



**North Ayrshire Council: Communities and Education Directorate**

**Lockhart Campus**

**Additional Support Needs**

**School Handbook**

**Session: 2023/2024**

## Contents

### Head Teacher Introduction

#### Communities & Education Directorate .....

- Directorate Aims and Priorities

#### Section 1: School Information .....

- School Aims, Values, Ethos
- School Contact Details (Address, Telephone, Email)
- School Staff
- School Calendar/Holidays

#### Section 2: School Procedures .....

- School Security
- Positive Relationships
- Playground Supervision
- Absence from School Premises at Breaks
- School Dress Code
- Dress Code for PE
- Personal Belongings
- Mobile Phones
- Information in Emergencies
- Listening and Learning

#### Section 3: Footwear, Clothing, Free School Meals and Transport.....

- Footwear and Clothing Grants
- Free School Meals
- School Transport Policy

#### Section 4: School Registration, Enrolment and Attendance.....

- Registration and Enrolment
- Attendance at School
- Structure of Classes

#### Section 5: Curriculum for Excellence.....

- Curriculum for Excellence
- The Capacities
- Extra-Curricular Activities
- Assessment and Reporting
- Homework

**Section 6: School Improvement .....**

- S&Q Report/Improvement Plan

**Section 7: Support for your Child.....**

- Additional Support for Learning
- Dispute Resolution Procedures
- Further Support
- Equalities
- Equality Act 2010
- Child Protection
- Inclusion
- GIRFEC
- Psychological Services
- Data Protection
- Medical and Health Care

**Section 8: Parental Involvement .....**

- Parent Council
- Home School Links
- Reports to Parents
- Homework
- School Committees

**Section 9: Pupil Data Collection and Protection Policies .....**

**Appendix 1: Important Contacts**

**School Office: 01294 441400**

**School Nurse: 01294 441400**

## **Message from the Head Teacher**

Welcome to Lockhart Campus in North Ayrshire.

Lockhart Campus is an exceptional learning environment for learners aged 5-18. The Campus opened in July 2021 and includes a school, respite and residential facilities. Lockhart Campus is the amalgamation of Haysholm, James McFarlane, James Reid and Stanecastle schools. North Ayrshire Health and Social Care Partnership share our building, allowing us to work in close partnership and benefit from a joint planning approach.

The sector leading facilities provided in Lockhart are a result of consultation with pupils, parents, staff and the wider community. It is an innovative, exciting and inclusive building, which enables young people to build on their strengths and skills in a fun and meaningful way. Our pupils benefit from Hydrotherapy Pool, Learners Pool, Soft Play, Sensory Integration spaces, STEM and Life Skills areas and Immersive rooms.

Young people are at the centre of everything we do and our supportive and nurturing ethos ensures our pupils will experience success and achieve their potential in school and in the wider community. We value the role our partners and families have in helping us be successful with this vision and we would encourage you to participate and work closely alongside us.

Please feel free to contact me for more information.

Wendy Fenton

Head Teacher

Lockhart Campus

## Communities & Education Directorate

### What we want to achieve

#### Our Overall Aim

Ensuring our children and young people experience the best start in life.

#### Our Priorities

- We will create the conditions for our children and young people to access the highest quality learning experiences from ages 3-18.
- We will support our children and young people to become successful learners, confident individuals, effective contributors and responsible citizens.
- We will offer opportunities to our young people and their families to play a more active role in school life and encourage more participation in learning.
- We will work with all young people to build their resilience, supporting their mental health and physical well-being.

### Section 1: School Information

#### School Contact Details:

**Lockhart Campus**

**120 Boglemart Street**

**Stevenston, KA20 3JX.**

**01294 441400**

**[lockhartcampus@ea.n-ayrshire.sch.uk](mailto:lockhartcampus@ea.n-ayrshire.sch.uk)**

**Present Roll: 200**

#### **School Day**

**Primary: 9.15 a.m. – 3.00 p.m.**

**Secondary: 9.00 a.m.- 3.15 p.m.**

## Accommodation

Lockhart provides education for primary and secondary pupils with additional support needs. Our modern, state-of-the-art single storey building is fully accessible to all with overhead tracking in many of the main rooms.

There are 30 classrooms, all of which have access to the outdoor playground or garden areas. We also have specialised rooms including a STEM room, Art Room, Home Economics, Music and Drama Studio, Gym hall, stage, theatre and Life Skills Room.



Our therapy spaces include, beautiful sensory rooms, aided by high tech equipment including light beams, cameras, projectors and a magic carpet. In addition we have an Immersive Room, Rebound Room and a Sensory Integration room.



Another feature is our Swimming Pool, complete with fantastic colour-changing lights which allows us to provide Hydrotherapy Sessions and Swimming lessons for our pupils.



We have a large, bright, safe outdoor play areas which are divided into courtyards which pupils use for organised games and free play. There are sand pits, trampolines, chutes and swings to choose from.

Outdoors, we also have an 'Outdoor' classroom and lovely garden areas which features, grass and planted areas, sensory areas, quiet seating areas, storytelling areas and willow dens.



## Work Experience

In preparing our pupils transition from leaving school we have supportive partnerships in place to facilitate work experience opportunities for our pupils.



## School Aims, Values, Ethos

**Our aim is to provide our pupils with the highest quality support to enable them to experience success and achievement in all aspects of life. We are currently consulting with all our partners to finalise our school values.**

**We strive to demonstrate a welcoming ethos where everyone is included and valued.**

## School Staff

### Staff List @ 26/10/2022

<b>SLT</b>		
Wendy	Fenton	Head Teacher
Dale	Beattie	Depute Head Teacher
Yvonne	Gribben	Depute Head Teacher
John	Herd	Depute Head Teacher
Lesley	Ward	Depute Head Teacher
Victoria	Fox	Acting Depute Head Teacher
Neil	Anderson	Principal Teacher
Stan	Babington	Principal Teacher
Lorraine	Bennett	Principal Teacher
<b>Teachers</b>		
Louise	Allan	Teacher
Gillian	Alexander	Teacher
Laura	Anderson	Teacher
Aileen	Bannatyne	Teacher
Debbie	Brown	Teacher
Kirsty	Cairns	Teacher
Emma Louise	Caldwell	Teacher
Laura	Coia	Teacher
Caroline	Creighton	Teacher
Adele	Alexander	Teacher
June	Donaldson	Teacher
Samantha	Donnelly	Teacher
Erin	English	Teacher
Aniko	Guias	Teacher
Niki	Hall	Teacher
Susan	Harkin	Teacher
Samantha	Keatings	Teacher
Rachael	Kennedy	Teacher
Denise	Larkin	Teacher
Catherine	Loudon	Teacher
Wafa	Mahdi	Teacher
Nicola	Matthews	Teacher
Kathryn	McClure	Teacher
Lynne	McCreadie	Teacher
James	McDaid	Teacher
Diane	McHarg	Teacher



Rachael	McLeish	Teacher
Camilla	McNaught	Teacher
Jennifer	Milne	Teacher
Eleni	Mitrou	Teacher
Jennifer	Moncrieff	Teacher
Ruth	Morrison	Teacher
Pamela	Muirhead	Teacher
Lynn	Paul	Teacher
Joanne	Perritt	Teacher
Lisa	Petticrew	Teacher
Lorraine	Smith	Teacher
Heather	Speirs	Teacher
Justine	Stark	Teacher
Kate	Wilson	Teacher
<b>ASNP'S</b>		
Leanne	Bennett	ASNP
Helena	Brisbane	ASNP
Kerry	Campbell	ASNP
Georgina	Clark	ASNP
Lorna	Clark	ASNP
Claire	Dalziel	ASNP
Linda	Findlay	ASNP
Marie	Garven	ASNP
Shirley	Inglis	ASNP
Claire	Jamieson	ASNP
Lorraine	Kennedy	ASNP
Rebecca	MacKay	ASNP
Anne	McCune	ASNP
Lee	McDonald	ASNP
Katrina	McFarlane	ASNP
Louise	McGeachie	ASNP
Kathleen	McLaughlin	ASNP
Holly	Pirie	ASNP
Susan	Russell	ASNP
Eva	Solsana	ASNP
Lynsey	Steel	ASNP
Watson	Leigh	ASNP
Jacqueline	Wilson	ASNP
<b>Classroom Assistants</b>		
Clare-Louise	Adam	Classroom Assistant
Leanne	Allan	Classroom Assistant
Ashley	Anderson	Classroom Assistant

Sophie	Andrews	Classroom Assistant
Gillian	Baker	Classroom Assistant
Bethanie	Bell	Classroom Assistant
Terri	Black	Classroom Assistant
Dionne	Blair	Classroom Assistant
Joanna	Blane	Classroom Assistant
Michael	Bowen	Classroom Assistant
Jane	Boyd	Classroom Assistant
Alex	Boyle	Classroom Assistant
Judith	Boyle	Classroom Assistant
Jamie-Leigh	Brown	Classroom Assistant
Holly	Browning	Classroom Assistant
Melissa	Bryden	Classroom Assistant
Kerry	Campbell	Classroom Assistant
Georgie	Clark	Classroom Assistant
Lisa	Cook	Classroom Assistant
Anne Marie	McConnachie	Classroom Assistant
Irene	Cormack	Classroom Assistant
Candace	Craney	Classroom Assistant
Rebecca	Donnelly	Classroom Assistant
Nanette	Dunlop	Classroom Assistant
Sharon	English	Classroom Assistant
Jennifer	Flynn	Classroom Assistant
James	Foster	Classroom Assistant
Sharron	Frew	Classroom Assistant
Audrey	Gibson	Classroom Assistant
Demmi	Gibson	Classroom Assistant
Kayleigh	Good	Classroom Assistant
Aaron	Green	Classroom Assistant
Claire	Guiney	Classroom Assistant
Elizabeth	Hall	Classroom Assistant
Leeann	Hampton	Classroom Assistant
Dorothy	Henry	Classroom Assistant
Linda	Hollywood	Classroom Assistant
Michelle	Howie-Patterson	Classroom Assistant
Donna	Irvine	Classroom Assistant
Cheryl	Kean	Classroom Assistant
Dana	Keegans	Classroom Assistant
Jennifer	Kelly	Classroom Assistant
Janice	Kennedy-Begg	Classroom Assistant
Linda	Kinghorn	Classroom Assistant
Julie	Kinniburgh	Classroom Assistant
Michelle	Livingstone	Classroom Assistant

Lorraine	Logan	Classroom Assistant
Margaret	MacAlpine	Classroom Assistant
Fiona F	MacKenzie-Scott	Classroom Assistant
Jane	McKay	Classroom Assistant
Zara	McLaren	Classroom Assistant
Shona	Milne	Classroom Assistant
Gillian	Mitchell	Classroom Assistant
May	Moore	Classroom Assistant
Yvonne	Morrison	Classroom Assistant
Suzanne	Murphy	Classroom Assistant
Terri	Murphy	Classroom Assistant
Megan	Murray	Classroom Assistant
Katie	Narwal	Classroom Assistant
Elaine	Nunan	Classroom Assistant
Deborah	Padden	Classroom Assistant
Leanne	Palmer	Classroom Assistant
Caroline	Petrie	Classroom Assistant
Susan	Queen	Classroom Assistant
Myra	Ratcliffe	Classroom Assistant
Ray	Saunders	Classroom Assistant
Anne	Shanks	Classroom Assistant
Janice	Sharkey	Classroom Assistant
Ashley	Simpson	Classroom Assistant
Patricia	Simpson	Classroom Assistant
Mary	Smith	Classroom Assistant
Megan	Smith	Classroom Assistant
Yvonne	Smith	Classroom Assistant
Casey	Stephenson	Classroom Assistant
Ann	Stone	Classroom Assistant
Adele	Thomson	Classroom Assistant
Jane	Walker	Classroom Assistant
Rachael	Wallace	Classroom Assistant
Stacey	Wardrope	Classroom Assistant
Lyndsay	Warnock	Classroom Assistant
Lisa	Watt	Classroom Assistant
Deborah	Weir	Classroom Assistant
Sandra	White	Classroom Assistant
Andrew	Wilson	Classroom Assistant
<b>FM Staff</b>		
John	Dunlop	Janitor
Alan	Rintoul	Janitor
Shelley	Dalton	Catering Manager

<b>School Holiday and In-Service Dates 2023/2024 (Mainland Schools)</b>	
Staff only in service	Thurs 17 and Fri 18 August 2023
Schools open	Monday 21 August 2023
Staff only in service	Monday 18 September 2023
Schools close	Friday 13 October 2023
Schools open	Monday 23 October 2023
Schools close	Thursday 16 November 2023
Schools open	Tuesday 21 November 2023
Schools close	Friday 22 December 2023
Schools open	Monday 8 January 2024
Schools close	Thursday 8 February 2024
Staff only in service	Tuesday 13 February 2024
Schools open	Wednesday 14 February 2024
Schools close	Thursday 28 March 2024
Schools open	Monday 15 April 2024
Schools close	Friday 3 May 2024
Schools open	Tuesday 7 May 2024

Schools close	Thursday 23 May 2024
Staff only in service	Friday 24 May 2024
Schools open	Tuesday 28 May 2024
Schools close	Friday 28 June 2024
Staff only in service	Thurs 17 and Fri 18 August 2023
Schools open	Monday 21 August 2023
Staff only in service	Monday 18 September 2023
Schools close	Friday 13 October 2023
Schools open	Monday 23 October 2023
Schools close	Thursday 16 November 2023
Schools open	Tuesday 21 November 2023
Schools close	Friday 22 December 2023
Schools open	Monday 8 January 2024
Schools close	Thursday 8 February 2024
Staff only in service	Tuesday 13 February 2024
Schools open	Wednesday 14 February 2024
Schools close	Thursday 28 March 2024

Schools open	Monday 15 April 2024
Schools close	Friday 3 May 2024
Schools open	Tuesday 7 May 2024
Schools close	Thursday 23 May 2024
Staff only in service	Friday 24 May 2024
Schools open	Tuesday 28 May 2024
Schools close	Friday 28 June 2024

Pupil's attendance will be 190 days after deducting 5 in-service days

### **School Security**

North Ayrshire Council has introduced procedures to ensure the safety and security of children and staff when attending or working in a school. A number of security measures are used including the use of a visitors' book, badges and escorts while visitors are within the school building. Any parent/carer or visitor at a school for any reason will be asked to report to the school office. The school staff will then make any necessary arrangements in connection with the visit to the school.

It is the policy of the school that any member of staff will approach a visitor and ask for verification of identity. This measure ensures that children work in a safe and protected environment. We appreciate your support in carrying out all the above measures.

### **Positive Relationships**

The school is committed to developing a nurturing approach and promoting positive relationships. Like every community, our school is built on the relationships within it, across it and its connections with others. Every member of staff is responsible for establishing and maintaining positive relationships with each other, with parents and with partners and most importantly with the young people in their care.

Our expectations of behaviour for children and young people are high. Some children may require additional support in relation to their behaviour, and the school will work positively with the young person and the parents, and other partners, as appropriate, to ensure positive outcomes are achieved.

All pupils in Lockhart have a Positive Behaviour Plan in place which is written with the staff team and parents in partnership.

North Ayrshire Council is committed to the principles of restorative practices. This is a solution-focused approach to managing behaviour and resolving difficulties and which promotes healthy relationships that enable better behaviour and better learning.

The school has a code of conduct to ensure the safety and well-being of all and parents are asked to support the school fully in this matter.



### **Playground Supervision**

The Council meets the terms of the legal requirement that pupils be supervised in the playground by at least one adult during the interval or lunchtime if there are fifty or more pupils at the school. Our policy reflects that of North Ayrshire Council in terms of the Schools (Safety and Supervision of Pupils) (Scotland) Regulations 1990.

An adult presence is provided in playgrounds at break times. Pupils who travel by contracted school transport and arrive at school more than ten minutes before the start of the school day have accommodation allocated to them within the school during inclement weather.

We value the importance of outdoor play and our campus environment offers a variety of experiences including swings, trampoline, willow dens, story-telling chairs and an all-weather pitch.



### **Absence from school premises at breaks**

Schools have a duty to look after the welfare of their pupils. This means that the staff should take the same care of pupils as a sensible parent would take, and this includes taking reasonable care of pupils' safety during intervals and lunchtimes.

It is the policy of North Ayrshire Council that pupils should not leave the school grounds at intervals. Primary pupils should only leave school grounds at lunchtimes when they are going home for lunch with their parents' agreement. Parents should put this request in writing to the Head Teacher. Pupils will leave and return through main entrance door of the school.

Parents should encourage their children to follow these rules in the interests of safety.

### **School Dress Code**

It is the policy of North Ayrshire Council to support the introduction of a reasonable and flexible dress code in schools in its area. The Council encourages each school to adopt its own code, after consultation with parents and pupils.

The Council believes that establishing a school dress code has many benefits. These include improvements in safety, security, positive behaviour and community spirit and a decrease in bullying and in expense for parents.

The Council will support schools in encouraging and helping pupils to conform to the chosen dress code. Some types of clothing will not be allowed at school in any circumstances, for reasons of safety, decency or wellbeing.

Types of clothing which will not be allowed include:

- Clothes which are a health or safety risk
- Clothes which may damage the school building
- Clothes which may provoke other pupils
- Clothes which are offensive or indecent
- Clothes which encourage the use of alcohol or tobacco

Our school dress code was decided in consultation with pupils and parents. It is:

Primary: Blue sweatshirt/cardigan  
Grey skirt/trousers/joggers  
White polo shirt/white shirt  
Lockhart tie  
Tartan skirt/pinafore

Secondary: Black sweatshirt/cardigan  
Black skirt/trousers/joggers  
White polo shirt/white shirt  
Lockhart tie





**Lockhart uniforms are available to order from:**

**Embroidery Solutions  
5 Longford Avenue  
Kilwinning  
KA13 6EX  
01294 558581**

**Uniforms 4 all  
30 Bank Street  
Irvine  
KA12 0AD  
01294 277086**

All items of clothing should be clearly labelled with the child's name in case of loss. It is appreciated that parents and pupils are distressed over the occasional loss of pupils' clothing and/or personal belongings. Parents are asked to assist in this area by ensuring that valuable items of clothing or personal belongings are not brought to school.

### **Personal Belongings**

It is appreciated that parents and pupils may be distressed over the occasional loss of pupil's clothing and/or personal belongings. Parents are asked to assist by ensuring that valuable items of clothing or personal belongings are NOT brought to school.

**Parents should note that the authority does not carry insurance to cover the loss of such items.**

## Dress Code for PE

For health and safety reasons all children must wear suitable clothing for PE. This consists of shorts/joggers and t-shirts with soft shoes for indoor activities. On swimming days pupils will be required to bring appropriate swimwear.

We adhere strictly to health and safety guidelines and pupils must remove any item that may cause danger, i.e., metal buckles, jewellery. These items are the responsibility of the pupil. Long hair should be tied back.



## School Meals

Meals are served daily from the multi-choice cafeteria. The meals are planned to offer a healthy diet for the children. Please inform us if your child has any specific allergies. Parents of children who require a special diet can arrange this by contacting the school. .

There are arrangements in place for children who would prefer to eat a packed lunch.



## Mobile Phones

While the benefits of mobile phones are recognised, they can be a serious distraction to work. Pupils whose mobile phones disrupt lessons can have them confiscated until the end of the school day. Repeated disruption may result in phones being retained until uplifted by a parent.

Inappropriate use of text messages and/or photographs/recordings (video and audio) whilst in school may be treated as a breach of the school's code of conduct or a serious incident, which could be referred to the police.

## Information in Emergencies

We make every effort to maintain a full educational service but on some occasions, circumstances arise which lead to disruption. Schools may be affected by, for example, severe weather, and temporary interruption of transport, power failures or difficulties of fuel supply. In such cases, we shall do all we can to let you know about the details of closure or re-opening.

We will keep you in touch by using letters, texts, NAC website, notices in local shops and community centers, announcements in the press and West FM.

Should you have doubts about deteriorating conditions during the day, it may be advisable to contact the school. Parents should ensure that the school is aware of the emergency arrangements made for their child and have responsibility to update us with contact numbers.

### **Listening and Learning**

The North Ayrshire Council Education Service encourages feedback from parents and pupils and forms part of the Council's overall commitment to providing the best possible service and to support partnership working.

We are therefore very interested in feedback of all kinds, whether it be compliments, suggestions or complaints. If you wish to raise a comment of any type about the school you can do this in writing, by telephone or by making an appointment to see someone. All feedback is welcome and helps us keep in touch.

If, in particular, you have a complaint about the school, it is better that these things are shared openly so any damage to the home/school relationship can be minimised. There are no negative consequences arising from making a complaint and we will deal with the issue sensitively and confidentially if required. If we have made a mistake we will apologise and try to put things right.

There are some things which you should note in relation to making a complaint:

- The Council has a Two Stage procedure when handling complaints from parents and members of the public. More details on the two stages can be found in the Council's complaint page here:

<https://www.north-ayrshire.gov.uk/contact-us/complaints-and-feedback/make-a-complaint.aspx>

- It is helpful if complaints are made initially to the school's Head Teacher. This ensures the school is made aware of what is going on and has an opportunity to investigate and try to resolve the issue at Stage One first.
- We try to resolve all complaints as quickly as possible but if a complaint is complex more time may be needed to investigate. It is therefore helpful if you can provide full details of the issue at the outset and ask for an early appointment to discuss it.
- If you are not satisfied with a response you receive at Stage One, you can ask that your complaint is escalated to Stage Two. Should you wish to do this you should contact Education Services at Cunninghame House, Irvine, KA12 8EE or by telephone on (01294) 324400.
- If, after receiving the Stage Two final response letter you remain dissatisfied you can ask the Scottish Public Services Ombudsman to consider your complaint and we'll tell you how to do this in the Stage Two response letter.
- Parent Councils have an important role in developing links between the school and the wider parent body and can often be helpful in dealing with issues of general concern. However,

parents are advised that individual, personal complaints are not appropriate for raising via Parent Councils due to the possible need for confidentiality.

- Please note you can also raise concerns you may have with your local Councillor, MSP or MP but these will be handled under a different process to the Two Stage complaint process.

### **Section 3: Educational Grants: Footwear, Clothing, Free School Meals and Transport**

#### **Footwear and Clothing Grants**

Parents receiving Universal Credit will normally be entitled to grants for footwear and clothing for their children. Universal Credit claimants' monthly income must not exceed £625.00, however, some parents earning more than this may still be eligible.

Parents who receive Income Support, Income based Job Seeker's Allowance, any income related element of Employment and Support Allowance, Support under part V1 of the Immigration and Asylum Act 1999, Child Tax Credit only (with income under £17,005), both Working Tax Credit and Child Tax Credit (with an income up to £7,920) may also still be entitled to grants for footwear and clothing for their children.

Parents who may be unsure whether they can apply should contact the Council Contact Centre on 01294 310000 or the Council's Welfare Reform Team on 0300 99 4606 for further advice. Information and application forms may be obtained from schools.

#### **Free School Meals**

Children of parents receiving Universal Credit (claimants' monthly income must not exceed £625.00), Income Support, Income based Job Seeker's Allowance, any income related element of Employment and Support Allowance, Support under part V1 of the Immigration and Asylum Act 1999, both Working Tax Credit and Child Tax Credit (with an income up to £7,920) are entitled to a free midday meal and free milk. Parents and Carers should contact 01294 310000 for further information. **Pupils at Lockhart Campus are all entitled to Free School Meals.**

Please Note: **ALL** pupils in P1-4 are entitled to a free school meal, which includes milk.

Other than P1-P4 pupils, only those children whose parents receive job seeker's allowance or income support will be entitled to free milk. Milk may however be available for purchase in the school during the lunch period.

Further information can be found here: <https://www.north-ayrshire.gov.uk/education-and-learning/grants-and-allowances/footwear-clothing-and-free-school-meals.aspx>

#### **School Transport Policy**

<https://www.north-ayrshire.gov.uk/Forms/EducationalServices/free-school-transport.docx>

Please see attached link to the Council's School Transport Policy:

<https://www.north-ayrshire.gov.uk/Documents/EducationalServices/school-transport-policy.pdf>

School Transport Hub Contact Details:

Monday to Thursdays 9am – 4.45pm

Fridays 9am – 4.30 pm

Telephone: 01294 541613

Email: [transporthub@north-ayrshire.gov.uk](mailto:transporthub@north-ayrshire.gov.uk)

**Please see the available leaflet which has detailed information on transport for pupils with Additional Support Needs. Pupils in Lockhart can be transported to and from school. A communication passport is written and shared with the transport provider to make sure they have the appropriate information regarding how to support our young people.**

**If there is a change to transport we will support our pupils through visuals and social stories.**

## **Section 4: School Registration, Enrolment and Attendance**

### **Registration and Enrolment**

The date for registration of school beginners is advertised in the local press and is normally in January each year. Pupils will be registered in the school for their catchment area.

Parents are provided with information about the school and procedures for making placing requests, if required. Arrangements for meetings with parents and induction days for pupils will be notified during the spring and summer terms.

Parents of pupils who have moved to the area or who wish their child to transfer to the school should contact the school office for information about appropriate procedures and to arrange a visit to the school.

Parents are welcome to contact the Head Teacher at any time by telephoning the school and making an appointment.

Places at Lockhart are granted through the North Ayrshire Council Inclusion Group process. Please contact Gail Nowek, Principal Psychologist for North Ayrshire.

### **Attendance at School/Lateness**

It is the responsibility of parents of children of school age to educate their child(ren). Most do this by ensuring that their child(ren) attend(s) school regularly.

Attendance is recorded twice a day, morning and afternoon. Absence from school is recorded as authorised, unauthorised or temporarily excluded.

Parents are asked to inform the school by letter or telephone if their child is likely to be absent for some time, and to give the child a note on his or her return to school, confirming the reason for absence. If there is no explanation from a child's parents, the absence will be regarded as unauthorised.

Every effort should be made to avoid family holidays during term time as this both disrupts the child's education and reduces learning time. Parents should inform the school by letter, before going on holiday, of the dates. Such absence will be authorised only where certain and very specific family circumstances exist. The majority of family holidays taken during term time will be categorised as unauthorised absence.

Parents may request that their children be permitted to be absent from school to make an extended visit to relatives. Only written requests detailing the destination, the duration and the provision that will be made for their continuing education will be granted. Such extended absences will be recorded separately from the normal attendance and absence information.

The Area Inclusion Worker investigates unexplained absence, and the authority has the power to write to, interview or prosecute parents, or refer pupils to the Reporter to the Children's Panel, if necessary.

### **Structure of Classes**

Primary schools educate pupils at seven broad year stages, Primary 1 to Primary 7. A year stage is defined as a group of pupils entering primary education at a common date. Schools are staffed based on the total number of pupils. However, the numbers of pupils at each year stage will vary. This means that Head Teachers are required to organise classes to make best use of available staff, resources and space to the benefit of all children in the school.

Pupils may, therefore, be taught in a single stage class or a composite class where two or more year stages are grouped together. This may also change as pupils move from one year to the next.

National guidelines on the curriculum indicate that pupils should progress through learning experiences tailored to their own needs and abilities. This means that pupils in all classes follow programmes designed to help them progress at their own level. This applies to all pupils regardless of whether or not they are in a composite or single year stage class.

The National agreement on class sizes states that the maximum number of pupils in a class is 25 in P1, 30 in P2 – P3, and 33 in P4 -7. In a composite class the maximum number is 25.

Class numbers in Lockhart are flexible and based on pupil need. Classes are staffed appropriately to ensure all pupil's needs are met.





## Section 5: Curriculum for Excellence

Curriculum for Excellence is the national curriculum for Scottish schools for learners from age 3 to 18. It aims to raise standards, prepare our children for a future they do not yet know and equip them for the jobs of tomorrow in a fast-changing world.

Curriculum for Excellence enables professionals to teach subjects creatively, to work together across the school and with other schools, to share best practice and explore learning together. Glow, Scotland's unique, world-leading, online network supports learners, teachers and families in this.

Teachers and practitioners will share information to plan a child's "learning journey" from 3-18, ensuring children continue to work at their own pace whilst providing challenge upon which they can thrive.

Curriculum for Excellence balances the importance of knowledge and skills. Every child is entitled to a broad and deep general education where every single teacher and practitioner will be responsible for literacy and numeracy – the language and number skills that unlock other subjects and are vital to everyday life. There is emphasis too on health and wellbeing – to ensure that the school is a place where children feel safe and secure.

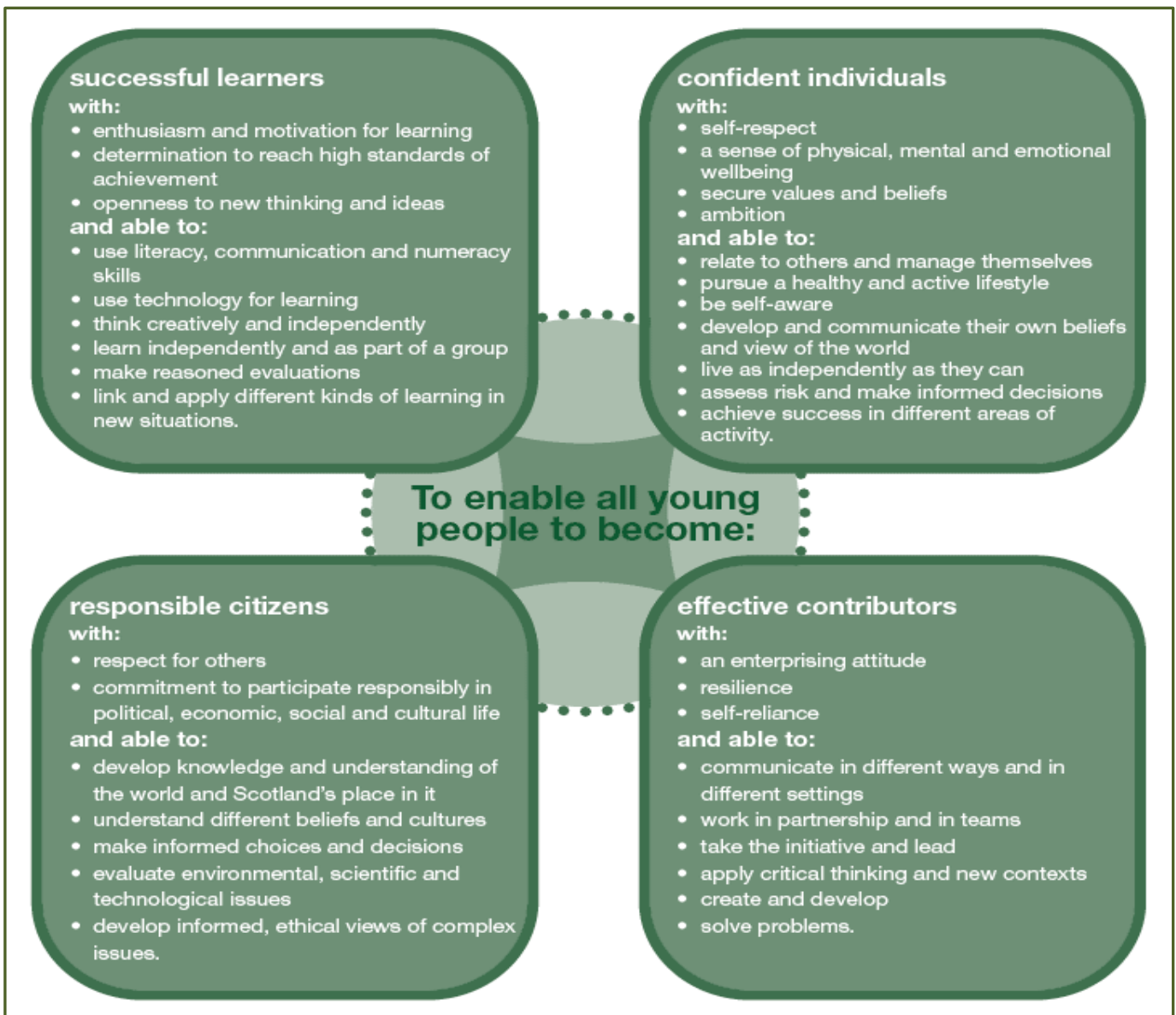
Curriculum for Excellence develops skills for learning, life and work to help young people go on to further study, secure work and navigate life. It brings real life into the classroom, making learning relevant and helps young people apply lessons to their life beyond the classroom. It links knowledge in one subject area to another helping children understand the world and make connections. It develops skills so that children can think for themselves, make sound judgements, challenge, enquire and find solutions.

Children's progress is assessed using a broad range of approaches to ensure children achieve their potential. Ultimately, Curriculum for Excellence aims to improve our children's life chances, to nurture **successful** learners, **confident** individuals, **effective** contributors, and **responsible** citizens, building on Scotland's reputation for great education.





## Curriculum for Excellence: The Capacities



Further Information about Curriculum for Excellence and the Experiences and Outcomes can be found on the Curriculum for Excellence website.

We hope that in future our campus facilities may become available to community groups outside of school times. This will allow families to access specific facilities in a space which is familiar to their child.

### **Assessing Children's Progress in the Broad General Education (BGE) Early Years – end of S3**

Assessment is a central part of everyday learning and teaching for children and young people. Evidence of progress is gathered on an ongoing and informal basis through asking questions, observing children working together and making formative comments on their work. Children may also assess their own work or that of their classmates; this is called self and peer assessment. Some assessment is more formal such as projects, investigations and standardised assessments.

The assessment of children's progress throughout the BGE (Early Years – S3) is based on teachers' professional judgement. Teachers draw on their professional knowledge and understanding of the child; on the benchmarks for literacy and numeracy, which provide clear information about what children and young people should be able to do and demonstrate by the end of a Curriculum for Excellence Level; and on a wide range of assessment information.

Teachers of P1, P4, P7 and S3 are asked at the end of every school year whether children have achieved the relevant Curriculum for Excellence level for their stage in reading, writing, talking and listening (literacy), and their ability to understand and work with numbers (numeracy). Most children are expected to have achieved the early level by the end of P1, first level by the end of P4, second level by the end of P7 and third or fourth level by the end of S3.

The government has also introduced new national standardised assessments (SNSA) which cover some aspects of reading, writing and working with numbers. These assessments are completed online and are automatically marked by the online system giving teachers immediate feedback to help plan next steps and support children's progress.

Teachers remain best placed to know how the children in their class are progressing. Their professional judgement will continue to be the most important way of assessing your child's progress at school.

Parents, families and carers have a key role in helping children to learn. Your child's teacher will keep you informed about their progress. Please contact us if you have any concerns about their learning, assessment or for more information on how you can support your child's learning at home.

### **Homework**

Parents, carers and families have a very important role in helping children get the best out of school and it is important to take an active interest in your child's progress at school. This can be done by:

- encouraging hard work and high standards at all times
- stressing the importance and relevance of what is learned at school
- supporting the school's policy on homework and discipline

The type of homework will vary depending on the age and ability of individual pupils. Reading

commonly forms part of the homework set and will be specified by the teacher. Learning to read can be challenging and the process is made easier if families read with their child and discuss the story and pictures in a way that encourages enjoyment and a love of books and stories.

In the early and middle stages oral reading should be practised regularly at home whereas in the upper primary, where children are competent in the mechanics of reading, a greater emphasis may be placed on silent reading and comprehension. Reading for enjoyment should be encouraged at all stages.

Spelling is also an important part of homework from P3 onwards (although some children may be asked to practice even earlier). Maths homework will be given to consolidate understanding and proficiency at all stages of the school.

From time-to-time pupils are given assignments and personal projects which may involve research, investigation, preparing a speech, learning a poem or a similar activity.

We really appreciate the involvement of parents, carers and families and are very grateful to those who so faithfully sign work to confirm that they have seen each piece of work.

## **Section 6: School Improvement**

### **Standards & Quality Report and Establishment Improvement Plan**

Schools in North Ayrshire follow a Quality Improvement process designed to highlight strengths and identify areas for improvement. The process is based on the school's self-evaluation process with Heads of Service and Senior Managers involved in formal validation visits each session.

This validation process involves talking to pupils, staff and parents about learning and improvements made by the school. This results in actions for improvement for the school to take forward in their planning process.

In addition, themed reviews are undertaken from time to time e.g. to look and report on the quality of the Broad General Education (3-18) and Senior Phase Education within secondary schools. This process is based upon standards and expectations contained within the following National Standards documentation:

- National Improvement Framework
- How Good is Our School? 4
- How Good is Our Early Learning and Childcare?
- How Good is OUR School?

A Standards and Quality Report and Establishment Improvement Plan are produced on an annual basis by every school and centre. Staff, Parents/ Carers, Young People and School Partners will play an active role in the development of these key school documents.

## Section 7: Support for your Child

### Equalities

In line with North Ayrshire Council policy, educational provision is open to all pupils, regardless of sex, age, religion, race, disability or any other potential barrier and all reasonable measures will be taken to ensure that the curriculum is available to every child. Schools also have a duty to promote equality and to eliminate racist and other discriminatory behaviours.

### Equality Act 2010

The Equality Act 2010 has been drawn up to tackle inequality and prevent discrimination against people on the basis of 'protected characteristics'. It brings together several existing laws and aims to make understanding the law simpler and also introduces a new single public sector equality duty, which requires public bodies to actively advance equality.

The duties set out in Chapter 1 of Part 6 of the Equality Act apply to all schools. These provisions protect pupils at the school and in the case of admissions, those applying or wishing to apply for admission. Former pupils are also protected from discrimination or harassment.

Guidance on the Act and its requirements for schools in relation to the provision of education can be accessed via the Scottish Government website via here:

<https://education.gov.scot/improvement/research/equality-act-2010/>

### Child Protection

Education Services has a fundamental duty to contribute to the care and safety of all children and young people in North Ayrshire. In fulfilling this duty, the service must engage in close partnership with parents/carers and relevant agencies, primarily the Health and Social Care Partnership and where appropriate the Scottish Children's Reporter's Administration. The Service will work in partnership with a number of levels within the establishment or school within the cluster or local area and through Integrated Children's Services and Community Health Partnership.

The Standard Circular entitled, "Protecting and Safeguarding North Ayrshire's Children" provides guidance for policy and practice within all educational establishments. The Council is one of the key partners in the North Ayrshire Child Protection Committee, a multi-agency group which takes the lead role in ensuring that our children and young people are cared for, protected from harm and grow up in a safe environment.

Each school has a named Child Protection Co-ordinator who is the main point of contact for school staff and for external agencies seeking contact with the school on child protection matters. There is an extensive staff-training programme available to staff and, in addition, at the beginning of each school session all staff receive an update on child protection policies, safeguarding and procedures.

### Inclusion

North Ayrshire Council is committed to supporting the well-being and educational progress of *all* learners including those with Additional support needs. Including learners requires all staff to demonstrate commitment, innovation and flexibility in order to ensure that all children and young people have access to quality learning opportunities and experiences. Our Inclusion Strategy states that:

- An inclusive approach to education supports an ethos of achievement and high expectation, recognises difference, respects these differences and sees differences between learners as opportunities for learning.

- An inclusive approach to education promotes tolerance and a positive understanding of diversity.
- An inclusive approach to education alleviates the barriers to learning, supports the achievement of all and has positive relationships at its heart.

The presumption of mainstream as outlined in the Standards in Scotland's Schools (2000) sets out that children will be educated in a mainstream setting unless exceptional circumstances apply. North Ayrshire therefore has a duty to ensure that clear assessment outlines the additional support needs of a child or young person which may require support in an alternative provision.

Where this is the case, North Ayrshire has a clear process that supports the Team around the Child to make a recommendation for consideration of alternative provision. This is outlined in the Standard Circular E19 and requires establishment staff to work with parents/carers to ensure all supports have been put in place to support a child or young person in their mainstream context before submitting clear evidence of what has been implemented and going on to request alternative provision. North Ayrshire council staff will then make a recommendation based on the evaluation of this evidence and a review of the needs of the young person and the current peer group in each setting.

The Education (Disability Strategies and Pupils' Educational Records) (Scotland) Act, October 2002, requires local education authorities to prepare and implement accessibility strategies to improve, over time, access to education for young people with disabilities. Access covers:

- The physical building and grounds
- The curriculum (both formal and informal)
- Information on any educational planning that might affect the child's/young person's education

The Education (Additional Support for Learning) (Scotland) (2009) Act sets out certain duties on local education authorities and confers certain rights on children and their parents. These duties include the need to:

- Identify, assess and address the need for additional support for any child or young person failing to benefit from school education, for whatever reason
- Seek and take account of the views of the child or young person on issues relating to their education
- Engage in helpful partnership working with parents/carers and staff from other agencies

These are the various pieces of legislation that support the right to inclusion and that define the main features of that right.

### **Additional Support for Learning**

Any child who needs more or different support to what is normally provided in schools or pre-schools is said to have 'additional support needs'. This includes children who may need extra help with their education as a result of issues arising from social and emotional difficulties, bullying, physical disability, having English as an additional language, a sensory impairment or communication difficulty.

### **The Additional Support for Learning Act**

The Education (Additional Support for Learning) (Scotland) Act 2004 came into force in November 2005. In June 2009, the Act was amended. These amendments form the Education (Additional Support for Learning) (Scotland) Act 2009 and came into force on November 2010.

## **Main provisions of the Act**

- The Act provides the legal framework underpinning the system for supporting children and young people in their school education, and their families.
- This framework is based on the idea of additional support needs. This broad and inclusive term applies to children or young people who, for whatever reason, require additional support, long or short term, in order to help them make the most of their school education and to be included fully in their learning.
- The 2009 Act automatically deems that all looked after children and young people have additional support needs unless the education authority determine that they do not require additional support in order to benefit from school education.
- In addition, education authorities must consider whether each looked after child or young person for whose school education they are responsible requires a co-ordinated support plan.

## **Duties under the ‘Additional Support for Learning’ legislation**

North Ayrshire must assess any pupil with additional support needs and provide with any support necessary for them to benefit fully from their education. All the evidence says that it is best to intervene early to prevent any difficulties developing and taking root. For example, by making sure reading is very well taught and that all pupil gets encouragement and support at home we can hopefully reduce later difficulties.

Whatever the type of challenge that arises, it is important to detect it early, develop a shared understanding of what is needed (the school may request extra specialised help to do this) and take action to help to pupil achieve. Whenever we start this process for any child or young person, we will always explain to them and to their parents/carers what our concerns are and what we will do to help.

The school can get support from a range of visiting professionals including Educational Psychologists. These professionals are regularly in all schools and teachers and others will ask for informal advice on supporting pupils for example on the best way to support a pupil who is having difficulties with reading. If the school wants more detailed individual help, then they would talk to you about formally involving the educational psychologist. The educational psychologist can only be involved in consultation, collaborative assessment and planning interventions for your child after you agree to this.

For a few children and young people their needs are so complex that professionals from two or more agencies need to work together over a significant length of time to enable the child to benefit from school education.

The authority approach to staged intervention has been updated to take ensure it is line with the CYP (2014) and ASL (2004) (amended 2009) Acts. The aim is to ensure children and young people get the right support at the right time.

Where a child or young person has additional support needs, extra planning is required every time there is a move to a new class, new school or college. How far ahead this transition planning needs to start depends on the particular type of needs but for most children and young people with Additional Support Needs transition planning should start at least one year before the date of the planned move.

Detailed advice on transition planning is provided in the Supporting Children’s Learning Code of Practice, which can be accessed at the following link:

<http://www.dsscotland.org.uk/wordpress/wp-content/uploads/2015/05/Consultation-Doc-June-2017-1.pdf>

### **Dispute Resolution Procedures**

If you feel that things are not being done properly to support your child then the Council has a range of ways to work with you to resolve any issues. You can ask at any time for a copy of the booklet called 'Resolving Disagreements'. This booklet will give you ways to make sure your concerns are listened to and addressed.

### **Further Support**

The following organisations are able to provide advice, further information and support to parents of children and young people with ASN.

#### **1. Enquire: Scottish Advice and Information Service for Additional Support for Learning**

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

Helpline: **0345 123 2303**

Email: [info@enquire.org.uk](mailto:info@enquire.org.uk)

#### **2. Scottish Independent Advocacy Alliance**

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

Telephone: **0131 260 5380**

Email: [enquiry@siaa.org.uk](mailto:enquiry@siaa.org.uk)

#### **3. Scottish Child Law Centre**

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

Telephone: **0131 667 6333**

Email: [enquiries@sclc.org.uk](mailto:enquiries@sclc.org.uk)



## Getting It Right for Every Child – Ensuring their Wellbeing

The Children and Young People (Scotland) Act 2014 puts children and young people at the heart of planning and services and ensures their rights are respected across the public sector. It seeks to improve the way services work to support children, young people and families.

- The act ensures that all children and young people from birth to 18 years old have access to a Named Person.
- The act puts in place a single planning process to support those children who require it.
- The act places a definition of wellbeing in legislation.
- The act places duties on public bodies to coordinate the planning, design and delivery of services for children and young people with a focus on improving wellbeing outcomes, and report collectively on how they are improving those outcomes.

Taking a 'Getting it Right for Every Child' approach to supporting every child is a priority within our school and we aim to assist every child in our school to reach their potential. The wellbeing of children and young people is at the heart of *Getting it right for every child*. The approach uses eight areas to describe wellbeing in which children and young people need to progress in order to do well now and in the future.

### The eight indicators of wellbeing (SHANARRI)

<b>Safe</b>	<b>Healthy</b>	<b>Achieving</b>	<b>Nurtured</b>
<b>Active</b>	<b>Respected</b>	<b>Responsible</b>	<b>Included</b>

### Why we have to get it right for every child

Education Services must safeguard, support and promote the wellbeing of all children and young people and address need at the earliest opportunity. These functions are the responsibility of schools and establishments and those who work in them and with them. All who work in Education Services and in partnership with Education Services have a responsibility to ensure the wellbeing of North Ayrshire's children and young people.

For more information on *Getting it Right for every Child* in North Ayrshire go to [www.girfecna.co.uk](http://www.girfecna.co.uk)

### Psychological Services

The Educational Psychology Service in North Ayrshire is part of and contributes to the aims of Education Services by improving outcomes for children and young people. Educational Psychologists work together with teachers, parents and other professionals to help children and young people achieve their full potential, within educational settings and the wider community. Educational Psychologists are involved in working with individuals, but also have a significant role in offering training, support and consultation to increase capacity in education establishments on a wide range of issues. They are also involved in supporting research to evaluate how effective approaches to support children and young people are.

Your child's school/ Early Years Centre already has a system of staged intervention for identifying, assessing, monitoring and reviewing the ongoing progress of all children and young people. As part of this wider system of support, each school and authority early years centre has a link educational psychologist.

When concerns arise about a particular child or young person the establishment will take action to address these concerns. If the concerns continue, school/ early years may have an informal discussion with the educational psychologist and ask about general advice.

If needed, a formal consultation meeting with parents/carers involving the educational psychologist can then be arranged. This will be discussed with you beforehand. This may be a one off or may lead to longer term involvement. Through this process the educational psychologist can, if required, contribute to the ongoing assessment and support for your child including providing support to the family. The educational psychologist will be involved while there is a specific role for them and will use a strengths based, solution oriented approach which takes into account the wider context of the child, family and community.

Find out more at:

<http://www.northayr-edpsychs.co.uk/>

### **Data Protection**

Personal data is required to be collected by North Ayrshire Council in order to deliver education services. It is necessary to collect personal data regarding pupils, parents, carers and other individuals to enable us to carry out our duties under the Education (Scotland) Act 1980 and the Education (Scotland) Act 2016.

The Data Protection Act 2018 sets out the legal basis for processing data. You can refer to our privacy notice for details of the different basis under which we may process individuals' data.

<https://www.north-ayrshire.gov.uk/Documents/EducationalServices/eye-privacy-policy.pdf>

We may also share or receive an individual's personal data with the following:

- Scottish Government & Education Scotland
- Private Nurseries'
- Strathclyde Passenger Transport
- Scottish Children's Reporter Administration
- Social Work Services
- Scottish Public Services Ombudsman

Where we are required we will also make disclosures required by law and may also share information with other bodies responsible for detecting/preventing fraud or auditing/administering public funds. Individuals' have legal rights under the data protection legislation including the right of access. Further details can be found in the Council's Privacy Policy at:

<https://www.north-ayrshire.gov.uk/privacy-policy.aspx>

### **Medical and Health Care**

Medical examinations are carried out at various times during a child's primary school years. Parents are given notice of these and encouraged to attend. Vision and hearing tests and dental examinations, which parents need not attend, are also carried out and parents informed of any recommended action or treatment. All examinations are carried out by Ayrshire and Arran Health Board staff.

If a pupil takes ill or has an accident at school, which requires that the child be sent home or for

treatment, First Aid will be provided and parents or carers contacted immediately. (In the event of a serious illness or accident, a member of staff will accompany the child to a doctor or hospital and parents/ carers will be notified immediately.) For this reason it is important that the school has contact details for parents/ carers and an additional contact person in case parents/ carers cannot be reached. It is also important that the school is kept fully informed and updated with regards to any medical condition.

It is the parent's responsibility to notify the school and keep medical information updated as required.

Children will not be sent home unaccompanied.



## Section 8: Parental Involvement

### Parental Engagement and Involvement

#### [NAC Parental Involvement Strategy](#)

All schools have clear systems in place for communicating with everyone in the parent forum. Communications with parents are clear, jargon-free, specific and easily accessible. A variety of methods and approaches are used by schools to communicate with the parent forum including face to face, traditional communication methods and digital media e.g. Twitter, Facebook. Considerations will always be given when communicating with parents who have literacy, language and communication challenges.

Schools ensure that parents know who to contact when they wish to discuss their child's learning or wellbeing and will seek to provide a private space for such discussions and make sure parents are given adequate time and support. Consideration will be given to family circumstances.

Parents are welcome to contact the school at any time to arrange an appointment to discuss any matter with the class teacher, Depute Head, Head Teacher or Head of Centre. New families are welcome to contact the school and request a suitable visiting time at any point throughout the session

Parents are given opportunities to understand the way learning and teaching takes place in the classroom. This may be in the form of class visits to take part in the learning experience alongside their child or attending events which share the learning. Frequent invitations are issued to parents to participate in school activities such as open days, class assemblies, workshops and to assist with outings and visits, sports and concerts. There will be a series of early meetings for the parents of Primary 1 pupils and parents are kept informed of events with a range of newsletters, website updates, texts, invitations and social media sites.

A variety of methods will be used to ensure information about your child's progress is shared. Schools are encouraged to provide parents/carers with information on their children's progress at regular intervals throughout the year through a range of activities. There is an expectation that part of this will be in a written format.

#### Reporting Examples:

Individual Learners	Groups of learners
Written reports/ tracking reports	Assemblies
Learning conversations with pupil/ teacher/ parent/ carer	Open day events
Pupil reflections on their learning in logs	School concerts/shows
Parent/ carer consultation/ Parents' Meetings involving parent/ teacher/ pupil, as appropriate	Social media
Home/ school diaries	Curriculum workshops led by children and young people and staff
Profiling activities	Parent Council meetings
Learning walls and displays	School / class newsletters

## **Parent Council Lockhart Campus:**

- Chairperson – Claire Greenwood
- Vice Chair – Ashley McConnell
- Secretary – Clare Hume
- Vice Secretary – Lyndsey Jeffers
- Treasurer – Geraldine Marcantonio

## **Lockhart Family Learning Team**

Laura Landon (Senior Family Learning Worker) co-ordinates events for our families in Lockhart Campus.

The Family Learning Team work in partnership with schools across North Ayrshire to provide opportunities for family learning. We have developed this site, using information from the partners we work with, to provide ideas and links that we believe support fun learning at home. Our team organise and deliver workshops in schools throughout the year and in the community during school holidays. If there are any particular areas of the curriculum families are interested in, they can contact family learning worker or speak to a child's head teacher (family of child). We are also happy to work with individual families, from a one off meeting to supporting families over a few sessions.

[lauralandon@north-ayrshire.gov.uk](mailto:lauralandon@north-ayrshire.gov.uk)

07973 719502

## **Area Inclusion Worker**

Ashley Simpson is our Area Inclusion worker and is based in Lockhart Campus, her role is to work in partnership with children and young people, parents/carers, staff and other outside agencies to build young people's confidence, self-esteem and engagement in their learning. Contact number for Ashley Simpson – 01294 441400.

[gw17simpsonashley@ea.n-ayrshire.sch.uk](mailto:gw17simpsonashley@ea.n-ayrshire.sch.uk)



Parentzone Scotland is a unique website for parents and carers in Scotland, from early years to beyond school. The website provides up-to-date information about learning in Scotland, and practical advice and ideas to support children's learning at home in literacy, numeracy, health and wellbeing and science.

Information is also available on Parentzone Scotland regarding additional support needs, how parents can get involved in their child's school and education. Furthermore, the website has details about schools including performance data for school leavers from S4-S6; and links to the national, and local authority and school level data on the achievement of Curriculum for Excellence levels.

Parentzone Scotland can be accessed at:

<https://education.gov.scot/parentzone>

## **Section 9: Pupil Data Collection and Protection Policies**

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

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

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

- plan and deliver better policies for the benefit of all pupils
- plan and deliver better policies for the benefit of specific groups of pupils
- better understand some of the factors which influence pupil attainment and achievement
- plan and implement targeted approaches to reducing the poverty-related attainment gap
- share good practice
- conduct teacher workforce planning
- target resources better
- enhance the quality of research to improve the lives of young people in Scotland
- provide a window on society, the economy and on the work and performance of government by:
  - <https://www.gov.scot/publications/pupil-census-supplementary-statistics/>

### **Data policy**

Information about pupils' education is collected through our statistical surveys in partnership between the Scottish Government and Local Authorities through the ScotXed Programme which aims to help schools and Local Authorities by supporting efficient collection, processing and

dissemination of statistical information. The Scottish Government then provides analysis of the data to support research, planning, management and monitoring of education services as well as to produce National Statistics publications.

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

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

### **Your data protection rights**

Any sharing or linkage of data will be done under the strict control of Scottish Government, and will be consistent with their data policy and the National Data [National Data Linkage Guiding Principles](#) Guiding Principles. Decisions on the sharing or linkage of data 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 the rights of the individual (children or adults) under the GDPR and other relevant legislation will be ensured. Further information can be found on:

<https://www.gov.scot/collections/scottish-exchange-of-data-scotxed/>

### **Concerns**

If you have any concerns about the ScotXed data collections you can email the Data Protection & Information Assets Team on [dpa@gov.scot](mailto:dpa@gov.scot) or the Head of Education Analytical Services, Mick Wilson, at [mick.wilson@gov.scot](mailto:mick.wilson@gov.scot) or by writing to Education Analytical Services, Area 2A-North, 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.

Alternatively complaints may be raised with the Information Commissioners Office at [casework@ico.org.uk](mailto:casework@ico.org.uk).

**Important Contacts**

**Head of Service**

Caroline Amos  
North Ayrshire Council  
Cunninghame House  
IRVINE  
KA12 8EE  
01294 310000

**Head of Service**

Andrew McClelland  
North Ayrshire Council  
Cunninghame House  
IRVINE  
KA12 8EE  
01294 310000

**Senior Manager**

Lindsay Morris  
North Ayrshire Council  
Cunninghame House  
IRVINE  
KA12 8EE  
01294 310000