



Handbook

2022/23

Useful links

www.scotborders.gov.uk
www.education.gov.scot
www.parentpay.com
www.liveborders.org.uk
www.unicef.org.uk/rights-respecting-schools

DESIGNED BY
www.whitecreativecompany.co.uk



Scottish Borders



Fit4Fun Families



Fit4Fun Families

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

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

Service user feedback:

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

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

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

Tel: 01896 826447

Email:

Child.HealthyWeightService@borders.scot.nhs.uk

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



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



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Welcome



Dear Families,

A very warm welcome to our wee school where we hope your child's learning journey with us will be a happy one! At Coldingham Primary School we pride ourselves in living the values 'Kind, Respectful, Safe' every day and in every situation. When you visit our school, attend assemblies or are here helping out in classrooms, these values are evident in the behaviours, language and ethos you will hear, see and feel. It makes for a lovely place to work and learn.

This handbook is designed to be a helpful reference tool which will give you important information as well as an idea of what goes on in our school and the kinds of things your child will be able to take part in.

The school community as a whole is at the heart of what we do and we welcome every opportunity to work together as one bigger community - with families, local businesses and wider stakeholders - to ensure our curriculum is tailored to the needs of children and families. Indeed, we have spent a year, as a staff and with the children, developing the rationale for our curriculum and look forward to hearing from the wider community this session so that we can have a curriculum that is unique to Coldingham. By using the resources 'on our doorstep', for example, the allotments and the woods, and involving local businesses and the talents of our wonderful community, we are able to provide active, engaging, meaningful learning experiences for all our children.

We are delighted to welcome you and your child to the Coldingham family. We look forward to a positive and active partnership with you in the coming years.



With very best wishes,

Melanie Knox
Headteacher

Letter from the Chief Education Officer

Dear Parent / Carer,

At Scottish Borders Council we recognise that every child is unique and has individual dreams, abilities, talents and needs. The Children & Young People's Service supports schools to ensure children's needs are met, ambitions are realised, and that every child reaches their full potential. Schools are committed to providing the very best start by providing a high quality and nurturing experience for your child to thrive in. We are keen to work in partnership with you as research tells us that when parents/carers are involved in their child's education the child will do better. We hope this school handbook informs parents, not just about how the school works, but also about how you can help us help your children to succeed in school and life.

Yours sincerely
Justin Sinclair

School Information



Coldingham Primary School
School Road, Coldingham,
Berwickshire TD14 5NS

T: 01890 771241

E: coldinghamps@scotborders.gov.uk

FB: @coldinghamps

Please Note: In the first instance, Parents wishing to contact the School should do so either in person or by telephone.

HEAD TEACHER: Melanie Knox

SCHOOL ROLL: 74

ELCC ROLL: 8

SCHOOL DAY TIMES

MONDAY TO THURSDAY

Start: 8.35am

Break: 10.20 – 10.35am

Lunch: 12.10 – 12.50pm

Finish: 3pm

FRIDAY

Start: 8.35am

Break: 10 – 10.15am

Brunch: 11 – 11.35am

Finish: 12:25

NURSERY SESSIONS

MONDAY TO THURSDAY 8.25am – 2.55pm

FRIDAY 8.25 – 12.25pm

*Whilst information provided is considered to be correct at the time of printing,
It is possible that there may be some inaccuracy by the time the document reaches parents.*

Staff

HEAD TEACHER
Melanie Knox

PRINCIPAL TEACHER
Danielle Macleod
Cat Stout

SCHOOL ADMINISTRATOR
Sheila Wilson

CLASS TEACHERS
Edward Firth
Christine Murphy
Polly Bassi
Shona Anderson
Sharon Sim

CLASSROOM ASSISTANT/EYP
Joan Blatchley

ADDITIONAL NEEDS
ASSISTANT
Ann Sword
Diane Reid
Kelli Thomson

PE
Lorna Matthews

LEARNING SUPPORT TEACHER
Danielle Macleod

MODERN APPRENTICE
Diane Walker

PLAYGROUND SUPERVISOR
Ann Sword

SCHOOL COOK
Michelle Wilson

NURSERY STAFF
EARLY YEARS OFFICER
Elaine Gourlay

EARLY YEARS PRACTITIONERS
Victoria Anderson

MODERN APPRENTICE
(NURSERY)
Katie McNulty



PARTNERSHIP WORKING

Coldingham Primary works in partnership with Ayton and Cockburnspath Primary schools. Melanie Knox is the non-teaching Headteacher of all three schools and along with the children, staff and parents, works to maximise the learning opportunities for all pupils in her care.

The Headteacher and Principal teacher are available to respond to the needs of each school even when not on the premises.

Partnership working has a number of distinct advantages, including:

- **Ensuring consistency of standards in learning and teaching**
- **Providing children with access to a wider group of friends and learning experiences**
- **Increasing the opportunities to develop staff expertise and the sharing of good practice**
- **Maximising resources to the benefit of all**

Vision • Values • Aims



Nurturing pupils and providing a loving, caring and safe environment is at the heart of our school

KIND, RESPECTFUL, SAFE

- Our school and wider community aim to provide an inspiring environment with high quality learning experiences for our children and young people.
- We aim to support our children and young people to be all that they can be, both in the classroom and the community.
- Through close working relationships between the school, our pupils, their families and partners, we aim to ensure the best possible start in education and life-long learning for our children and young people. We believe ideal learning happens when:
 - Children lead their own learning
 - Opportunities are given to work independently and collaboratively
 - Children are engaged and purposeful
 - Learning is experiential and active
 - Learning takes place in the natural environment and outdoors whenever possible
 - Learning provides challenge and is differentiated
 - Learning is well planned and organised
- We nurture the whole child

We will do this through working in genuine partnership with all stakeholders.

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



Learning & Teaching

At Coldingham Primary School, we foster an environment where our pupils become active participants in their learning. Education should not be passive but an exciting, fun and challenging time in a child's life. We aim to give children a breadth of experiences and a hunger for knowledge, equipping our young people with skills they will take to the world of work and life. A Curriculum for Excellence, published in 2004 following the National Debate on Education in Scotland, sets out values, purposes and principles to enable children and young people to reach their full potential. At Coldingham Primary, we have fully embraced the guidance in these documents to improve the quality of learning and teaching as well as increasing attainment and achievement for all children, including those who need additional support in their learning.

Entitlements

- All learners are entitled to experience the highest possible quality of learning and teaching that prepares them



How does Curriculum for Excellence work?

The 'learner journey' will be joined up from 3-18 to avoid gaps and overlaps in learning and to make the most of achievements outside school.

- Learners will work at a pace that suits, with enough challenge and support to stretch them.
- Lessons will be more engaging, inspiring and relevant to everyday life.

- Teachers will make connections between subjects, helping children make sense of the world.
- Children will develop an understanding of how to learn and how to use their learning, not just memorise information to pass tests. This will help them adapt in an uncertain future with the ability to think for themselves, make sound

effectively for learning, work and life.

- All learners are entitled to experience learning and teaching that supports them in becoming literate, numerate and healthy.
- All learners are entitled to experience learning and teaching that promotes equal opportunity and non-discrimination

based on social circumstances, gender, race, religion, cultural beliefs, disability or sexual orientation.

- All learners are entitled to opportunities and encouragement to participate to their maximum potential and to be consulted and involved in decisions affecting their learning.

judgements, challenge, enquire and find solutions.

- There is more focus on knowledge and skills – including vital skills: literacy and numeracy, which underpin all learning and are critical in life.
- There are changes to assessment and how progress is reported to give learners, parents and employers better information on potential and achievement.



- All children are entitled to become successful learners, confident individuals, effective contributors and responsible citizens through the values and principles of Curriculum for Excellence.

The Curriculum

Curriculum for Excellence (CfE) is bringing learning to life in the way education is delivered for all 3-18 year olds – in ELCC, primary, secondary, at college, workplace or community learning. It takes a fresh approach to what, how and where young people learn. It aims to raise standards, improve knowledge and develop skills, closing the gap between the lowest and highest performers. Ultimately it aims to nurture young people as successful learners, confident individuals, effective contributors and responsible citizens.

Physical Education

- At Coldingham PS a PE specialist visits the school weekly to teach all pupils. Class teachers ensure that a further hour of PE is taught so every child has the expected 2 hours of PE a week.
- Children are expected to wear appropriate clothing (See uniform)
- All children participate in the 'Daily Mile'.



Religious Observance

A weekly assembly takes place in the school. During assemblies we cover a variety of topics relating to RME, Health and Well-being and classes all take a turn in leading an assembly throughout the year. Parents and families will be invited to attend these class assemblies.

Parents who wish to exercise their right to withdraw their child from religious instruction and/or religious observance should contact the headteacher to arrange a meeting to discuss alternative arrangements for their child.

Homework

The policy of the school is that homework will be given when it is considered appropriate. There will likely be weekly homework which focuses on the practice of skills in literacy and/or numeracy as well as regular reading tasks. Other homework tasks will be issued and will develop a range of skills. Homework tasks will be suitable for the age, stage and needs of each child.

The wider curriculum

Extra curricular activities

Pupils at our school have the opportunity to participate in a variety of activities both in school hours and at after school clubs run voluntarily by staff and Active Schools staff. These vary from term to term and year to year. Activities that have been offered are Athletics, Gardening, School Choir, Instrumental Tuition, Netball, Football, Rugby, Tennis, Hockey, Dancing, and Cycling Proficiency. Primary 7 pupils have the opportunity to go on a residential trip to gain experience of a wide range of outdoor pursuits and team building activities.



ACTIVE SCHOOLS

Active Schools aims to provide more and higher quality

opportunities to take part in sport and physical activity before school, during lunchtime and after school, and to develop effective pathways between schools and sports clubs in the local community. For more information on Active Schools in your area visit www.liveborders.org.uk/active_schools

Assessment

Assessment is a vital part of learning and teaching. It should be an ongoing process and involve the learner making decisions about their next steps. This takes two forms, assessment that happens at the end of a block of learning that checks how much a child has understood (summative) and assessment that is continuous (formative).

Summative Assessment

This is used to check how successful the learner has been at the end of a piece of work. It is one way of gathering evidence for reporting to parents or measuring attainment. It is only valid when used alongside evidence gathered from formative assessment. Standardised assessments are also used when appropriate to gather evidence on a child's progress in a curricular area. This reflects on their progress in comparison to a cross section of children of a similar age.



Formative Assessment

Pupils know what they are learning, how they will recognise if the learning has taken place and what steps they can take to bridge the gap between what they know and need to learn by this process. It is evident in many guises in the classroom and is an integral part of learning and teaching.

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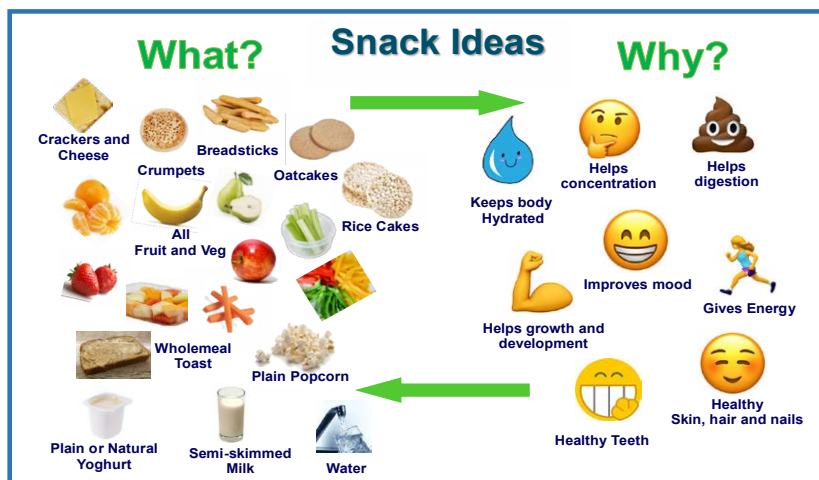
Helping your Child to Grow, Learn and Play

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

Healthy snacks have been provided during your child's ELCC journey, continue to give these types of snacks to your child to eat at break times throughout primary school.

Top Tips for Eating Well, Feeling Good and Being Active

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



Keep Hydrated - Hydration helps improve concentration, mood and digestion

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



Some examples are outlined below:

- **Learning Intentions and Success Criteria**
- **Wait Time**
- **Traffic Lights**
- **Thumbs Up**
- **Think, Pair, Share**
- **Share an Answer with the Group/ Class**
- **Two Stars and a Wish**
- **Self and peer assessment**

Assessment evidence allows teaching staff to track the progress children are making and to adapt their practice appropriately. Staff can then identify if a child is struggling for whatever reason and needs extra support. By the same token staff identify children making considerable progress and can consider ways to challenge the child and ensure progress is maintained. It is important that evidence gathered through assessment be used to improve learning and teaching in our school.

We are committed to involving learners and their parents in learning and to regularly report on progress they are making.

Reporting

Reporting takes many forms. It is used to both give feedback on achievements and next steps and to create an agenda for discussion. Discussions take place between children and their peers, their teacher and their parents. You will receive one written report 'summing-up' progress.



Parental Consultations

At the beginning of the term we run a 'Meet the Staff'. Parents are also invited once a year to discuss their child's learning with the class teacher. This is normally a 10 minute appointment where the teacher will share progress and next steps and can answer questions.

It may be necessary to arrange a further appointment if the discussion requires more time. Pupils who receive additional support will also be offered an appointment with a member of the Enhanced Learning Team. We would encourage parents with concerns or questions to request an appointment at any time in the year. We are always happy to meet.

Feedback

Pupils will receive feedback from their teachers in a number of ways. Teachers and pupils will engage in learning conversations on a daily basis as they discuss experiences and achievements. Pupils may also receive feedback in the form of written comment in their jotters from their teacher and/or from peers. Feedback will be constructive, telling the pupil what they have done well and what they should do next to continue improvement. We encourage pupils to take note of feedback and to act on it.



Support for learning

At any point in their lives children or young people may need extra help with their education. This may be for any reason and at any time. This is often referred to as additional support for learning or having additional support needs. In Coldingham PS we have an enhanced Learning Team which includes teachers and Additional Needs Assistants.

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

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

A B C

A child/young person's needs may last for a short time, and the problem may be resolved easily or their needs might be very complex, and they may require additional support for a number of years.

If you feel that your child needs additional support for learning, the first person to speak to is your child's teacher. You have the right to request an assessment of your child. Within our school we operate a model of staged intervention where support is provided in varied ways to meet individual needs. Our approach to assessment ensures that the needs of children and young people are recognised and appropriate support can be provided.

Parents/carers are always involved in making decisions about their child's education and we will always ask your permission before any specific referrals are made. While your child is

receiving support we will regularly review your child's progress.

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

The statutory framework for Additional Support for Learning is the Education [Additional Support For Learning] [Scotland] Acts 2004 and 2009.



For more information, you can contact:

(a) Enquire, the Scottish advice service for Additional Support for Learning. They have a wealth of information, including practical guides and fact sheets for both parents/carers and young people. You can find the website at www.enquire.org.uk, or call them on **0345 123 2303**.

(b) Scottish Independent Advocacy Alliance, a charitable body registered in Scotland under registration number SC033576; www.siaa.org.uk

(c) Scottish Child Law Centre, a charitable body registered in Scotland under registration number SC01274. www.sclc.org.uk

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

Closing the Attainment Gap

As part of our work central to the National Priorities for Scottish Education, we aim to ensure that there is 'equity' of provision so that all children may achieve their potential. This means that we 'poverty proof' school events, outings and After School activities to support families. Should any parent or carer feel they require financial support, or think they have an idea about how we could improve accessibility, please do not hesitate to contact the school to speak to any of the Senior Leadership Team.



The Educational Psychology Service

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

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

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

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

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

Please see www.scotborders.gov.uk/EPS

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Getting it right for every child (GIRFEC)

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

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

Practitioners work together to support you and your child, working across organisational boundaries and putting your child and you at the heart of decision making, ensuring we give all our children and young people the best possible start in life.

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

- Ensure children, young people, and their families get the help they need when they need it and are central to the process of finding solutions.

**getting
it right**
for every child

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

GIRFEC is part of the Children and Young People (Scotland) Act 2014 and the GIRFEC provisions are planned to be fully implemented by August 2017. If you would like any further information please ask your child's Headteacher.

Promoting Positive Behaviour

At Coldingham Primary School we aim to make positive behaviour the responsibility of all. We expect the highest standards of behaviour and look to achieve this through our engagement with the UN Convention of the "Rights of the Child". This promotes a shared commitment to respect for all in our school and wider community. Using a common language we wish to ensure everyone can fully engage with our vision and treat each other with respect, understanding and empathy. We look to our pupils, parents and staff to be role models in displaying positive behaviour for all to follow. Through the use of restorative practices, as well as reflection and mediation, we aim to resolve any issues as quickly and positively as possible. Our approach is consistent, feels secure and is nurturing, forgiving and encouraging. We;

- have clear boundaries
- encourage learners to make good choices
- recognise positive interactions
- model positive interactions
- ensure there are logical consequences
- set reasonable expectations
- accept and move on ensuring that all situations can be resolved
- we teach learners about emotions

In Coldingham Primary School strong relationships are at the heart of our school. These relationships include:

- Staff working with other staff.
- Staff and pupils working together.
- Pupils and pupils working together.
- Staff working with parents/carers and pupils

A Nurturing Approach

At the heart of our approach to positive relationships is our underlying whole school approach to Nurture. As a nurturing school, we recognise that positive relationships are central to both learning and wellbeing. A nurturing approach is based on the understanding of **6 Nurturing Principles**, which have been adapted and are outlined below:

- 1. Children's learning is understood developmentally**
- 2. The environment offers a safe base**
- 3. The importance of nurture for the development of wellbeing**
- 4. Language is a vital means of communication**
- 5. All behaviour is communication**
- 6. Transitions are important in children and young people's lives**

Your child's class teacher will deal appropriately with minor discipline problems in accordance with our positive relationship guidance. But if your child's behaviour causes repeated disruption then a member of the Senior Leadership Team will become involved. If the problem continues we would invite parents into school to discuss further.

It is vital that children see that home and school work together and we would hope that parents would support the school in any consequence given.



The School follows Scottish Borders Council Respectful Relationship Policy – further information on this can be found at www.scotborders.gov.uk/antibullying

Partnership with parents

Parents are encouraged to visit the school and participate in activities. Any parent who would like to help in the school should contact the school office. Information is sent home, keeping parents informed of school events and activities as appropriate. We regularly use our website, Facebook and Twitter to communicate school events and key learning across our school.

Parents and Friends of Coldingham Primary

(PFA) are a group of parents, carers, teachers and school staff who give up a little time to help the school. Coming along to meetings is a great way to meet other parents and carers, and to hear about what is happening at the school. They hold regular fund raising events, and all proceeds are used to provide better facilities and educational experiences for our children.

They are always looking for fresh faces and ideas, so please come along to our meetings which are held every term. You can offer to become a Member of the Committee, or more informally support by helping at events.

We are always looking for new ways to communicate with parents – please send us your good ideas!

By law schools have a duty to promote parents' involvement in children's education. We are very keen that parents feel able to be involved in their child's education and learning that they are active participants in the life of the school and they feel able to express their views on school education generally.

Every parent who has a child at our school is a welcome member of PFA. Each parent can expect to:-

- Receive information about the school and its activities
- Hear about what partnership with parent's means in our school
- Be invited to be involved in ways and times that suit you
- Identify issues you want PFA to work on with the school
- Be asked your opinion by the PFA on issues relating to the school and education it provides
- Work in partnership with staff
- Enjoy taking part in school life in whatever way possible

The type of things the parent council may get involved in include:

- Supporting the work of the school
- Gathering and representing parents' views to the Headteacher, Scottish Borders Council and Education Scotland
- Promoting contact between the school, parents, pupils and the local community
- Fundraising and organising events
- Reporting to the parent forum
- Being involved in the appointment of senior promoted staff.

Volunteers in School

We welcome the invaluable support of our volunteer helpers or people with expertise



in school who assist with, for example:

- classroom activities e.g. craft, artwork
- school outings
- paired reading
- making costumes for concerts
- extra-curricular activities
- sports activities
- the library

If you would like to offer help in any way, please contact the school office. We would like to assure parents that helpers who volunteer to work in school on a regular basis have Scottish Borders Council Disclosures.

Committee Members

Role	Name
Chair	Alice Fisher
Secretary	Suzanne Broomfield
Treasurer	Anna Schmidt

Contact Coldingham Primary PFA -
coldinghamprimarypfa@gmail.com
www.coldinghampfa.co.uk/

How our school works

Enrolment

Enrolment for Primary 1 takes place in November and in January for ELCC. All enrolments for ELCC are online at Scottish Borders Council website - www.scotborders.gov.uk/info/20038/school_and_nursery_places/528/early_learning_and_childcare/8



PLEASE NOTE: Parents living out with the Coldingham School catchment area should contact the Head Teacher if they wish their child to attend this school to make a placement request. This will then be forwarded to Education and Lifelong Learning for a decision. An admission form should also be completed for the catchment school.

Arriving & departing

The Playground Supervisor is on duty at the school from 8.20am. Parents should ensure that pupils do not arrive before this time. **Please inform the school if it is necessary to change your arrangements to collect your child.**

NURSERY CHILDREN

- All nursery children should be dropped off/picked up by their parent/carer at the nursery entrance.

PRIMARY 1-7: Before School

- When the bell rings children should make their own way to their lining up points.

PRIMARY 1 AND 2: After School

- The P1 teachers will bring P1 pupils to the fire exit and remain with them



until they are collected by an adult. P1 parents are welcome to come into the school grounds to wait for their child/children. Please wait in the P1 playground.

PRIMARY 3-7: After School

- Children will exit the school by their exit door. Parents waiting to collect children should wait at their child's door or in the school playground.

Children Arriving/Collected Late

- We understand that there are occasions where children may arrive late for school. Any pupil arriving late should enter the school through the main entrance.
- If any parent is delayed at the end of the day their child/children will be asked to wait in the main school entrance where parents can collect them.

Visitors

- In the interests of security for all of the children only pupils are permitted to enter the school through the pupil entrances. **All parents/visitors should enter the school through the main entrance.**

School uniform

At Coldingham Primary School we actively promote the wearing of school uniform. There is an extremely high level of support from parents for our school uniform policy. The wearing of uniform helps to build a sense of identity, pride and belonging within the school.

At Coldingham Primary we encourage children to wear school sweatshirts (navy) and polo shirts (white) with a black/ grey skirt, pinafore or trousers and dark shoes. In Primary 7 children may choose to wear a royal blue sweatshirt.

Uniform has many practical advantages relating to safety, cost and appearance. Parents and children are actively encouraged to support this.

Uniform can be purchased online at www.border-embroideries.co.uk or <https://fpuniformz.com> Forms for financial assistance are available from the school or Scottish Borders Council.

The agreed dress code for Coldingham Primary School is as follows:

P1 – 6

- Navy sweatshirt/cardigan or jumper with logo (although the logo is not essential)
- White polo shirt with optional school logo
- Grey/black trousers or skirts

P7

- royal blue sweatshirts



All pupils are encouraged to wear black/dark shoes or boots

PE Kit

Children have a minimum of two hours PE a week and it is essential that they are appropriately dressed. Children come to school dressed for PE and do not change in school. This saves valuable learning time.

The uniform for PE is black joggers or shorts and a plain t-shirt in your child's House colour. Suitable footwear should also be worn or brought to school. If your child wears earrings we would be grateful if you would ensure that he/she is able to remove and replace them independently before and after PE lessons. Alternatively, earrings are not worn or are taped up on days when the class takes PE.



For details on applying for a school clothing and footwear grant visit: www.scotborders.gov.uk/freeschoolmeals

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Communication

We communicate with parents in a number of ways:

- Homework / reading diaries
- Text messages / telephone calls / Dojo message
- Groupcall messages / Expressions app
- Newsletters
- Learning Journeys / reports and parental consultations

In our efforts to be more eco friendly we are trying to send information home electronically where possible. Parents are asked to provide an email address when enrolling their child.



Dealing with Concerns

At Coldingham PS we aim to work together as a community to deal with concerns as they arise. Some concerns can be dealt with on an individual basis with a member of staff and others may be raised through a wider parent forum like PFA. Each stage in the school has a Parent Rep and at the beginning of the year PFA will hold a meeting to allow Reps to come forward and volunteer. Parent Reps have a key role in

- supporting new parents who join the school
- contacting the wider parent body for volunteers
- being a point of contact should parents require further support

- As you will appreciate the beginning and end of the day is often very busy so staff are not always available. However we will always aim to set up a meeting that day or as soon as possible after that.
- Office staff will ask about the nature of your concern so that they can direct you appropriately as more serious issues may have to go straight to the member of the Senior Leadership Team on duty.

Stage 2 Concern

Sometimes you may wish to raise a more serious issue with a member of the Senior Leadership Team (SLT). For example this might be related to a significant issue which may impact on the well-being or safe-guarding of your child. In this case, the point of contact will be the principal teacher or the Headteacher.

Individual Concerns

Stage 1 Concern

- Your child's class teacher is usually always the first point of contact should you wish to discuss any issues or concerns you may have. Class teachers are always happy to meet with parents but we ask parents go to the school office firstly to arrange a suitable time to meet.



Stage 3 Concern

If on the rare occasion parents do not feel their first meeting with the Principal teacher or Head teacher has resolved their concern they can request a

further meeting with the Headteacher. Usually this resolves the issue. Very occasionally parents will then get in touch with Scottish Borders Council, who will outline the SBC Complaints Procedure. (available on the SBC website). It should be noted however that SBC staff at Headquarters will always re-direct parents back to the school if the initial meeting at Stage 1 or 2 has not yet taken place.



School transport

Where possible we actively encourage children to walk to school. In addition to the obvious health and environmental benefits of walking, reducing vehicle numbers in the vicinity of the school improves safety for pedestrians. We also encourage a 'Park and Stride' approach by asking parents/carers to drop their children further away from the school grounds, directing them to walk the rest of the way.

In the morning bus children will be dropped off at the car park in the designated bus drop off area and will be directed to the playground by a member of school staff.



Children are able to cycle/scooter to school and use the provided bike stands.

It is mandatory that all children wear a bike helmet when riding their bike or scooter to school. There should be no cycling in the school grounds during or after school hours.



School meals

School meals are prepared in our kitchen. The cost of a meal is £2.40 per day (free for P1-5). Menus are available on the Parent Pay website: www.parentpay.com

To help reduce food waste, we encourage parents/carers to involve their child in the lunch choices.



School trips

Throughout the school year the children participate in a number of school trips which aim to enhance their knowledge and understanding of the world and bring their learning to life.

These outings are subsidised as much as possible by our school fund or parent council but the pupils may be asked to pay part of the cost. We ask parents to support us in this as all outings are carefully planned and highly relevant to the children's educational experience.

Parental permission will be sought for trips requiring transport and a letter giving details of the trip will be sent to parents prior to the event. Permission forms must be returned, fully-completed,

by the stipulated deadline, or we are not permitted to take the child on that trip. Scottish Borders Council ensure insurances are in place. In line with Scottish Borders Council procedures, Risk Assessments are completed for all excursions.



Opportunities Fund

We recognise that to take part fully in all opportunities offered can be costly to families. For this reason the PFA kindly donate to a fund which is available to any family who requires financial assistance with trips or equipment. Requests can be made to the Headteacher and will be managed discreetly.

Transitions

We realise that change and transition can be an anxious time for some children so we have in place arrangements to make this as smooth as possible. Where any child requires additional visits to Primary 1 or Secondary 1 this will be arranged.

ELCC-Primary 1

Children attending Coldingham ELCC are regular visitors to events in school. During term 3 the children are invited into the Primary 1 classroom on a regular basis where they can become accustomed to the environment and the staff. There are a number of more formal visits where children joining from another setting are invited to attend.



Primary 7-Secondary 1

During the Primary 7 year, pupils have a series of visits to Eyemouth High School where they mix with pupils from other feeder primary schools to enjoy experiences in Literacy, Numeracy and Health and Wellbeing. Pupils have a 2 day visit in June where they follow their timetable. Eyemouth High School staff gather a range of information on each pupil to ensure that they are appropriately supported emotionally and academically.

Terms & Attendance



Terms and Holidays 2022/23

Autumn term

Monday 15 August

Staff resume, in service day

Tuesday 16 August

In service day

Wednesday 17 August

Pupils resume

Friday 7 October

Last day for pupils and staff - mid term holiday

Monday 17 October

Staff resume, in service day

Tuesday 18 October

Pupils resume

Monday 28 November

St Andrews Days - schools closed

Tuesday 29 November

Casual holiday

Wednesday 30 November

All resume

Thursday 22 December

Last day of term for pupils and staff

Winter term

Monday 9 January

All resume

Friday 10 February

Last day for pupils - February holiday

Monday 13 February

Casual holiday

Monday 20 February

In service day

Friday 31 March

Last day of term for pupils and staff

Summer term

Monday 17 April

All resume

Monday 1 May

May day holiday, school closed

Tuesday 2 May

Staff resume, in service day

Wednesday 3 May

Pupils resume

Thursday 29 June

Last day of term for pupils and staff

Casual holidays

Eyemouth

Tue 29 November 2022

Mon 13 February 2023



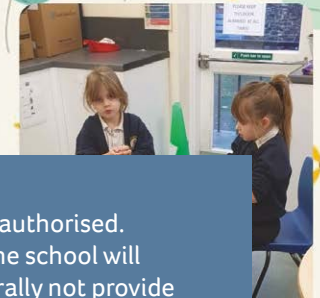
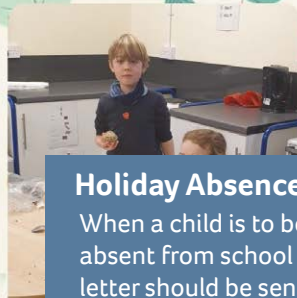
Attendance

Good attendance is vital to the success of our young people's education. Statistical evidence suggests that there are links between attendance levels and pupils' attainment. Society in general, and parents and schools in particular, have central roles to play in encouraging positive attitudes to education in young people.



Absence or Other Change in Circumstance

If your child is absent or there is any change in your personal circumstances (e.g. change of address) please inform the Primary School Administrator. It is important to let us know why a child is absent so that school records can be kept up to date. Children arriving late are recorded as such. A phone call or Group call message will be sent to parents if a child does not arrive in school and there is no explanation.



Holiday Absences

When a child is to be absent from school a letter should be sent to the Head Teacher to explain the reason for absence. It is also acceptable for a parent to telephone the school to say why the child is absent.

Only in exceptional circumstances where it is "important to the well-being and cohesion of the family following serious or terminal

illness, bereavement or other traumatic events" or where a parent's employment is of the nature where school holiday-leave cannot be accommodated (for example emergency or armed services) may holidays in term time be authorised.

Family holidays where the school does not agree that there is a satisfactory reason for absence will be classified

as unauthorised.

The school will generally not provide work in advance of teaching, children will be required to catch up on work missed (where appropriate) on their return to school.

The Scottish Office has informed schools that any unexplained absence should be treated as an unauthorised absence that is truancy.

Medical Care



Minor injuries are treated by school staff with basic first aid training. Where professional medical treatment is considered necessary, parents will be informed by telephone and offered the opportunity to accompany their child to the doctor or hospital. If neither parent nor emergency contact can be reached, the school admin will see that the child is taken for medical help; parents will be advised as soon as possible. When a child becomes unwell at school and is unable to complete his/her studies, parents will be informed and asked to collect the child from school.

AN EMERGENCY TELEPHONE NUMBER MUST BE LODGED WITHIN THE SCHOOL AND THE SCHOOL MUST BE INFORMED OF ANY CHANGE OF NUMBER.

Medical Examinations

Each school has a named School Nurse. The roles and responsibilities of the service revolve around the health needs of school age children and their families.

The school nursing service is involved in areas of health promotion and improvement for individuals, groups and their school communities. This may include class room activities and lessons, small group work, presentations and 1:1 work as well as working with education staff and families. Topics delivered include, drugs and alcohol, sexual health, nutrition, promoting good mental health, hygiene and infection control.

Children and young people are seen as part of the National Child

Health Surveillance programme which currently involves growth and selective vision screening for School Entrants and health promotion work with Primary 7 children to facilitate transition to secondary school.

Working with medical colleagues in Child Health, the nursing service takes referrals and reviews school aged children for differing health problems from mental health issues to obesity.

The Education staff use the service for training for the administration of complex medicines and help and advice on general health issues.

Medicines

Occasionally children may need to take medicine during the school day. The only medicine that can be administered by school staff must be prescribed by a doctor and can only be administered on completion of the 'Parental Request for Medicine to be Administered' by a parent/carer. This is to safeguard the interests of both staff and pupils. It is the parent/carer's responsibility to hand in and collect the medication to and from the school office.

The Primary School Administrator will keep any medicine in the office.

In some cases, where children have complex medical needs, an Individual Health Care plan will be devised in collaboration with relevant health professionals, staff and parents.

Inhalers are often used and instructions regarding usage must be made clear to us and to your child. Staff are not responsible for the administration of these but will help and support when needed. It is the parents responsibility to ensure that inhalers provided to the school are in date and replaced accordingly

In summer time we strongly advise that you send your child to school with a hat and sun cream already applied. Please note school staff are not permitted to put sunscreen onto children.

Head lice: Please ensure that children are checked routinely for this and treat using appropriate chemical and mechanical (nit comb) preparation.

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Communicable diseases

Recommended minimum periods of exclusion from school of children who are cases or contacts of infectious diseases:



DISEASES	PERIODS 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, Diarrhoea and Fever	May return to school after 48 hours free from last bout of vomiting and diarrhoea.

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

Policies & Procedures

School Improvement Plan and Priorities

Every year, the school publishes a School Improvement Report providing all stakeholders with a comprehensive summary of the school’s work and learners’ achievements over the last year. The first part of this report provides an overview of the school’s progress in addressing its key priorities, while the second part gives information about, for example, how well pupils are learning and achieving; how well the school is supporting children/young people to develop and learn. We also publish a School Improvement Plan which outlines the key priorities for the school during the year ahead, following due consultation with staff, pupils and parents. The plan indicates the expected impact of priorities on pupil learning, as well as providing brief information about the key tasks to be taken forward. Both the report and the plan are available in hard copy, on request.



Health and Safety

Emergency Procedures. If your child feels ill during the school day and we feel that he/she would be better at home, we will telephone you or your emergency contact. Minor accidents, e.g. cuts, bruises, are dealt with by the school staff. Serious accidents are few, but should one occur your child will be immediately taken either to your doctor or to hospital, if necessary, and you or your emergency contact will be notified. We cannot stress enough the importance of supplying the school with the relevant information we require in such a situation, i.e. your own home and work number and a telephone number of an emergency contact.

We will request such information at the beginning of each new school year.

Emergency closure of the school/ adverse weather

In the event of an emergency arising whereby it is necessary to close the school, you will be contacted by Group Call / Expressions app which is a text message to your mobile phone. It is the parents’ responsibility to

inform the school of any changes to your contact details. If you know that your mobile phone does not have a signal, or you do not have a mobile phone, please inform the Primary School Administrator so that she can record an alternative landline number to contact you on.

Pupils will not be allowed to leave the school unaccompanied unless school staff are satisfied that there is someone at home to receive them.

Severe Weather

In the event of severe weather we will make every effort to keep the school open and continue as normal. However, there may be situations where this is not possible and it is therefore important that you follow the points below in terms of transport arrangements.

During adverse weather, school transport may be subject to cancelled services, amended routes, longer journey times or alternative bus stops used. In extreme cases there may be the need to cancel all school services.

Morning Journeys

1. School bus drivers and operators have complete discretion to cancel or vary school transport given any local weather conditions.
2. In the case of morning journeys to the school, the driver may decide that he/she either cannot undertake the journey or complete the trip to school. The driver would then return the children home. In the event of adverse weather conditions, parents should ensure that some arrangement has been made at home to cover this possibility.
3. Should the school transport for your child not operate in the morning because of adverse weather conditions but you decide to take your child to



school yourself then you are expected to collect your child either at the end of the school day or at the time of early closure. Do not bring your child to school when buses do not run unless you are certain of being able to collect them at the end of the school day – even if the weather worsens.

4. School transportation may well be delayed due to adverse weather so pupils will have to wait longer and be exposed to the cold.
5. Parents must ensure that their children are warmly dressed just in case the journey to school is very slow or even halted in bad weather. In normal circumstances, pupils should not wait more than 15 minutes if the bus is late. In severely cold weather, this 15 minute rule need not apply.
6. If your child travels to school on connecting services, drivers will be told to wait for each other and not to leave any children standing in adverse weather conditions. Should the second bus not arrive children will be returned home. If the second bus does arrive but cannot complete the journey to school that driver will return children to their homes.

What will happen if pupils are sent home early due to bad weather or other emergency?

7. The Head Teacher with knowledge of local weather conditions will work with the Education Department to make decisions regarding a school closure or to send children home early should

severe weather conditions threaten.

8. Where pupils use school transportation a set of emergency instructions are used to contact transport operators and other schools using the same transport, and parents whose children
9. have a long way to walk home from the drop-off points. Parents must ensure that some arrangement has been made to cover the possibility of pupils being sent home early.
10. Schools routinely communicate with parents or groups of parents using Groupcall text messaging service. Once the decision has been made then Group call will be used to send updated information regarding sending pupils home early.
11. Parents are asked to ensure that the school that their child attends has an up to date and accurate mobile telephone number on record for these purposes. It is further suggested that parents who may find it difficult or not possible to have their mobile telephone switched on throughout the day ensure that they check their phone on a regular basis for any Groupcall messages from the school when bad weather has been forecast or where they see deterioration in the weather.
12. If school transport is in operation and you collect your own child from school during severe weather then the school office must be informed so that transport is not delayed while staff look for a missing child.

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Additional information to ensure the safe travel of pupils to/from school

- 13. The ultimate responsibility for the safety of children walking to and from bus pick-up/drop-off points rests with the parents. Parents must decide whether or not children can make their way to meet transport in low temperatures.
- 14. If you feel that your child should not walk home alone in bad weather from the drop-off point it will be your responsibility to meet him/her. Drivers will not normally set children down at any point significantly different from the usual one. The driver will use his/her judgment in deciding whether to leave the child or to keep him/her on the bus. In the latter case, your child would be taken to a nearby school or place of safety. Children must follow any instructions given to them by the driver in any emergency and should not leave the bus to make their own way home.
- 15. Where transport is unable to operate to take children home as a result of extreme weather conditions The Emergency Planning Team will work alongside our partners to provide alternative and safe transport home.

Arrangements have been made with Radio Borders to relay information about the cancellation of school transportation and group call and Scottish Borders Website will be used to inform parents of any important information.

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

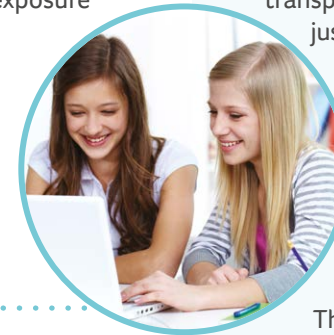
for images of your child to be used in this way and we try to ensure you are aware of, and understand, such possible use of your child's image and that you have consented.

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.

Use of the Internet

As part of the process of learning we allow our children supervised access to the Internet and email. The authority runs its own filter system to ensure that young people are not at risk from exposure to inappropriate material.

This filtering system is regularly being upgraded. We have a policy for use of the Internet and a contract for responsible use, which we ask parents and young people to sign up to.



Security

In the interests of school security external doors are kept locked while pupils are in class. Parents requiring access to the school should press the entry button at the Main School Entrance or Nursery

Entrance. All visitors must report to the office to sign in the visitors book and collect a visitors badge, which should be returned at the end of the visit.



Policies

There are a number of National, Education Services and school policies which will provide information on a range of issues. Further details of all of these are available from your school or on the Scottish Borders Council website www.scotborders.gov.uk

Council's implementation of British Sign Language Plan

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

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

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

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

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

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

Child Protection

Keeping our children and young people safe in the Scottish Borders

- Our settings in the Scottish Borders work hard to keep our children and young people safe - all children and young people have a right to feel safe within the setting, home and community.
 - Within our setting we strive to provide a safe, secure and nurturing environment for our children and young people, which promote inclusion and achievement.
 - All staff in Education have a statutory and professional responsibility to take action if we have reason to believe a child is suffering, or is at risk of abuse.
 - Our Scottish Borders Child Protection procedures (<http://onlineborders.org.uk/community/cpc>) 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 the setting is: **Melanie Knox**
- What to do if you have a child protection concern?** (www.scotborders.gov.uk/childprotection)
- It's everyone's responsibility to protect children.**
- If you have any concerns that a child is being harmed or is at risk of harm, please call without delay**
- 01896 662787 (Duty Children and Families Social Work Team)
 - 01896 752111 (Out of office hours that covers all areas)
- Emergency contact**
- If you consider a child or young person is in immediate danger, call the Police on 999 immediately
- Need more information about keeping our children and young people safe?**
- This link (<http://onlineborders.org.uk/community/cpc>) takes you to the Scottish Borders Child Protection Committee online website where you can find some suggested links to websites to better inform you about safety issues such as Internet safety and Child Sexual Exploitation as well as letting you know about opportunities for training in Child Protection. You can also find the Scottish Borders Child Protection Procedures on this website.
- <http://onlineborders.org.uk/community/cpc>



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 brother or sister.

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

Within Coldingham Primary School we want our young carers to enjoy school and that it is a positive place to come and they feel included.

Please let us know if there are difficulties for your child in meeting homework deadlines, arriving on time or any other issues which may affect their well being at school. It is the intention of Coldingham Staff to offer all support they can to your child.

Young Carers

- Detailed information about the Carers Act 1.4.18 is available on the Scottish Government website (<https://www2.gov.scot/Topics/Health/Support-Social-Care/Unpaid-Carers/Implementation/Carers-scotland-act-2016>)
- More information about the Scottish Borders Young Carers Service is available from the Action for Children website (www.actionforchildren.org.uk/what-we-do/our-work-in-scotland)
- The Partnership's Locality Plans are available at: www.scotborders.gov.uk/HSCPLocalityPlans



Data Protection

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

Why we need your information

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

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

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

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

Who we will share information with

We will share information with health and wellbeing services and may share information with other external agencies and



organisations who provide or assist with educational provision and with online payment solution providers.

- The Scottish Government (<https://www2.gov.scot/Topics/Statistics/ScotXed/SchoolEducation/ESPrivacyNotices>) 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

(https://www.scotborders.gov.uk/info/20060/access_to_information/877/privacy_statement/9) on our website. We are also legally obliged to share certain data with other public and regulatory bodies



such as Education Scotland, Police and NHS will do so where the law requires this. Your information may also be shared and analysed internally in order to provide management information, inform service delivery reform and similar purposes to meet our duty to achieve best value and continuous service improvement.

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

How long do we keep your information for?

We only keep your personal information for the minimum period amount of time necessary. Sometimes this time period is set out in the law, but in most cases it is based on the business need. We will retain a copy

of your child/ren’s educational record up until they reach the age of 25.

Your Rights

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

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

Complaints

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

However, you also have the right to lodge a complaint about data protection matters with the Information Commissioner’s Office, who can be contacted by post at: **Information Commissioner’s Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.**

You can visit their website for more information <https://ico.org.uk/make-a-complaint> If your complaint is not about a data protection matter you can find details on how to make a complaint on our website: https://www.scotborders.gov.uk/info/20016/have_your_say/155/make_a_complaint/1