



INFORMATION HANDBOOK 2018-2019

Mrs Jeanette Gordon
Headteacher
Drumlanrig St Cuthbert's Primary School
Loan
HAWICK
TD9 OAU

Tel. No. 01450 373521
E-mail: enquiries@drumlanrig-st-cuthberts.scotborders.sch.uk
Website: www.drumlanrig-st-cuthberts.scotborders.sch.uk
Check out [our Facebook page](#)

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INTRODUCTION

Drumlanrig St. Cuthbert's Primary School is situated in the south of the town near the site of the original hill settlement of Hawick. Behind is "Mote Park" with its significant man made ancient fortification.



The building, which was opened in 1960, has a split-level design on three main floors with separate access for different classes. There are 12 classrooms from Primary 1 to Primary 7, ages 4 - 11 years, and an Early Learning and Child Care Setting (ELC) for 3 and 4 year olds. The ELC offers morning sessions for up to 40 children in each session and afternoon sessions for up to 40 children. There is a library, a fully

equipped gymnasium, an assembly hall with a stage, a computer suite and a general purpose room.

The school population is from a wide catchment area and the school is non-denominational. The current roll is 377 which includes the ELC children (October 2018).

SCHOOL DAY

Hours of attendance are as follows:

	Morning:	Afternoon:
P1 - 7		
Mon - Thurs	8.50 - 12.35pm	1.20 - 3.20pm
Morning Break	10.50 - 11.05am	
Friday	8.50 - 11.25am	12.10 - 12.50pm
Morning Break	10.10 - 10.30am	
Brunch Break	11.30 - 12.10 pm	
ELC (Nursery)		
Mon - Fri	8.30 - 11.40am	12.30 - 3.40pm



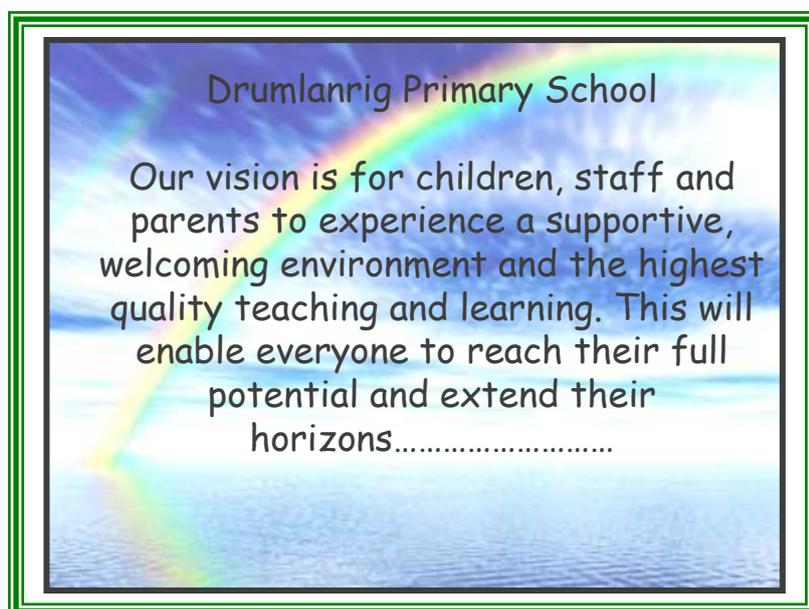
ENROLMENT

Parents are required to complete an enrolment form and to provide the child's birth certificate. It is very important that information provided in the enrolment form is updated as required, especially emergency contact numbers. Children who live outwith Drumlanrig's catchment must complete a placement request form for P1-7. The placement must be approved by SBC before the child can start school.

The Head Boy and Head Girl or a member of staff will give a tour of the school on request. Parent Information Evenings are held in June for children starting the ELC setting and Primary 1.

SCHOOL ETHOS

DRUMLANRIG ST CUTHBERT'S PRIMARY SCHOOL'S VISION:



Our values guide the way we work. Together we will ensure:

Each Individual

- Is treated with equality, fairness and respect
- Is encouraged to build positive relationships and have high expectations of themselves and others
- Has a sense of belonging and National identity
- Has self-respect and shows respect
- Feels that their contributions are valued and respected
- Values their own learning and development
- Is encouraged to be creative, inquisitive and ambitious

Our vision is embodied in our school's aims to ensure:

- A All learners will experience high levels of attainment and achievement
- I Individual needs will be identified and addressed
- M Managers will provide strategic direction
- S Stakeholders will contribute to the life of the school

ENVIRONMENT

At Drumlanrig we have an open door policy. The Headteacher welcomes communication with parents; face to face, letters, phone calls, emails etc. If the Headteacher is not immediately available then one of the Depute Headteachers may be available to meet with pupils or parents. We prefer to have the opportunity to sort out issues at an early stage rather than them becoming a bigger problem. Our aim is to provide a very positive, welcoming atmosphere for children, staff, parents and visitors to the school. This will be achieved by everyone responding appropriately to the school and SBC Respectful Relationships Policy, School Rules and Rights Respecting Schools culture.

SBC's Respectful Relationships Policy can be found online at:

www.scotborders.gov.uk/antibullying

"I think the school provides an enthusiastic and very supportive atmosphere, utilising teamwork to support the children."

Leigh Deas (Chairperson, Parent Council)

"It's a really good school. All the teachers are really nice, they like seeing you and speaking to you. There's lots of nice people in the school. We all look out for each other."

Jack Halliday (Head Boy)

"It's like a family at Drumlanrig because we're all working together. The staff bring us together. We include lots of people. In P7 we get to be more independent and we get more responsibility."

Sara Scott (House Captain)

Children in Primary 6 produced a Pupil Leaflet so that anyone joining the school can get information about what it is like at Drumlanrig and what is available for them.

BEHAVIOUR and DISCIPLINE

A Behaviour and Discipline Policy has been produced in consultation with representatives from all areas of the school community. A copy of the policy is available from the reception area. A high standard of behaviour is encouraged and expected. Staff employ an approach based on promoting positive behaviour through developing self-esteem, responsible attitudes and mutual respect between staff and pupils. The children are encouraged to act positively, have regard for others at all times and to be a valuable and responsible member of the class and school. However, we do not live in an ideal world and, in the process of growing up, children do overstep the mark on occasions. A well defined system of rewards and consequences has been devised which aims to enable pupils to take responsibility for their own behaviour and so encourages good choices in decision making. It is the policy of the school to keep parents informed and to work together to support their child.



SCHOOL RULES

The core rules have been agreed by the school community and these rules form the basis for classroom and playground rules.

1. Do as you are asked the first time.
2. Keep hands, feet, other objects and unkind words to yourself.
3. Take care of all property.
4. Always get permission from a member of staff before leaving the classroom or school premises.

Each year parents receive a leaflet explaining the Behaviour and Discipline plan for the class and school. Summary policies are available from the reception area.

The following expectations are formulated for the safe and efficient running of the school and all pupils are required to adhere to them.

1. Children may not remain unsupervised in classrooms during intervals.
2. Once children arrive in the school playground they are under the jurisdiction of the school and must not, therefore, leave the grounds without permission from a member of staff.
3. Glass bottles, fizzy drinks, sweets, chewing gum and any products containing nuts are not allowed in school. Instead, pupils are encouraged to bring fruit or other healthy snacks for morning break. Juice and fruit drinks are unnecessary at morning break as fresh water is readily available.
4. Juice and fruit drinks should only be consumed at lunch time.



ACHIEVEMENT

We aim to do everything we can to support the children to ensure they experience not only academic achievement but personal achievement. This is a high priority for us in order to identify children's strengths and meet their individual needs.

The children's progress is monitored on a regular basis and attainment is recorded by the class teacher for reporting to parents. The children are engaged in evaluating their own progress on a daily basis, through self and peer evaluation, and each block, through their Learning Folders. Personal Achievement is recorded and celebrated in the Learning Folders, Newsletters, Achievement Bulletins, Certificates, on the School Website, Assemblies and our Facebook page.

LOCAL COMMUNITY

At Drumlanrig School we try to make the most of our local community both in terms of the physical resources, people and location. Outdoor Learning takes place at Whitlaw Woods, Wilton Lodge Park, Hawick High Street, The Mote, the school grounds and surrounding area. Classes visit local businesses and organisations to enhance learning. We value local contacts and parents who can come in to school to speak to and work with the children.

Several specialists work in the school on a regular basis including, Rugby and Cricket Development Officers, Active Schools Coordinator, Brass and Strings Instructors.

DRUMLANRIG OUT OF SCHOOL CLUB - DOOSC

A successful Out of School Care Club within the school grounds has been established and offers wrap-around care for 3-12 year old children from 7.30 a.m. - 6.00 p.m. The club is open all year round except in the Christmas holidays. Tel: 01450 379722.

ASSEMBLIES AND RELIGIOUS OBSERVANCE

These are held once a week and are normally led by a guest chaplain or by a member of the management team. Pupils are regularly involved in the presentation of assemblies. We have a lunch club called 'Crosstalk'. We have links with a range of churches across Hawick, including the Church of Scotland, Salvation Army (Food Banks), Hawick Baptist Church and St Cuthbert's Episcopalian Church. We value these partnerships which bring an extra dimension and believe that our assemblies and Religious Observances are community acts which aim to promote the spiritual development of all members of the school community.



End of Term Assemblies take place in Teviot Church or St Mary's and Old Parish Church and Parents, Carers and Grandparents are welcome to attend. ELCC children are invited to attend Assembly when it is appropriate.

Parents have the right to withdraw their child from a Religious Observance if a written request is made. If you wish to withdraw your child, please discuss this with the Depute Headteacher.

COMMUNICATION

CONTACT

There are a number of ways in which school staff communicate with parents. Teachers use homework diaries, notes home, phone calls, face to face meetings and Learning Folders as methods of communicating with parents. Monthly newsletters, the school website, Facebook page, notice boards, letters, Parentpay and Group Call are some of the ways the school communicates with parents. On occasions we use surveys, questionnaires, parent drop-ins and oral feedback to gather parents' views on the work of the school.

COMMENTS AND COMPLAINTS

Working in partnership with parents is very important to us. We are constantly striving to offer the best service to you and your child. Feedback on how well things are going is as important as suggestions on how we can do things better.

If a problem does arise you should raise this in the first instance with the Class Teacher. If for any reason this is not possible or you wish to raise an issue which is complex, then this should be addressed to the Headteacher, or Depute Headteachers. All concerns will be dealt with promptly and in a sensitive manner. If the problem is not resolved or you are making a serious complaint, you may complain either in person, by phone, by email or in writing. We will follow the complaints handling procedures for Scottish Borders Council.

ILLNESS

In the event of a pupil being unwell at school, the parent is contacted by telephone, where this is possible. If the parent is unavailable the emergency contact will be phoned. When there is an accident that requires medical attention, the child's doctor will be informed as well as the parent and the necessary action taken.

- It is essential that the school has up-to-date telephone contacts with parents and / or the number of a relative or friend as the emergency contact to ensure the best and quickest help for the child.
- Administration of Medicine - Scottish Borders Council Health and Safety Guidelines have been published which state that school staff are under no duty to administer medicine to pupils in school. However, we will supervise pupils taking their own prescribed medicine, for example inhalers for Asthma. Parents should always notify the Headteacher in writing and complete the necessary forms. Only in exceptional circumstances will staff agree to give medication, and this will be on a purely voluntary basis. The Authority's procedure on the administration of medication is that administration is now only permissible in respect of prescribed and / or complex medication.
- When possible, we ask parents to administer medication to their children before and after school time. If it is necessary, arrangements can be made for parents to come to the school during the school day.
- Pupils should not carry prescribed or non-prescribed medicine in their schoolbags
- Pupils must get permission from the Class Teacher to take throat lozenges.

ATTENDANCE

Good attendance is important in our school. It allows your child to make the most of their education and social development, and gives them better choices in the future. It is your responsibility, by law, as parents/ carers to ensure that your child attends school regularly. We actively monitor attendance. If your child's attendance drops below 95%, we will contact you by letter, phone or text to alert you of this. If you have difficulty getting your child to school, please contact us as soon as possible to discuss how we can support you.

When a child is absent from school through illness, or any other cause, **the school must be informed by 8.50a.m. on the first day of absence and a reason given for the absence.** If no explanation is received by 9.30 a.m. a text message is sent to you via Groupcall requesting that you contact the school as soon as possible. We are now required by the Scottish Office to publish statistics of authorised and unauthorised absences. Therefore, we must have a reason for all absences. In cases other than illness it is helpful if the school can be told in advance. **It is especially important if a child has been in school in the morning and does not return in the afternoon that the school is contacted.** Unless prior notice has been given, please let the school know by the start of the afternoon session as natural anxiety arises when a child fails to reappear and no explanation is given. If there has been no reason given to the school, parents will be contacted by phone or letter for an explanation for the absence.

YOUNG CARERS

A young carer is someone who is under 18 years of age or who has reached 18 and still a pupil at school and provides or intends to provide care for another individual. A number of young carers do not always identify themselves or wish to be identified.

Young carers undertake a number of tasks for the people they live with and look after. They are often left alone to do things like washing, cooking, shopping, paying bills, collecting medication or helping to look after younger brothers or sisters.

This means they might not have as much time to complete homework which has an ongoing effect on progress and learning or attend clubs and after schools activities therefore missing out on the social aspects of school.

Within Drumlanrig Primary School we want our young carers to enjoy school and that it is a positive place to come and they feel included. Please let us know if there are difficulties meeting deadlines with homework, arriving on time or any other issues which affect a young person.

THE EDUCATIONAL PSYCHOLOGY SERVICE

The Educational Psychology Service (EPS) works with all SBC schools to support children's learning and wellbeing.

We provide advice and training to school staff on how children learn, and advise on ways to help children who require support.

If requested by the school, we can arrange follow-up for individual children and young people, together with their families and teachers, to help support their learning, or with social or emotional issues. This is generally achieved by meeting the children, their families and school staff, to review the support they have already received and agree ways in which we can all help your child in school. In some cases, we may agree that a psychologist will work on a one-to-one basis with your child to obtain a clearer picture of how they can best be supported.

If you have any worries about your child, please contact their school, in the first instance, to arrange a meeting to discuss your concerns. All schools have access to a range of support Services and your child's Head Teacher will be able to advise you about when the EPS may be able to help.

Further information about the EPS is available on the Scottish Borders Council website. Here you can access a downloadable leaflet for parents and carers, which explains in more detail how we may be able to work with you to support your child in school.

Please see www.scotborders.gov.uk/EPS

SECONDARY SCHOOL

At the end of Primary 7, children will normally transfer to Hawick High School. (Tel. Hawick 372429.) There are very effective transition arrangements in place in order to prepare the children for this important stage in their life.

If you wish your child to attend a secondary school other than Hawick High School, a Placement Request form should be completed. This form is available in all school offices. For further information about transitions and placement requests <http://www.scotborders.gov.uk/info/878/schools?evacid=mp>

TRANSITION TO SCHOOL

ELC settings, including private sector, provide information to school staff to ensure a smooth transition for starting school. New intake visits to the Primary 1 class take place in June. An information evening is held in June, and then another information evening is held in August or early September.

HOLIDAYS WITHIN TERM TIME

Parents are asked to arrange family holidays outwith term time. Family holidays taken during school terms will be recorded as unauthorised absences in accordance with Scottish Borders' guidelines. In very exceptional circumstances the Headteacher may grant authorised absences. Parents are asked to inform the school in advance of their intention to arrange a family holiday within term time. We would advise that this be kept to a minimum as pupils' education is often seriously disrupted, and valuable teaching time lost. It may be difficult for some children to 'catch up'.

Scottish Borders Council has now advised parents that: - *"taking family holidays during the school term is disruptive to your own child's education as well as having an impact on the other pupils in the class and the teachers. Parents should do everything possible to take their holidays during the designated school holiday dates and only in very exceptional circumstances consider taking their holidays during term time. Parents are asked to accommodate this request in the interest of their own children and the smooth running of the school"*.

WORKING IN PARTNERSHIP WITH PARENTS

REPORTING TO PARENTS

Learning Folders have been developed in the school - these share with parents and pupils the child's achievements and areas for development. They also provide continuous information on children's progress throughout the year.



In September/October we have an open evening so that parents can meet the teacher, look around the classroom and school. The second Parents' Evening is held in February/March. It is for one to one meetings to allow both teacher and parent to discuss more fully each child's achievements and future development. A written report is sent home to parents in May/June.

Profiles are written by all pupils in Primary 7 for the parents and for transfer to the High School. At the end of each session, class records are discussed and handed on to the next class teacher to ensure a smooth progression of information. Any child leaving to attend another primary school will also have a transfer report completed.

Parents are welcome to make an appointment at any time in the year if they wish to discuss their child's progress or have any information they wish to share with the class teacher.

SUPPORTING LEARNING AT HOME/ HOMEWORK

Children spend only 15% of their week in class and so we feel that it is important to extend and enhance opportunities for children's learning to take place. Parents, pupils and staff working in partnership will give the children the best experiences.



A Homework Policy has been developed in partnership with parents. A copy of the policy is included in the children's homework jotters. This details the activities, time and progression of work done from P1 - P7. The policy stresses the home-school partnership through dialogue and understanding. Parents are asked to ensure homework is completed and to sign the work. Maths, Reading and Writing leaflets are available for parents who are looking for extra homework ideas.

VISITS TO THE SCHOOL

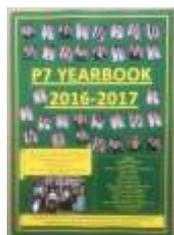
Parents are welcome to come into the school at any time and many come regularly to help in the classrooms with the pupils or at special times to help with concerts, coffee evenings etc., and we are delighted for this to continue. Parents are required to complete a disclosure form before helping on a regular basis.

If you would like to see your child's teacher or the Headteacher for a talk, we appreciate if an appointment is made by note, letter or telephone beforehand. After 3.20 p.m. is normally the best time to visit, when pupils have been dismissed.

When visiting the school it is essential for security to enter the building by the main door and call at the office first.

PARENT COUNCIL (FODS)

At present, the school has an active and very helpful support group called Friends of Drumlanrig School (FODS). Events are organised for all parents and pupils and fund raising activities carried out regularly. With this support, the pupils can be given enhanced opportunities and additional resources purchased. Examples include:



The Annual General Meeting of the Association is held in the Autumn Term when a report of their activities is given.

When enrolling your child, you will automatically become a member of the Parent Forum and information will be shared through the school Newsletter and Parent Council notice board.

The chair person is Mrs Leigh Deas. Members of the Parent Council Committee are included in appendix 2.

CURRICULUM INFORMATION & POLICIES

Curriculum for Excellence (CfE)



Curriculum for Excellence provides a coherent, more flexible and enriched curriculum from 3-18. It focuses classroom practice upon the child and around the four capacities of education. The curriculum includes the totality of experiences which are planned for children and young people through their education, wherever they are being educated. The curriculum aims to help every learner develop knowledge, skills and attributes for learning, life and work, which are encapsulated in the four capacities:

- Successful learners
- Confident individuals
- Responsible citizen
- Effective contributors

Our programmes of study are based upon the Experiences and Outcomes of Curriculum for Excellence.

The main areas of the curriculum are as follows:

MATHEMATICS: Numeracy and Mathematics - Information Handling, Number, Money, Measurement, Shape, Position and Movement

LANGUAGES: Literacy and English and Modern Languages -Listening and Talking, Reading and Writing. French is taught from Primary 1.

SOCIAL STUDIES: 'People, Past Events and Society', 'People, Place and Environment' and 'People in Society, Economy and Business'.

SCIENCES: Planet Earth, Biological Systems, Forces, Electricity and Waves and Materials

EXPRESSIVE ARTS: Art and Design, Drama, Music and Dance.

RELIGIOUS AND MORAL EDUCATION: Christianity, World Religions selected for study and Development of Beliefs and Values.

HEALTH AND WELLBEING: Mental, Emotional, Social and Physical Wellbeing, PE, Physical Activity and Sport, Planning for Choices and Changes, Food and Health, Substance Misuse and Relationships, Sexual Health and Parenthood. (Parents will be informed by letter when sensitive aspects will be covered in class.)

TECHNOLOGIES: Technological Developments in Society and ICT to enhance learning. Contexts include: Business, Computing Science, Food and Textiles and Craft, Design, Engineering and Graphics.

ASSESSMENT/RECORDS

The class teacher monitors each child's progress on a daily/weekly basis and a record is kept of work covered. There is a programme of screening and assessment throughout the school and each class is monitored for progress. Children are assessed using criteria based on the experiences and outcomes which are being covered. A folio of different kinds of writing is kept to show progress. Assessment folders are kept to store information such as pre and post Topic assessments and Maths assessments.

SCHOOL AND COUNCIL POLICIES

We have a variety of policies in school which are available on the school website or from the school office on request. At the start of the year a copy of the homework policy is placed in the children's homework jotters. We follow Scottish Borders Council policies including Composite Classes, Anti-bullying and Transport. These are available from the SBC website:

<http://www.scotborders.gov.uk/info/878/schools>

EARLY LEARNING AND CHILDCARE (ELC).

We follow themes of interest in the ELC setting and carefully plan activities around each theme to develop interest and stimulate the children. The activities we offer the children may vary from week to week. We plan a well balanced programme, based on Curriculum for Excellence, which will ensure progression and build on the children's previous experiences. The ELC works closely with Primary 1 to deliver the Early Level experiences. More information about the Early Level Department can be found in the separate leaflet - "Early Years at Drumlanrig Primary".



Further information on the curriculum is available:

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

Education Scotland : <http://www.educationscotland.gov.uk/>

Skills Development Scotland : <http://www.skillsdevelopmentscotland.co.uk/>

SCHOOL IMPROVEMENT PLAN AND REPORT

Each year we gather information from staff, parents and pupils to review aspects of our work and identify areas for further development or implementation. Parents are given a summary of these but the full versions are available from the school office or on our website.

ADDITIONAL SUPPORT FOR LEARNING

SUPPORTING CHILDREN'S LEARNING

A network of support exists to aid children in their learning which involves pupils, families, teachers and Additional Needs Assistants who all work together in a planned way when a child needs extra support with class work, behaviour or personal and social skills. At any point in their lives, children or young people may need extra help with their education. This may be for any reason and at any time. This is often referred to as additional support for learning or having additional support needs.

Some examples of why a child/young person may require extra help with their education are:

- Bereavement or family illness
- Being particularly gifted or able
- An illness, disability or sensory impairment
- Having English as an Additional Language
- Specific learning difficulty
- Problems at home
- Bullying

A child/young person's needs may last for a short time, and the problem may be resolved easily, or their needs might be very complex, and they may require additional support for a number of years. If you feel that your child needs additional support for learning, the first person to speak to is your child's teacher. You have the right to request an assessment of your child. Within Scottish Borders schools we operate a model of staged intervention where support is provided in varied ways to meet individual needs. Our approach to assessment ensures that the needs of children and young people are recognised and appropriate support can be provided.

Parents/carers are always involved in making decisions about their child's education and we will always ask your permission before any specific referrals are made to other agencies. While your child is receiving support, we will regularly review your child's progress.

At times, parents/carers and schools may come into dispute. While we would always hope that difficulties could be resolved at the school level we recognise that parents or young people may wish to formalise their concerns. To assist with this we have a complaints procedure and also offer independent mediation and adjudication. It is also possible under certain circumstances to refer the case to the Additional Support Needs Tribunal for Scotland.

The statutory framework for Additional Support for Learning is the Education [Additional Support For Learning] [Scotland] Acts 2004 and 2009. A good place to find independent information is Enquire, the Scottish advice service for Additional Support for Learning. You can find the website at www.enquire.org.uk, or ring them on 0845 123 2303.

CHILD PROTECTION - RESPONSIBILITIES OF SCHOOL

All SBC schools and their staff are required to follow the Scottish Borders Child Protection Committee's Inter-agency child protection guidelines and procedures. The Child Protection Guidelines are on line: <http://onlineborders.org.uk/community/cpc>

A key element in the procedures is that if a member of staff in a school is made aware of a concern (usually through a statement made by a child) of an issue that could have child protection implications, the member of staff has no option but to refer to Social Work. The Children (Scotland) Act 1995 states that the welfare of the child is paramount and this must always be the sole consideration for the school. In making a referral staff will not be making any judgement on the strength or truth of the child's statement but must follow procedures to support pupils and staff. An extensive training programme has been undertaken to ensure that all staff are aware of their responsibilities. The child's parents or carer will always be informed as soon as possible about such disclosures and any action resulting from this. Keeping parents informed may not always be undertaken by school staff and could involve other organisations, such as social work staff or the police.

If the Child Protection issue is taken further, school staff will work with families to support children through the process. The school Child Protection Co-ordinator is Mrs Gordon (Headteacher) who can be contacted to discuss any concerns that may arise.

GIRFEC

Getting It Right For Every Child (GIRFEC) is the National approach which ensures that anyone providing support puts your child at the centre. Practitioners work together to support you and your child and where appropriate, take early action at the first signs of any difficulty. This means working across organisational boundaries and putting your child and you at the heart of decision making, giving all our children and young people the best possible start in life.

GIRFEC means that everyone working with Scottish Borders children, young people and their families are being encouraged to:

- Ensure children, young people, and their families get the help they need when they need it and are central to the process of finding solutions.
- Use one consistent and equitable approach, actively share information to agreed protocols and work more effectively together to improve outcomes for children and young people.
- Be clear about personal responsibility to do the right thing for each child/young person.
- Work with children, young people and their families, using a collaborative approach with fewer meetings. This should ensure children, young people and their families give information only once, and enables the development of one plan to meet all their needs.
- Respond to children and young people and take appropriate, proportionate and timely action with the minimum of paperwork, bureaucracy and duplication.

GIRFEC is part of the Children and Young People (Scotland) Act 2014 and the GIRFEC provisions had to be fully implemented by 1 August 2016. The multi-agency approach of the Scottish Borders is to phase in this implementation. If you would like any further information please ask your child's Headteacher.

PRACTICAL INFORMATION

UNIFORM

The wearing of uniform by the pupils is requested and actively encouraged. Our supplier with the full range of Drumlanrig Primary School Uniform/Clothing is Border Embroideries online at www.border-embroideries.co.uk or via the school website. Order forms are also available at the school office.

The following items are recommended:

Green Sweatshirt or Cardigan; White Polo Shirt or Shirt / Blouse; Grey, Green or Black Trousers, Skirt or Dress; Tie - Green\Yellow Stripe (available from school - £3.00); PE Kit - White T-shirt and Navy, Black, Green or White Shorts, Gym Shoes or Indoor Trainers.

Shoe bags are available from school at a cost of £3.00. Homework bags are given to Primary 1 but are available to buy from school at a cost of £4.50.

SCHOOL MEALS

A choice of 3 cooked meals and a packed lunch option, costing £2.10, are made on the premises. All meals consist of 2 courses. Parents will be given a log-in and password to allow them access to Parentpay, our online ordering and payment system. If you have any questions, please contact the school. Children who wish to bring a packed lunch are accommodated in the dining hall. We have themed lunches monthly to link with school projects. All children in P1-3 are automatically entitled to free meals. Parents who are eligible may apply for clothing and footwear grants and P4-7 parents can also apply for free school meals.

Free school meals criteria:

- *Receive Income Support*
- *Income-based Job Seeker's Allowance*
- *Any income related element of Employment and Support Allowance*
- *Working Tax Credit and/or maximum Child Tax Credit with an income less than £16,105*
- *Support under Part VI of the Immigration and Asylum Act 1999*
- *Universal Credit.*

School clothing and footwear grant:

- *As above*

If you think you may be entitled then a form is available from the school office or the SBC website. [www.scotborders.gov.uk /schools/Free School Meals and Help with Schoolwear](http://www.scotborders.gov.uk/schools/Free%20School%20Meals%20and%20Help%20with%20Schoolwear)

AFTER SCHOOL ACTIVITIES

There are a wide range of activities and clubs which take place after school or at lunch time. These clubs are run by school staff on a voluntary basis. This is a real strength of the school but it would not be possible without the goodwill of staff. The staff have chosen to run these clubs because they see the value of offering the children these extra opportunities.

Computer Club for P7 pupils

Homework Club for all pupils

Football for P2-7 pupils with separate sessions for girls only.

Rugby for P4-7 pupils

Skipping for P1-3

Netball for P4, 5, 6 and P7 pupils

Hockey for P6 and P7 pupils

Basketball for P4 - 7 pupils

Badminton for P6 and P7 pupils

Cricket for P4 - P7 pupils

Cookery Club for P4 pupils.

Occasionally, other clubs take place e.g. Curling, Chess, New Age "Kurling", Dance, Club Golf, Athletics, Art & Craft, Guitar, Music, Boxing and Drama.

MUSIC INSTRUCTION

As well as normal class music lessons, instrumental instructors of brass and strings instruments visit the school weekly to tutor small groups of pupils from P4 and above. The first year of tuition is £80, thereafter it is £132 per year which can be paid in 6 instalments. Tuition is free to children who are entitled to Free School Meals or Clothing / Footwear. The children may be offered the opportunity to join a choir or learn to play other instruments with school staff as part of a club.



PUPIL GROUPS

Primary 7 children have the opportunity to apply for the Head Boy or Head Girl positions. We run a House System in the school where everyone (staff and pupils) are allocated a House. Primary 7s may apply to be a House Captain. Each year, two pupils are selected to be Junior Road Safety Officers (JRSOs) and another two can apply to be Junior Active Schools Coordinators. Depending on interest, Prefects are also selected from interested P7s.

Our Eco committee is made up of staff members, parents and pupil members representing each class. The committee are working towards the Green Flag Eco Award. Regular meetings are held. In these meetings, surveys of the school and local environment are carried out and plans made to make our school even better.

The Pupil Council members are: The Depute Headteacher, Head Boy and Head Girl, and elected members from P3 to P7. The Pupil Council's aim is to work for the greater good of the school. They are also involved in organising charity events for the school. Pupil members feed back their peers' views and wishes for school improvements.

The Sports Committee has representatives from P4-7, the PE teacher, Active Schools Co-ordinator, a Parent and the Headteacher. The school recently achieved the Sport Scotland GOLD Award, the first Primary School in the Borders to achieve the award.



HEALTH

The School Nurses regularly visit the school to check on the general health of our pupils. If you wish to discuss any health matters concerning your child, an appointment can be made. Please note it is no longer the duty of the school nurses to do head inspections of our pupils. Therefore, parents are asked to regularly check their own children's hair and to use the "condition and comb" approach to hair care. All pupils are tested at regular intervals for eyesight and hearing problems and again parents are informed of the results where necessary. Referrals to the Speech Therapist and Occupational Therapist can be done through the school.

We are involved in a tooth brushing programme with the Oral Health Team. A member of the Oral Health Team visits the school routinely to advise and assist your child in oral hygiene and tooth brushing. Each child is given their own personal toothbrush which is kept on a special stand at the school.

SAFETY

When parents and children are entering or leaving school they are expected to use the footpath entrance, not the vehicle entrance, and cross the road with the School Crossing Patrol. This sets a clear example to your child as well as to the rest of the children in the school. Please park responsibly.

In PE it is a Health & Safety requirement that all pupils change into a PE Kit, that all pupils have suitable footwear or are bare footed, that all personal effects, including jewellery, are removed and that long hair is tied back.

FIRE DRILL - This is carried out once a term with the whole school. This is to familiarise the children with procedures in the event of an emergency situation.

ADVERSE WEATHER CONDITIONS

In the event of severe weather conditions resulting in the closure of the school before or during the school day, we will contact parents or the emergency contact you have nominated by using Groupcall. Radio Borders will also be informed.

ENTRY TO SCHOOL IN THE EVENT OF BAD WEATHER:

- pupils should aim to arrive at school just before the bell if possible
- pupils should not be left unsupervised in the playground until the playground supervisor is on duty, i.e. 8.30am
- pupils will be told by the supervisor to keep under shelter until entry time.
- the playground supervisor will decide if prompt entry is necessary.
- the playground supervisor will inform the school administrator of her decision and will signal the children to enter in small groups.
- the school administrator will open the doors and ensure quiet, controlled entry.

TRANSPORT

Transport to school is provided free for children living a certain distance from the school:

- Children under the age of 8 can be asked to walk up to 2 miles to school or the nearest pick-up point.
- Children over the age of 8 can be asked to walk up to 3 miles to school or the nearest pick-up point.

As a health promoting school we encourage children to walk to school. Younger children should be accompanied by an adult.

In the event of adverse weather conditions, parents should follow the School Transport in Emergency Conditions Guidelines issued by The Council each year.



In the event of bad weather the bus company will decide if conditions are safe for driving. **Children should wait at the pick-up point for up to 15 minutes, if transport does not appear on time, then pupils should return home. Parents who then transport pupils to school themselves are responsible for collecting their child at the end of the day.** Please inform the school if you decide to keep your child at home during adverse weather conditions. Parents will be notified if conditions force early closure of the school but no children will be allowed home unless there is someone to meet them and be responsible for them. When Resilient Schools is invoked transport children must not come to school, as staffing will be based on the number of children who are able to walk to school.

EDUCATIONAL VISITS

As part of their education, field trips and visits are arranged for classes to support and enhance the classroom learning. The venues are chosen to complement curriculum work already being undertaken in the school. Currently in P7 we also offer the pupils the opportunity to take part in a residential experience.

(The term parent includes carers and anyone who has responsibility for a child.)

The information contained in this booklet is correct at the time of publication.

October 2018

THE STAFF

Headteacher		Mrs J Gordon
Depute Headteachers		Mrs C Fairbairn and Mrs K Scott
Principal Teacher		Miss S Embleton
Class Teachers		
	P1	Mrs K Watson
	P1	Mrs L Nichol
	P1/2	Mrs R Sharkey
	P2	Miss C Macfarlane/Mrs Fairbairn
	P3	Miss L Smith
	P3/4	Mrs P Paterson
	P4	Mrs J Willison / Mrs K Scott
	P4/5	Miss S Embleton/Mrs C Douglas
	P5	Mrs R Boyle
	P6	Miss J Hopkins/Mrs C Fairbairn
	P6/7	Mrs S Russell
	P7	Mr S Hunter
Support for Learning Teacher		Mrs L Robertson
PT cover (P4/5)		Mrs K Douglas
Senior Nursery Nurse		Mrs J Sharkey
Nursery Nurse		Miss J Smith
Nursery Nurse		Miss J Law
Nursery Nurse		Mrs J Wilson
Nursery Nurse		Miss L Kibble
Administrative Assistant		Mrs A Hedley
School Assistant		Mrs A Macleod
Classroom Assistant		Mrs H Whillans
Additional Needs Assistants		Mrs B Robertson
		Mrs D Berridge
		Mrs A Brown
		Mrs J Wilson
Janitor		Mr M Tierney
Playground Supervisors		Mrs D Berridge
		Mrs A Brown
Crossing Patrol		Mrs B Robertson
Kitchen Staff		Mrs M Wood
		Mrs J Linton
		Miss J Nichol
Cleaners		Miss M Jarvis
		Mrs L Nichol

VISITING STAFF

P.E.	Mr G Thomson
Music	Mrs M Lafferty
Art	Mrs J Murray
(Brass)	Mr R Hume
Behaviour Support Teacher	Mrs P Burke
Behaviour Support A.N.A.	Mrs S Hunter
Chaplain	Mr A Cook
Speech Therapist	Ms J Redden, Miss J Duncan
School Nurses	Mrs Woods/Mrs Scott/Mrs Drysdale/ Mrs Grieve
School Doctor	Dr D Leaver
Community Police Officer	PC Lunt
Dental Health Promotions	Miss Scott

PARENT COUNCIL COMMITTEE MEMBERS:

Chairperson	Mrs L Deas
Vice-Chairperson	Mrs C Davies
Treasurer	Mrs K Crudge
Clerk	Mrs E Davies
Staff Representative	Mrs J Sharkey
Councillor Representatives	Cllr George Turnbull Cllr David Patterson

Parent Members (Year group representatives)

ELCC	Sheona Hedley, Laura Telfer
Primary 1	Pam Drysdale, Angela Reid
Primary 2	Stacey Russell, Lorna Watson
Primary 3	Tanya Domingo, Fiona Cakebread
Primary 4	Suzie Douglas, Jane Gray
Primary 5	Shonagh Ferguson, Eileen Turnbull
Primary 6	Kerry Crudge, Lynn Archibald
Primary 7	Liam Scott

SCHOOL SESSION 2018 - 2019

Autumn term

Monday 20 Aug 2018 - Staff resume, in service day

Tuesday 21 Aug 2018 - Pupils resume

Friday 05 Oct 2018 - Last day for pupils and staff - mid term holiday

Monday 15 Oct 2018 - All resume

Thursday 08 Nov 2018 - Staff in service day

Friday 09 Nov 2018 - Staff in service day

Monday 03 Dec 2018 - St Andrew's Day holiday, school closed

Friday 21 Dec 2018 - Last day of term for pupils and staff

Winter term

Monday 07 Jan 2019 - All resume

Thursday 14 Feb 2019 - Last day for pupils - February holiday

Friday 15 Feb 2019 - Staff in service day

Wednesday 20 Feb 2019 - All resume

Friday 29 Mar 2019 - Last day of term for pupils and staff

Summer term

Monday 15 Apr 2019 - All resume

Friday 19 Apr 2019 - Good Friday, school closed

Friday 03 May 2019 - Staff in service day

Monday 06 May 2019 - May Day holiday, school closed

Tuesday 02 Jul 2019 - Last day of term for pupils and staff

SCHOOL SESSION 2019 - 2020

Autumn term

- Monday 19 Aug 2019 - Staff resume, in service day
- Tuesday 20 Aug 2019 - Pupils resume
- Friday 11 Oct 2019 - Last day for pupils and staff - mid term holiday
- Monday 21 Oct 2019 - All resume
- Thursday 07 Nov 2019 - Staff in service day
- Friday 08 Nov 2019 - Staff in service day
- Monday 02 Dec 2019 - St Andrew's Day holiday, school closed
- Thursday 19 Dec 2019 - Last day of term for pupils and staff

Winter term

- Monday 06 Jan 2020 - All resume
- Thursday 13 Feb 2020 - Last day for pupils - February holiday
- Friday 14 Feb 2020 - Staff in service day
- Wednesday 19 Feb 2020 - All resume
- Friday 03 Apr 2020 - Last day of term for pupils and staff

Summer term

- Monday 20 Apr 2020 - All resume (Good Friday falls within Spring break)
- Friday 01 May 2020 - Staff in service day
- Monday 04 May 2020 - May Day holiday, school closed
- Tuesday 30 Jun 2020 - Last day of term for pupils and staff



Scottish Government Education Analytical Services

Information we obtain and hold about children and young people educated in Scotland's schools

Privacy Notice

Who are you?

We are the Scottish Government's Education Analytical Services, which is part of the Scottish Government's Learning Directorate.

Are you allowed to ask for this personal data about my child/children?

Yes, we have legal powers to request data with regards all children and young people being educated in Scotland's schools which schools, local authorities, awarding bodies (such as the Scottish Qualifications Authority) and other public bodies (such as Skills Development Scotland) hold for their own purposes.

Why do you need this data about my child/children?

We need this information about your child/children in order to:

- plan and deliver better policies for the benefit of all pupils, or specific groups
- better understand some of the factors which influence pupil attainment and achievement
- share good practice
- conduct teacher workforce planning
- target resources better
- enhance the quality of research to improve the lives of people in Scotland
- provide a window on society, the economy and on the work and performance of government by
 - [publishing statistical publications and additional tables about School Education](#)
 - [providing school level information](#)

More information about the Scottish Government's Learning Directorate is available at <https://beta.gov.scot/about/how-government-is-run/directorates/learning/>

Where do you get your data about child/children from?

The majority of the data about your child/children is initially received by the school or local authority from yourself when you register them for education in Scotland, and is regularly kept up-to-date on systems managed by the school, the local authority or the public body responsible.

Do you get all the data schools and local authorities have about my child/children?

No. Although schools and local authorities require and collect a lot of additional information about your child/children, not all of this information is shared with the Scottish Government. For example, we will not receive any contact details that schools have about you or your child/children (e.g. telephone numbers, email addresses, etc.). **We also do not collect the names of children.**

Who else do you get data about my child/children from?

We also get information on any qualifications your child/children achieve by awarding bodies (e.g. the Scottish Qualifications Authority (SQA)). This includes details on the level and result of qualifications taken by your child/children. When your child/children leave school, information on the what they are doing three and nine months after leaving school are collected by Skills Development Scotland and then shared with the Scottish Government.

What data about my child/children is shared with you?

The information about you that is shared with, and processed by, the Scottish Government will be:

- Your child's Sex
- Your child's Date of birth
- Your child's Unique ID – Scottish Candidate Number
- Your child's School Stage
- Your child's Student Status
- Your child's National Identity
- Your child's Ethnicity
- Your child's Asylum status
- Your child's Home Postcode
- Whether your child is registered for Free School Meals
- Your child's Home Language
- Your child's level of English as an Additional Language
- Whether your child receives Gaelic medium education.
- Your child's Additional Support Needs reasons and plan type
- The nature of additional support provided to your child
- Where your child requires access to physical, curriculum, or communication adaptation
- Whether your child is a looked after child (e.g. in community/residential care)
- Your child's mode of attendance at school (special schools only)
- Your child's mainstream integration
- Local authority(s) identifiers for which school(s) your child is being educated at
- School identifier(s) for which school(s) your child is being educated at
- Details about your child's achievement against Curriculum for Excellence (CfE) levels in literacy and numeracy
- Details about your child's attendance and absence at school
- Details about your child's exclusions from school
- Your child's admission date
- Details about your child's qualifications
- Details about your child's destination after leaving school

A complete list of the data specifications and guidance notes for the Scottish Government's School Education data collections can be found here:

<http://www.gov.scot/Topics/Statistics/ScotXed/SchoolEducation>

Who is processing the data about my child/children for this project?

The source for most of this data about your child/children is information held on school and local authority data management systems.

The data management system for the majority of this data held about your child/children is SEEMiS Group who process data on behalf of local authorities in Scotland. SEEMiS are not using this data for their own purposes. SEEMiS Group are an education Management Information System provider and may be contacted at letters@seemis.gov.scot.

Does all the data about my child/children that is shared with you come from a single data source?

No, not all of the data about your child/children transferred to the Scottish Government is held on SEEMiS. Some information will come directly from other local authority management information systems, or from other public bodies, to the Scottish Government.

How is the information about my child/children shared with you?

ScotXed (within the Scottish Government) will securely transfer the data held about your child/children from SEEMiS, local authority systems or other public body's systems using secure transfer software and processes for collecting and validating data.

How do you collect and store the data about my child/children?

The transferring of data about your child/children between schools, local authorities and other public bodies with the Scottish Government uses ProcXed, a secure software for collecting and validating data. Some data about your child/children is transferred directly from awarding bodies and public bodies using secure transfer systems. The storage of this data about your child/children within Scottish Government, is managed effectively by the ScotXed Unit (within the Scottish Government).

Why do you need the data about my child/children, and for what purpose?

The individual data about your child/children is collected by the Scottish Government's Education Analytical Services for **statistical and research purposes only** for the performance of a task carried out for reasons of public interest.

Will my child/children be able to be identified from the data?

No. The Scottish Government will not publish or make publicly available any information that allows your child/children to be identified, nor will data be used by Scottish Government to take any direct actions on your child/children as a result of the information it holds about them.

Should I have known that data about my child/children was being shared with you?

Yes. Schools, local authorities and other public bodies who originally collected the data from individuals are required to provide privacy notices to you and your children to explain how your personal data about your child/children will be collected and used, and who it will be shared with.

How long will you keep the data about my child/children?

Data held about your child/children within the Scottish Government is managed effectively by secure systems on secure servers and is exploited as a valuable corporate resource, subject to confidentiality restraints.

The personal data we hold about your child/children will be stored for longer periods as the data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes and is subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals.

Will the data about my child/children be legally shared with others, and for what purpose?

The information collected about your child/children will be used to inform planning and provision of education. This could require the linkage of data about your child's education to other data sources (such as health, social work, etc.). For example, researchers or charities may be interested in applying for access to education data to meet their own research needs.

On occasion, we may share data about your child/children when it is lawful and ethical to do so, and after we have considered the following questions:

- is it in the public interest to share the data?
- are we only sharing the minimum amount of data and for the shortest possible time to meet the request?
- does the data sharing comply with the law and have we got the right consent, if needed?
- does the organisation asking for the data have sufficient security standards themselves and are they aware of statistical disclosure controls?

Organisations we may share data about you with are

- Education Scotland in order for this agency to carry out its functions
- National Records of Scotland to carry out research relating to the national population census
- Academic institutions and organisations to carry out additional research and statistical analysis which helps inform policy development and contributes to improving outcomes for Scotland's people
- Other Public Bodies who require the data in order to carry out their official functions.

How do you ensure ethical standards are met?

Any sharing or linkage of data about your child/children will be done under the strict control of Scottish Government, and will be consistent with our data policy and the National Data [Linkage](#) Guiding Principles. Decisions on the sharing or linkage of data about your child/children will be taken in consultation with relevant colleagues and individuals within and outwith Scottish Government as part of a Data Access Panel. At all times your child's rights under the GDPR and other relevant legislation will be ensured.

What are my individual rights?

The GDPR gives you and/or your child the right to object to the processing of your personal data. However, where the processing personal data is for scientific or historical research, or statistical purposes, these rights to object is more restricted.

Can my child/children or I object to the processing of my data?

No. As the data we process is lawfully gathered and necessary for the performance of a task carried out for reasons of public interest, you or your child/children do not have a right to object to the processing of your child/children's personal data.

Can my child/children or I ask for their data to be deleted?

No. As we require the data for the performance of a task carried out in the public interest (and for no other purpose, such as direct marketing), we are also not required to erase your child/children's personal data as we need to retain this data for this purpose.

Can my child/children or I ask to see what data you hold about my child/children?

No. As the data we process is lawfully gathered and processed for Research, Statistics and Archiving in the public interest, and that any results of the research or resulting statistics are not made available in a form which identifies individual children, young people or adults, you or your child/children do not have a right to request access to the data we hold about them.

What if I have concerns?

The Data Protection Officer for this data is the Data Protection & Information Assets team, dpa@gov.scot.

If you have any concerns around this data collection please contact the DPIAT team, or Mick Wilson, Head of Education Analytical Services (Mick.Wilson@gov.scot).

- or by writing to us at: Education Analytical Services, Area 2A-North, Victoria Quay, Leith, Edinburgh, EH6 6QQ. Alternatively complaints may be raised with the Information Commissioners Office at casework@ico.org.uk

DATA PROTECTION

Scottish Borders Council is a local authority established under the Local Government etc. (Scotland) Act 1994 and its headquarters is based at Newtown St Boswells, Melrose TD6 0SA. You can contact our data protection officer by post at this address, or by email at: dataprotection@scotborders.gov.uk , or by telephone – 0300 100 1800.

Why we need your information

Every child of school age has the right to be educated. A child is of school age if he/she has attained the age of 5 but has not attained the age of 16 years. The term “young person” applies to a pupil over school age, but who has not attained 18 years. The education authority has a duty to provide education to any young person who is still a school pupil.

We need to collect, use and store personal information about you and your child/ren to enable us to provide your child/ren with an appropriate education. We provide these services to you as part of our statutory function as your local authority under:

- The Education (Scotland) Act 1980, Education (Scotland) Act 1980
- The Education (Placing in Schools etc. Deemed Decisions) (Scotland) Regulations 1982
- The Standard in Scotland’s Schools Act 2000
- Education (Scotland) Act 2016

We also use your information to verify your identity where required, contact you by post, email or telephone to maintain our records.

Who we will share information with

We will share information with health and wellbeing services and may share information with other external agencies and organisations who provide or assist with educational provision and with online payment solution providers.

- The [Scottish Government](#) for examination, career guidance and monitoring purposes.
- ParentPay, ESP Systems and CRB to allow the school to offer cashless catering and to receive payment for school trips and events;
- Groupcall to allow the school to communicate with you;
- The NHS for health monitoring;
- Netmedia to enable the online arrangement of parents evenings;
- Internal Scottish Borders Council departments to allow the provision of catering and transport.

On each occasion, the recipients are bound to the terms of a Data Sharing Agreement and accordingly will only use your child’s data for the specified purpose. This data sharing is in accordance with our Information Use and Privacy Policy and covered in our full [privacy statement](#) on our website.

We are also legally obliged to share certain data with other public and regulatory bodies such as Education Scotland, Police and NHS will do so where the law requires this.

Your information may also be shared and analysed internally in order to provide management information, inform service delivery reform and similar purposes to meet our duty to achieve best value and continuous service improvement.

We are legally obliged to safeguard public funds so we are required to verify and check your details internally for fraud prevention. We may share this information with other public bodies (and also receive information from these other bodies) for fraud checking purposes.

How long do we keep your information for?

We only keep your personal information for the minimum period amount of time necessary. Sometimes this time period is set out in the law, but in most cases it is based on the business need. We will retain a copy of your child/ren's educational record up until they reach the age of 25.

Photographs/videos

Photographs and videos may be taken by staff in the school, media and other parents for a variety of reasons for example Sports Day, celebrations of achievement, charity events, excursions etc. The school your child attends may wish to display or show photographs or videos taken by themselves, in print, in various locations or by electronic means such as a website. Likewise the media or other parents may wish to use the images of pupils in various ways. We ask you at the time your child enrolls at one of our schools if you are happy for images of your child to be used in this way and we try to ensure you are aware of, and understand, such possible use of your child's image and that you have consented.

Any permission given will remain in force during your child's primary and secondary schooling until you indicate that you wish to withdraw your consent. You can do this by contacting the head teacher of your school as soon as possible.

Your Rights

You have the right to request access to any personal data held about you by the Council. You can also request that we restrict the use of your information or even object to any further processing. You can do this by contacting the Data Protection Officer using the contact details provided above. We will respond to your request within thirty calendar days.

For more information on your rights please visit our website <http://www.scotborders.gov.uk/DPYourRights> or if you would like a hard copy of this information, please contact us using the contact details provided above.

Complaints

We aim to directly resolve all complaints about how we handle personal information. If your complaint is about how we have handled your personal information, you can contact our Data Protection Officer by email at dataprotection@scotborders.gov.uk or by telephone on 0300 100 1800.

However, you also have the right to lodge a complaint about data protection matters with the Information Commissioner's Office, who can be contacted by post at:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

You can visit their website for more information <https://ico.org.uk/make-a-complaint/>.

If your complaint is not about a data protection matter you can find details on how to make a complaint on our website:

https://www.scotborders.gov.uk/info/20016/have_your_say/155/make_a_complaint/1