

# TWEEDBANK PRIMARY SCHOOL

*handbook*

2023-2024



Tweedbank Primary School  
Cotgreen Road | Tweedbank | TD1 3RR  
01896754807 | tweedbankps@scotborders.gov.uk  
*\*our website is currently under construction*



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## OUR SCHOOL

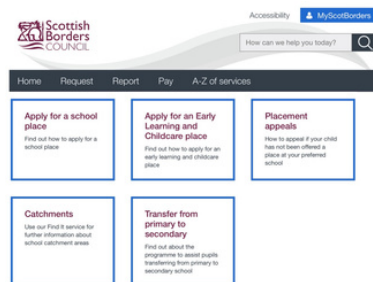
Tweedbank Primary School is a non-denominational school. It serves the community of Tweedbank, approximately 2.5 miles east of the town of Galashiels. Whilst most of our learners live within Tweedbank, many come from neighbouring communities within the Galashiels and wider Scottish Borders area.

Tweedbank is part of the Eildon West Cluster which is the Learning Community for Galashiels Academy and its associated primary schools.

We currently have 214 learners across 8 classes from ELC to Primary 7.

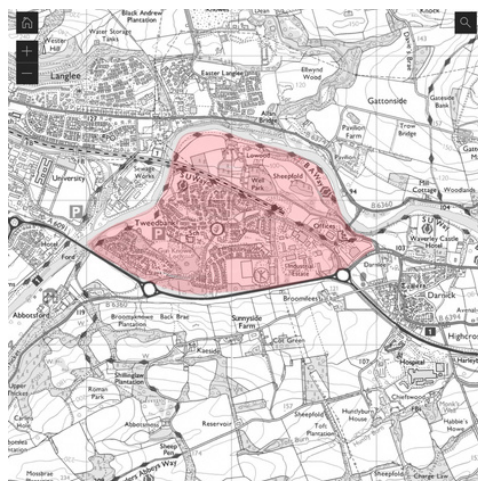
At times, in order to accommodate all of our learners and their learning needs, we arrange composite classes. For the 2023-2024 session we have three composite classes and these are P1/2, P2/3 and P4/5.

Applications for a place within our ELC or Primary classes can be made via an online form on the Scottish Borders Council website. The link for this can be found below. Enrolment week for both ELC and Primary 1 is 21-25 November 2023.



If you move into the Tweedbank catchment area during the academic session you may apply for a place for your child/children. If you live outside of the catchment area you may make a Placement Request which is included in the online form.

## TWEEDBANK PRIMARY SCHOOL CATCHMENT AREA



Tweedbank Primary School  
Cotgreen Road | Tweedbank | TD1 3RR  
01896754807 | tweedbankps@scotborders.gov.uk  
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### Our Vision:

**We Aim High In Everything We Do**

### Our Values:

We are **Responsible**, we are **Respectful**, we are **Safe**

### Our Aims:

- Challenge**, challenging all members of our school community to achieve their personal best
- Citizenship**, developing the four capacities to become a Successful Learner, a Confident Individual, a Responsible Citizen and an Effective Contributor through citizenship and learning for sustainability
- Creativity**, inspiring the curiosity, creativity and inquiry that leads to a life-long love of learning
- Inclusion**, fostering a nurturing, inclusive and equitable learning environment for all
- Partnership**, establishing productive partnerships with our families and the wider school community
- Wellbeing**, ensuring the positive wellbeing of all members of our school community

## HEADTEACHER'S WELCOME

Welcome to Tweedbank Primary School and to what I hope will be a long and happy association with the school. The aim of our handbook is to provide you with as much information as possible but please do not hesitate to get in touch if you can't find what you are looking for.



Here at Tweedbank Primary School, our pupils enjoy engaging learning experiences. We are very proud of the achievements of all pupils, in and out of the classroom. We have an inclusive culture where all pupils are encouraged to contribute to the life of the school and take on leadership roles and responsibilities.

As a Rights Respecting School we have an ethos of mutual respect where pupils feel safe, happy and are motivated to learn.

We have a dedicated and hardworking staff team who create a safe, nurturing and stimulating learning environment within our lovely building and extensive grounds.

The school benefits from the excellent support of parents and the community.

We look forward to welcoming you to Tweedbank Primary School.

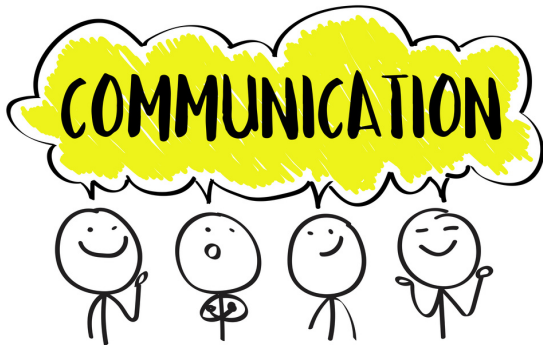
*Lynne Aitchison*

## OUR AWARDS

We are a UNICEF UK Rights Respecting School, where children's rights are learned taught, practised, respected, protected and promoted.



We are an Eco-Schools Green Flag accredited school, encouraging our learners to consider the environmental changes they can make in their school and everyday lives.



We communicate with our wider school community in a variety of ways. These include regular emails or phone calls, newsletters, surveys, social media posts and home school diaries. For communication around learning we hold two parental consultations each session (Autumn and Spring) with a final Pupil Progress Report shared in the Summer. We also provide regular opportunities for our families to come in to school to share in the learning that takes place.

Each term class teachers will send out a Curriculum Overview, this is a summary of what your child will be learning within the term. We use these to report to you on planned learning and to share specific class related information.

We aim to be as clear and informative as we can be in our communication and welcome our families getting in touch with us. Anyone wishing to contact the school should do so either in person or by telephone or email.

### Complaints

We endeavour to ensure that both you and your child are happy with their time at Tweedbank Primary School. Should for any reason you be dissatisfied we would urge you to make contact with the school office in the first instance so that someone may deal with and resolve your concerns.

If however you feel that the matter has not been resolved then you are entitled to make a complaint to Scottish Borders Council by visiting the following website:

**To view the QR code links in this handbook either scan using your mobile device or click the code to visit the relevant websites/documents.**



## THE SCHOOL DAY

ELC: 0840-1515 (Mon-Thu)  
0840-1220 (Fri)

Lunch: 1200-1245 (Mon-Thu)  
Brunch: 1015-1045 (Fri)

P1-P3: 0845-1515 (Mon-Thu)  
0845-1215 (Fri)

Break: 1015-1030 (Mon-Thu)  
Lunch: 1200-1245 (Mon-Thu)  
Brunch: 1015-1045 (Fri)

P4-P7 0845-1515 (Mon-Thu)  
0845-1215 (Fri)

Break: 1030-1045 (Mon-Thu)  
Lunch: 1225-1310 (Mon-Thu)  
Brunch: 1045-1115 (Fri)

We encourage healthy snacks and lunches  
Children in ELC to P5 are entitled to free school meals.  
These can be booked through ParentPay.

Please contact the school office if you need any assistance  
with this.



## OUR SCHOOL ROLL

ELC: 35 Primary 1 - Primary 7: 179

## OUR STAFF TEAM

**Headteacher** Mrs Lynne Aitchison

**Principal Teacher** Mr Gregor Myles

**Lead Teacher /**

**Inspire Learning Strategic Lead** Mr Roddy Graham

**Early Years Officer** Miss Amy Simpson

**Early Years Practitioners**

Ms Jennifer Bishop

Mrs Danielle Green

Miss Laura Holmes

Miss Taylor Milliken

**Modern Apprentices**

Miss Isabella Walker (based in ELC)

Miss Chloe Logan (based in P1)

**Business Support Assistant** Miss Gemma Bayne

**Janitor** Mr Stelios Koutoupas

**School Cooks** Wendy Web and Dawn Russell

**Breakfast Club Supervisors:**

Ian Cooper, Carol Douglass, Shelley Foster

**Primary 1** Miss Lisa Cockburn

**Primary 1/2** Mrs Sandra Sanderson

**Primary 2/3** Miss Becki Hodgson

**Primary 4/5** Mrs Kyra Tweddle

**Primary 5** Mr Alex Cornes / Mr Patrick Durkin

**Primary 6** Mrs Christine Jones

**Primary 7** Mr John Burton / Mrs Valerie Blaen

**Non-Contact/Probationer Cover Teacher**

Miss Lauren Nuttall

**Support for Learning** Mrs Ashleigh Whelan

**PE Specialist** Mr Jorge Garcia

**Additional Needs Assistants**

Miss Lisa Bradley

Mrs Laura Liddell

Miss Alison Campbell

Mr David Thomson

Mrs Louise Cook


Mrs Agata Wilk

Mrs Jan Hamilton

Mrs Lynn Ker

# RELATIONSHIPS

At the heart of any successful school lies healthy relationships between learners, their families, school staff and the wider community. We know that positive relationships lead to positive class/playroom environments and interactions and, in turn, to successful learning experiences. We have a simple one page Inclusion Policy, on display throughout our school and that is followed by all staff and learners in order to help foster the right climate and ethos.



## A GUIDE TO INCLUSION AT TWEEDBANK PRIMARY

**inclusion** *noun*  
the practice of, or policy of, providing equal access to opportunities and resources for people who might otherwise be excluded or marginalised.

**Our Vision:** We aim high in everything we do.

**Our Values:** We are **Respectful**, we are **Responsible**, and we are **Safe**.

**Our Aims:** Challenge, Creativity, Citizenship, Inclusion, Partnership, and Wellbeing

**The SIX Principles of Nurture:**

1. Learning is understood developmentally
2. The class/play room offers a safe base
3. Nurture is essential for wellbeing
4. Language is a vital means of communication
5. All behaviour is communication
6. Transitions are important in children's lives

**The LANGUAGE of Nurture (examples):**

- You belong/are welcome/are safe here
- I like you
- I am here to help and support you
- You can explore and learn
- Your feelings are ok with me
- I will come back to you




**What we do consistently:**

- Foster positive relationships between learners, their families and all school staff
- Work closely with adults at home to ensure that everyone is doing what's right for the child (UNCRC Article 3)
- Calm staff behaviour / No raised voices
- Challenge negative behaviour discretely
- All staff implement policy, regardless of role

**The LANGUAGE of microscripts (examples):**

- Thank you for...
- I really like that...
- I need you to...
- I can see that you are maybe feeling (emotion), tell me what happened?
- Are you being Respectful / Responsible / Safe...?


**Celebrating Success:**

<p><u>Individual</u> </p> <ul style="list-style-type: none"> <li>• Verbal praise</li> <li>• Star of the Week</li> <li>• Recognition Wall</li> <li>• 'Just to say...' cards</li> <li>• Specific to class (eg. dojo points)</li> <li>• Communication with home</li> </ul>	<p><u>Class</u> </p> <ul style="list-style-type: none"> <li>• Tweedbank Tokens</li> </ul> <p><u>School</u> </p> <ul style="list-style-type: none"> <li>• House Points</li> </ul>
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**Ensuring Support:**

- Verbal reminder linked to Values
- Record on tracker (no naming and shaming)
- Reflection
- Supportive discussion with SLT
- Seek parent/carer voice


**This policy is informed by:**




Education Scotland  
Foghlam Alba



Restorative Approaches



CHILD INCLUSION RESEARCH INTO CURRICULUM LEARNING EDUCATION



ACHIEVING EXCELLENCE IN LEARNING  
SBC INCLUDES: NURTURING APPROACHES

SAFE HEALTHY ACHIEVING NURTURED ACTIVE RESPECTED RESPONSIBLE INCLUDED

**Getting It Right For Every Child** is the Scottish Government's commitment to provide all children, young people and their families with the right support at the right time. Within this there are eight wellbeing indicators which are part of the everyday language we use with our learners to ensure their wellbeing needs are met. These are listed along the base of our Inclusion Policy as the foundations of our practice.

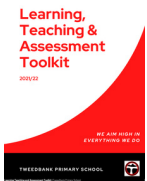
# LEARNING, TEACHING AND ASSESSMENT

At Tweedbank Primary School our learners follow Scotland’s Curriculum for Excellence. This is divided into eight subject areas with Experiences and Outcomes, guided and supported by Benchmarks to ensure progression from the age of 3 to 18.

More information on our curriculum can be found by following this link.



At Tweedbank we have created our own Learning Teaching and Assessment Toolkit which outlines what learning should look like in every class. We are constantly reviewing and updating this. You can find the latest copy here.



As a school within the Scottish Borders we are bound by policy guidance from both local and national level. If you wish, you can familiarise yourself with these so you know what to expect from your child’s time with us

A great link to these can be found via the SBC Early Level Portal.



If we could draw your attention to a few documents we would recommend viewing the following:

How Good is Our School? (The guidance we use to self-evaluate the work we do and what we are judged on in any School Inspection)



The Benchmarks for Early, First and Second Level (this is what we teach)



Early Level



First Level



Second Level



Scottish Borders Council’s Frameworks for Learning, Teaching and Assessment, Inclusion, Partnership with Parents and Quality Improvement (SBC’s strategy for Raising Attainment for All)





# LEARNING, TEACHING AND ASSESSMENT

Our Interdisciplinary Learning Overview



## PARTNERSHIP WITH PARENTS

We are fortunate to be supported in the work we do at Tweedbank Primary School by a fantastic Parent Council.

The role of the Parent Council is to

- act as a voice for all the families of Tweedbank Primary School
- Work in partnership with the school and community to give our learners the best education and experiences
- Organise social and fundraising events
- Act as a critical friend of the school

Throughout the year the Parent Council holds fundraising events and the money raised goes directly to supporting the experiences of our learners.

Previously funds have been used to

- provide classes with a trip to the cinema and end of year excursions
- Purchase reading books
- Provide classes with headphones and styluses to enhance iPad experiences

Our Parent Council meet regularly within the school building and their meetings are advertised on our school Facebook page. Everyone is welcome to attend. If you are interested in attending or finding out more then keep an eye on our Facebook page or contact the school so we can put you in touch with one of the committee members.

Useful parent links:



For school meal bookings



For uniform orders

**BE UNIFORMS**

## PARTNERSHIP WITH EXTERNAL AGENCIES

We regularly work closely with many external agencies to ensure that learners are supported both in and outside of school.

These include (in no particular order):

The Inclusion and Wellbeing Service

The Autism Outreach Service

Bilingual Support

School Nursing Team

Health Visiting Service

Children and Adolescent Mental Health Service (CAMHS)

Speech and Language Service

Action for Children

Occupational Therapy

Epilepsy Nursing Team

Paediatric Diabetes Specialist Nurse

Children 1st

Quarriers

TD1 Youth Club

Tweed Togs

## **EDUCATIONAL PSYCHOLOGY SERVICE**

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

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

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

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

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

Please see [\*\*www.scotborders.gov.uk/EPS\*\*](http://www.scotborders.gov.uk/EPS)

## HOW OUR SCHOOL WORKS - ELC

### What does your child need?

Your child should wear practical and comfortable play clothes which he/she can manage independently when going to the toilet. Children should not feel anxious about getting in a mess. Please avoid belts and too many buttons.

Children should bring soft shoes to change into on arrival at nursery.

Please make sure all clothes and shoes are clearly marked with your child's name. A spare pair of pants, trousers and socks should also be kept in your child's bag in case of 'accidents'.

In warmer weather, please provide your child with a sun hat preferably with a neck protector. Generally, if your child is covered with sun block before coming to nursery, there should be protection for the duration of the nursery session. Please provide a labelled bottle of sunscreen to keep in nursery for unexpected hot days.

We go outside daily regardless of the weather, therefore please provide your child with labelled welly boots and a puddle suit, which can be left at nursery.



### Our Vision, Values and Aims for ELC

Whilst our ELC is very much part of our school, we have adapted our Whole School Vision, Values and Aims in order to reflect our setting and our learners experiences within it.

#### Our Vision

Growing together in everything we do

#### Our Values

We are **Respectful**, we are **Responsible** and we are **Safe**.

#### Our Aims

We **Aspire**, we **Belong**, we **Cherish** and we **Discover**.



# HOW OUR SCHOOL WORKS - ELC

## Meals and Snacks

All children in nursery are entitled to a free school meal or they can choose to bring a packed lunch. Snacks are also available during the sessions.

Different types of foods are available for snacks at different times to emphasise, for example, healthy eating, dental health, festivals, cultures and different skills such as cutting and spreading. Vegetarians and other dietary requirements are catered for.

If your child has any allergies, please inform one of the ELC staff. Water is available throughout the day where children are encouraged to be independent and serve themselves (no need for water bottles, except when part of a packed lunch).



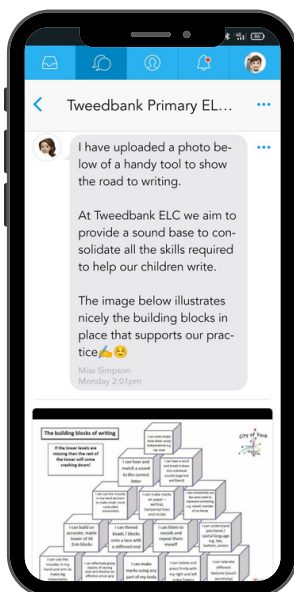
## Lunch

Early years are a crucial time in every child's life, and evidence shows that access to high quality early learning and childcare is crucial to improving children's outcomes. That is why, at the heart of the expansion of ELC, there is a strong focus on high quality early learning and childcare experiences for all of our children.

Part of this experience is the meal children have during their ELC session. This experience has been named a 'Learning Lunch'. Providing a nurturing environment where young children are supported to make appropriate choices, to enjoy the food and to have the opportunity to take part in the social interaction and learning experiences associated with eating and drinking together is essential.

All Scottish Borders Council early years settings follow the national guidance 'Setting the Table'.

## Showbie



We use the platform Showbie to record a digital learning journey for every child. Parents/Carers are provided with a join code to connect to your child's profile a few weeks after they begin ELC and be able to view photos, videos, audio clips and comments about your child's learning. This code can be shared with other family members too.

We also have a Showbie group for parents/carers to share news and updates about life in ELC. When your child starts with us a separate join code is provided for this.

If you are an Apple user, you can also download the Showbie app from App Store. If not, you can visit [my.showbie.com](http://my.showbie.com) and view everything on the web from there.

# HOW OUR SCHOOL WORKS - PRIMARY 1 TO PRIMARY 7

## What does your child need?

Children in P1 to P7 are expected to wear school uniform.

This consists of a white polo shirt, a red jumper or cardigan with the Tweedbank logo and black trousers, leggings or skirt/shorts/skorts.

In Primary 7, our learners wear a black jumper or cardigan with the school logo.

Most uniform essentials are available from local supermarkets whilst items with the school logo can be purchased online from Border Embroideries in Duns.

Grants are available to support in the purchase of uniforms and we also have a supply of used uniforms in school. Please contact the school office or speak to your child's class teacher or a member of the Senior Management Team if you require support to provide uniform for your child.



Each class has two sessions of PE a week. For PE your child should wear a white t-shirt and black shorts, joggers or leggings. Our older classes (P4-P7 aged learners) come dressed for PE so we ask that a school jumper is worn on top of PE kit. Younger learners (P1-P3 aged learners) change in school.

A suitable pair of indoor shoes is required for PE.

## Being prepared for the Scottish weather

There's no such thing as bad weather, only unsuitable clothing.  
(Alfred Wainwright)

Outdoor play is an essential part of the school day. Our P1-P7 Learners enjoy a morning and a lunchtime break and our classes also take the opportunity to go outside for additional play or outdoor learning.

For this to be possible it is important that your child comes prepared for the weather.

It's often wet so we ask that children come to school wearing appropriate footwear and waterproof jackets (and if possible trousers.) When the Sun does come out, children should have sunscreen and hats.

In both cases we ask that a pair of shoes to wear in the classroom are kept in class cloakrooms. This helps to keep our learning environments clean, comfortable and easy to maintain.

## Meals and Snacks

Children should bring a water bottle (not juice please) to school as well as a break time snack. Food is fuel for learning so we encourage all of our learners to make healthy choices around their break time snacks .

## Showbie



Our P1-P7 classes use Showbie to allow our families to access the learning in class as well as for communication home. We send out access codes for this.

## HOW OUR SCHOOL WORKS -PRIMARY 1 TO PRIMARY 7

### Lunch

Learners in ELC-Primary 5 are currently in receipt of Free School Meals thanks to a Scottish Government initiative.

Our school receives additional funding based on a learner's entitlement to Free School Meals so, even if your child is in P5 or below, if you think that you qualify, please apply.

School lunches are freshly cooked on site and a variety of options are available each day. These can be booked via ParentPay which requires an account to be set up.

Advice on all of this can be given through the school office.

We currently have two sittings for lunch, one for ELC-P4 learners and one for P5-P7 learners.

A sit down lunch in our hall is followed by a period of play outside.



### Inspire Learning

The Inspire Learning programme is a £16m investment in a world class digital learning environment for all pupils. The project has been developed by a partnership of ourselves, CGI, XMA and Apple. The programme is a key part of our Digital Learning Strategy and transform teaching and learning in our schools for the benefit of children and young people now, and into the future. Further information can be found by following the QR code link opposite.

Currently iPads have been provided to all P4-S6 pupils, and class sets of shared devices for P1-3 pupils and Early Years.

At Tweedbank we use Showbie as a platform for setting, sharing and giving feedback on learning.

Mr Roddy Graham is our Inspire Strategic Lead. If you have any questions he will be happy to help.



## TRANSITIONS

Transitions are important in children's lives and we plan very carefully to manage the transition from home to school, be it joining ELC or one of our Primary classes. If you feel that your child would benefit from an enhanced transition in which additional visits or support is put in place then please contact the school office so that we may support you and your child with this.

## TERM DATES AND ATTENDANCE

The latest information on term dates for this, and future sessions, can be found by following this link.



Our term dates are set by Scottish Borders Council and are roughly in line with the rest of Scotland although there are some differences especially around local holidays.

Good attendance is vital to the success of a young person's education and there is strong evidence around the links between attendance levels and learners' attainment. Anything below 95% is shown to have a negative impact and if a learner's attendance drops below 90% then we will make contact to ensure that appropriate supports are in place. Positive attitudes towards education in young people are vital to ensuring good attendance.

Of course there will be times when learners get ill, or unforeseen events occur and absence from school is necessary. Please make sure that the school office is informed of any absence so that we may keep our records up to date.

## MEDICAL CARE

Minor Injuries are treated by qualified First Aiders in school. For anything that requires professional treatment we will always contact parents or carers to offer them the opportunity to accompany their child to hospital. In the event that we can't get hold of a parent or carer then a member of staff (usually the Headteacher) will accompany. It is important the the school office has an up to date emergency contact number and that we are informed of any changes to personal details (address, mobile, email)

If a learner requires medicines then these can be administered, or supervised, by school staff. Medicines must be prescribed by a doctor and can only be administered on completion of the relevant form obtained through the school office.

In the case of more complex medical needs, an individual Health Care Plan will be devised in collaboration with relevant health care professionals.

We request that you please your child routinely for head lice. In the event of infestation, please treat using NHS guidance.

If your child is ill or requires to be absent from school then please inform the school office at the earliest opportunity. Advice on communicable diseases can be found on the next page.



## ADVICE ON COMMUNICABLE DISEASES

DISEASE	PERIOD OF EXCLUSION
Whooping Cough	21 days from outset
Influenza	Exclusion until clinically well
Measles	Until at least 5 days after the rash appears or clinically well, whichever is longer.
Chickenpox / Scarlet Fever	5 days from onset of rash or until spots become dry - whichever is longer.
German Measles (Rubella)	5 days from onset of rash.
Mumps	Until swelling subsides
Polio/diphtheria/typhoid/ dysentery/food poisoning/ salmonella	Until certified as fit to return by Community Medicine Specialist (minimum 48 hours)
Salmonellosis	Minimum of 48 hours after clinically well.
Erysipelas/scabies/ringworm	Until treatment is initiated by a GP/Nurse.
Viral Hepatitis	7 days from onset of jaundice.
Hand, Foot and Mouth	Exclusion whilst clinically unwell and until spots are healing.
Impetigo	Exclusion until the sores are healed (not weeping) or given effective antibiotics for a minimum of 48 hours.
Roseola Infantum (exanthema subitum) viral infection	Exclusion until clinically well.
Scarlet Fever	Exclusion until clinically recovered or 48 hours after appropriate antibiotics have started.
Conjunctivitis	Exclusion until symptoms are resolved or as directed by GP.
Herpes (Zoster)	No exclusion if blisters can be covered; otherwise, for 5 days after onset.
'Slap Cheek' (Fifth disease)	Exclusion until clinically well
Vomiting, Diarrhea and Fever	May return to school after 48 hours free from last bout of vomiting and diarrhoea.
Coronavirus	See gov.scot for the latest advice

Please could parents ensure that children do not return to school after a period of illness until they are fully recovered

## **SCHOOL IMPROVEMENT**

Every year we are required to submit to Scottish Borders Council a School Improvement Report, summarising our work over the past academic session, as well as a School Improvement Plan outlining our priorities for the next session.

These contain Authority, Cluster-wide or School specific targets and are aimed to be achieved over one or more academic sessions.

Once each document is complete we summarise these so that they be shared with our families. Please contact our school office to obtain a copy of the latest version.

## **YOUNG CARERS**

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

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

This means they might not have as much time to complete school work at home or to attend clubs and after schools activities which results in an ongoing effect on progress and learning in school and missing out on social opportunities outside of school.

At Tweedbank we want our young carers to enjoy school and to feel included.

If your child is considered a Young Carer, please let us know if there are difficulties with learning in school, arriving on time or any other issues which be affecting them.

## **BRITISH SIGN LANGUAGE (BSL)**

Scottish Borders Council's BSL Plan 2018-24 has seven holistic actions. These actions are consistent with the ten long term goals of the National BSL Plan in Scotland, which are, early years and education; training and work; health, mental health and wellbeing; transport; culture and the arts; justice and democracy.

These goals represent the Scottish Government's aim "to make Scotland the best place in the world for BSL users to live, work and visit."

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

Contact Scotland –BSL is an online British Sign Language interpreting service that allows deaf people across Scotland to access services free and available 24 hours a day throughout the year.

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

## DATA PROTECTION

Scottish Borders Council is a local authority established under the Local Government etc. (Scotland) Act 1994 and its headquarters is based at Newtown St Boswells, Melrose TD6 0SA.

You can contact our data protection officer by post at this address, by email at [dataprotection@scotborders.gov.uk](mailto:dataprotection@scotborders.gov.uk), or by telephone – 0300 100 1800.

### Why we need your information

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

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

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

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

### Who we will share information with

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

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

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

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

## DATA PROTECTION CONTINUED

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

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

How long do we keep your information for?

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

### Photographs/videos

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

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

### Your Rights

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

For more information on your rights please visit the Scottish Borders Council website



## TRANSFERRING EDUCATIONAL DATA ABOUT PUPILS

Education authorities and the Scottish Executive Education Department (SEED) have collected data about pupils on paper forms for many years. We are now working together to transfer data electronically through the ScotXed programme.

What pupil data will be collected and transferred?

Data on each pupil is collected by local authorities and SEED. The data collected and transferred covers areas such as date of birth, postcode, registration for free-school meals, whether a pupil is looked after by his/her local authority, additional support needs including disability, attendance, absence and exclusions from school. Pupil names and addresses are collected by their school and education authority but they are not passed to SEED. Your postcode is the only part of your address that is transferred. Data is held securely and no information on individual pupils can or would be published by SEED

Providing national identity and ethnic background data is entirely voluntary. You can choose the 'not disclosed' option if you do not want to provide this data. However, we hope that the explanations contained in this message and on our website will help you understand the importance of providing the data.

Why do we need your data?

In order to make the best decisions about how to improve our education service, SEED and education authorities 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 exam results. Accurate and up-to-date data allows SEED, education authorities and schools 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 that influence pupil attainment and achievement,
- target resources better.

Your data protection rights

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

## **TRANSFERRING EDUCATIONAL DATA ABOUT PUPILS CONTINUED**

SEED works with a range of partners including HM Inspectorate of Education and the Scottish Qualifications Authority. On occasion, we will make individual data available to partners and also academic institutions 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 and prior agreement of the Data Access Panel in SEED, 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.

### 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](mailto:Peter.Whitehouse@scotland.gsi.gov.uk) or write to The ScotXed Support Office, SEED, Area 1B, Victoria Quay, Leith, EH6 6QQ. Alternative versions of this information are available, on request from the ScotXed Support Office, in other languages, audio tape, braille and large print.

### Want more information?

Further details about ScotXed data exchanges are available on the ScotXed website, [www.scotxed.net](http://www.scotxed.net)

## **CHILD PROTECTION**

All settings in the Scottish Borders work hard to keep our children and young people safe. All children and young people have a right to feel safe within the setting, home and community. Within our school we strive to provide a safe, secure and nurturing environment for our children and young people, which promote inclusion and achievement. All staff in Education have a statutory and professional responsibility to take action if we have reason to believe a child is suffering, or is at risk of abuse.

Our Scottish Borders Child Protection procedures set out what we will do if we have reason to believe a child is being abused or is at risk of abuse, either within the home or the community. These procedures are designed to ensure that children and young people get the help they need when they need it.

All staff are aware of their child protection responsibilities and every year all staff in our setting attend a child protection update.

Many of our staff undertake additional multi-agency child protection training.

Every setting has a Child Protection co-ordinator who has the responsibility for overseeing child protection concerns as well as those young people who are care experienced within the setting.

**The Child Protection co-ordinator for Tweedbank Primary School is Lynne Aitchison**

## **What to do if you have a child protection concern?**

It's everyone's responsibility to protect children.

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

01896 662787 (Duty Children and Families Social Work Team)

01896 752111 (Out of office hours that covers all areas)

Emergency contact

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

## **DISCLAIMER**

All information provided within this handbook is considered to be correct at the time of printing. It is possible that there may be some inaccuracies by the time the document reaches our families.

if you feel any information is inaccurate, or that some details are missing, please contact us to let us know.