication,
- ❖ Supporting positive interaction and appropriate behaviour
- ❖ Health and Wellbeing.

Pupils who are over 14 undertake National 1&2 courses and recognised awards such as Dynamic Youth Awards. The school has very well established contacts with local schools in our catchment area and we use these links to the benefit of curriculum choices for individual pupils.

We also focus on developing skills for life and work. We do this through maintaining a productive garden, making links with local voluntary groups and charities and working closely with partners in our local community.

## Literacy

We aim to develop as wide a range of skills as possible to allow pupils to communicate to their full potential. Some pupils use objects, signing and symbols such as signifiers, the Picture Exchange Communication System and PODD to support their communication. There is regular consultation with the Speech Therapist to support the development of communication and social skills. We promote a love of stories and reading at every level. Teachers use a variety of resources including multi-sensory 'story sacks,' stories and rhymes, commercial reading schemes such as the 'The POPs Family' and 'Oxford Reading Tree' and our own phonics and reading programme. We use iPads and computers to access stories, books and information and classes visit the local library. We encourage reading and writing for functional purposes, for information and for fun.

## Numeracy

This area of the curriculum includes sensory development, cause and effect, pattern, number, shape and space, time and money. Pupils learn early numeracy skills such as matching and sorting by size and shape. We teach by using practical resources and real-life contexts whenever possible. Our pupils work in a structured way within and through the Experiences and Outcomes (Es&Os). They work on a variety of concepts through practical mathematical applications such as using time, money and measurement in real life settings.

## Health and Wellbeing

At St. Duthus we aim to develop in each of our pupils a positive regard for themselves as an individual. We acknowledge that our pupils have a range of needs which have to be identified and met without infringement of their human rights. We follow the MOVE (Movement for Learning and Life) programme for pupils with restricted mobility and we encourage all pupils to participate in a range of physical and sensory activities to develop their strength, stamina and mental well-being. We aim to deliver as much of the curriculum as possible through active and outdoor learning and to encourage pupils to develop their independence and self-help skills. Pupils will be offered sessions of Sexual Health and Relationship Education (SHARE Special) at a level appropriate to their stage of development. Parents will be consulted and informed regarding the content of sessions and may be asked for photos and information to support this.

## Learning and teaching

At St. Duthus we aim to ensure that our learning and teaching strategies are varied, engaging and that they are of the highest quality. We use visual supports and real-life settings to develop knowledge and skills and teach through functional activities whenever possible. We work with partner agencies to assess where pupils are and establish a baseline to help us track progress. Along with other schools in Highland we use the Quest Map and Q Skills as assessment tools for pupils who are working towards the Early Level of Curriculum for Excellence.

Pupils' targets are discussed with parents during meetings through the year and reported on in the annual report in June.

## Languages

Pupils are exposed to British Sign Language as our main second language. Some pupils have focused signing classes. We have input from Feis Ros staff who deliver short sessions of cultural activities including songs and rhymes in Gaelic.

## School Improvement

**This year we are focusing on certain key priorities as follows:**

- 1. Health and wellbeing**
- 2. Learning, teaching and assessment**
- 3. Attainment in session 2021/22 (focusing on identifying new or widened gaps caused by the Covid-19 situation)**
- 4. Attention Autism**
- 5. SQA and Senior Phase.**

During 2022-23 we focused on developing pupil motivation and engagement for learning through introducing the Attention Autism Programme. This has had significant progress and will be continued in the 2023-24 session. We provided training for more staff on flexi-bounce therapy – using small rebounder trampolines with a number of our pupils. The flexi bounce is developing but staff shortages due to Covid impacted on progress. We continue to work with the other special schools in Highland to refresh the Senior Phase curriculum at St Duthus.

Our Standards and Quality Report is available on the school website <https://stduthus.wordpress.com/>

## General Information

### Attendance / Absence

Good attendance is vital if pupils are to achieve their full potential. If a pupil is absent from school a parent or guardian should inform their child's escort and phone the school on the first day of absence



(01862 894142). When returning to school after an absence, the parent or guardian should provide the reason for the time absent.

We recognise that pupils may need time out of school for medical appointments. Please let school know in advance if this is the case.

If pupils fall ill during the day, parents are contacted for them to collect their child. We therefore need up to date daytime contact numbers and emergency contact numbers for all pupils. Please notify us if this changes.

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 we need to know the whereabouts of absent pupils.

We would ask parents to be aware of the impact of absences from school when making decisions on planning holidays during term time. We have enclosed a link to the school term dates on the Highland Council website to aid parents in planning any holidays they may be considering

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

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

## **Additional support needs**

All children need support to help them learn. Some children require more help than others. We follow The Highland Practice Model staged approach to assessing, identifying and supporting additional support needs. In this model every child has a 'named person' who is responsible for making sure that the child or young person has the right help to support his/her development and well-being. If you wish to find out more about the Highland Council model for support and child's plans at:

### **Support for Learners Website**

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

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

There are also Information sheets available at: [www.chipplus.org.uk](http://www.chipplus.org.uk) click on Education.

Advice, further information and support for young people with ASN can be found at:

(a) Enquire – the Scottish advice and information service for additional support for learning

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

(b) My Rights, My Say – an advocacy and advice service for young people over 12 with additional support needs <http://enquire.org.uk/myrightsmysay/>

(c) Scottish Independent Advocacy Alliance, an advocacy service to support parents and children

(d) Scottish Child Law Centre, an organisation providing free legal advice to young people

(e) [https://www.highland.gov.uk/downloads/file/19358/anti\\_bullying\\_-\\_guidance\\_for\\_schools](https://www.highland.gov.uk/downloads/file/19358/anti_bullying_-_guidance_for_schools)

## **Clothing requirements**

School polo shirts and sweat shirts can be ordered from: MacGregor Industrial Supplies, 15-17 Henderson Road, Longman Industrial Estate, Inverness, IV1 1SN tel. 01463 717999

[www.macgregorschoolwear.co.uk](http://www.macgregorschoolwear.co.uk)

Uniform can also be ordered from Tesco's School Uniform section.

Please send in pads and suitable wipes if your child requires these. We can keep a supply in school, and we will remind you when further supplies are required. A change of clothing can be kept in school to cope with accidents, and we ask parents/ carers to send a pair of indoor shoes for pupils to change into. We also ask parents to provide wellies or boots in the winter. All pupils require a suitable swimming costume, towel and bag. These can be kept in school if you so wish. Please label your child's clothing with their name.

## Promoting positive relationships

We encourage pupils to behave appropriately in a variety of settings enabling them to participate fully as members of their community. We encourage and reward good behaviour and have a positive behaviour policy. We use strategies such as 'Let's Make a Deal' which is a token reward strategy. We offer training for parents/carers if you would like to use this at home. St Duthus School works to establish positive relationships between staff and pupils. Behaviour protocols are drawn up when necessary and staff, parents and pupils are involved in gathering information and making decisions about interventions. These protocols aim to support the pupil and are reviewed regularly.

Staff members are trained in **CALM (Crisis & Aggression, Limitation & Management)** physical intervention theory and techniques' and attend regular practice sessions. Parents will be notified when it has been necessary to use physical intervention with their son / daughter.

## Partnership with parents

The ongoing pandemic has affected the way in which we are able to engage with parents. For the latest information, please don't hesitate to contact the school.

At St. Duthus we recognise that it is the parents who play the most important part in a child's life. We aim to work in partnership with parents to provide the best possible education for the children. Day to day information is shared through the Home/School diary. The Class Teacher or Head Teacher can be contacted by email or phone to discuss confidential issues or if you have any questions.

IEP targets are set and reviewed three times a year with parents. Professionals and partner agencies will be invited to these review meetings. Professionals are asked to provide information or reports if they cannot attend a Child's Plan meeting in person. If a pupil has a Coordinated Support Plan (CSP) this will be reviewed and included in the Child's Plan. Additional meetings may be scheduled at key times (e.g. transitions) or when needed. Parents are encouraged to contact the school at any time. It is helpful if parents let us know when a pupil is going to be absent or if they have medical appointments scheduled by phoning the school before 8.45am. Please do not rely on drivers/escorts to convey information – use the home / schoolbook or phone the school.

Parents are always most welcome to speak to the Head Teacher and to visit the school.

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

## Complaints procedure

If you have reasons to complain about any aspect of the school, you should speak to the HT in the first instance. The school will always endeavour to resolve issues by listening to parents and seeking solutions in partnership. Should a situation not be resolved or if the complaint is about the HT, or you would prefer to speak to someone not directly connected to the school, you can contact the Area Manager for the Mid Area at Council Offices, High Street, Dingwall, IV15 9QN Derek Martin, 01349 868603 [derek.martin@highland.gov.uk](mailto:derek.martin@highland.gov.uk)

Please note that transport is not a school responsibility and any queries should be addressed to the Transport Officer, Highland Council, Glenurquhart Road, Inverness, IV3 5NX 01463 702 176

## Partnership with other professionals

Effective communication and regular visits have been established with a range of professionals from Integrated Children's services and Voluntary Organisations.

Community Paediatrician                      Various paediatricians work with our pupils

Educational Psychologists                      Heather Sked                      01463 233 494

Physiotherapist                                      Tbc

Occupational Therapist                          Tbc

Speech and Language Therapist              Catriona Hopkins and Sarah Gallagher    01463 720055

Duty Social Worker Mid                          01349 781410

## **Medication and Intimate Care**

### **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.

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 in the original manufacturer's container or with the pharmacy label on and administered as part of an agreed medical protocol. Written permission on the official form for the administration of medicines is required from parents before medication can be administered in school. A form can be sent out at the beginning of the school year for regular medication. Please request a form from the class teacher at other times. In the event of a pupil being unwell at school the parents will be contacted and arrangements made for the child to go home. It is imperative therefore that Emergency Contact numbers are kept up to date.

If a pupil has a specific condition which requires regular medication a medical protocol will be drawn up with parents and professionals and reviewed regularly.

If specific medical processes are required, school staff are trained by health professionals and practice is regularly reviewed.

If a pupil has intimate care needs, the school follows the advice and guidance in the Councils Intimate Care Policy and Guidance documentation. Individual intimate care protocols are drawn up with parents and reviewed regularly. Staff are trained in any specific procedures required and to meet needs with respect for children's privacy, dignity and rights.

## Minor injuries

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

## Mental Health and Wellbeing

Staff will support the emotional development and wellbeing of pupils through formal and informal curricular activities. Any concerns about a pupil's wellbeing can be discussed with the named person. School have access to Highland Council's Primary Mental Health Worker Service and consultation and advice may be sought if there are concerns that might require more targeted support. Parents would generally be involved in discussions beforehand, however a young person over the age of 12 can ask for support themselves.

## Protection of Children

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

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

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

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

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

## School meals

School meals are cooked at Tain Royal Academy and are available to all children. Packed lunches may be brought in if preferred. Lunches are free in ASN schools. The arrangements for school meals, eligibility criteria for free school meals, how to apply can be found at: [School Meals](#) or contact the school office.

Please ensure that all charges are paid for **in advance** at least on a weekly basis as returns and monies must be sent to the Council Office every Friday. Please make cheques payable to Highland Council and **not** St Duthus.

**The arrangements for school meals, eligibility criteria for free school meals, how to apply.** [https://www.highland.gov.uk/info/878/schools/9/school\\_meals](https://www.highland.gov.uk/info/878/schools/9/school_meals).

## School and emergency contacts

Occasionally the school has to close due to unforeseen circumstances e.g. water, power-cuts or adverse weather. Parents will be notified and in the event of them being unavailable, children will be sent to their emergency contact.

### Adverse Weather

Schools now have a dial-in service if there is risk of closure due to adverse weather. This allows parents to listen to a recorded message from the Head Teacher 0800 5462272 pin 043010.

It is an enhancement to the present service and does not replace existing methods of giving out information, such as radio broadcasts on Moray Firth Radio and Radio Scotland.

You can also access the highland school closure website on:

<http://www.highland.gov.uk/schoolclosures>

## Outings

The school has its own minibus and frequent outings are made. These allow pupils to learn in real life contexts. They help to enhance the pupil's appreciation and understanding of the environment and their local community. A consent form will be issued at the beginning of the School Year to cover this. Swimming is offered at Tain Royal Academy pool.

Pupils walk to access local community facilities including the library, local shops, local schools and the Rose Garden.

## School website

The address for the school website is [stduthus.wordpress.com](https://stduthus.wordpress.com). We use our closed Facebook Group regularly to share information and photos and parents are asked for permission for this. Our website will be more fully developed over time. Please click on the website link to follow and receive any updates. <https://stduthus.wordpress.com/>

### Education Maintenance Allowances (EMA)

An EMA is a weekly payment worth up to £30 for pupils who are planning to stay on at school after their leaving age. In session 2023/2024 pupils born between 1<sup>st</sup> March 2004 and 30<sup>th</sup> September 2007 can receive payments from August 2023. Pupils born between 1<sup>st</sup> October 2007 and 29<sup>th</sup> February 2008 can receive payments from January 2024. Further information on full eligibility criteria and the online application process can be obtained from the school.

[http://www.highland.gov.uk/info/899/schools\\_-\\_grants\\_and\\_benefits/14/education\\_maintenance\\_allowance](http://www.highland.gov.uk/info/899/schools_-_grants_and_benefits/14/education_maintenance_allowance)

## Holidays and closure dates

### School Opens

Tuesday 15<sup>h</sup> August 2023  
Monday 23<sup>rd</sup> October 2023  
Monday 8<sup>th</sup> January 2024  
Monday 15<sup>th</sup> April 2024

### School Closes

Friday 6<sup>th</sup> October 2023  
Friday 22<sup>nd</sup> December 2023  
Thursday 28<sup>th</sup> March 2024  
Thursday 27<sup>th</sup> June 2024

**May Day** Monday 6<sup>th</sup> May 2023

midterm break Monday / Tuesday 19<sup>th</sup> & 20<sup>th</sup> Feb 2024

### **Staff In-service Days**

Monday 14<sup>th</sup> August 2023  
Monday/Tuesday 11<sup>th</sup> & 12<sup>th</sup> September 2023  
Thursday 2<sup>nd</sup> May 2024

Up to date information about school holiday can be found on:

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

# Appendix

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## **Policies**

A list of authority policies can be accessed on the authority's website. [Authority Policies](#)

Links are also available from the St Duthus School website

## **Access to Pupil Records**

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

## **Data Protection Legislation**

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

## **Transferring Educational data about pupils**

The Scottish Government and its partners collect and use information about pupils through the *Pupil Census* to help to improve education across Scotland. This note explains why we need this information, how we use it and what we do to protect the information supplied to us. Further information can be obtained from <http://www.gov.scot/Topics/Statistics/ScotXed>.

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

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

## **Data policy**

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

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

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

Information on why we collect data about pupils and who we share this data with can be found in Highland Council's Privacy Notice which is available here:

[https://www.highland.gov.uk/directory\\_record/1095920/enrol\\_your\\_child\\_at\\_a\\_school](https://www.highland.gov.uk/directory_record/1095920/enrol_your_child_at_a_school)

### **Why do we need your data?**

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

- 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](mailto:ScotXed@scotland.gsi.gov.uk) or write to The ScotXed Support Office, Area 2D, Victoria Quay, Leith, EH6 6QQ. Alternative versions of this page are available, on request from the ScotXed Support Office, in other languages, audio tape, Braille and large print.

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.