



**The Choices Programme
School Handbook 2018-19
Building Better Futures**



West Dunbartonshire Council Statement of Commitment

**West Dunbartonshire Council
Department of Educational Services
LEARNING FOR LIFE**

We will work together to ensure that everyone in our community is valued and has the opportunity to learn for life and to achieve their potential.

Vision:

To enable everyone in West Dunbartonshire to become:

- Successful learners
- Confident individuals
- Responsible citizens
- Effective contributors

To achieve our vision, we will:

- Create and deliver courses, activities and events which will motivate and excite learners
- Develop innovative ways to support learning
- Value diversity, promote equal opportunities and foster inclusion
- Promote partnership and community participation
- Value achievement and celebrate success
- Continually reflect on and aim to improve the quality of our services



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The Choices Programme

Our Vision: Building skills through nurturing potential

Our Values:

- **Trust** to be trustworthy and to trust others.
- **Honesty** is essential - mistakes can and will be made - own them, you will grow from them. Give an honest day's work.
- **Respect** for self and others.
- **Confidence** believe in your own worth and place in society.

Aim: We aim to provide pathways to *Skills for Learning* enhancing *Skills for Life* and developing *Skills for Work*.



Welcome to the Choices Programme

Dear Parent

In The Choices Programme, we aim to engage all pupils in high quality learning in an atmosphere that is welcoming, happy and supportive. The school supports a range of young people who, for a variety of reasons, have been unable to sustain attendance and benefit from the supports available in their local mainstream school. It offers a smaller, more flexible setting in which to complete their education.

The staff are committed to providing the best possible learning experiences and support for all pupils through a programme designed to develop skills for learning, skills for life and skills for work and lead to positive and sustained post school destinations.

We look forward to working with all parents as partners. You have a vital role to play by encouraging your child to attend school regularly, be punctual, work hard and behave well. By working together we can ensure the best possible future for your children.

This handbook is only one source of information available to parents. Before your child enters The Choices Programme, we will invite you to a meeting at the school when you will have the opportunity to meet the staff and raise with them any concerns you have. However, if after reading this handbook, you wish further information or clarification please do not hesitate to contact the school. We will do our best to respond to your concerns - no matter how large or how small.

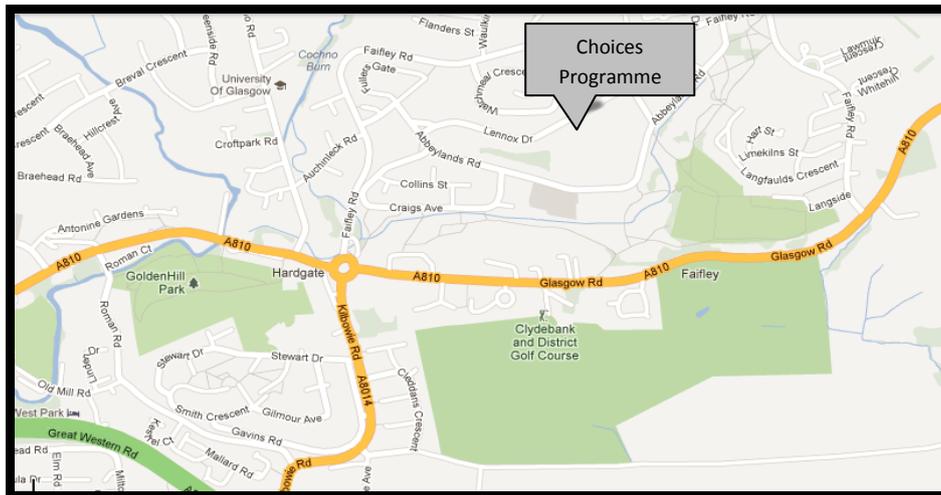
Craig Lennox

Deputy Head

General information

School Address	The Choices Programme Skypoint Lennox Drive Clydebank G81 5JY
Telephone Number	0141 562 2492
Email addresses	Craig Lennox Craig.lennox@west-dunbarton.gov.uk SchoolOffice.Choices@west-dunbarton.gov.uk

Map



The Team

Craig Lennox	Deputy Head
David Paton	Principal Teacher
Michael McGlinchey	Teacher - Maths/Technologies
Amy Wrethman	Teacher - English/Modern Studies
Clive Wilson	Vocational Co-ordinator
Steven Drain	Hospitality Tutor
Agnes Bryan	Pupil & Family Support Worker
Elaine McCabe	Pupil & Family Support Worker (job share)
Sharon Kinloch	Pupil & Family Support Worker (job share)

Carolyn McLean	Clerical Assistant (job share)
Anna Trache	Clerical Assistant (job share)
Shona Crawford	Principal Educational Psychologist
Claire Hubler	Health Development Officer

Visiting Specialists

Sharon Henry	Personal Presentation Tutor
Linda Page	Art Teacher
Marco Rae	Music Teacher

School Day

9.00 - 9.55	Period 1
9.50 - 10.50	Period 2
10.50 - 11.05	Break
11.05 - 12.00	Period 3
12.00 -12.55	Period 4
12.55 - 1.25	Lunch
1.25 - 2.20	Period 5
2.20 - 3.15	Period 6

The Choices Programme provides opportunities for staff and pupils to come together in a social setting in the kitchen before school and during breaks.

Curriculum for Excellence Experience and Outcomes Related to Breakfast and Lunch Times

I understand that people can feel alone and can be misunderstood and left out by others. I am learning to give appropriate support.

HWB3-08a

I recognise that each individual has a unique blend of abilities and needs. I contribute to making my school community one which values individuals equally and is a welcoming place for all.

HWB3-10a

I value the opportunity I am given to make friends and be part of a group in a range of situations.

HWB3-14a

I enjoy eating a diversity of foods in a range of social situations.

HWB3-29a

School Term Dates 2018/19

Autumn Term 2018

- Teachers Return: Tuesday 14 August (In-Service Day)
- Pupils Return: Thursday 16 August
- September week-end: Friday 21 and Monday 24 September (inclusive)
- In-service Day: Friday 12 October
- Half Term: Monday 15 to Friday 19 October (inclusive)
- Ends: Friday 21 December

Spring Term 2019

- Pupils Return: Monday 7 January
- Half term: Monday 11 and Tuesday 12 February
- In-service Day: Wednesday 13 February
- Ends: Friday 29 March
- Spring Break: Monday 1 April to Friday 12 April (inclusive)

Summer Term 2019

- Pupils Return: Monday 15 April
- Easter: Friday 19 April and Monday 22 April (inclusive)
- May Day: Monday 6 May
- In-service Day: Thursday 23 May
- Half Term: Friday 24 and Monday 27 May (inclusive)
- Ends: Friday 28 June

Transport

Transport to and from The Choices Programme is provided free of charge in the form of bus or /and train passes. Please note that if passes are lost, parents / carers will be expected to contribute towards the cost of a replacement.

School Uniform

Whilst The Choices Programme does not have a uniform we would request that all pupils dress in a neat and acceptable manner. Wearing of football colours is prohibited.

Parents /Carers are however entitled to claim the school clothing grant if appropriate. A form can be obtained from the school office.

School Meals

All meals within The Choices Programme are currently provided free of charge. Breakfast and lunch are offered with pupils assisting in the preparation. Pupils are encouraged to eat healthy meals from a range of options available daily.

Parents should inform the school if a special diet is required.

Information in Emergencies

We make every effort to maintain a full educational service but on some occasions circumstances arise which lead to disruption. Schools may be affected by, for example, severe weather, temporary interruption of transport, power failures or difficulties of fuel supply.

In such cases we will do all we can to let you know, as soon as possible, of details of closure and re-opening. This may be by letter, text message, phone and announcements in the press and on local radio.

Parents in West Dunbartonshire are also kept informed through the West Dunbartonshire Council website when emergencies arise.

Leaving Dates

Pupils may leave school on or after their statutory leaving date. The school will work with pupils, parents and other partners to support their transition to FE/HE or employment. The school will also advise on whether leaving school is in a pupil's best interests or if this course of action meets their career aspirations.

- Any pupil reaching the age of 16 between 1st March and 30th September is entitled to leave school at 31st May.
- Any pupil reaching the age of 16 between 1st October and the last day of February is entitled to leave school on the last day of the first term. (i.e. at Christmas)

Educational Maintenance Allowance

Application may be made for EMAs on behalf of pupils who have reached their statutory leaving date (see above) and who continue full-time education in the school into S5 or S6.

These are calculated in accordance with the EMA regulations operated by West Dunbartonshire Council. The income of parents requires to be taken into account in assessing any reward. Pupils can be paid up to £30 per week to stay after they are 16 years. However there are strict conditions relating to attendance, conduct and progress.

Advice and application forms are available from the school office.

Parents Meetings and Contacting Us

The following list shows the times at which special events and formal meetings between parents and the school take place. Reports will provide regular updates on individual progress. Parents will be invited to discuss this shortly after issue.

Parents will also be contacted by staff when there are any grounds for concern about their child. It may be necessary to arrange a meeting, at a suitable time to discuss the concern further.

Parents are welcome to contact the school at any time. However, as staff have a teaching commitment they may not always be available. They will, however, strive to return your call as soon as possible.

- November 2018 Interim Report to Parents
- May 2019 Full Report to Parents

Pupil Support

The Choices Programme is committed to providing high quality personal support to all pupils.

The school welcomes parental engagement and seeks to foster strong links between school and home. It is important that parents take staff into their confidence in any matter relating to their child's welfare. If you have any problems relating to your child's welfare please contact us. Similarly, if there is cause for concern, a member of staff will contact parents, by telephone or letter in order to resolve difficulties quickly.

Supporting Learners Requiring Additional Support

The school recognises that all pupils may experience difficulties with learning at some stage during their school career. Support is provided in a variety of forms to enable pupils to achieve their educational goals. Through Educational Support Plans, pupils and parents will be involved in setting targets and monitoring progress. Everyone working together in this way provides a framework of support to ensure pupils experience success.

Support is offered through

- co-operative teaching
- in class support
- technology assisted learning
- small groups or individual tuition

If you are concerned about any aspect of your child's learning, please do not hesitate to contact us. Further information can be obtained on all aspects of additional support needs from West Dunbartonshire's Council website at:

<http://www.wdcweb.info/education-and-learning/additional-support-needs/>

Enquire – the Scottish advice for additional support for learning: Operated by Children in Scotland, Enquire offer independent, confidential advice and information on additional support for learning through:

- a telephone helpline – 0845 123 2303
- an email enquiry service – info@enquire.org.uk
- on online enquiry service
- two websites – www.enquire.org.uk (for parents/carers and practitioners)
www.enquire.org.uk/yp (for children and young people)

Attendance

The Choices Programme has high expectations of all its pupils in relation to attendance and punctuality. Absence from school has a damaging effect on pupils' progress and every effort should be made to maintain a high level of attendance. Where appropriate, support will be offered to ensure that good attendance is maintained.

Section 30 of the Education Act lays down a duty on every parent of school age children to ensure that their children attend school regularly. Attendance must be recorded twice a day, morning and afternoon.

Regulation 7 of the Education (School and Placing Information) (Scotland) Amendment, Etc Regulations 1993 requires each child's absence from school to be recorded as authorised, that this is approved by the authority or unauthorised, i.e. unexplained by the parent (truancy) or temporarily excluded from school.

Parents should inform the school by letter or telephone if their child is likely to be absent from school. If no notification has been received by 9am a member of staff will contact you by phone in the first instance. Where appropriate a home visit or review will be arranged.

The Scottish Government has now issued guidance to all local authorities indicating that all family holidays taken during term time should be categorised as unauthorised absence (Circular no 5/03). Only in very exceptional circumstances will it be possible for local authority to authorise a family holiday during term time.

In the event of the pupil having an appointment, parents should contact the school who will issue a pass out.

Rewards System

The Choices Programme tracks behaviour and engagement through a Merit and Demerit system. Pupils are awarded Merits for taking part, being on time or good behaviour. Pupils are awarded demerits where there have been behaviour issues.

Merits and Demerits are tracked throughout the year and are included in discussions with pupils and parents. Pupils may also achieve prizes and recognition for positive behaviour and engagement in school.

Promoting Positive Behaviour

At The Choices Programme, we aim to establish the kind of behaviour which is based on a good relationship between staff and pupils. We expect learning to take place in the classroom without disruption and that high standards of behaviour are exhibited at all times in and around the school building.

Good behaviour is expected at all times and in order to encourage this we have:

- Clear rules and expectations , discussed with, and explained to the pupils
- Praise and rewards for the majority whose behaviour is excellent
- A whole school Reward Scheme
- Regular dialogue with parents

Where a pupil's behaviour is causing concern, we inform parents as quickly as possible. Staff will contact parents and invite them into the school, at a convenient time, to discuss the matter. It is important that parents and teachers come together to resolve issues.

In cases of severe indiscipline a pupil may be excluded from attendance at school. This is a most serious situation for the pupil concerned and the parents. Consequently we make every effort to secure the help of parents in cases of difficult behaviour in order to avoid such an outcome.



Anti-Bullying

The Choices Programme, in common with all schools in West Dunbartonshire, takes a clear stance against bullying in any form.

What is Bullying?

Bullying can take many different forms. All of them are wrong. Bullying is not acceptable in any form. It may involve hitting, threats, name calling or less obvious ways such as ignoring or excluding someone. It may be carried out by a group or just one person.

How Do We Prevent Bullying

- All staff are aware to look for any signs of bullying
- All staff work hard at building good positive relationships with pupils, aiming to create an atmosphere in which pupils are encouraged to look for help
- Staff are on duty at intervals and lunchtime
- The issue of bullying is included in our Health and Well Being Programme
- Parents are contacted as soon as we become aware of a potential problem and we try to involve them at an early stage

We ask that all pupils and parents inform us of any bullying incident immediately. All incidents will be dealt with as a matter of priority and action taken to deal effectively with the situation.

Health and Medical Care

The Choices Programme is a Health Promoting School and works in partnership with our Health Development Officer and school nurse who:

- advise on and participate in the Health and Wellbeing Programme
- ensure all young people have had appropriate vaccinations

Health Concerns

In the event of illness at school a parent or emergency contact will be informed and arrangements made to deal with the situation. It is therefore very important that school be advised and regularly updated of any special health requirements, in writing. If you have any concerns about your child's health please contact the school.

Careers and Employability

Regular visits to the school are made by a Careers Advisor from Skills Development Scotland (SDS), who works closely with staff to help pupils make well informed choices about their future. This advisor will be present at the Preparing for Adulthood reviews but parents are welcome to contact them at SDS at any time for help and advice. The appropriate addresses are provided at the end of the handbook.

The world of work increasingly demands a wide range of transferable skills and abilities. This is reflected in Curriculum for Excellence in which all subjects will address the development of such skills and will often provide experiences that reflect real life challenges. The school is committed to developing skills for learning, life and work in order to support young people into positive and sustained post school destinations.

All pupils will have the opportunity to participate in a supported programme of work experience with local employers. This provides a valuable insight into the world of work.



Getting it Right for Every Child (GIRFEC) is the Scottish Government's approach to promoting and safeguarding the wellbeing of children in Scotland. From 2018 parts of the Getting it Right For Every Child (GIRFEC) framework will have legal duties attached as a result of the Children and Young People Act 2014. There will be a single planning approach for children who need support from services (called a Child's Plan) and a single point of contact for every child (a Named Person). In most cases the families around each child will be able to offer all the help and support that is needed. However, there are times when a child may need a bit of extra help. The GIRFEC approach is there to make it as easy as possible to get that help when it is needed.

The GIRFEC policy requires that every child and young person and their family have access to help and support from a Named Person. The role of the Named Person is to safeguard and support the wellbeing of children and young people very much like the support that has always been offered by key members of staff in school. The role of the Named Person is integrated into the current role of key promoted members of staff in schools and serves to strengthen the support they currently provide as a central point of contact for children, parents and other people working with them.

Below, you will find the names of the members of staff who have been given the role of Named Person for each age group of children along with the arrangements for cover in the event of absence.

It is our intention to support the wellbeing and safeguarding of all of our young people to ensure that they have access to positive outcomes, choices and destinations; however, parents are reminded that the Named Person will only offer advice or support in response to a request from a child or parent, or when a wellbeing need has been identified. There is no obligation to accept the offer of advice or support from a Named Person.

At **The Choices Programme** your child's Named Person can be contacted on:

0141 562 2492 and is : **DHT - Craig Lennox**

If your Child has a Support Plan, it may be prudent that the Principal Teacher Pupil Support takes the role of Named Person for your child. If this is the case, you will be notified of this individually.

PT Pupil Support – David Paton

Holiday Cover

The GIRFEC policy also recommends the local authorities provide continuity of the Named person Service during school holiday periods. At these times the Named Person Service will be provided by suitably qualified staff from the Central Named Person Service at the Council Offices. See contact details below.

Central Service Named Person Service:

Joanne Scott (Education Support Officer) 01389 737303

education.nps@wdc.gcsx.gov.uk

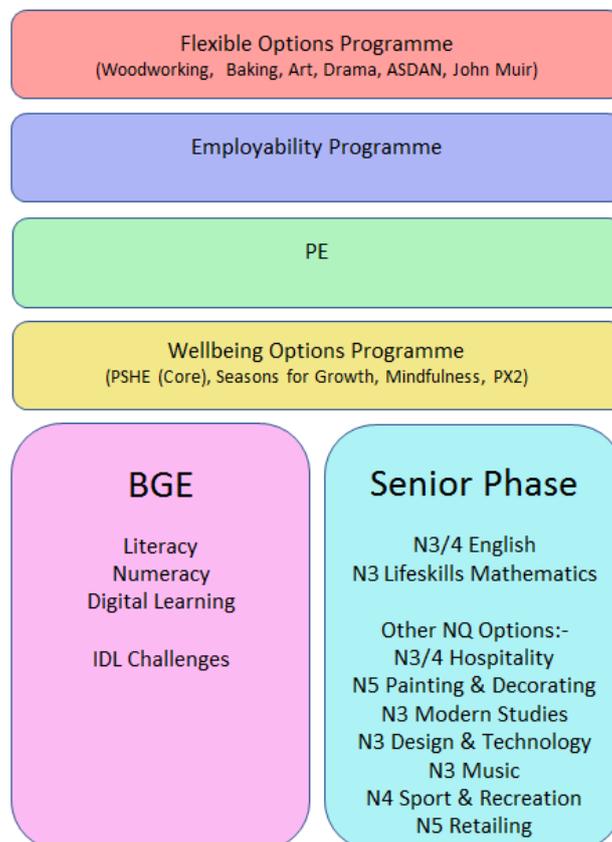
Our Curriculum

Underpinning the Choices Curriculum Rationale is a series of goals, mapped to the wellbeing indicators of SHANARRI as outlined in *Getting it Right for Every Child* (GIRFEC) and the four capacities of the Curriculum for Excellence.

The attainment of these goals ensures that each young person possesses the qualities, values, knowledge and skills to move into the next phase of his/her life, namely:

- Enhanced attendance and timekeeping
- Increased educational competence
- A positive self-concept
- Improved social skills and confidence
- Emotional stability and self-control
- Positive attitude change
- Vocational skills and qualifications
- Community interests

The curriculum in The Choices Programme has distinct portions where the peculiar entitlements of the BGE and Senior Phase are met, in addition to providing many opportunities for young people to demonstrate personalisation and choice to develop their own learning pathways. A schematic of the curricular structure of The Choices Programme is shown below:



Broad General Education (BGE)

All children and young people in Scotland have an entitlement to a curriculum which will support them in developing their values and beliefs and enable them to:

- achieve the highest possible levels of literacy and numeracy and cognitive skills
- develop skills for learning, skills for life and skills for work
- develop knowledge and understanding of society, the world and Scotland's place in it
- experience challenge and success so that they can develop well-informed views and act responsibly.

They should be encouraged to adopt an active and healthy lifestyle and be equipped with the skills needed for planning their future lives and careers.

The period of education from pre-school to the end of S3 has the aim of providing each young person in Scotland with this broad general education.

The Choices Programme places an emphasis on young people attaining in Mathematics, Languages (English) and Health & Wellbeing as the foundation for developing the four capacities of Curriculum for Excellence and for enabling the delivery of an innovative, bespoke curriculum. The school offers wide opportunities within an Interdisciplinary Learning context, as well as a focus on Personal Development, Moral Education and Pro-Social Development.

S3 pupils will each study literacy, numeracy and digital learning. In addition, they will also participate in series of interdisciplinary challenges. The challenges will provide opportunity for breadth, depth, challenge and application by supporting pupils to develop skills in each of the curricular areas.

	Periods / Week
Flexible Options Programme	8
PE	3
Employability Programme	1
Wellbeing Options Programme	2
Literacy	4
Numeracy	4
Digital Learning	2
IDL	6

All pupils (BGE and senior Phase) participate in a “Wellbeing Options Programme”, PE, and a “Flexible Options Programme”. These are detailed in a section below.

Senior Phase

All young people in Scotland (S4 and above) have an entitlement to a senior phase of education which:

- provides specialisation, depth and rigour
- prepares them well for achieving qualifications to the highest level of which they are capable
- continues to develop skills for learning, skills for life and skills for work
- continues to provide a range of activities which develop the four capacities
- supports them to achieve a positive and sustained destination.

The senior phase, which takes place from S4 to S6 in schools and includes ages 16 to 18 out of school, is the phase when the young person will build up a portfolio of qualifications. It is the stage of education at which the relationship between the curriculum and National Qualifications becomes of key significance.

The Choices Programme provides a range of opportunities to meet the needs of all learners. We are an SQA Approved Centre and can support young people in achieving SQA and other awards across the curriculum. We develop skills in other areas by also presenting pupils for a range of achievement qualifications.

The curriculum in the senior phase comprises more than programmes which lead to qualifications. There is a continuing emphasis, for example, on health and wellbeing appropriate to this phase, including physical activity and opportunities for personal achievement, service to others and practical experience of the world of work. We work with a wide range of organisations in securing work experience opportunities; such organisations include Skills Development Scotland and West College Scotland.



	Periods / Week
Flexible Options Programme	8
PE	3
Employability Programme	1
Wellbeing Options Programme	2
English	4
Mathematics	4
Option 1	4
Option 2	4

Qualifications available in the Senior Phase include:

National Qualifications

English - National 3 – 5

Lifeskills Mathematics - National 3 - 5

Music - National 3

Modern Studies - National 3

Design and Technology - National 3

Hospitality (Practical Cookery) – National 4

SQA Awards

Personal Development Award - SCQF Level 3

Steps to Work Award - SCQF levels 3 - 4

Wellbeing Award - SCQF levels 3 – 5

Youth Achievement Award - SCQF levels 3 – 5

Skills for Work

Painting & Decorating - SCQF level 4

Wellbeing Options Programme

Pupils across both the BGE and Senior Phase will participate in the Wellbeing Options Programme.

The Wellbeing Programme will consist of:

- A core Personal, Social and Health Education (PSHE) programme which all pupils will participate in.
- Opt-in programmes of Seasons for Growth, Mindfulness and PX2 to support pupils in their personal development.
- A “Citizenship” IDL programme, where pupils can develop leadership skills and self-confidence while raising awareness of wider issues. This programme will also include facets of Enterprise and Financial Education.

PE

Pupils across both the BGE and Senior Phase will participate in the PE Programme.



Flexible Options Programme

Pupils across both the BGE and Senior Phase will participate in the Flexible Options Programme.

The Flexible Programme will consist of four blocks (one block per term), where pupils can develop skills in an area of their choice with further aims of increasing attendance and engagement.

Pupils can opt for the same experience throughout the year, a different experience each term or any combination thereof. Flexible options will draw on staff skills, expertise and interests. They will be delivered out of one full day each week. Options will change termly but they may include:

- Work Experience opportunities
- College opportunities
- Social Enterprise activities
- Bike Maintenance
- Games Design

Skills for learning, life and work

Curriculum for Excellence will support all children and young people in developing skills which they will use throughout their life and in their work, including the development of pre-vocational, enterprising and employability skills, personal skills, high levels of cognitive skills and the opportunity to put learning into a practical context.

These skills for life and skills for work are embedded across all curriculum areas and include learning which falls within a broad definition of 'vocational'; that is learning which is generally about the development of pre-vocational and employability skills which will be made use of in future working life.

A strong focus on literacy and numeracy is essential; all children and young people require these skills to gain access to learning and to succeed in life. Confidence and competence in literacy and numeracy provide the foundations for lifelong learning.

Making the link between the classroom and workplace can help young people to see the relevance of their learning and understand the contribution that they can make to their schools and colleges, to their community and to the economy. They can feel valued and involved and experience challenge and enjoyment; their confidence can increase with, potentially, a positive impact on their levels of attainment and achievement. This is a main focus of The Choices Programme in making effective links with local mainstream Schools, Colleges, employers and businesses, charities and the local and wider community in general. We aim to support our young people in having positive experiences and outcomes out-with our school and for the local community to benefit by our work with them.

Assessment & Tracking

Progress is assessed throughout the year, irrespective of whether pupils are in the BGE or Senior Phase. This progress is closely tracked and monitored. It is also judged against the targets agreed in each pupil's Educational Support Plan (ESP).

Pupils will receive monthly progress meetings to review and congratulate them on progress, and to set new goals. In addition, ESP targets are set and reviewed termly in collaboration with parents and pupils. This is an additional opportunity for parents and pupils to seek information about their learning programmes and progress.

Continuous assessment is also used to measure all aspects of each pupil's work in order to determine his/her achievement and future potential.

Reporting

We provide parents/carers with a detailed pupil profile report on their child's progress twice per year. The report is not simply on progress in subject areas as it also includes comments on:

- Attendance
- Punctuality
- Effort
- Participation in school activities

As well as formal reporting we make regular checks on progress throughout the session and let parents know if there are any concerns.

It is our aim to continuously refine these reports so that the information given to parents/carers can be more detailed and informative. It is always open to parents/carers to discuss and give feedback on their child's report.

Equal Opportunities

The school is committed to providing equal opportunities for all pupils, regardless of:

- racial or cultural background,
- gender
- ability
- sexuality

Providing equal opportunities means making everyone in the school aware of factors which can limit choice and progress of individuals

Equal opportunities applies to:

- the content of the school curriculum;
- the ways in which learning takes place;
- other activities in the school



Data Protection

Information on pupils, parents and guardians, is stored in files and on a computer system. It may be used for teaching, registration, assessment, reporting and other administrative duties.

How we use your personal information:

It is important for the school to hold personal information about pupils as it allows us to contact a suitable adult in cases of emergency. The information held also helps West Dunbartonshire Council to provide education services now and to plan for the future.

Information provided to us in relation to children's disability, language, religion, ethnic background or national identity is used to ensure that children's legal rights in school are recognised. Children's general legal rights are listed in the Children (Scotland) Act 1995, the Equality Act 2010 and in the European Convention on Human Rights.

Information held on pupils is strictly controlled by law, and can only be passed onto other services within the Council and other organisations in accordance with the provisions of the Data Protection 2018 Act (DPA). As a local authority, our schools and early years establishments process information about children and young people in order to provide education and care. All personal data is treated as confidential. The information may be passed to other services and other organisations that will use it for a number of purposes connected to education services, for example, child protection, delivery of National Entitlement Cards and cashless catering, organising school transport, Active Schools Programme, the NHS School Nursing, Dental Health and Immunisation Programmes, collection of information by the Scottish Government and provision of national exams, we may also use any information for research purposes. We may use information held for the purposes of a public task (one of the recognised functions of a Scottish Local Authority) and may share information where necessary with other public bodies or where otherwise required to do so by law.

In terms of Section 94 of the Data Protection Act 2018 (Right of Access / Subject Access Request), a requester is entitled to know what personal information West Dunbartonshire Council holds about them and their children. They are also entitled to access their children's education records in terms of the Pupil's Education Records (Scotland) Regulations 2003.

Applications for Subject Access Requests should be made either to the Head Teacher or to The Data Protection/Information Protection Officer, Municipal Buildings Dumbarton, G82 1NR or dataprotection@west-dunbarton.gov.uk

You can find out more about the Subject Access Request procedure by visiting the following web address: <http://www.west-dunbarton.gov.uk/council/data-protection-ripsa-and-freedom-of-information/data-protection/>

If you would like further information on how your information is used and how we keep your information safe please contact: Data Protection/Information Protection Officer at the above address.

Photography

In line with council policy no photography of individuals is permitted on council premises, where there is a reasonable expectation of privacy without their consent.

Parents or guardians will be asked to give their permission on an annual basis for their child to be photographed or videoed for specified purposes related to the life and work of the school and the education service.

Photography by parents and family members will normally be permitted at school events such as open days.

Child Protection

All staff in the school are required to be aware of child protection issues and are provided with regular information on Child Protection Policy and Procedures. The school maintains close working relationships with all other relevant agencies to ensure appropriate information is shared and that professionals from various agencies work collaboratively for the wellbeing of the young people.

All staff have a responsibility to report concerns regarding the welfare and safety of a young person to the Principal Teacher of Pupil Support. If the Principal Teacher, Pupil Support or the person deputising for them is of the view that there may be grounds for concern, they will immediately contact the duty senior social worker and advise them of the circumstances.

Annual Census Data

Transferring Educational Data About Pupils

Education authorities and the Scottish Government 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 the Scottish Government. 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 the Scottish Government. 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 the Scottish Government.

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, the Scottish Government 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 the Scottish Government, 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).

The Scottish Government 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 Sharing Panel in the Scottish Government, which will ensure that no individual level data will be made public as a result of the data sharing and that these data will not be used to take any actions in respect of an individual.

Concerns

If you have any concerns about the ScotXed data collections you can email the Senior Statistician, Peter Whitehouse, at Peter.Whitehouse@scotland/gsi.gov.uk or write to The ScotXed Support Office, the Scottish Government, 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.

What more information?

Further details about ScotXed data exchanges are available on the ScotXed website, www.scotxed.net. The website also contains answers to commonly asked questions about ScotXed

Important Addresses

Laura Mason
Director of Education and Cultural Services
Education Offices,
16 Church Street,
DUMBARTON
G82 1QL

Clothing grants

Housing Benefit Section
Council Offices
16 Church Street,
DUMBARTON
G82 1QL

Local Councillors

Contact details for local councillors can be obtained via:

Council Offices
16 Church Street,
DUMBARTON
G82 1QL

Or by visiting <http://wdccmis.west-dunbarton.gov.uk/cm5/People.aspx>

SDS

Dumbarton Careers Office
High Street,
Dumbarton

Clydebank Careers Office
5 Corinthia Way, Upper Level
Clyde Shopping Centre,
Clydebank