

Education Assessment Unit



School Brochure 2010 - 2011



Falkirk Council
Education Services



A FOREWORD BY THE DIRECTOR OF EDUCATION

Session 2010-11

This brochure contains a range of information about your child's school which will be of interest to you and your child. It offers an insight into the life of the school and also offers advice and assistance which you may find helpful in supporting your child's education.

Falkirk Council is keen to engage parents in the education process, not only to allow you a greater opportunity to contribute to your child's education, but also to encourage you to play a greater role in the life of the school as a whole. Therefore, we offer a number of other opportunities when you will be able to make your voice heard in relation to your own child's education, your local school, and indeed the education authority as a whole.

Throughout each school year there will be opportunities for you to discuss your child's progress with his/her teacher. There will also be four annual events for parents organised by the Education Authority. These evening sessions are spread across the school year and each focuses on a particular theme. The sessions are open to all parents to attend and they are also attended, wherever possible, by the Convener of the Council's Education Committee as well as myself and members of the Service's Management Team. Each of the sessions offers parents an opportunity to ask questions of Councillors and the Service's senior managers on aspects of their child's education.

Parental involvement in the decision making processes and performance monitoring are now, more than ever, an integral part of school life and will continue to become even more transparent in future years. We look forward to developing that partnership with your support.

I am pleased to commend this brochure for session 2010/11 and hope that it will provide you with all the relevant information you may need concerning your child's school. If you have any queries regarding the contents of the brochure please contact the Headteacher of the school who will be happy to offer any clarification you may need.

Julia Swan
Director of Education
Falkirk Council

Footnote: It may be possible to offer some assistance in helping to translate all or part of this brochure to parents whose first language is not English. Any enquiries in this regard should be directed in the first instance to the Communications Officer for Education Services (tel: 01324 506602).

EDUCATION ASSESSMENT UNIT

Handbook for Parents

These notes are intended to help you to understand school policy and procedure. Please read them carefully and keep them for reference.

School Address: Education Assessment Unit
Weedingshall
Edinburgh Road
Polmont
FK2 0XS

Telephone Number: (01324) 506770
(01324) 506771

STAFF:

	Headteacher	Mrs May Kydd
Plus	Depute Headteacher	Mr Paul Stones
	5 Assistant teachers	Mrs Linda McGill Mrs Dorothy Young Ms Marion McFarlane Mrs Laura Fyfe Mrs Moira Harrison (0.8) Mr Ken McDonald (0.2)
	3 Support for Learning Assistants	Mrs Linda Donovan Mrs Pamela Furby (0.4) Ms Shari Marshall (0.6) Miss Linda McGrory
	Visiting Art Specialist (0.036)	
	Visiting Music Specialist (0.036)	
	Clerical Assistant	Mrs Margaret Barrie
Maximum roll:	19 (Full-time Equivalents)	
Stages of School:	Secondary 1 – Secondary 3	
Denominational Status:	Non-denominational	
Pupil School Day:	Monday to Thursday	09.00 – 15.00
	Friday	09.00 – 12.30

FALKIRK COUNCIL : EDUCATION SERVICES
Agreed Term Dates for Session 2010-2011

School Year	<u>Term Dates</u>	<u>Days</u>	
		<u>Staff</u>	<u>Pupils</u>
Autumn Term Begins (Staff Only - Dev Day)	Monday 16 August 2010	2	-
(Staff Only – Dev Day)	Tuesday 17 August 2010		
Autumn Term Begins (Pupils)	Wednesday 18 August 2010		
Autumn Term Ends	Friday 8 October 2010	38	38
Winter Term Begins	Monday 18 October 2010		
Winter Term Ends	Thursday 23 December 2010	49	49
Spring Term Begins	Thursday 6 January 2011		
Spring Term Ends	Friday 1 April 2011	62	62
Summer Term Begins	Monday 18 April 2011		
Summer Term Ends	Friday 24 June 2011	201	199
<u>Less Term Time Public Holidays</u>		6	6
<u>Less Staff Development Days</u>			4
		<u>195</u>	<u>189</u>

Term Time Public Holidays

Monday 13 September 2010
Friday 18 February 2011
Monday 21 February 2011
Friday 22 April 2011
Monday 25 April 2011
Monday 2 May 2011

Staff Development Days

Monday 15 November 2010
Tuesday 16 November 2010
Wednesday 16 February 2011
Thursday 17 February 2011

INTRODUCTION

The Education Assessment Unit is situated at Polmont, approximately 3 miles from Falkirk Town Centre. The building is set in parkland just outside Polmont Village, with easy access by bus, car or train (from Polmont Station).

Pupils referred to the Education Assessment Unit are identified as having social, emotional or behavioural difficulties and requiring special education input.

The Education Assessment Unit links with 8 Secondary Schools within the Falkirk Council area – these are Bo’ness Academy, Braes High School, Denny High School, Falkirk High School, Graeme High School, Grangemouth High School, Larbert High School and St Mungo’s High School.

The role of the Education Assessment Unit is that of a Secondary Day Unit offering both placement within the Unit and an Additional Support Service to our Link Schools.

Levels of Support:

- Level 1 - Consultation Level - Can include discussions, observation or attendance at meetings. This is accessible to mainstream schools, Psychological Service, Social Work Services, etc.

- Level 2 - Pupil Support in Mainstream - Can take the form of support in class, in a small group or in one-to-one support.

- Level 3 - Unit Placement

Movement between levels is encouraged to ensure that pupils are always receiving appropriate support.

REFERRAL OF PUPILS

Pupils are referred to the Education Assessment Unit directly through mainstream schools. Placements are overseen by a Placement Panel.

Admission Process

- a) Reports are called for from Educational Psychologists, Social Work Services, mainstream school and any other professionals involved
- b) Reports are discussed by EAU staff group, giving thought to appropriate provision.
- c) Professional meeting within the EAU
- d) Intake meeting allowing parent/guardian to meet EAU staff and discuss the provision offered.

AIMS

The aims of the EAU are wide-ranging and can vary depending on our involvement with individual pupils but, over all, we aim to:

- provide pupils with a positive experience of school and teachers
- promote feelings of self-worth
- enable pupils reach their full potential academically and socially
- support pupils in their learning process
- support and ensure appropriate educational provision for each pupil

The above aims are not listed in priority.

CURRICULUM

We try to encourage flexibility between mainstream schooling and the EAU and allow ease of movement from one establishment to another.

To facilitate this, core subjects of Mathematics, English, Science, Social and Vocational Skills and Modern Studies are offered at Standard Grade. Home Economics, Physical Education, Geography, History, Art, Computing, Religious & Moral Education, Work Experience and Life Skills are all offered as short or modular courses. Classes are taught in mixed-ability Year Groups.

PSD is a permeating element of our curriculum of social, emotional and behavioural difficulties both in and out of class. Specific Personal and Social Development classes are arranged to cover aspects such as Health, Careers, etc. Within the Personal and Social Development curriculum a large number of visiting specialists are utilised.

Homework is seen as an integral part of the curriculum, and parents and guardians are encouraged to support pupils with their homework tasks.

DEVELOPMENT OF PUPILS' SPIRITUAL, MORAL, CULTURAL AND SOCIAL VALUES

The School is committed to supporting the development of its pupils as whole people and as a result, wishes to encourage their development in spiritual, moral, social and cultural terms.

These key human aspects of learning are supported through the following arrangements by:-

- Creating a school ethos which in every way possible gives value to these aspects of development, especially by providing an overall atmosphere that is both caring and challenging and which provides opportunities for the development of personal responsibility.
- Promoting social and moral learning through the way in which disciplinary issues are handled.
- Ensuring that staff and adults within the school provide positive models for pupils.
- Arranging regular gatherings of the school as a community and using such occasions to encourage and reinforce the values on which the school is based.
- Enriching the curriculum in all appropriate areas with an emphasis on spiritual, moral, social and cultural development.
- Providing opportunities within the curriculum to advance personal and social development.
- Providing a programme of religious education in which consideration will be given to responses to basic questions relating to the meaning, value and purpose of human life.
- Providing a programme of moral education.
- Taking every appropriate opportunity to acknowledge, value and appreciate the various cultures and heritage of all of the pupils and to encourage them to appreciate and value the cultures and heritage of others.

FACILITIES

The EAU has no physical education facilities but we have use of a wide range of facilities within Falkirk Council, i.e. Grange Community Centre, Mariner Centre, Grangemouth Sports Centre, Callendar Park and Hillend Ski Centre. Extra-curricular activities can be arranged by staff, including water-sports, rock-climbing and hill-walking.

STATEMENT OF EXAM PROCEDURES

Pupils are presented for examination through their mainstream school. Course work for presentation to the Exam Board is completed within the Unit.

ASSESSMENT PROCEDURE

PRINCIPLES

The assessment of a pupil is an integral part of learning and teaching and as such the learner will be taken into account when determining why, where, how and when they have to be assessed. The emphasis is on enabling the pupil to learn rather than the teacher delivering the curriculum. The teacher will be better able to identify the strengths and weaknesses of the pupil and the evidence will allow the next steps in learning to be identified. Subject teachers will ensure the use of a variety of learning and teaching approaches to ensure the needs of the individual are met to allow them to reach their full potential. Assessment will also assist with differentiation and, therefore, planned adjustments to curriculum content, the context for learning and pace of learning.

It is crucial that the assessment aims be shared with the pupil to ensure that they become comfortable with assessment and see it as an integral part of the learning process. Self-assessment will also form part of the assessment process and pupils will be supported in the development of such skills.

Due to the nature of the EAU, the assessment process will not only concentrate on the curriculum but will also take into account personal and social development and behaviour.

Information will be shared with the pupil in a constructive not destructive manner as it will be the means of determining their capabilities and ascertaining their strengths and weaknesses.

Each Week

Pupils will complete a self-assessment sheet with regard to their work and behaviour. This will be discussed by the pupils and their key teacher.

Twice Yearly

A detailed school report to be completed by key teacher in consultation with subject area teachers. This will be a closer look at the progress of each pupil to identify any strengths and weaknesses that may be emerging in the pupil's learning and personal and social development.

Incident Book

This will be retained by the Headteacher and completed as and when required. Only significant happenings, such as bullying, assault, and absenteeism, will be recorded.

RECORDING AND REPORTING

Subject teachers will record the success and progress of each pupil by using the agreed school record system.

Recording will take place on a regular basis, in order that information on a pupil can be readily obtained by the teacher, the Headteacher, the parents, the pupil and any other person whom the Headteacher considers has the right of access to the information. A formal school report will be made available to the Headteacher for each pupil in December and May each year. A copy of this report will be sent to parents, Social Work Services and the Education Psychologist.

Pupils will have regular feedback about their progress in the course of their daily work and a clear indication will be given at the end of a topic of the progress made and the next stage of development.

GUIDANCE

Guidance work forms a large part of the Personal and Social Development and Religious and Moral Education curriculum. Individual guidance is an ongoing procedure during the course of the school day.

HOME-SCHOOL LINKS

We establish close supportive links with parents or guardians. They attend the intake meetings before the child's placement begins. They are encouraged to be an important support in the child's progress at the Unit; to contact us of outside and home situations which may affect the child's emotional state or attendance; to seek our support whenever necessary. We enjoy a high degree of co-operation from parents. Reviews are set up on a regular basis to discuss development and look at appropriate next steps.

DISCIPLINE

Many pupils, on referral to the EAU, have poor standards of self-discipline and have a habit of disruptive, anti-social behaviour.

The organisation of the Unit day discourages unacceptable behaviour. A high level of purposeful activity and supervision is maintained. Staff present as good role models. We try to avoid difficult and confrontational situations by presenting as caring adults.

Pupils are encouraged to consider others as well as themselves and to find alternative ways of coping with feelings and situations which have previously resulted in indiscipline.

When a pupil is aware that his/her behaviour is detrimental to the whole group, there is generally motivation to change.

Various strategies and sanctions are employed to resolve indiscipline including removal of privileges, completing work at a later stage, etc. Strategies and sanctions are discussed with parents prior to placement.

If the strategies prove unsuccessful or there is a serious matter of indiscipline which staff cannot resolve, a pupil would be placed on exclusion.

We try to stress to pupils that exclusion should not be seen as rejection but rather in the interest of the well-being of the pupil and the Unit.

CARE OF BOOKS / MATERIALS

To enable us to provide the best possible education for your child, every care should be taken to look after the school's resources, including covering books and jotters and exercising care in the use of all school materials.

Books and learning resources which are lost or destroyed must be paid for, either wholly or in part, depending on the age of the book. Any loss of school or council property should be reported immediately to the school.

Parents are asked to remind their child(ren) that all school equipment and fittings should be used with care. Also, areas within the school such as cloakrooms and toilets should be used appropriately and kept as clean as possible.

Litter bins are provided in the classrooms. These should be used to keep the school tidy.

RELIGIOUS EDUCATION AND OBSERVANCE

Religious and Moral Education is taught within the school to give pupils understanding and knowledge of a wide range of religions. Although Christianity is implicit in this and PSD work, there is no explicit religious observation within the Unit.

Parents have a legal right to withdraw their child from religious instruction. Any parent wishing to exercise this right should discuss arrangements with the Headteacher.

SCHOOL UNIFORM

Pupils are required to wear the uniform of the associated mainstream school, which must consist of black skirt or trousers and an appropriate top.

TRANSPORT

Pupils are mostly transported to the Unit by taxis provided by Education Services. Some pupils are expected to make their own way to school if their place of residence is within reasonable distance. Occasionally, pupils are expected to use public transport and are issued a temporary bus pass to facilitate this.

UNEXPECTED CLOSURES

Most closures will be notified to you in writing, in advance, but there are occasions when the children may be dismissed early without warning, e.g. as a result of power cuts or inclement weather. In the event of an early school closure please ensure that your child knows where to go if you are not usually at home during the day.

For this reason it is important that emergency contacts are kept up-to-date on our records. Please ensure that the school always has an up-to-date emergency number for you or your nominated emergency contact.

MEALS

The Hungry for Success initiative ensures that all food in schools is healthy, and encourages all pupils to make school meals their first choice at every break time. Through consultation with pupils and school staff, catering menus now offer a wide variety of choices from traditional meals, meal deals, salad boxes, pasta and deli bars.

School meals are provided, free of charge, to every pupil in school over a lunch period.

HEALTH PROMOTING SCHOOLS

A Health Promoting School is one in which all member of the school community work together to provide pupils with positive experiences and structures which promote and protect their health.

This includes both formal and informal curriculum, the creation of a safe and healthy school environment, the provision of appropriate health services and the involvement of the family and the wider community in efforts to promote health.

Falkirk Council and partner agencies will continue to develop and support opportunities for children, young people and families to make healthier lifestyle choices.

In our schools and communities we will promote services targeting all areas of health.

Healthy eating, physical activities, emotional wellbeing, oral & sexual health

Falkirk Council is committed to the health and wellbeing of all pupils and has supported all schools to achieve Health Promoting School status.

CONTACT WITH OTHER AGENCIES

The staff at the EAU have good lines of communication with Educational Psychologists, Social Work Services and most other professionals who may be involved with the pupils.

COMPLAINTS PROCEDURE

Falkirk Council Education Service is keen that you should be completely satisfied about your child's education.

Should you have any concerns about your child's education, or indeed any reason to complain about the service provided by your child's school, please report this to the Headteacher in the first instance. In most cases problems can be dealt with quickly. However, should you feel that the matter has not been resolved satisfactorily by the Headteacher you can make your complaint in person, by phone or in writing to the Complaints Officer for Education Services – Tel. 01324 506694 or email complaints.educ@falkirk.gov.uk

MULTICULTURAL AND ANTI-RACIST POLICY

The Authority has a multicultural and anti-racist policy. All schools have a copy of the policy, are expected to follow the policy and guidelines and fully support the Racist Attacks and Harassment Multi-Agency Strategy. All educational establishments have a responsibility to report racist incidents by completing a Racist Incident Monitoring Form.

EQUAL OPPORTUNITIES POLICIES

Falkirk Council has published an Equality Opportunities Policy and an Equality Scheme, which can be viewed on the council's website. These outline the duties which the Council is required to undertake to tackle discrimination, prevent harassment and ensure our work promotes equality. The Council is committed to eliminating discrimination on the grounds of race, gender, disability, sexual orientation, faith/belief or age.

Education Services has policies and statements to address equalities issues specific to education to enable us to fulfil these duties. All schools have copies of these policies. The Service also supports the Racist Attacks and Harassment Multi-Agency Strategy and all education establishments have a responsibility to report racist incidents.

ENGLISH AS AN ADDITIONAL LANGUAGE

The Authority provides a support service of teachers of English as an additional language. The teachers visit schools to work with those bilingual pupils who require assistance in developing English language skills.

GENDER EQUALITY

Falkirk Council Education Services has a Gender Equality statement that commits the Service to eliminating sexism and gender discrimination and to actively promoting equality of opportunity, regardless of gender.

MEDICAL

GP or Psychiatric support is available.

ABSENCE PROCEDURES

It is a duty of parents, by law, to make sure that their children attend school regularly and punctually.

If your child is late for school on occasion, please send a note of explanation with your child.

Whenever your child is absent from school, you should contact the school as soon as possible (preferably before 9.45am in primary schools and before 10am in secondary schools/additional support needs schools) on the first day of absence to let them know.

If the absence in three days or longer parents are required to notify the school, either by note or telephone, reporting the reason for absence.

When a child has an afternoon absence, having been present in the morning, parents must inform the school immediately for safety purposes.

Please note that family holidays should be taken during the recognised school holidays and not during term time. Other than in exceptional circumstances, which should always be discussed and agreed in advance with the Head Teacher, all family holidays taken during term time will be recorded as 'unauthorised absence' on the part of the pupil(s) concerned. Furthermore, if family holidays are arranged during term time, parents should be aware that the school is not obliged to make special arrangements to help pupils catch up with any missed school work.

Schools are obliged to report persistent pupil absences to Education Services. Attendance panels will then consider the attendance and where there is not improvement after an Attendance Panel Hearing, the matter will then be referred on to the Attendance Committee.

PARENT TEACHER ASSOCIATION (PTA) / PARENTS ASSOCIATION (PA)

The PTA or PA is mainly responsible for arranging events for parents and raising funds for the school. Volunteers are welcome - please contact the PTA/PA if you want to join in.

The Scottish Parent Teacher Council is the national organisation for PTAs and PAs in Scotland and runs an independent helpline service for all parents. They can be contacted by phone on 0131 226 4378, fax 0870 706 5814 or email on sptc@sptc.info or write to SPTC, 53 George Street, Edinburgh, EH2 2HT.

There is currently no Parent/Teacher Association at EAU.

PARENTAL INVOLVEMENT / PARENT COUNCILS

Parent Councils are the formal representative body for parents / carers with children attending school. Parent Councils are different in each school to enable them to meet the needs of parents / carers locally.

All parents / carers are automatically members of the Parent Forum at their child's school. The Parent Forum decides how their representatives on the Parent Council are chosen and how the Parent Council operates. Parents / carers are encouraged to volunteer or put themselves forward to be chosen as representatives of the Parent Council if they wish.

The main aims of the Parent Council are:

- To support the school in its work with pupils
- To represent the views of parents
- To promote contact between the school, parents, pupils, providers of nursery education and the community
- To report to the Parent Forum
- To raise funds for the school for the benefit of pupils (in some schools the PTA / PA fulfils this role).

Please contact the Headteacher via the school for details on how you can get involved.

SCHOOL HEALTH SERVICE

Forth Valley NHS Board has a statutory obligation to provide a health service for all school-age children in Falkirk District. The aim of the service is to make sure that all children are in the best possible health to benefit from their education and to provide the Education Authority with advice about the spread of infections and the promotion of good health. This service is provided by staff from Forth Valley Primary Care NHS Trust.

Parents will be given the opportunity to meet the named nurse for the school when their child starts in Primary 1. This will involve the parents completing a health questionnaire for the child and requesting an appointment if required. All children in primary 1 and at other selected stages will be seen to have their height, weight and vision checked. High school pupils are also offered immunisation and at the appropriate time will be issued with a form for information and consent. If you have any concerns with your child's health, which may affect their education, then an appointment can be arranged with your named nurse by contacting the department at the telephone number below. School staff with parental permission can request an appointment with the named nurse at any time. Hearing is no longer being tested in school and teachers and parents are encouraged to report any concern about hearing especially in Primary children. The named nurse will also offer health promotion sessions within the school setting at agreed times with the school. If you wish further details about the content of these sessions then this is available by either speaking to the teacher or contacting the named nurse at the telephone number below.

The school doctor (Community Paediatrician) sees children with Additional Support Needs or with any significant ongoing medical or developmental conditions affecting their education. School staff and parents can request a consultation with the school doctor at any time.

The school dentist carries out dental inspections in Primary 1 and 7, and offers full treatment facilities for those children not registered with a general dental practitioner.

With parental consent, the school health team can refer a child to other specialists such as speech and language therapy, chiropody, occupational therapy, physiotherapy etc.

The School Health Service can be contacted at:-

Area Community Child Health Department,
Stirling Royal Infirmary,
Livilands,
Stirling.
FK8 2AU.
Tel (01786) 434059
Fax no. (01786) 434479

Infectious Diseases

Colds, flu and gastroenteritis are the most common infections affecting children of school age. It is important that you keep your child off school in the early stages of flu and while they still have diarrhoea. It is also important that your child understands how to prevent picking up and spreading such infections. You will be able to get further advice about good health from staff in your Health Centre or GP Practice.

For advice about early detection and treatment for other infectious diseases eg chickenpox and mumps, please consult your GP or Nurse.

Head Lice

Head lice are spread through head to head contact at home, while playing or in school.

Regular wet combing of your child's hair using a head lice detection comb is the best way to catch this possible problem at an early stage.

The only way to be sure that your child has head lice is to find a live louse. If you find live lice, get the correct lotion from your doctor, health visitor or pharmacist. Shampoos and other treatments are not effective.

One treatment is two applications of the treatment lotion, seven days apart. If this is not followed then re-infection is likely.

Advise family members and close friends that your child has head lice and that they should check their own hair. Only treat if live lice are found. Don't be shy about advising others of this possible problem because you would likely tell family and friends about other infections which might affect them.

Regular wet combing of your child's hair with the head lice detector comb is the best protection as it allows you to detect the condition and then treat it speedily.

Further advice can be obtained from the Health Board head lice leaflet which is available in all schools and health centres. Education Services leaflet "Frequently Asked Questions", which is also available in schools.

If you would like to discuss your particular concerns, you could speak to:

Ms. Sybil Solomon
Infection Control Lead Nurse
Primary Care Operating Division
Room 1
Microbiology Lab
Falkirk District Royal Infirmary
Westburn Avenue
Falkirk
FK1 5QE
Tel: 01324 614687
E-mail: sybil.solomon@fvpc.scot.nhs.uk

Clinics

From time to time some children are asked to attend clinics (eye clinics, dentist, doctor, etc). Please inform the school of these visits and arrange for your child to be collected if he/she must leave school to attend the clinic.

No child will be allowed away from school during school hours unless accompanied by a responsible adult or unless written permission to do so has been given by the parent.

Protecting Children and Young People

Education Services have an important role in identifying children who have been abused or are at risk of being abused.

Falkirk Council has clear procedures for all staff to follow. Headteachers or designated member of staff are instructed to notify Falkirk Council and Social Work Services when a member of staff has a suspicion that a child might have been abused or at risk of abuse.

Social Work Services will make a decision on whether or not an investigation is necessary and will advise accordingly.

Health and Safety Service Circulars

EAU follow procedures according to the Health and Safety Service Circulars produced by Falkirk Council.

INSURANCE COVER FOR SCHOOL CHILDREN

1. Public Liability

Falkirk Council have in force a Public Liability policy which operates in respect of claims for injury to any school child or loss of his/her property whilst in the control of the Council or employees. In the event of any claim the Council will have to be deemed negligent in order for compensation to be payable.

2. Pupils' Property

Each session, unfortunately but inevitably, pupils' property is lost, damaged or stolen in school. The Council would advise that the following should be brought to the attention of parents:-

- (a) Falkirk Council's insurance policy does not provide cover for property left in the care, custody or control of the Council.
- (b) The Council has no insurance to cover loss or theft of articles left in the possession of teachers.
- (c) A standard household policy gives some measure of cover for personal effects of the policy holder and their family.
- (d) It is suggested that parents extend their existing household policy to provide additional cover for personal possessions.

3. Personal Accident Cover - Educational Excursions

The Council has in force a personal accident cover for school children under which the compensation is payable in the circumstances stated, irrespective of legal liability. The details are as follows:-

Persons Covered: Any school child who is a minor.

When Covered: Whilst attending any activities involving a journey outside the premises of the school organised by or on behalf of the school/Council under the supervision of a responsible adult appointed thereby.

Compensation:

1. Death	£ 3,500
2. Loss of one or more limb(s) or eye(s)	£20,000
3. Permanent total disablement (continental scale of benefits)	£20,000

The above information is given in summary form only and is subject to the insurers standard policy, terms and conditions.

Travel

Medical Expenses (outwith UK)	Unlimited
Rescue Services	Unlimited
Cancellation	£10,000
Personal Property	£5,000
Money	£5,000
Personal Liability	£5,000,000

DISCLAIMER

Please note that while the information in this brochure is correct at the time of printing, some minor changes may occur by the time it reaches parents.

TRANSFERRING EDUCATIONAL DATA ABOUT PUPILS

The Scottish Government and its partners collect and use information about pupils to help to improve education across Scotland. This note explains why we need this information, how we use it and what we do to protect the information supplied to us.

Why do we need your data?

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

- plan and deliver better policies for the benefit of all pupils,
- plan and deliver better policies for the benefit of specific groups of pupils,
- better understand some of the factors which influence pupil attainment and achievement,
- share good practice,
- target resources better.

Data policy

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

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

The individual data collected by Scottish Government is used for statistical and research purposes only.

Your data protection rights

The collection, transfer, processing and sharing of ScotXed data is done in accordance with the Data Protection Act (1998). We also comply with the National Statistics Code of Practice requirements and other legislation related to safeguarding the confidentiality of data. The Data Protection Act gives you the right to know how we will use your data. This note can give only a brief description of how we use data. Fuller details of each individual ScotXed survey, including the purpose of each and the published data, can be found on the ScotXed website (www.scotxed.net).

Scottish Government works with a range of partners including HM Inspectorate of Education, Careers Scotland and the SQA. On occasion, we will make individual data available to partners and also academic institutions and organisations to carry out research and statistical analysis. In addition, we will provide our partners with information they need in order to fulfil their official responsibilities. Any sharing of data will be done under the strict control of Scottish Government, which will ensure that no individual level data will be made public as a result of the data sharing and that these data will not be used to take any actions in respect of an individual. Decisions on the sharing of data will be taken in consultation with relevant colleagues and individuals within and outwith Scottish Government.

Concerns

If you have any concerns about the ScotXed data collections you can email the Senior Statistician, Peter Whitehouse, at **Peter.Whitehouse@scotland.gsi.gov.uk** or write to The ScotXed Support Office, Area 1B, Victoria Quay, Leith, EH6 6QQ. Alternative versions of this page are available, on request from the ScotXed Support Office, in other languages, audio tape, Braille and large print.

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