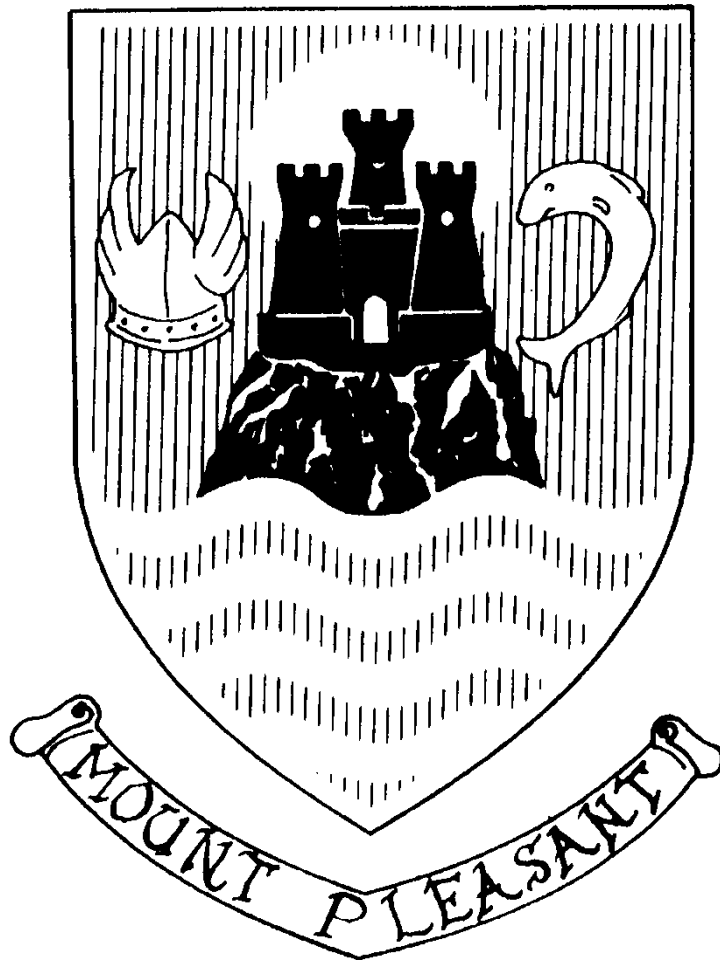


Mount Pleasant Primary School



2014 HANDBOOK

www.mount-pleasant-primary.co.uk

A NOTE FROM THE HEAD TEACHER

Welcome to the Mount Pleasant Primary School Handbook. We hope it will acquaint you with procedures and practices in our school. For those of you who are receiving this guide for the second, third or even fourth time I hope that you will see and understand how we are taking the school forward and will join us and help us on our Journey to Excellence.

We always welcome parents and visitors into the school and we hope you will make the most of our open door policy. Contact can be made via telephone, email, by appointment, or even just popping in! Should you have any questions regarding the topics covered in the handbook, or any other aspect of school life or your child's education, please do not hesitate to contact the school.

MRS SUZANNE URQUHART
Head Teacher
Mount Pleasant Primary School

 *"Mrs Urquhart is funny"*

HOW TO CONTACT THE SCHOOL

Mount Pleasant Primary School
Castletown Road
THURSO
Caithness KW14 8HL


Tel: 01847 893419
Fax: 01847 892601
Email: mountpleasant.primary@highland.gov.uk
Website: mount-pleasant-primary.co.uk

NB: Mrs Suzanne Urquhart is the "Key Adult or Named Person" for children attending our school.

HANDBOOK INFORMATION

It is our hope that this working document will be a source of information for both current and prospective new parents of Mount Pleasant Primary School.

This document has been written in accordance with The Education (School and Placing Information) (Scotland) Regulations 2012 and is very much a team effort involving staff, parents and pupils. We welcome comments and suggestions for improvement to our handbook at any time throughout the school year.

 Throughout our handbook we have included supporting comments from parents and pupils which are indicated where you see this symbol.

The handbook is available online at www.mount-pleasant-primary.co.uk and also at www.highland.gov.uk, however if you would prefer this in an alternative format please contact the School Secretary who will make appropriate arrangements for you.

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.

This handbook was last updated:

DECEMBER 2013

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OUR AIMS AND VALUES

MISSION STATEMENT

Mount Pleasant Primary School and Nursery strives to equip children with all the qualities necessary to thrive in a changing society and admits no obstacle as sufficient to prevent achievement.

VALUES

Every child, every family and every member of staff will be supported within our community of learners. Every classroom will demonstrate our values and beliefs in all aspects of its life.

AIMS

- Mount Pleasant Primary School and Nursery aims to be a happy and dynamic learning environment in which pupils are encouraged to achieve their full potential. Every member of our school community should be treated equally and with respect.
- Learning and caring are at the heart of school and nursery activities, both formal and informal. We aim to promote a positive attitude to learning, to encourage pupils to be proud of their school, to celebrate their own efforts and achievements and those of others and to feel that all their contributions are valued.
- Through effective learning and teaching we aim to raise attainment by providing a variety of challenging experiences that cater for all our pupils' needs and prepare them to take an active role in their life long learning.
- We want our pupils to become active and caring citizens who respect the needs and feelings of members of their own community and understand the responsibility they have within the wider community. Our pupils are encouraged to be involved in the community and we welcome members of the community into school. We value the contributions they make and the example they set in providing positive role models.
- We value the role parents play in encouraging pupils to become independent and enthusiastic learners. With open and honest dialogue we will work together to support our pupils and provide good quality resources to enhance their learning.
- We aim to provide a professionally fulfilling environment for all staff, teaching or ancillary. All staff are encouraged to work together as an effective team within an atmosphere of mutual support. Opportunities for professional development are given a high priority.
- We aim to work closely with other agencies in order to meet the needs of every child and, with them, help overcome obstacles to learning and successful development.



"I like Mount Pleasant Primary School because all the pupils and teachers respect each other"

ABOUT OUR SCHOOL



Mount Pleasant Primary School was built in 1966. The location of the school is a very pleasant one overlooking Thurso River and the Harbour. There are magnificent views of the Pentland Firth, the Orkney Islands and the Old Man of Hoy, Thurso East and Thurso Castle and much of the town of Thurso.

The school is fortunate in having good-sized classrooms, a large assembly hall with stage, a gymnasium, a library and a music room. Within the main building we also have a Nursery and an Enhanced Provision Unit. The building by the main gate houses an independent Gaelic Medium Nursery. There is a generous tarmac area around the school and a large grass area with two junior size football pitches. Throughout the school year children have opportunities to experience and explore our enclosed Nature Garden.

At present there are 175 mainstream pupils in straight year classes from Primary 1 through to Primary 7, 7 pupils within our Gaelic Medium Provision Unit and 3 pupils in the Enhanced Provision.

The nursery, which has a capacity to take 20 children per session, currently has 20 children in the morning and 17 in the afternoon. It operates five mornings and five afternoon sessions per week with mixed groups of three and four year olds. Nursery brochures are available from the school office on request.

Within the last year we have been given the honour of launching the first Gaelic Medium Class in Caithness. This has increased the linguistic and cultural dimension of the school. It allows a smooth transition from the independently run Croileagan Gaelic nursery, based in Mount Pleasant, to Gaelic Medium Primary 1. We view this as a new beginning for language development in the school and the local community.



"My child amazes me every day with the amount of Gaelic vocabulary he has already learnt"

HOW TO ENROL YOUR CHILD(REN)

Choosing the best school for your child can be an extremely daunting and worrying process for any parent, whether they are starting school for the first time or changing schools at any point during their education. At Mount Pleasant Primary our aim is to make this transition as easy and seamless as we possibly can.

To get a real feel for our school we would strongly recommend that you and your family visit the school for our "guided tour". It is a good time to meet staff, show your child(ren) the different areas of the school and discuss any queries or concerns you may have.

For families living within the school catchment area the registration process is simple, straight forward and, as long as class numbers allow, your child will be able to join us immediately. Full assistance with registration will be given by the School Secretary.

A map of the Mount Pleasant Primary catchment area can be found by visiting:

http://www.highland.gov.uk/NR/rdonlyres/E36FC237-D215-42B9-B4F0-DACA70DABA5E/0/primary_MountPleasantPrimarySchool.pdf

Parents have the right to ask for their child(ren) to be educated in a school other than their local school. This applies only to primary and secondary school. Parents pre-school and nursery children can place their child at any pre-school or nursery provision centre.

Families living out with the school catchment area are required to complete a placing request which is passed to the Area Education Manager for approval.

AREA EDUCATION MANAGER

Mr Graham Nichol
Highland Council - ECS
Drummuie,
GOLSPIE
Telephone: 01408 635338

Advice or placing requests can be arranged with the school office or by visiting:

www.highland.gov.uk/learninghere/schools/informationforparents

Standards & Quality Report & School Improvement Plan

<http://mount-pleasant-primary.co.uk/information/other-documents/>

HMIe - Inspection Report

http://www.educationscotland.gov.uk/Images/MountPleasantPrimaryIns20070223_tcm4-696570.pdf



"I think that Mount Pleasant is a great school and I completely recommend coming to this school. We do clubs and activities and there is always space for more. Here in Mount Pleasant we are a family and we are very happy to make our family bigger."

STAFF LIST

Management Team	Head Teacher	Mrs Suzanne Urquhart
	Depute Head Teacher (Career Break)	Mrs Jane MacKintosh
	Depute Head Teacher (Acting)	Miss Laura Gulloch
	Principal Teacher (Acting)	Miss Linda Ramage
Class Teachers	Gaelic Medium	Mrs Gwen Bowie
	Primary 1	Miss Laura Gulloch
	Primary 2 (Mon Tue)	Mrs Diane Mackenzie
	Primary 2 (Wed Thu Fri)	Mrs Jennifer Gordon
	Primary 3	Miss Vikki Lipka
	Primary 4	Miss Jenna Sutherland
	Primary 5	Miss Linda Ramage
	Primary 6	Mrs Laverne McLean
Primary 7	Mrs Christine Firth	
Support for Learning	Support for Learning Teacher	Mr Thomas McAlonan
	Pupil Support Assistant	Mrs Elizabeth Elder
	Pupil Support Assistant	Miss Laura Farquhar
	Pupil Support Assistant	Mrs Jane O'Kane
	Pupil Support Assistant	Mrs Alison Page
	Pupil Support Assistant	Mrs Elaine Wares
Visiting Teachers	Principal Teacher of Early Years	Mrs Gayle Rennie
	CCR Teacher	Mr Simon Harper
	CCR Teacher	Mrs Lorraine Geddes
	Management Time	Mrs Susan Buchan
Enhanced Provision	Support for Learning Teacher	Mrs Heather Carberry
	Pupil Support Assistant	Mrs Linda McIntosh
	Pupil Support Assistant	Mrs Louise Farquhar
	Pupil Support Assistant	Mrs Alison Buchanan
Nursery Staff	Nursery Assistant	Mrs Fiona Malcolm
	Nursery Auxiliary	Mrs Donella Boulton
Auxiliary Staff	Pupil Support Assistant	Miss Laura Farquhar
	Pupil Support Assistant	Mrs Alison Page
	Pupil Support Assistant	Mrs Elaine Wares
	Pupil Support Assistant	Mrs Elizabeth Elder
	Pupil Support Assistant	Mrs Jane O'Kane
	Secretary	Mrs Sandra Noble
	Janitor	Mr Brian Smellie
	Cook in Charge	Mrs Catriona Manson
	Crossing Patroller	Mr Philip McGregor
Visiting Instructors	Active Schools Coordinator	Mr Kenny Russell
	Woodwind Instructor	Mrs Karen Anderson
	Strings Instructor	Mr Niall Laybourne
	Guitar Instructor	Mr Andy Macleod
	Piping Instructor	Mr Kevin Gunn

GENERAL INFORMATION

SCHOOL TIMES

	PRIMARIES 1 to 3	PRIMARIES 4 to 7
SCHOOL DAY	09.00 to 14.40	09.00 to 15.10
Morning Interval	10.40 to 10.55	
Lunch Break	12.35 to 13.30	

CROSSING PATROL

A School Crossing Patroller on the Castletown Road serves the school. The patroller is on duty at the following times and pupils should not cross the road to school until he arrives:-

8.35 am - 9.15 am 12.30 pm - 1.45 pm 2.35 pm - 3.25 pm

If, for any reason, the crossing patroller is not in place then children should not cross the road but return to the school or to home.

SCHOOL OPENINGS

SCHOOL OPENS TO PUPILS	LAST DAY OF SCHOOL
Monday 6 January 2014	Friday 14 February 2014
Monday 24 February 2014	Friday 4 April 2014
Tuesday 22 April 2014	Friday 2 May 2014
Tuesday 6 May 2014	Thursday 3 July 2014
Tuesday 19 th August 2014	Wednesday 24 th September 2014
Monday 29 th September 2014	Friday 10 th October 2014
Monday 27 th October 2014	Friday 19 th December 2014
Monday 5 th January 2015	Friday 13 th February 2015
Thursday 19 th February 2015	Friday 2 nd April 2015
Monday 20 th April 2015	Friday 1 st May 2015
Tuesday 5 th May 2015	Friday 29 th May 2015
Tuesday 2 nd June 2015	Thursday 2 nd July 2015

 *"I like going to Mount Pleasant Primary School"*

IN-SERVICE TRAINING

In-service training days are organised to allow staff to attend Professional Development Training and Curriculum Development Meetings throughout the Highland Area. The following are the In-Service dates to the end June 2015; the school will be open to **staff only** on these dates.

- Wednesday 19th, Thursday 20th & Friday 21st February 2014
- Monday 18th August 2014
- Thursday 25th & Friday 26th September 2014
- Wednesday 18th February 2015
- Monday 1st June

SCHOOL MEALS

School meals are served in the Main Hall at 12.35 pm. Supervision is provided by a member of the SMT and the Janitor. A four weekly menu is displayed in the office area, in each classroom and pupils receive a copy home. Should a child require a special diet on medical grounds or for certain matters of conscience, every effort is made to accommodate such a request.

All meals are cooked on the premises. Menus are formulated by dieticians with careful note of sugar, fat and salt content. Children have two choices of main course, and fruit or yoghurt is always available as an alternative dessert.

School lunch costs £1.87 per day. When paying by cheque, it should be made payable to Highland Council, with the school, child's name and class and the name and address of the person who signed the cheque written on the back.

PACKED LUNCHES - lunch boxes should be clearly marked with the pupil's name. No glass containers, fizzy or canned drinks or flasks of hot soup are allowed as part of a packed lunch. Lunch boxes should be transported in a separate bag to avoid leaky containers destroying schoolbooks.

TUCK - Pupils can purchase toast, bottled water and fruit juice at break time.

Free school meals are available to families who are on a low income. For more information please see section School Meals and Clothing Grants on the next page.



"The lunches are awesome"

SCHOOL CLOTHING

We strongly encourage the wearing of school uniform by all children during the normal school day, during school excursions and when representing the school at special occasions such as the Caithness Music Festival.

The school colours are black and yellow and the school uniform is as follows:

School sweatshirt, hooded sweatshirt and polo shirt,
Black/dark grey trousers or skirt

A stock of all uniform items is on sale from the office. In addition to the above items we also have house team t-shirts and hats bearing the school shield. We also sell storm jackets, reflective bands, swim bags and gym kit/shoe bags. Order forms are available from the school office or to download from the school website.

Clothing should be comfortable and safe. Parents should bear in mind that children are outside for some considerable time at interval and lunchtime and ensure children are dressed appropriately for Caithness weather.

SCHOOL MEALS & CLOTHING GRANTS

Free school meals and assistance with school clothing can be claimed if you are receiving any one of the following:

- Income Support
- Income- Based Job Seekers Allowance
- Any income related element of Employment and Support Allowance
- Child Tax Credit, but not in receipt of Working Tax Credit, and your income is less than £15,860 (as assessed by the Inland Revenue)
- Child Tax Credit and Working Tax Credit and an income below £6,420 (as assessed by the Inland Revenue)
- If you are an asylum seeker receiving support under part VI of the Immigration and Asylum Act 1999

The clothing allowance, in normal circumstances, is made once per school year, and payment is made directly to the applicant for the sum of £50 for every eligible child in Primary or Secondary school. An Application Form for free school meals and the clothing grant can be downloaded by visiting www.highland.gov.uk. Application forms are also available from the School Office, Service Points and Area Education Culture and Sport Offices. You must include proof of entitlement with your application form. This should be one of the following documents which should be given to you by the Benefits Office:

- Current Letter of Entitlement
- Tax Credits Award Notice
- Home Office Immigration Form

Completed application forms, with proof of entitlement, should be returned to your local Area Education Culture and Sport Offices or a Service Point. A new application needs to be submitted for the start of every new school session in August.



"Mount Pleasant is awesome and the best school ever!"

TRANSPORT

Free transport to school is available for children living within the delineated area of the school:

- if under eight years of age and over two miles from school,
- or are eight years of age and over three miles walking distance from the school.

Application forms for free transport are available from the school office or from the Transport Office, Highland Council, Government Buildings, Girnigoe Street, Wick.

SCHOOL ASSEMBLIES

The School is non-denominational. In its religious observances, the school aims to engender humanity, compassion and caring attitudes in our pupils towards themselves and others. Morning assemblies are held once a week and are attended by our school chaplains, Lt Nick and Lt Shelley from the Salvation Army who also actively help and support the school throughout the year. Parents have the right to withdraw their child from religious observance.

Our assemblies also act as a focus for our positive behaviour system, with good work and behaviour being rewarded by presentation of badges, stickers and certificates. The fantastic support given to the school by the family and friends of the children are also recognised as the children are awarded Helping Hands to pin on our Helping Hands Tree in the main hall.

Every day, at all stages in the school, children are encouraged to develop a sense of self and social responsibility.



“Mount Pleasant is the best school because it is fun and people are kind, helpful and funny”

SCHOOL RULES & DISCIPLINE

WHAT TO BRING TO SCHOOL

Children should arrive in school each day with homework books or jotters they require. They should also have their own pencil, eraser, pencil sharpener and a few coloured pencils if desired. Ideally this should all fit in one pencil-case. Other items required, such as calculators, compasses etc will be provided by the school.

All children require shorts, t-shirt and gym shoes for PE. Since this kit is also used for other activities, we ask that this is kept in school. All kit should be clearly marked with the pupil's name and stored in a suitable bag. We have drawstring nylon bags available to purchase in House Team colours from the school office. As we have carpets throughout the school children are required to change into soft shoes at the beginning of the day, gym shoes ideally double up as soft shoes to avoid extra unnecessary expense for parents.

NAMING/LOSS OF PROPERTY

It is of enormous help if all belongings, especially items of clothing, are marked with the pupil's name. It is extremely difficult to trace unnamed items.

Any loss of property should be reported promptly to the class teacher or janitor. Children finding items in school should hand them in to the class teacher or janitor to allow them to be claimed. Lost items are stored in the 'Lost Property Box' in the main hall. Any unclaimed lost property is donated to local charity shops at the end of each school term.

BULLYING

There may be times when children are being bullied or believe that they are. It is important that parents, who are concerned about possible bullying incidents, contact the school at the earliest opportunity to discuss the problem. At Mount Pleasant we have an Anti-Bullying Policy, which clearly details the action that will be taken and how all children concerned may be supported to ensure incidents are not repeated.

 *"I have made new friends, learned new things and had great fun"*

BEHAVIOUR AND DISCIPLINE

A high standard of discipline is expected of pupils within, and out with the school, when taking part in school related activities. Children are encouraged to show respect and consideration for people and property and to accept responsibility for their own behaviour.

Each child is made aware of the school rules which should be obeyed. The co-operation of parents is essential to encourage pupil's self discipline and sense of honesty, fair play and mutual respect.

When incidents of bad behaviour do occur, the following are examples of the sanctions which may be imposed, depending on the seriousness of the incident:

- Non verbal cues eg silence, disapproving look
- Quiet word/rebuke
- Stern reprimand/threat of punishment
- Written punishment
- Withdrawal of privileges
- Detention at breaks
- Behaviour modification programme/behaviour diary
- Removal from classroom for a short time
- Exclusion from school (a last resort only used for very serious offences)

If a pattern of bad behaviour seems to be building up, or the incident is very serious, the Head Teacher will contact parents to seek a joint approach to the problem. Co-operation between home and school usually results in an improvement in behaviour and can prevent more serious action by the school. Details of discipline procedures can be found in the school's Discipline Policy.

In the playground there are two simple rules which underpin everything else:

- Be safe in the playground and help everyone else to be safe
- Enjoy the playground and help everyone else to enjoy it



"I like Mount Pleasant because we have Reward Intervals when we get enough house points"

ABSENCES AND APPOINTMENTS DURING THE SCHOOL DAY

For your child to gain the maximum benefit from school, he/she needs to attend each day of the school year if at all possible. Any absences from school, however short, have a detrimental effect on a child's learning. Lost teaching and learning time cannot be made up however willing parents are to help complete work at home.

Parents/carers must inform the school of the reason for absence of their child(ren) on the first day of absence preferably before 9:30am. If the school has not been advised of the reason for absence then the school has a responsibility to contact parents to find out the reason for the absence, this is in line with Highland Council policy. If the school cannot make contact with the parents/carers within three days then the school has an obligation to pass this information to Social Services, Area Education Manager and the Police. This procedure is strictly adhered to.

The school should be advised in advance of any medical or dental appointments during the school day. Children should be collected from the office. Children must not be removed from the school without first informing the office staff.

Parents are responsible for their children's prompt attendance at school. Lateness not only disrupts the class but it also means the child will be missing a part of his/her education.

Highland Council discourages the practice of taking children out of school for holidays and parents should give careful consideration to the disruption in their child's education before removing them from school in term time. Pupils find it difficult to try to catch up work missed. This also puts additional unnecessary stress on the child.

 *"I really like school because it is a fun place to go"*

SCHOOL GROUNDS

Pupils should not arrive in the school grounds before 8.40 am. Access to the school building will not normally be given before 9.00 am as there is limited adult supervision before then. However, children who need to book a school lunch will be given access to the kitchen area to do so.

In bad weather children should spend as short a time as possible in the playground before school and during breaks. We would ask parents to plan their child's arrival in school to be as close to the opening time as possible. Only limited supervision is available for children who stay in school for a school lunch or a packed lunch.

When the weather allows, children play in the playground under the supervision of the Janitor and Pupil Support Assistants, who have had training in playground games.

Children who have a packed lunch or school lunch **must not** leave the playground during the lunch hour and **no child** should leave the school playground during morning interval.

In the interest of security, parents should **not** approach their own child or any other child in the playground. Parents should always make arrangements with the office if they need to make contact with their child during the school day and children should be met/collected at the school office **not** directly from their class.


CAR PARKING

Parents are requested **not** to use the staff and visitors car park at the front of the school as a drop off point for children.

Children are not permitted to cross the car park or the turning area used by the Enhanced Provision transport. Parents should use the parking area on the opposite side of Castletown Road in Castle Terrace and the children cross at the Crossing Patrol.

Children should be encouraged to walk to school or parents may choose to drop children a short distance from the car park to encourage healthy walking habits and ease congestion in the drop off car park.

Parents collecting children during the school day can use the staff and visitors' car park, as there will be no Crossing Patrol available during the school day.

 "I like the Cook's Toast - she makes the best"

CURRICULUM & ASSESSMENT

INTRODUCTION

The acquisition of literacy and numeracy skills is seen as essential for all pupils and especially in the early stages, great emphasis is put on reading, writing and numeracy. Extra support is put in to early stage classes to make sure the children have the best possible start in school.

The Curriculum is at present in the process of significant change. Assessment is for Learning (AifL) developments have greatly influenced how the Curriculum is delivered, with an emphasis on Learning and Teaching. (www.ltscotland.org.uk)

We are currently implementing Curriculum for Excellence which affords pupils more choices at all stages in their learning, encouraging and supporting them to be more reflective, self aware, measuring their own progress and that of their friends. It promotes 'seamless' transitions from pre-school to primary, primary to secondary; equipping young people to make appropriate education, employment and training choices 16+. It is about recognising and celebrating lifelong learning in all its forms - not just because it happens in the classroom and/or leads to an SQA award - but also in homes and communities.

The following levels of unifying grouping aid a continuous curriculum from 3-18.

Early Level:	Nursery to P1
First Level:	P2-P4
Second Level:	P5-P7
Third Level:	S1

This curriculum aims to better prepare children for the challenges of the future and places a far greater emphasis on not just acquiring skills but being able to use them effectively and creatively. It places literacy, numeracy and health and wellbeing at the heart of the curriculum.

We aim to plan and deliver a broad and balanced curriculum which will ensure our children achieve their full potential. Children are taught using a variety of teaching methods, in small groups, individually or as a whole class depending on the activity or on the needs of the children involved.

For more information please visit:

www.curriculumforexcellencescotland.gov.uk



"The teacher engages her children entirely; it is so much fun but she challenges them continually within their individual abilities"

SUBJECT GROUPING

Subjects are now grouped as follows:

MATHEMATICS & NUMERACY

The mathematics programme is based on Curriculum for Excellence with Scottish Heinemann Mathematics forming the main resource. This maths scheme puts great emphasis on direct, interactive teaching methods and the development of strong mental maths, strategies and proficiency.

Additional activities and experiences are also provided, using ICT where appropriate, to ensure that our pupils have as broad and comprehensive an understanding as possible.

LANGUAGE & LITERACY

The main components are Talking, Listening, Reading and Writing. All classes follow the Highland Literacy Programme recommendations and structure, using Oxford Reading Tree, Treetops and Collins resources as well as a wide range of non-fiction supporting language development. The children work at differentiated levels according to their ability.

Primary 3 to Primary 7 are involved in an Accelerated Reading Programme, where their reading age is assessed and they are encouraged to participate in a programme of reading and assessment at their individual level. This programme has been proven to significantly improve children's reading capabilities and performance. Many parents also use the "Home Connect" feature which allows them to sign up and receive e-mails which inform them of their child's progress each time they take a quiz.

All P6 and P7 pupils are taught French.

 *"I like silent reading and imaginative writing"*

HEALTH & WELLBEING

Health Education deals with physical, emotional and social aspects of healthy development. Physical education, physical activity and sport is also promoted as part of a healthy lifestyle, with pupils generally receiving at least 2 hours of PE each week.

A full programme, covering all aspects at every stage, is used throughout the school. Visits from various Health professionals and activities provided by our Active Schools co-ordinator also help us to provide a very comprehensive programme for all our pupils.

Primary 4 and 5 pupils take part in weekly swimming lessons at Thurso Swimming Pool.

As part of our topic on Health we watch the Channel 4 series of *Living and Growing* throughout Primaries 4-7. This covers the following topics:

- Physical and emotional changes at puberty
- Body image and self-worth
- Understanding of own developing sexuality
- Developing an awareness of gender identity
- Changing nature of friendships
- Dealing with sexual feelings
- Menstruation, pregnancy and birth

Prior to classes watching the DVD, parents will be given the chance to view the programmes before giving their consent for pupil participation.

A guide for parents and carers can be found by visiting
<http://www.scotland.gov.uk/Resource/Doc/158295/0042865.pdf>

EXPRESSIVE ARTS

Expressive Arts involves Music, Art and Design, Drama and Physical Movement through Dance. Visiting teachers make a valuable contribution to this area of the curriculum, and class teachers provide an interesting and appropriate programme based on the Curriculum for Excellence Guidelines.



“My child embraces all the challenges that come with learning a new language”

SCIENCE & TECHNOLOGIES

Our Science and Technologies programmes are based around Highland Guidelines, incorporating aspects of Curriculum for Excellence so that children experience progression and structure but also have some elements of enjoyment, choice and personalisation. They help our pupils to develop inquiry and investigative skills alongside scientific analysis skills.

We also take part in our local Science Festival, an annual event which hosts a wide variety of activities for pupils throughout the school, and participate in various initiatives such as CREST Award making good use of our local STEM Ambassadors.

ICT plays an increasingly important part across the curriculum, and our well-equipped classrooms ensures that our pupils can make full use of the benefits of this.


SOCIAL SUBJECTS

The school has developed a programme of topics that follow the Curriculum for Excellence Guidelines in Social Studies. These topics provide children at each stage with an appropriate experience of Science, Social Studies and Technology. Children will be given opportunities to develop skills in Information and Communications Technology and also utilise ICT as a tool for enhancing learning in other curricular areas.

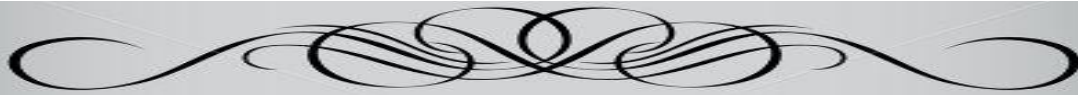
RELIGIOUS & MORAL EDUCATION

Mount Pleasant Primary School is a non-denominational school. The Religious Education programme is based on the Curriculum for Excellence Guidelines and develops Personal Search, Christianity and knowledge of Other World Religions.

Moral Education focuses on Citizenship and developing positive attitudes towards others, respecting and valuing differences. Every child is encouraged to develop a high level of self-esteem, recognising their individual value in society.

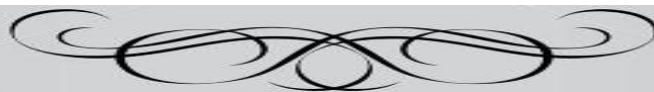
 "Mount Pleasant is best because of its PE"

ASSESSMENT & REPORTING TO PARENTS



FORMATIVE ASSESSMENT VISION STATEMENT

Mount Pleasant Primary School is working towards embedding a progressive, consistent approach to effective formative assessment which will further enhance the learning and teaching that takes place within our school.



The four capacities of 'A Curriculum for Excellence' are linked to Assessment is for Learning and through this children are encouraged to be active participants in their learning and apply collaborative strategies to reflect on their progress.

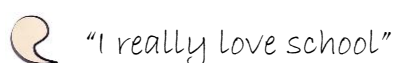
Teachers are constantly monitoring the children's progress as they work in their classes. From time to time more formal testing is carried out to give confirmation of the teacher's formative assessment. Pupils in P3, P5 and P7 participate in online Assessments for Excellence. Each term the Head Teacher holds tracking meetings with teachers to discuss each pupil's progress and their future learning.

Further information can be found at

<http://www.educationscotland.gov.uk/parentzone/index.asp>

Pupils' progress is shared with parents in June in a written report which informs parents of progress in relation to Curriculum for Excellence Experiences and Outcomes. The report will give an overall assessment of attainment in Languages and Mathematics and a more general report on attainment in Health and Wellbeing, Social Studies, RME, Expressive Arts, Sciences and Technologies. There will be a comment on the pupil's strengths and development needs. Pupils are also given the chance to reflect and provide a written comment on the progress of their learning over the year.

Parents' Evenings are usually held in November and March when verbal reports are given and work can be examined and discussed in detail. Parents who are concerned about their child's progress at other times may contact the school to discuss the matter with staff. Where children have additional support needs there will be regular meetings and reviews.



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 have a concern about your child in primary school please contact your child's class teacher in the first instance or the 'named person'. Mrs Suzanne Urquhart is the "Key Adult or Named Person" for children attending our school.

Sometimes a Child's Plan may be put in place to help organise, monitor and regularly review your child's progress.

If you wish to find out more about The Highland Practice Model or the Child's Plan you can access more information at:

<http://www.highland.gov.uk/learninghere/supportforlearners/generalguidance/planning/>

There are also Information sheets available at: www.chipplus.org.uk click on Education.

Most difficulties will be identified, initially by the class teacher, who will implement short term strategies to support the child. If the difficulties continue the class teacher will discuss these with the Additional Support teacher and a programme of work will be decided upon as well as a timescale for review. As part of this programme, the child or group may receive additional input from a member of the Additional Support team. Parents will be informed and advised as to how they may be able to support their child.

If it is found that considerable differentiation of the class work is required, a Support Plan may be drawn up for a child. All those involved will take part in the consultation process.

Additional Support is for all pupils, and children who excel in some way are just as likely to receive input from the Additional Support team.

The type and level of support will vary according to the individual but will normally be carried out within the classroom or in a small group, unless there is a specific reason why this would be inappropriate.

Transition meetings for children with additional support needs are held approximately 12 months prior to moving on. Parents, pupils, school staff and appropriate agencies are all invited to these meetings.

Further information can be sought at:

<http://www.highland.gov.uk/learninghere/supportforlearners/generalguidance/meetingindividual/>

TRANSITION TO HIGH SCHOOL

At the end of Primary 7, pupils transfer to Thurso High School. The High School is supplied with relevant information about each pupil's progress, along with any other information, which may help to ease the transition from primary to secondary education. A guidance teacher from Thurso High meets the Primary 7 pupils in their own primary school environment. He/she will talk to the pupils informally, answering any questions they may have. The High School guide is then issued with details of the pupils' preliminary visit days and their registration classes for the coming session. Parents of the Primary 7 pupils are invited to Thurso High School to meet teachers, see the school and receive additional information.

On the preliminary visits pupils experience two simulated days timetable at Thurso High School. Pupil Profile Record Files and electronic data are then transferred to the High School.

Contact Details for Thurso High School:

Mr Ken Murphy - Head Teacher

Thurso High School, Ormlie Road, THURSO

Telephone: 01847 893822

TRANSITION (Nursery to Primary 1)

We are very fortunate in that our Nursery is located within the school building and during their time in Nursery children frequently visit different areas in the school and meet the Staff. The Primary 1 teacher also visits the Nursery on a regular basis so that they become a familiar and trusted person.

A "Resilient Kids to School" circle time programme is carried out in the final term of Nursery to aid transition and introduce the school's Golden Rules.

Towards the end of the Nursery year the children will attend school break times, sports day and other special events.

As their final Nursery month approaches the Primary 1 teacher will invite the children to attend several sessions in the Primary 1 classroom to ease their transition. The Support for Learning teacher will also liaise with the Primary 1 teacher and Nursery staff at this time.

 "I like doing the Christmas Show because I like acting"

PUPIL CARE, WELFARE & SAFETY

ILLNESS

If a pupil takes ill at school he or she should, in the first instance, tell the class teacher who will inform the school office. The parent or emergency contact will be notified and a responsible adult, known to the pupil, should collect the pupil from the school office.

In cases of emergency medical services will be contacted and, if necessary, the child will be transported to the nearest Health Centre or Hospital. Parents will be contacted at the earliest opportunity.

MEDICAL CONDITIONS

Any medical condition likely to affect your child's learning or well being must be notified to the school. Our First Aiders are trained to deal with various medical conditions.

MEDICATION/INHALERS

Teachers **are not obliged** to administer medication to children and it is preferred that parents make arrangements to ensure they are able to administer medication to their own children. Where this is not possible some members of staff are willing to carry out this duty on a voluntary basis. Any medication should be delivered to and collected from the school office by an adult. **Children should not transport medication to and from school.** A pro forma for written instructions is available from the school office. This **must** be completed and signed by a parent/carer. Any medication must be in its original container. All medication, other than inhalers for P1-3 pupils, is stored in the school office area.

It is essential that children who require inhalers have them in school every day. Children should be aware of maximum dosages. Arrangements are in place for inhalers to be stored in classrooms for P1-3 pupils for easy access during the school day. To encourage independence P4-7 pupils carry their own inhalers. An additional inhaler may also be kept in school in case of emergencies if parents request this. **Parents are responsible for ensuring their child has an inhaler for out of school activities such as school trips, swimming etc.**

Parents should take note of the expiry date of any medication to be kept in school to ensure it does not go out of date.

 *Mount Pleasant is a really good school because everyone is friendly.*

HEALTH AND WELFARE

Parental permission is sought in advance to allow the school nurse to examine pupils in P1 and P7. Parents may be present at the examination if they wish.

At Mount Pleasant we are lucky enough to have a tooth brushing scheme for Primaries 1 and 2. Children are encouraged to brush their teeth after they have eaten their lunch. Pupils are supervised during the brushing which takes place in the girls' gym changing room during lunch break. The Child Smile Dental Health team also visit our school annually for fluoride varnish application. These are carried out once parental permission is given.

For more information please visit:

<http://www.child-smile.org.uk>

ADVERSE WEATHER/SCHOOL CLOSURE PROCEDURES

From time to time it may be necessary to close the School and/or Nursery. This would usually only happen if the heating should fail or in severe weather conditions when it may be unsafe for pupils or staff to attend.

Three methods of informing parents of school closures are:

- By visiting the Highland Council winter weather website:

www.winter.highlandschools.org.uk

- Tuning into Moray Firth Radio (97.4, 96.6, 96.7, 102.5, 102.8FM) who regularly provide updates of school closures.

- Phoning the Schools Information Line **0847 0054 6999** and entering the school's pin number **04 2640**.
Select "Severe Weather"



The decision as to whether a pupil should attempt to travel to school in adverse weather conditions, whether by transport or by foot, lies with the parent. You are encouraged to read the Education Authority policy guidelines on travelling to school in adverse weather conditions. This policy can be found by visiting www.highland.gov.uk

Should it be necessary to close the school during the school day it is essential we have emergency contact information for every child. It is the parents/carers responsibility to ensure such information held by the school is kept up to date and that we are informed in writing of any changes at the earliest opportunity.



"I like that everyone cares about each other"

FIRE SAFETY

Regular Fire Drills are held in school to ensure all pupils and staff are familiar with the school's evacuation procedures.

HIGHLAND COUNCIL CHILD PROTECTION POLICY

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 a priority for Education Service staff.

More information about Child Protection Procedures within Highland can be obtained from the *Child Protection Development Officer, Highland Child Protection Committee, Kinmylies Building, Leachkin Road, Inverness, IV3 8NN - Telephone (01463) 703483, Fax - (01463) 713237*

ACCESS TO PERSONAL RECORDS

Parents will have ready access to the files and records of their own children, but will not have access to information about any other child.

DATA PROTECTION

Any information you have supplied/any information gathered from or about pupils will be used only for the purpose for which it was provided and any relevant procedures following from this. This data will be maintained in accordance with the Act and will not be passed on to any other organisation without your prior approval unless this is a legal requirement.



"Mount Pleasant is a really great school because everyone is helpful and teachers are kind."

SCHOOL ACTIVITIES

HOUSE CAPTAINS

All children are members of House Teams. Boy and Girl House Captains are elected from P7 and are given responsibility for organising a range of events during the year.

PUPIL COUNCIL

A Pupil Council is established in the school. The Council members are voted for by their classmates. The Council meets regularly throughout the school year under the guidance of the Head Teacher and these meetings are minuted. The purpose of the Council is to encourage the children to be involved in the running of their school, putting forward their ideas for improvements and solutions to problems.

ECO COMMITTEE

The Eco Committee comprises representatives from P4-7. The members are voted for by their classmates. The Committee meet regularly throughout the year under the guidance of the Principal Teacher. There are also staff and parent members on the Committee. The Committee who have been awarded a "Silver Flag" from Eco Schools Scotland aim to achieve a green flag over the next year or two.

SNAG

The School Nutrition Action Group (SNAG) comprises of two pupil representatives from P4-7, the cook in charge and is led by the Head Teacher. The SNAG look at ways to encourage children to eat healthier foods and organise themed lunches.

SCRIPTURE UNION

Volunteers provide lunch time sessions fortnightly for P5-7 pupils throughout the year.

CAITHNESS MUSIC FESTIVAL

Mount Pleasant Primary participates in the Caithness Music Festival in June every year. This can range from school choirs to individual solos, poetry reading and differing music categories.

PRIMARY 7 RESIDENTIAL TRIP

The Primary 7's have an opportunity to go on a week long residential trip. This year they are going to Fairburn Activity Centre near Beauly where they will experience a variety of outdoor activities.

 *"In Primary 7 I liked doing the House Captain Elections"*

EDUCATIONAL VISITS

Opportunities are provided for pupils to take part in educational visits and excursions. These vary in type according to the age of the pupils, with our youngest pupils participating in short local visits while senior pupils are given the opportunity to take part in residential visits of up to a week in length. Occasionally, parents will be asked to contribute towards the cost of transport etc but, wherever possible, these costs are met from school funds.

SPORTS

Sports Day is organised annually by the staff and all children are encouraged to participate in a variety of events. Parents are invited to attend. The school takes part in many sporting events over the year. There are inter-school competitions for football and netball, which the P6-7 pupils are encouraged to take part in.

The local Active Schools Co-ordinator, Kenny Russell, organises the following sporting activities.

- Fitness checks for P7 pupils
- Rugby for all age groups
- Highland Games
- Dance Workshops
- Inter-school Swimming Gala
- Athletics
- Football
- Aerobics
- Shinty
- Inter-school Sports



*"Sports Day is really fun"
fun"*

"The PE classes are

COMMUNITY PARTNERSHIPS

We are lucky enough to run After School Clubs. On a Monday we have a Music Club run by Katrina and Susie from Caithness Music. During term 3 and 4 Mrs Wares and Mr Chambers coach our netball and football teams.

Other visitors who have helped out with class lessons include:

- Thurso Police
- STEM Ambassadors
- Episcopal Church
- Riding for the Disabled
- Caithness Astronomy Group
- Thurso Town Improvements

We encourage the children to become Responsible Citizens by thinking of others and what they can do help. The school supports the Blythswood Shoe Box appeal and, within the last year, have taken part in local and national events raising funds for Children in Need, North Highland Cancer Information & Support Centre, Red Nose Day to name a few.



*"We do fun days like Children in Need, Red Nose Day and more"
"we have great fun making money for charity"*

WORKING WITH PARENTS

We are very keen to promote a strong home-school relationship. Parental opinions matter a great deal; these allow us to recognise our strengths and address any weaknesses. Currently we do this by working closely with our Parent Council, regular parental contact and consultation. It is planned that this year we will start conducting an Annual Survey so we can gauge improvements being made or recognise potential problem areas. In the meantime we actively encourage parents to contact us if they have any comments, suggestions or issues they would like addressed.

VISITS TO SCHOOL

Parents are always welcome to visit the school to discuss any aspects of their child's educational experience. Appointments can be arranged with the office if parents wish to meet with teachers or the Head Teacher. However, we are more than happy for you to pop in at any time and whenever possible we will attend to your query there and then.

Throughout your child's career at Mount Pleasant there will be many opportunities to come in to your child's class to participate in a range of activities. You may even have skills or knowledge that could be shared with the children, eg, baking, crafting, etc. Information about topics the children are covering will be shared through the class newsletters. All volunteers are gifted a "leaf" to display on our "Helping Hands Tree" in the main hall.


Parents' Evenings are held twice a year and give parents the opportunity to have a ten minute appointment with their child's class teacher. These are held in November and March.

A security system is in operation and all visitors can access the school by ringing the visitors' bell at the main entrance. While children are in school there is no other access to the building.

NEWSLETTERS & NOTES

Newsletters and notes are issued regularly by the school. School newsletters are generally given to the eldest child in each family in school and are printed on yellow paper. This school-bag mail is intended to keep parents up to date with holiday dates, pupil achievements, school events etc. **It is therefore extremely important that parents make a habit of checking children's school-bags for these newsletters.** Additional class newsletters are issued at the beginning of each term. Please also check the school website for the most up to date information.

The school website can be found at mount-pleasant-primary.co.uk. This contains information about past and forthcoming events, policies and reports, dates for your diary, pupil blogs, galleries, menus and much more.

 "I like helping the Primary 1s at break time and lunchtime"

EMERGENCY CONTACT

Minor emergencies may arise such as a fall in the playground or gym. Parents are all too aware that children can become ill quite quickly. For these reasons it is essential the school is able to contact a parent, or an appointed emergency contact, at any time during the school day. The school will issue Emergency Contact Forms annually to keep records up to date and we ask that parents inform us as soon as possible of any change in circumstances.

No child will be sent home without either a parent or emergency contact being informed and asked to come to the school to collect the child. In the case of an emergency, medical services will be contacted and if necessary the child will be transported to the nearest Health Centre or Hospital as appropriate. Parents will be contacted at the earliest opportunity.

HOMEWORK

One of the most important aspects of homework is the link it provides between home and school, enabling parents to see their child's progress with class work. Homework is useful in encouraging pupils to pace their work and to develop the study habit, approximately half an hour each evening should suffice. Homework should be done in a quiet, comfortable place, away from distractions such as television. For older children it may involve research associated with ongoing classroom work.

Although some homework can be tackled independently, we would encourage parents to show interest in their child's work and assist or encourage them, as they feel appropriate. A parent or responsible adult must sign all homework.

PARENT COUNCIL

Parent Councils play an active role in supporting parental involvement in the work and life of the school, while also providing opportunities for parents to express their views on children's education and learning. At Mount Pleasant Primary we are extremely fortunate to have an active and supportive Parent Council.

The Parent Council is a group of parents selected by members of the Parent Forum to represent all the parents of children at a school. Teachers and other Highland Council staff may also attend these meetings. The Parent Council also has Office Bearers who are elected at the AGM, which is held in October.

The Parent Council is there to represent the parents/carers of children at the school. Mount Pleasant Primary School Parent Council welcomes all parents from Nursery upwards to get actively involved in helping with fundraising, school events and meetings; these are usually held once per term.

Activities which the Parent Council may be involved in include:

- supporting the work of the school
- gathering and representing parents'/carers' views to the Head Teacher, Education Authority and HMIE
- promoting contact between the school, parents/carers, children and young people and the local community
- fundraising
- involvement in the appointment of Senior School Staff

The current Parent Council post holders are as follows:

Chairperson	Donella Boulton
Treasurer	Jacqueline Sinclair
Secretary	Tracey Allan

For more information, please see the school website.

<http://mount-pleasant-primary.co.uk/information/pta/>

COMMENTS/COMPLAINTS

We hope you will enjoy your child's time at school and welcome comments or suggestions, which could help us to improve our service and there are a variety of opportunities to do this over the course of the school year.

Although we strive to resolve issues quickly and efficiently there may be times where parents wish to complain about certain aspects of our school, staff or pupil welfare. The current procedure, in the first instance is to contact the Head Teacher. If your complaint is regarding the Head Teacher then your complaint should be made to the Area Education, Culture & Sport Manager: Mr Graham Nichols, Drumbuie, Golspie, Sutherland. KW10 6TA Tel: 01408 635343, Fax: 01408 634041

All complaints will be dealt with in a confidential and sympathetic manner and response will be made within 5 days or within an agreed timescale should further investigation be required.



"Mount Pleasant is great because we have all sorts of fun things like Summer Fayres, Christmas Shows, football and netball"

USEFUL LINKS, ADDRESSES AND TELEPHONE NUMBERS

Highland Council

www.highland.gov.uk/learninghere/schools/informationforparents/

Guidance on the Scottish Schools (Parental Involvement) Act 2006

www.scotland.gov.uk/Publications/2006/09/08094112/0

Parentzone provide information and resource for parents and Parent Councils

www.educationscotland.gov.uk/parentzone/index.asp

Mount Pleasant Primary School Policies:

<http://mount-pleasant-primary.co.uk/information/policies/>

Highland Council policies can be found on at:

<http://www.highland.gov.uk/learninghere/schools/policies/>

Children in Scotland: Working for Children and their Families (Enquire)

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

Scottish Independent Advocacy Alliance

<http://www.siaa.org.uk/>

Scottish Child Law Centre

<http://www.sclc.org.uk/>

AREA EDUCATION MANAGER

Mr Graham Nichol

Highland Council - ECS

Drummuie,

GOLSPIE

Telephone: 01408 635338

THURSO HIGH SCHOOL

Mr Ken Murphy

Head Teacher

Ormlie Road

Thurso

Telephone: 01847 893822

COMMUNITY PAEDIATRICIAN

Dr Wendy McNeill

Old Medical Centre

Bankhead Road

Wick

Telephone: 01955 605050

EDUCATIONAL PSYCHOLOGIST

Mrs Ali Sangster

Highland Council Area Office

Rhind House

Wick

Telephone: 01955 602362

SCHOOL NURSE

Mrs Evelyn Arrowsmith

Community Health Centre

Davidsons Lane

Thurso

Telephone: 01847 893442

SCHOOL NURSE

Mrs Yvonne Mackintosh

Community Health Centre

Davidsons Lane

Thurso

Telephone: 01847 893442



"I like Mount Pleasant because they make learning fun"

TRANSFERRING EDUCATIONAL DATA

Education authorities and Scottish Government have collected data about pupils on paper forms for many years. We now work together with schools to transfer data electronically through the ScotXed programme. Thus Scottish Government has two functions: acting as a 'hub' for supporting data exchange within the education system in Scotland and the analysis of data for statistical purposes within Scottish Government itself.

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 Careers 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.

DATA POLICY

The ScotXed programme aims to support schools and Local Authorities by supporting the collection, processing and dissemination of statistical information required for planning, management and monitoring of Scottish education services.

A subset of this information is passed to Scottish Government for research and 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 published by Scottish Government.

The individual data collected by Scottish Government is used for statistical and research purposes only. We hope that the explanations contained on the ScotXed website will help you understand the importance of providing the information.

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 message can give only a brief description of how we use data. Fuller details of the uses of pupil data can be found on the ScotXed website (www.scotxed.net).

Scottish Government works with a range of partners including HM Inspectorate of Education and the SQA. On occasion, we will make individual data available to partners and also academic institutions and organisations to carry out research and statistical analysis. In addition, we will provide our partners with information they need in order to fulfil their official responsibilities. Any sharing of data will be done under the strict control of Scottish Government, which 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.

CONCERNS

If you have any concerns about the ScotXed data collections you can email the Senior Statistician, Peter Whitehouse, at Peter.Whitehouse@scotland.gsi.gov.uk or write to The ScotXed Support Office, Area 1B, 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.

WANT MORE INFORMATION?

Further details about ScotXed are available on the ScotXed website, www.scotxed.net, which contains a section on 'frequently asked questions' at:

<https://www.scotxed.net/jahia/Jahia/lang/en/pid/220>.



"I like the school trips and can't wait for Fairburn!!!"