

ANCRUM PRIMARY SCHOOL

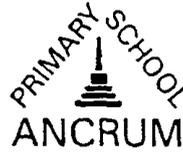


HANDBOOK

2023-24

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WELCOME TO ANCRUM PRIMARY SCHOOL

On behalf of myself and all the staff, I would like to welcome you to Ancrum Primary School. We hope your child will be very happy here. Ancrum School is one that prides itself on its openness and friendliness, and for having high standards and expectations for all our pupils. Your child's time here will be crucial in establishing the solid foundation they will need to be successful in their learning and to thrive and succeed in an ever changing world. We have a dedicated and hardworking staff whose main aim is to provide all our children with the best early educational experience they can. Mrs Katie Warnock, is the Depute Headteacher of Ancrum Primary with responsibility for P1-5 Ancrum pupils. Along with myself, she has the management and leadership responsibility for the school. Children attend Ancrum Primary from P1-5 and then transfer to our school Campus in Jedburgh. Jedburgh Grammar Campus can be contacted on 01835 863273.

We all recognise that the partnership between school, pupils, parents, guardians and the wider community as a key element in fostering a love of learning in all children, and ensuring they are helped on their way to achieving their full potential. We are committed to working positively with all partners to achieve our aims.

Our role is to develop the whole child as an individual and to provide each of them opportunities to be successful, to recognise their strengths and to feel valued. Essential to this is our overriding desire for them to achieve good standards of literacy and numeracy whilst here. We see such skills as being crucial in facilitating development and progress in so many other areas.

Ancrum School provides a full and varied curriculum for all our pupils, and this is under constant review and adjustment to ensure the experiences the children have are the best we can make them. We welcome parental contributions to the development of the school and would encourage you to work with the Parent Council, as well as directly with the school, to ensure that how we operate best meets the needs of your child.

Myself, Mrs Warnock and the teaching staff are always willing to meet with you to address any concerns about your child's education and welfare. We report formally on your child's progress during the year but don't feel you have to wait for this if you have any concerns. Experience shows us that the sooner we are aware of these the easier they are to deal with.

This handbook should give you all the basic information you will need as your child enters Ancrum Primary School, but if there are any questions you feel are left unanswered, please don't hesitate to contact us at the school for the information you require.

We look forward to working with you and getting to know your child.

Susan Oliver
Headteacher



ANCRUM PRIMARY SCHOOL

Ancrum Primary School dates from 1866 when it was built to take the place of the existing Parish School. Following the Education Act of 1873, the headmaster, Mr Alexander Catto assisted by Mr John Gordon, enrolled 92 pupils. This quickly rose to 177 by the end of the year.

The School has seen many changes since. Its area now includes the Parishes of Sandystones, Crailing and Lanton. The building has also changed considerably. Major up-grading and refurbishment took place in 1992.

Ancrum is part of the Cheviot Learning Community, consisting of all schools in Jedburgh, Kelso and surrounding areas. We particularly work closely with Jedburgh Grammar Campus. There are currently 32 children from Primary 1 to Primary 5 in two classes.

SCHOOL SESSION DATES FOR THIS SESSION

AUTUMN TERM 2023	
School opens for teachers	Monday 14 August
School opens for pupils	Wednesday 16 August
School closed, Cheviot Holiday	Friday 6 October
Staff resume, In Service day	Monday 16 October
School reopens for pupils	Tuesday 17 October
School closed for St Andrew's Day	Monday 27 November
School closes for Christmas & New Year holiday	Thursday 21 December

WINTER TERM 2024	
School opens for teachers and pupils	Monday 8 January
School closes to pupils for half term holiday	Friday 9 February
School closed to pupils – Cheviot holiday	Monday 12 February
Staff resume, In Service day	Monday 19 February
School reopens for pupils	Tuesday 20 February
School closes for spring holidays	Thursday 28 March

SUMMER TERM 2024	
School opens for teachers and pupils	Monday 15 April
School closed for pupils only May Day holiday	Monday 6 May
Staff resume, In Service Day	Tuesday 7 May
pupils resume	Wednesday 8 May
School closes for summer holidays	Friday 28 June

For a full list of holiday dates please consult the Scottish Borders Council website.

SCHOOL HOURS (PUPILS)

School Day Primary	
Monday to Thursday	Friday
08:40 - 12:10	08:40 - 12:30
13:00 – 15:15	
Supervision in the playground starts at 8.15am.	

HOW TO CONTACT US

Ancrum Primary School, Ancrum, Jedburgh, TD8 6XA

Telephone – 01835 863273

Email – Ancrumps@scotborders.gov.uk

If you have a query, the class teachers will endeavour to answer the telephone before and after school times but cannot answer during the teaching day. Any queries during the school day should be directed to Julie Sudlow at the campus on 01835 863273. In the case of an emergency, Mrs Sudlow can contact the class teachers. Non-emergency contact can be made via the class teacher's email.

ATTENDANCE

Regular attendance at school is vitally important as children benefit from continuity and consistency in their learning. We would therefore ask you to plan family holidays to coincide with school holidays, rather than removing your child from school during term time.

An adult will need to phone the School Office by 9:30am to let us know that your child is not coming into school. If a child does not arrive into school, you will receive a GroupCall message, asking why they are not attending.

In the case of medical or dental appointments, please let us know in advance if you need to take your child out of school.

END OF THE DAY ARRANGEMENTS

P1-3 pupils MUST be collected by an adult, over the age of 16. Parents or carers should contact the office if you are not going home in the usual way.



AFTER SCHOOL CLUBS

Live Borders offer a range of After School Clubs both in Ancrum Primary School and in Jedburgh Grammar Campus. For up to date details of the clubs currently running, please contact the school.

ENROLMENT

Any parent wishing to enrol their child at Ancrum Primary School can do so by filling in an online application form. This can be found on the SBC website:

[Apply for a school place | Scottish Borders Council \(scotborders.gov.uk\)](#)

TRANSITION

At the end of Primary 5, Ancrum pupils usually transition into Primary 6 at Jedburgh Grammar Campus. A full transition programme is planned for pupils moving to the campus. Staff work closely across both schools.

ANCRUM PARENT COUNCIL

Chairperson	Mrs Jennie Gibson
Vice chairperson	Mrs Laura Martin
Treasurer	Mrs Andie Swinton
Secretary	Mrs Debs Marshall

The Parent Council meets regularly to discuss how to best support the children. The AGM of the Parent Council is usually in September. Other dates are agreed at the AGM and set for the year. Dates can be found by contacting Mrs Warnock or the school.

MEET THE STAFF:



Mrs Oliver is our Headteacher.

Mrs Oliver's email address is:

SOliver@scotborders.gov.uk



Mrs Warnock is our Depute Headteacher and she helps to look after P1 to P5 pupils in Ancrum.

Mrs Warnock's email address is:

Katie.warnock@scotborders.gov.uk

<p>Mrs Baird P1/2/3 teacher</p> 	<p>Mrs Whillans P3/4/5 teacher</p> 	<p>Mrs Hare PE teacher</p> 
<p>Mrs Hendry Playground Supervisor</p>	<p>Mrs Munro ANA & Playground Supervisor</p> 	

UNIFORM

The uniform is grey, navy or black skirts or trousers with blue or white shirts/polo shirts. The school sweatshirt is royal blue in colour. These items are available to buy. All items should be available to order and pay for online. Postage to the school is free, postage to home addresses incurs a charge. Orders can be made on-line at the following website:

<http://ancrumps.imagescotland.com>

For PE, children require shorts, t-shirt and gym shoes. All garments, including gym shoes, should be clearly named.

For art and crafts, it is useful to have an apron or old shirt/t-shirt for art and craft activities, as these activities are sometimes messy.

SCHOOL MEALS

Traditional two course school meals, are available costing £2.50. Currently P1-5 pupils can order a school lunch at no cost to parents. Packed lunches may be eaten under supervision at school. Children can go home for lunch if they wish. We do not encourage children to eat sweets for snacks. We also ask that parents be aware of foods which contain nuts and nut products as we currently have children in school who suffer from a nut allergy with potentially serious consequences.

School lunch choices are made at home with an adult using a system on the computer or a mobile phone, called ParentPay. Parents or carers will be given an account login and it helps if you order your lunch a week in advance. Some people prefer to order lunches termly. A note will be sent home to parents if there is something your child tries at lunch and doesn't like.



HEALTHY EATING

Healthy eating and physical activity are essential for positive growth and development.

Healthy snacks are provided during the child's ELCC journey, continue to give these types of snacks for your child to have a break times throughout primary school.

Water bottles used in class should be filled with plain water only. Good hydration makes a difference to how children think, feel and function.



Joint Health Improvement Team: health.improvement@borders.scot.nhs.uk

Food & Nutrition Coordinator:
Hazel.Scott@scotborders.gov.uk

NHS Borders Oral Health Promotion:
Helen.Brand@borders.scot.nhs.uk

Scottish Borders
Fit4Fun Families



Fit4Fun Families

Fit4Fun Families is a free family focused healthy lifestyle programme which offers practical tips to help support children, young people (0-18 years) and their families, eat well and be active

We can support you to make positive lifestyle changes and work with you to identify specific goals that you would like to achieve

Service user feedback:

"We have really enjoyed the Fit4Fun Families programme. It was arranged at a time that was convenient so we could both participate. Sessions have been fun and informative and at a level that suits the age of any child"

"We have learned a lot over the past few weeks, which has been fun and helpful. We've been keeping up with the goals that we set. We would highly recommend this group to any parents looking to know about how to eat healthily with their kids"

If you would like some more information or would like to join the programme, please contact us on:

Tel: 01896 826447

Email:
Child.HealthyWeightService@borders.scot.nhs.uk

You can self-refer into our service or if you prefer you can speak to your GP, Health Visitor, School Nurse or another health professional




Produced by
Borders Child Healthy
Weight Service:
Fit4Fun Families
October 2022



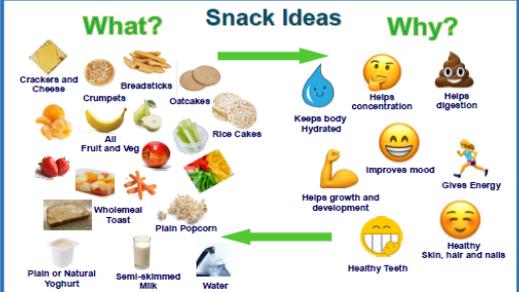

Helping your Child to Grow, Learn and Play

Healthy eating and physical activity are essential for growth and development.
Healthy snacks have been provided during your child's ELCC journey, continue to give these types of snacks to your child to eat at break times throughout primary school.

Top Tips for Eating Well, Feeling Good and Being Active

- Eating Breakfast gets the day off to a good start
- Enjoy a variety of foods and eat together when you can
- Eat plenty of fruit and vegetables
- Limit food and drinks high in sugar, fat and salt, especially at snack time
- Be mindful of portion size
- Eat 3 meals a day with healthy snacks in between
- Brush your teeth at least twice a day – "spit don't rinse"
- Register with a local dentist
- Ask your dentist about fluoride varnish
- Enjoy being active everyday
- Reduce time spent on phones, tablets, computers and watching T.V
- Think of the 4 B's - Bath, Brush, Book and Bed to encourage a good sleep routine

What? Snack Ideas Why?



Keep Hydrated - Hydration helps improve concentration, mood and digestion

- Offer 6-8 cups of fluid a day
- Water or semi skimmed milk are best and will not damage teeth
- Bottles used in class should be filled with plain water only

Produced by Borders CHW Service: Fit4Fun Families
November 2022





FINANCIAL ASSISTANCE FOR SCHOOL MEALS & UNIFORM

Please visit this web address:

[http://www.scotborders.gov.uk/info/594/education and school benefits/332/free school meals and clothing or footwear grant](http://www.scotborders.gov.uk/info/594/education%20and%20school%20benefits/332/free%20school%20meals%20and%20clothing%20or%20footwear%20grant)

Even though your child will already receive free lunches due to their age, please apply for this entitlement if you are eligible. This allows us to make additional support available for other activities and opportunities.

COMPLAINTS PROCEDURE

If you feel you wish to discuss a complaint please contact the class teacher/depute or headteacher in the first instance. If your complaint is not resolved, please refer to the SBC Complaints Procedure Policy which can be found on the SBC website at www.scotborders.gov.uk

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](https://www.scotborders.gov.uk/info/20016/have%20your%20say/155/make%20a%20complaint/1)

ACCIDENTS

Minor injuries are dealt with in school by a member of staff trained in emergency first aid. If medical treatment is required parents will be informed by telephone and the appropriate surgery contacted. If you are not available your 'emergency contact' will be used. If neither parent nor emergency contact can be reached the child may be taken to the surgery if necessary; parents will be advised as soon as possible. **It is important that you inform us of any changes to telephone numbers either your own or that of your emergency contact.**

ADMINISTRATION OF DRUGS

From time to time children may need to have medicines administered to them during school hours. Requests for this must be made in writing. Scottish Borders Council has issued a form for this purpose, MED1, and these are available in school. Please note this only covers **prescribed** medication. **We cannot administer any other medication.** If your child has a medical condition which could affect their welfare while in school or any aspect of their education please let us know as soon as possible.

VISION, VALUES AND AIMS

Vision

Our Vision for Ancrum Primary School is to provide a learning environment which sits at the heart of the village community. We strive to ensure that every child has the opportunity to achieve their potential, with kindness as our cornerstone.

Aims

To realise our vision we aim to:

- Ensure an environment where everyone who enters feels welcome and is treated with kindness and respect.
- Provide high quality learning and teaching at all levels
- Improve outcomes for children and young people in terms of well-being, attainment and achievement
- Deliver an innovative curriculum that provides employability pathways to meet the needs of the local economy
- Develop effective partnerships to strengthen opportunities for local community

Our school values are:

Kindness, Respect, Achievement, Wellbeing and Learning.

These are reinforced every day by all staff who work in Ancrum Primary School. All staff, pupils and parents are expected to display these values. These are the foundation to our Respectful Relationships Policy.

RESPECTFUL RELATIONSHIPS POLICY

Our Respectful Relationships policy is based on our school values.

Expectations are clearly set out for pupils. We expect pupils to be:

- Respectful
- Safe
- Curious

If pupils make a choice which means they are not being respectful or safe, this can impact on their learning so a clear protocol is in place to manage this for staff and pupils.

Our policy is rooted in restorative conversations, with an expectation that the pupil's behaviour will improve/change.

More details about our Respectful Relationships policy is available directly from the school.

TRANSPORT

Transport to school is provided free for children living at a certain distance (over 2 miles for under 8 years, 3 miles over age 8). Otherwise children must walk to school or be brought by parents. If the school transport passes the door, a concessionary lift is sometimes available. Children must follow the driver's instructions for safety reasons, and not keep transport waiting. They should continue to wait fifteen minutes if transport does not appear at the usual time. School cars and minibuses are authorised to take home from school only the children entitled to transport. They may not give lifts to other children going home with friends to play. Children walking to school are advised to go straight home and observe road safety precautions.

PRE-SCHOOL PROVISION FOR ANCRUM CHILDREN

Children aged 3 and 4 years may attend Jedburgh Grammar Campus ELC or any other ELC of their choosing. Jedburgh ELC is a hub and therefore offers ELC places for 2/3/4 year old children on a 50 week basis. Times can be chosen between 8am and 6pm, Monday to Friday for up to 50 weeks of the year. Eligible 2 year olds may also be offered a place. More information about the 2 year old enrolments can be found on the SBC website.

CURRICULUM AND ASSESSMENT

Mathematics and Numeracy: At Ancrum Primary we use the White Rose Maths scheme to plan, organise and deliver key learning in Numeracy to our pupils.

We use concrete materials when introducing a new topic or for those pupils who find numbers easy to manipulate when given something physical to support them.

Other resources are used to supplement the delivery of key learning and teaching in Numeracy and Mathematics.

Literacy: The key components in Literacy are:

Listening and Talking / Reading / Writing

We use the Read Write Inc programme with our youngest children to develop understanding of phonics and formation of letters. When children are proficient in reading skills, we then move onto teaching them more complex skills in reading using a variety of resources.

Listening and Talking skills are developed daily in class but there are also opportunities to develop these skills in a planned and progressive way.

Opportunities to develop skills in writing are provided every day. Teachers may teach a focused lesson weekly to develop key aspects of personal, imaginative and functional writing too.

Other areas of the curriculum include: Health and Wellbeing/Art and Design/Music/Drama/Social Studies and Science/Information Technology/Religious and Moral Education

These areas of the curriculum can be taught as discreet subjects but are also planned to ensure key skills in Literacy and Numeracy are delivered through the teaching of these subjects (interdisciplinary learning).

ASSESSMENT/REPORTING:

Currently, reports are issued to parents once in the session, usually around Feb/March time. Parent Consultations are offered twice in the year (November and March). Our reporting to parents is currently under review and may well be changed for session 2022-23. If there is an issue outwith these times, an appointment can be arranged by contacting the class teachers or the Senior Leadership Team.

SCHOOL POLICIES

Ancrum Primary School follow SBC Policies. Details of these can be found on the SBC website.

SCHOOL IMPROVEMENT PLAN

Improvement Plan Summary 2023-24

We will be continuing to work on the following priorities:

1. Learning, Teaching & Assessment

- ensuring consistently high-quality learning experiences, with a focus on pace and challenge
- improving attainment across the curriculum, including literacy and numeracy
- developing clear, effective systems for monitoring progress in learning
- developing the digital literacy of the cluster to enhance quality, frequency and engagement with feedback on learning

2. Wellbeing & Inclusion

- developing all-through support, to help pupils and families overcome barriers to learning
- addressing wellbeing areas identified through pupil feedback
- increasing opportunities for children and young people to share their views and inform improvements across the school.
- gathering information about achievements and engagement in activities in and out of school and use this to identify next steps for individuals/groups
- reviewing Positive Relationships framework in line with new SBC framework and begin working towards achieving Bronze level Rights Respecting Schools

Ongoing Improvements 2023-24

- Raising attainment at all stages
- Closing the poverty related attainment gap
- Developing our nurturing campus
- Developing the Young Workforce 2-18
- Parental engagement & family learning

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Key to progressing these priorities will be collaboration, developing high quality leadership at all levels and offering relevant opportunities for individual and collective professional learning.

HOME LEARNING

Home Learning is set by the class teachers to compliment the learning taking place in school. Pupils are issued with a blue homework bag when they start. Details of homework will be sent home either via their Homework Diary or via Showbie. Homework tasks include Literacy/Phonics/Spelling, Mathematics and some topic related learning.

SHOWBIE/FACEBOOK

We use Showbie as a communication tool for all pupils. Each class has an Announcements Page where teachers post relevant information. Older pupils use Showbie to access some of their class work and to add items to their portfolios. The Showbie codes will be given out to parents by class teachers. Our school Facebook page is a source of information mainly used to share learning and information to parents and the community.

EMERGENCY CLOSURE/SEVERE WEATHER

Decisions about school closures, either individually, by cluster, or across the whole of the Scottish Borders will be taken centrally by senior staff, based on the latest weather forecasts, information from head teachers, locally-based staff and partners, including Police Scotland.

At all times, decisions regarding school closures will be taken in the interests of pupil and staff safety.

The GroupCall messaging service will continue to be used to notify parents about closures, with information also available through our website, social media channels and Radio Borders. Parents and carers are reminded that they should make sure their child's school has up to date contact details.

SUPPORT FOR LEARNING

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. For more information please visit:

www.scotborders.gov.uk/info/886/additionalsupportneeds

Mrs Alison Hardie, our Learning Support teacher, is available to consult with class teachers and offer valuable advice and resources to enable all children to achieve success in their learning. She carries out annual assessments which enable us to monitor the progress of individual children. She also supports the class teachers in providing advice/support for individual children or small groups of children.

GETTING IT RIGHT FOR EVERY CHILD

Getting It Right For Every Child (GIRFEC) is the national approach in Scotland to improving outcomes and supporting the wellbeing of our children and young people by offering the right help at the right time from the right people.

The GIRFEC approach aims to make it easier for parents, children, young people and the services that support them – such as early years services, schools and the NHS – to work together to get it right.

Practitioners work together to support you and your child, working across organisational boundaries and putting your child and you at the heart of decision making, ensuring we give 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 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 are planned to be fully implemented by August 2017. If you would like any further information, please ask your child's Headteacher.

THE EDUCATIONAL PSYCHOLOGY SERVICE

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

CHILD PROTECTION

Keeping our Children and Young People Safe in the Scottish Borders

- Our settings in the Scottish Borders work hard to keep our children and young people safe - all children and young people have a right to feel safe within the setting, home and community.
- Within our setting we strive to provide a safe, secure and nurturing environment for our children and young people, which promote inclusion and achievement.
- All staff in Education have a statutory and professional responsibility to take action if we have reason to believe a child is suffering, or is at risk of abuse.
- Our Scottish Borders Child Protection procedures set out what we will do if we have reason to believe a child is being abused or is at risk of abuse, either within the home or the community. These procedures are designed to ensure that children and young people get the help they need when they need it.
- All staff are aware of their child protection responsibilities and every year all staff in our setting attend a child protection update.
- Many of our staff undertake additional multi-agency child protection training.
- Every setting has a Child Protection co-ordinator who has the responsibility for overseeing child protection concerns as well as those young people who are care experienced within the setting.

What to do if you have a child protection concern?

It's everyone's responsibility to protect children.

If you have any concerns that a child is being harmed or is at risk of harm, please call without delay

- 01896 662787 (Duty Children and Families Social Work Team)
- 01896 752111 (Out of office hours that covers all areas)

Emergency contact

If you consider a child or young person is in immediate danger, call the Police on 999 immediately.

Need more information about keeping our children and young people safe?

This [link](#) takes you to the Scottish Borders Child Protection Committee online website where you can find some suggested links to websites to better inform you about safety issues such as Internet safety and Child Sexual Exploitation as well as letting you know about opportunities for training in Child Protection. You can also find the Scottish Borders Child Protection Procedures on this website: <http://onlineborders.org.uk/community/cpc>

The Child Protection Co-ordinator for Ancrum Primary School is Mrs K Warnock.

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 sister.

This means they might not have as much time to complete work at home 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 Ancrum 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 work, arriving on time or any other issues which affect a young person.

BRITISH SIGN LANGUAGE PLAN

The Council's BSL Plan 2018-24 has seven holistic actions. These actions are consistent with the ten long term goals of the National BSL Plan in Scotland, which are, early years and education; training and work; health, mental health and wellbeing; transport; culture and the arts; justice and democracy. These goals represent the Scottish Government's aim "to make Scotland the best place in the world for BSL users to live, work and visit."

The Council will implement measures to promote awareness of BSL and the use of BSL, with the long term goal being that across Scotland information and services will be accessible to all BSL users*.

Contact Scotland –BSL is an online British Sign Language interpreting service that allows deaf people across Scotland to access services free and available 24 hours a day throughout the year: <https://contactscotland-bsl.org/>

If a BSL user requests a face to face meeting then the School is required to provide a face to face interpreter.

**Whenever we refer to 'BSL users' we mean Deaf and/or Deafblind people (those who receive the language in a tactile form due to sight loss) whose first of preferred language is British Sign Language*

PARENTS AND CARERS

Our job in the school is to build on the learning and existing knowledge that your child already has by being at home with you or that has taken place in their nursery. For this to be successful, we need to work together with you and your child.

If you have any concerns regarding your child. Please contact the School Office to arrange an appointment to speak to a teacher or a member of our Senior Leadership Team; Mrs Oliver (Head Teacher), Mrs Warnock (Depute Head Teacher). We are all here to support you and your child on their learning journey in our wonderful school.

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.

Data

In accordance with practice in schools throughout the region, details of pupils are maintained through a computerised administration system. All such information is used according to the principles set out in the General Data Protection Regulation (GDPR).

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/children to enable us to provide your child/children 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 parent’s 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 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/children’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.

USEFUL WEBSITES

Parentzone:

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

Education Scotland:

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

Skills Development Scotland:

<http://www.skillsdevelopmentscotland.co.uk/>

Disclaimer

The information contained in this Handbook is considered to be correct at the time of printing/production. It is possible that there may be some inaccuracy by the time the document reaches parents/carers.