Eigg Primary School and Nursery

Bun-sgoil is Sgoil-Àraich Eige

2027-28



Key Information - Eigg Primary School

Address: Eigg Primary School, Isle of Eigg, Highland, PH424RL

Telephone number: 01687 482 424

Head Teacher: Kieran MacInnes

School Website: **https://eiggprimary.com**

Current pupil roll: Primary (9) Nursery (1)

School Day Times

Start time: 9am **Finish Time:** 3pm

Morning Break: 10:45 – 11.00 **Lunch Break** 12:45 – 13:30

Our school provides primary education for all children and nursery education from the age of three onwards. Our school is a non-denominational school. All pupils learn Gaelic as a second language (L2) and Gaelic language and culture and celebrated.

Parent Council Contact Details: **EiggPrimary@highlandpc.co.uk**

Communication and Parental Involvement

Our school has an open-door policy for all parents – we are always happy to discuss children's education, and if we are not free to speak, we will arrange a time to meet and discuss further. We communicate with parents through a variety of means: parent's evening, sharing of learning and stay-and-play sessions, email, our school blog, phone calls, letters, parent information evenings, termly newsletters and through Seesaw and Pupil Profiles on Google Sites. We pride ourselves on being welcoming and approachable.

Parents and guardians are valued partners of Eigg Primary School. Parents can support our school by joining our active parent council, which meets termly, attending family learning events, engaging with the children's online profiles and supporting learning at home. Parents support us to recognise wider achievement through our Join in Award Scotland booklets.

Parent / guardian views are a key part of our school improvement process, and school improvement plans are shared and discussed with all parents and generated using the views of families. We regularly survey our parents, including an annual survey using Education Scotland materials. We are always keen to hear from parents and guardians who wish to support the work of the school by coming in to volunteer to share their skills and experiences. The children particularly love when parents and others from the community come in to read to them.

We support families through a robust transition process – when children begin nursery, when children move from nursery to primary and from primary to secondary.

Whenever sensitive aspects of learning are to be discussed, the school will share this information with parents in advance.

School Ethos

Our whole school – pupils, staff, parents and partners – came together to renew, refresh and relaunch our school vision, values and aims. Our values underpin everything that we do at Eigg Primary and Nursery.



Our school is committed to supporting every pupil to achieve and at the highest possible level and to celebrate the unique contributions, skills and talents of all. You can find our Learning and Teaching policy, our Equalities and Diversities Policy and our Promoting Positive relationships and anti-bullying policies here.

Parents who wish to discuss provision for religious instruction / observance for their child or who wish to exercise their right to withdraw their child from an aspect of education can contact the school at any time.

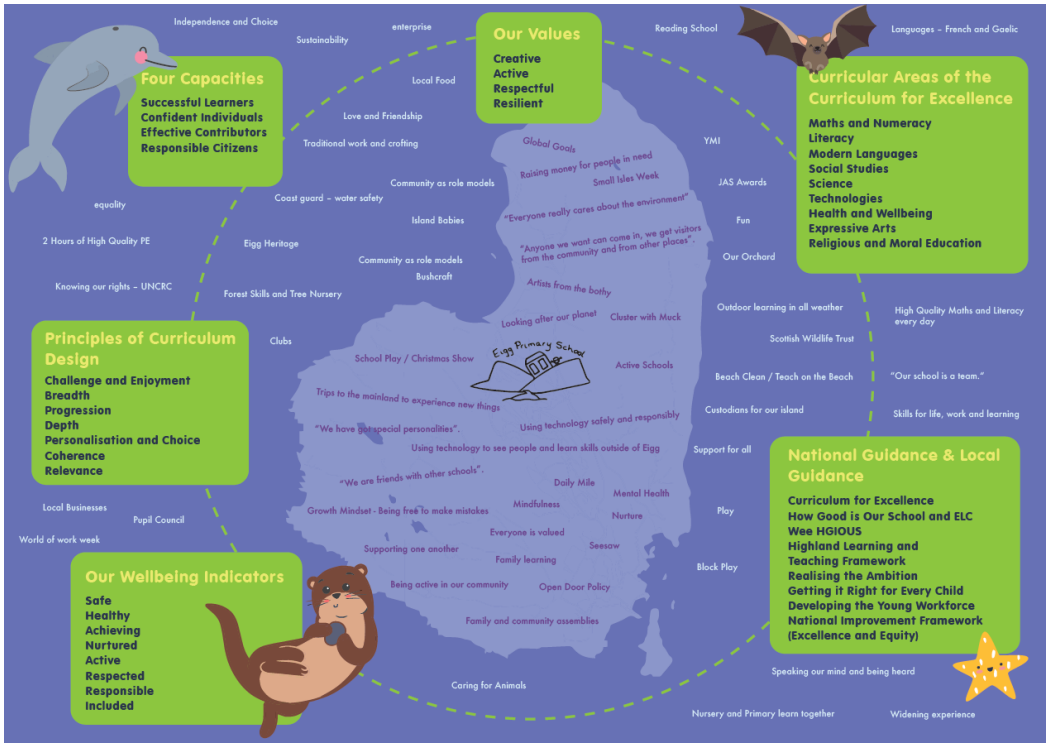
Our school is an integral part of life in Eigg, making a positive social and environmental contribution to island life. The pupils organise and participate in community events, including sharing of learning events, community shows, community meals and beach clean-ups. We enjoy welcoming visitors into our school and hearing about their skills and jobs.

We enjoy a variety of active and supportive school partnerships, including, but not limited to, Highlife Highland, the Bothy Project, Ewen's Room, the Newton Room and our neighboring island and mainland schools. We are proud to be an Eco-school, an accredited Reading School and to have achieved our Rights Respecting Silver Award. We value our unique local environment, while looking outwards at global issues and opportunities.

Our approaches to promoting positive behavior are grounded in supportive, consistent and trusting relationships, nurture principles and restorative practice. We recognise that all children will require additional support at times in their education and we have comprehensive procedures in place to provide the right support at the right time.

Curriculum

Our Curriculum Rationale – Created with Learners, Parents and our Community



Pupils experience rich learning experiences across all areas of the Curriculum for Excellence:

- Literacy and English – Reading, Writing and Listening and Talking
- Numeracy and Mathematics
- Languages – Gaelic and French
- Expressive Arts – Dance, Music, Drama and Art and Design
- Religious and Moral Education
- Sciences

- Social Studies
- Technologies

Much of our learning takes place through rich interdisciplinary learning – where staff support pupils to follow their interests, explore their world and answer their "big questions". Pupil voice and choice is built into our planning processes.

We use digital technologies purposefully and sensitively, where it enhances our learning.

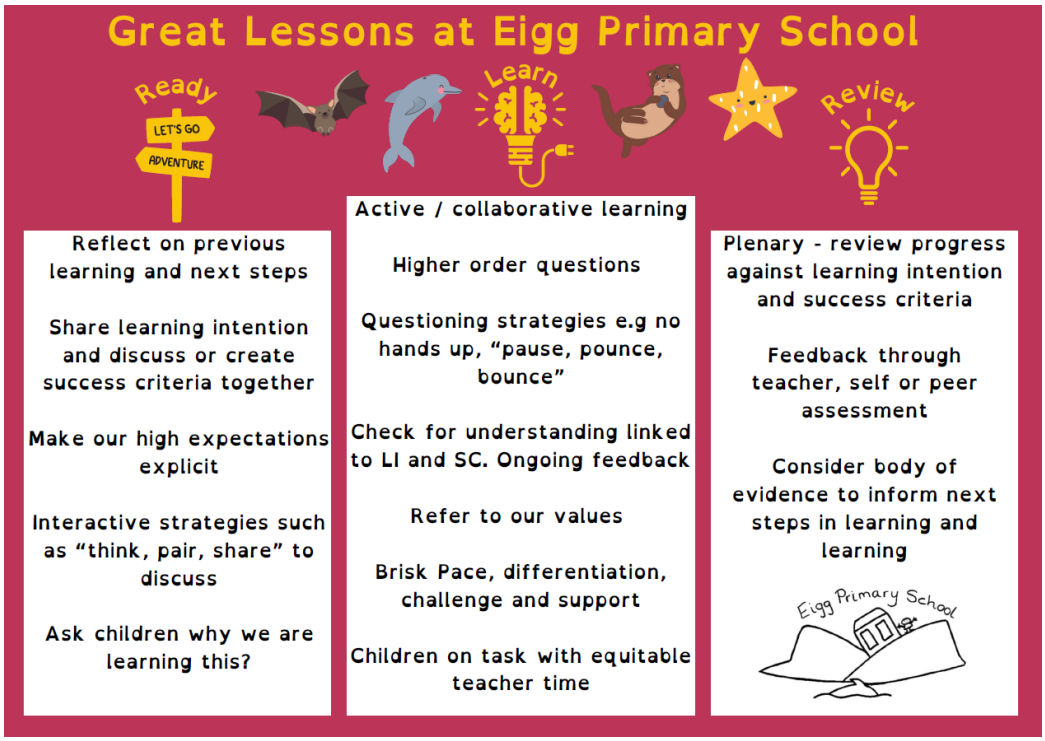
We undertake one residential swimming visit a year to the mainland in the summer term for children in P1-7. We regularly visit our neighbors in Muck and Rum, to learn in larger groups. In the summer term, we schedule a shared team games PE block, with our neighbours in Muck, to allow us to play team sports in a larger group. Outdoor learning and skills are important to us. We have created an outdoor skills progression and receive support with this from Eigg Guiding Company.

All pupils learn Gaelic as a second language (L2) – supported by fluent Gaelic speaking staff. Our P5-7 pupils also learn French, supportive by a local native French speaking volunteer.

We support and nurture our children from three years old, to primary school leaving age, with a view to equipping them with all of the skills, attributes and qualities they need to thrive, in our island communities and beyond.

We use our Pupil Profiles and Skill Progressions, planning procedures and Join in Award Wider Achievement Booklets, to support learners to develop the essential skills they require. We support our pupils to engage actively in their community, developing their skills and confidence.

Pupils experience consistent and high-quality learning, with staff following our good lesson guide:



More information about the curriculum in Scotland can be found here. You can find important information about our school's approach to achieving our aims for pupils here.

Transitions

Transition arrangements for those joining our ELC begin as soon as possible – with all island under-3s invited to our weekly Bookbug sessions. Pupils joining our ELC are invited to regular transition sessions with parents.

Our Nursery and Primary pupils regularly work together, and we benefit from being able to provide transition related opportunities, all through a child's time in our nursery.

Our learners go on to attend Mallaig High School on the mainland, which involves weekly boarding at Mallaig High Hostel. We work closely with Mallaig High School to ensure the best possible transition arrangements are in place. We encourage families and children to meet with High School and Hostel staff in advance and support children to attend overnight transition visits. Recently we have allowed learners to undertake a residential outward-bound experience with mainland schools at no cost to families. We visit the hostel with all primary pupils as part of our yearly swimming week – eating meals and socialising in common areas.

Enrolment week for prospective Primary 1 and Nursery pupils is held in January/February each year, and parents who are resident on the island will be informed beforehand. Prior to enrolment of their child, parents are encouraged to make an appointment to visit the school to discuss their child's needs and requirements with the Head Teacher (Kieran MacInnes – Tel: 01687 462367 or 01687 482424 email: Kieran.MacInnes@highland.gov.uk).

We recognise that given our island setting, some of the guidance around placing requests will not be relevant.

Mallaig High School can be contacted at:

Telephone: 01687 462107 Email: mallaig.high@highland.gov.uk

School Improvement

We are proud of the progress we have made and have ambitious plans for the future. Details of our School Improvement Plan (including a child-friendly version) and Standards and Qualities Report, which gives an account of progress over the last school year can be found here.

Recent achievements have included our schools being awarded their Eco Flag, Reading Schools Core award and Rights Respecting Schools Silver Award. We are proud of the wellbeing support we have provided to pupils and are confident that we are supporting our learners as individuals to achieve the best possible standards in literacy and numeracy.

Our school works hard to minimise or eliminate any costs associated with Education. We never charge for trips or resources. We recognise that island families already face disproportionate costs to their mainland counterparts.

Our improvement priorities for this session are to:

Raise and Sustain attainment in Literacy

- *National Improvement in Writing Project, with a focus on core skills*
- *Strong focus on Reading for Enjoyment and developing our reading schools project*
- *Words Up and Emerging Literacy Training in our nursery*

Raise and Sustain attainment in Numeracy

- *A focus on problem solving and low threshold, high ceiling tasks.*
- *High-quality numeracy support and staff training*
- *Maths learning in rich contexts – community and climate data projects, enterprise, cooking and outdoor learning*

Ensure the highest possible standard of wellbeing for learners

- *Pupil and Family wellbeing sessions*
- *Pupils are empowered to know their rights and use their rights to advocate for themselves and others*
- *High quality outdoor experiences*

Our pupils have added their own improvement items to our plans for this session including:

- Creating a football team
- Enterprise project – create a Christmas Comic

All of our P5-7 pupils take part in the Junior Leaders award with Highlife Highland and are helping to drive positive change in our school. All pupils are part of our Pupil Council, which also meets with the Isle of Eigg Heritage Trust to discuss priorities for the whole island.

Support for Learners

We follow a comprehensive staged intervention program to ensure we are getting it right for all pupils. We regularly set targets with pupils and survey their wellbeing, to ensure support is appropriate. Families are actively involved at all stages.

The Named Person for our Primary Learners is the school's Head Teacher Kieran MacInnes. The Named Person for our Nursery Learners is Health Visitor Katrina Finlayson, who can be contacted at 01349 781410.

Practical Information

All of our Primary Pupils work together in one classroom, and our Primary children and Nursery children learn closely together – undertaking joint projects and explorations.

Our school staff consists of 3 teachers (total 1.1FTE) 2 Early Years Practitioners (total 1 FTE) a General Auxilliary and a Head Teacher. We also have a Facilities Manager and Cleaning Assistant.

Our Head Teacher is also responsible for the management of Muck Primary School and Nursery. Pupils and staff from both schools work closely together, including a weekly online assembly focused on the UNCRC Rights of the Child.

We take a bespoke approach to homework – supporting families to undertake homework activities that wish to do so – as per our homework policy, following consultation with parents.

Our school uniform is supplied by Magpie Makes, based in Mallaig. Orders can be placed through the school and a brochure can be supplied by school staff.

Most children are ineligible for free school transport due to distance from the school, as our island is relatively small. Children may be eligible for free school transport if they are:

- Under 8 and live more than 2 miles from school
- 8 or over and live more than 3 miles from school
- Have a medical condition or additional support needs
- Would have to walk a route which is considered by us to be unsafe for children to walk, even when accompanied by an adult

We work closely with NHS partners to support immunization programmes and health checks. We are exploring opportunities to provide pupils with dental checks on our visits to the mainland.

In the event of inclement weather, school staff will contact parents by email and phone call. Emergency plans including fire evacuation plans are available in the school building and by contacting the Head Teacher.

Our school consists of one classroom, shared by all pupils, a nursery room and a general usage space called the “Learning Centre” – which currently houses our library, quiet areas, and an area for mealtimes. A brief has been submitted to convert this into a modern nursery space. We enjoy extensive garden grounds, including a willow wood, polytunnel, outdoor classroom and mud kitchen.

Our school does not have a canteen. All pupils bring their meals from home. We supplement this with our own “monthly meal” where pupils create healthy dishes to enjoy together, often using produce from our garden. Families of children who are entitled to free school meals will receive a payment to provide this, paid each month.

Our playground is regularly supervised by our General Auxilliary and Early Years Practitioners. We support and encourage children to help themselves and one another – through our Playground Leader program.

We hold a pupil running club (also open to families) on a Monday afternoon from 3 until 3.45. Our Junior Leaders run a Youth Club (open to all children) on Tuesday afternoons from 3 to 4.

School Policies

You can access an array of important school policies on our website.

Learner Engagement

We pride ourselves on high levels of engagement, pupil leadership, pupil voice and choice. All of our pupils help steer our Pupil Council, which contains our Eco Group, Reading Group and Rights Respecting Schools Group. All P5-7 Pupils take part in the accredited Highlife Highland Junior Leaders program.

Adverse Weather and Temporary School Closures

School staff will contact parents directly by email and/or phone.

Eigg Nursery – Early Learning and Childcare

Our Nursery is at the heart of our setting and Eigg Nursery and Primary children routinely play and learn together. Our ELC shares the same opening times with our Primary school – Monday to Friday 9.00 – 3.00.

We are excited by planned developments to convert the school auxiliary space into a bespoke modern nursery and look forward to sharing progress with this.

You can find the National Guidance that informs our practice here.

Pupil Attendance/Absence Information
Fiosrachadh Làthaireachd/Neo-làthaireachd Sgoilearan

Good attendance is vital if pupils are to achieve their full potential. If a pupil is absent from school, a parent or guardian should telephone the school on the first day of absence. When returning to school after an absence, the parent or guardian must give a written reason for the time absent.

Permission to leave during the school day: If a pupil needs to leave during the school day for an appointment etc, pupils need to bring with them a note from a parent or guardian. Pupils must report to the school reception and 'sign out', if returning the same day, they must report again to the reception and sign in. Where at all possible, medical and dental appointments should be made outwith school hours.

If pupils fall ill during the day, parents are contacted for them to collect their child, therefore it is essential that we have up to date daytime contact numbers and emergency contact numbers for all pupils.

Schools are required to keep an attendance register by law. We have a responsibility for the care and welfare of all pupils during the school day therefore need to know the whereabouts of absent pupils.

When parents are considering whether or not to remove their children from school for a family holiday, they should be aware that such a decision:

- Will result in a significant loss in classroom experience
- Will result in a pressure for pupils to 'catch up' on missed work
- Could result in pupils missing assessments with consequential impact on pupils and teachers
- Could result in the loss of curricular activities
- Will affect school attendance records and efforts to raise standards of attendance
- Under the guidance issued at a national level, most family holidays will be coded as unauthorised absence. Only in exceptional cases will the absence be recorded as authorised

In conclusion, we would ask parents to be aware of these considerations when making decisions on planning holidays during term time. Find below a link to the school term dates on the Highland Council website to aid parents in planning any holidays they may be considering:

https://www.highland.gov.uk/schools/school-term-dates

If parents decide to make holiday arrangements during the school term, this should be confirmed in writing to the Head Teacher.

Placing Requests
Iarrtasan airson Àite-sgoile

Each school serves its own particular catchment area. Pupils whose homes are located in that area will have priority in being allocated a place in the school. However, parents have the right to specify the school in which they wish to place their child.

Placing request applications are made online at:
https://www.highland.gov.uk/schools/enrol-child-school-outside-catchment-area

If parents wish their child to attend a school which is outside their catchment area, they may contact the school to arrange a visit.

Transportation to and from school, for placing request pupils, is a parental responsibility.

Parents of children with additional support needs (including those that have Coordinated Support Plans) can make placing requests to any school in Scotland including schools outside of the local authority area they live in. All appeals about placing requests to special schools will be referred to the Additional Support Needs Tribunal.

Placing requests for an August start must be submitted no later than 15 March. Parents will be notified of the outcome by no later than 30 April.

School Meals
Biadh Sgoile

Our catering service is proud to provide good value meals using quality ingredients carefully sourced. All of our schools follow the new school food guidelines set by the Scottish Government in 2021.

All our primary schools and early years and childcare settings have been awarded the bronze Food for Life Served Here award from the Soil Association. As part of this, over 75% of the menu is freshly prepared with ingredients that are GM free, with no undesirable E-numbers or hydrogenated fats.

Find out more about school meals, our menus, and eligibility criteria for free school meals at: https://www.highland.gov.uk/school-meals

Adverse Weather and Temporary School Closures
Droch Shìde agus Sgoiltean a' Dùnadh airson Ùine Ghoirid

Parents and carers can find information on schools closed due to adverse weather or other reasons leading to a temporary school closure on the Council's website at: https://www.highland.gov.uk/school-closures

Your school may also have additional arrangements to advise parents and carers of a temporary closure, such as social media.

Curriculum
Curraicealam

Curriculum for Excellence:
https://education.gov.scot/curriculum-for-excellence/

Highland Literacy, Numeracy and Health & Wellbeing Strategies:
https://www.highland.gov.uk/downloads/download/688/school-policies-and-guidance---curriculum-learning-and-teaching

Gaelic Medium Education
Foghlam tron Ghàidhlig

Gaelic Medium Education (GME) helps children learn through Gaelic. It supports the survival and growth of the Gaelic language and is a priority for the Scottish Government.

GME is a way of learning where Gaelic is used as the main language in the classroom. Children are taught in Gaelic across all subjects. This helps them to become confident and fluent speakers.

Further information about GME in The Highland Council area, including catchment areas and schools, is available at:
Gaelic Medium Education - Gaelic Education - Highland Council

Religious Observance
Cleachdadh Cràbhach

Special arrangements will be made for pupils whose parents do not wish them to participate in religious observance.

Guidance on Religious Observance:
https://www.highland.gov.uk/downloads/file/3689/religious-observance-guidance-for-schools

Assessment and Reporting
Measadh agus Aithris

Schools will provide information to pupils, parents and staff to assist in the effectiveness of learning and teaching process and in raising attainment.

Teachers will use the assessment process as an evaluative, diagnostic and formative tool to provide evidence of pupil attainment and progress and to inform learning and teaching approaches and pupil targets.

Pupils should view the assessment process as a motivating experience which takes place within the overall context of a supportive school. Pupils should make use of feedback, in all its forms to inform next steps for the improvement of their own learning, and will reflect on their progress, achievement and best work on their profiles.

Parents will receive feedback on their child's progress through pupil reports, progress checks, and target setting information.

Parents wishing to enquire about their child's progress are invited to get in touch with their school.

School Improvement
Leasachadh Sgoile

How good is our school? (HGIOS) underpins effective self-evaluation as the starting point for school improvement, providing a suite of quality indicators that support school staff in all sectors to look inwards, to evaluate what is working well for learners and what could be better.

It is an important aspect of the Scottish approach to school improvement and is used to support self-evaluation and reflection by practitioners at all levels.

All schools produce and publish an annual improvement plan, which outlines how they intend to continue to improve. Schools are also required to produce an annual standards and quality report.

School Improvement Plans can be requested by contacting the school directly.

School Standards and Quality Reports:
https://www.highland.gov.uk/schools/school-quality

School Inspection Reports:
https://educationinspectorate.gov.scot/inspection-reports/find-an-inspection-report

Additional school information can be found at:
https://education.gov.scot/parentzone/my-school/school-information-dashboard/



Administration of Medicines
Rianachd Chungaidhean-leighis

National Guidance on the Administration of Medicines in Schools was issued by the Scottish Government in 2017:
https://www.gov.scot/publications/supporting-children-young-people-healthcare-needs-schools/

This guidance is based on a number of common principles that will be consistently applied when identifying, supporting and reviewing the healthcare needs of children and young people in Highland schools to enable them to make the most of their learning.

Under Article 24 of the United Nations Convention on the Rights of the Child, all children have a right to the highest attainable standard of health and to health care services that help them attain this. Article 7 of the United Nations Convention on the Rights of Persons with Disabilities states that children with disabilities have the right to express their views freely on all matters affecting them. The arrangements for each individual will therefore take account of the health professionals' advice, the pupil's views and, where appropriate, their parent's views.

NHS Highland, Highland Council and school staff will work collaboratively to ensure that pupils receive the service they need in the way most appropriate to their personal circumstances.

We will work with pupils and parents/carers to support the healthcare in our school, making reasonable adjustments that children and young people with healthcare needs might need and require.
Assistance with intimate care may be needed by children in any school and this will be provided if required to support these needs quickly and with respect for children's privacy, dignity and rights.

If a child or young person requires medication, this will only be administered by staff when there is clear written guidance from a parent/carer. Your school will be able to provide more information on what is required.



Support for Learners
Taic airson Luchd-ionnsachaidh

When a child or young person experiences barriers to their learning, for whatever reason, they may have additional support needs (ASN) and can receive appropriate support to overcome these barriers and be successful in their learning.
We work closely with our partner agencies to support children with ASN and their families.

We are committed to working positively with parents, carers, nurseries, schools and partnership agencies to:

- provide high quality support for children with additional support needs
- reduce barriers to learning
- maximise achievement

More information can be found at:
https://additionalsupportforlearninghighland.wordpress.com/

Policies and Guidance:
https://www.highland.gov.uk/downloads/download/678/school-policies-and-guidance---support-for-learners

Education (Additional Support for Learning) (Scotland) Act 2009:
https://www.legislation.gov.uk/asp/2009/7/contents

Additional support for learning: statutory guidance 2017:
https://www.gov.scot/publications/supporting-childrens-learning-statutory-guidance-education-additional-support-learning-scotland/

Other advice and Guidance:

Enquire:
https://enquire.org.uk/

My Rights, My Say Advocacy service:
https://myrightsmysay.scot/

Scottish Independent Advocacy Alliance:
https://www.siaa.org.uk/

Scottish Child Law Centre:
https://sclc.org.uk/



Support for Families
Taic airson Teaghlaichean

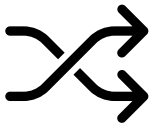
Children 1st Support Line for Families:
https://www.childrenfirst.org.uk/get-support/support-line/

Support for Armed Forces Families in Highland:
https://armedforcesfamilieshighland.wordpress.com/families/

ParentZone Scotland:
https://education.gov.scot/parentzone/

Change, Loss, Bereavement Highland:
https://clbhighland.com/

Supporting the Wellbeing of Children & Young People in Highland:
https://www.wellbeinghighland.co.uk/



Transitions
Eadar-ghluasadan

Transitions include

- Transition into a new school
- Transition from nursery to primary school
- Transition from primary to secondary school
- Transition in secondary school into Senior Phase
- Leaving school to go to post school learning, training, work, supported placement, apprenticeships, etc.

My Transition Guide for Parents, Professionals and Partners:
https://www.highland.gov.uk/downloads/file/3384/my-transition-guide-for-parents-professionals-and-partners

My Transition Guide for Children & Young People:
https://www.highland.gov.uk/downloads/file/3383/my-transition-guide



Protection of Children
Dìon Chloinne

From time-to-time incidents can occur within the school setting which cause concern and could indicate that a pupil is suffering some form of abuse.

In terms of Highland Child Protection Committee Inter-agency Protection Guidelines, Education Service staff must report such incidents to Social Work Services which can lead to a joint Social Work/Police investigation.
All agencies involved in Child Protection are obliged to make the welfare of children their paramount consideration and this will be the priority for Education Service staff.

Our Getting it Right for Every Child and Young Person in Highland Interagency Practice Guidance & Child Protection Procedures are available at:
https://hcpc.scot/wp-content/uploads/2025/01/Highland-Child-Protection-and-GIRFEC-Guidance-2024-Update-Dec-24-V2.pdf



Promoting Positive Relationships
A' Brosnachadh Deagh Dhàimhean

Anti-bullying Guidance for Schools:
https://www.highland.gov.uk/downloads/file/3365/anti-bullying-guidance-for-schools

Promoting Positive Relationships Framework & Guidance:
https://www.highland.gov.uk/downloads/file/3386/promoting-positive-relationships-framework-and-guidance



Mental Health & Wellbeing
Slàinte Inntinn & Sunnd

Staff will support the emotional development and wellbeing of pupils through formal and informal curricular activities. Any concerns about a pupil's wellbeing can be discussed with the named person.

The Highland Council offers a variety of information relating to mental health and emotional wellbeing which can be accessed at:
https://www.wellbeinghighland.co.uk/home

Schools have access to The Highland Council's Primary Mental Health Worker Service and consultation, and advice may be sought if there are concerns that might require more targeted support. Counselling is also available for all pupils from age 10. Information on these services can be accessed from your child's school.

There is also completely confidential, online counselling service called Kooth for children and young people from age 10 that can be accessed at:

https://www.kooth.com/

Parents would generally be involved in discussions beforehand, however a young person over the age of 12 can ask for support themselves.



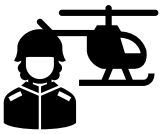
Equality & Inclusion
Co-ionannachd & Ion-ghabhaltas

Our activities in school should ensure that we:

- Eliminate unlawful discrimination
- Advance equality of opportunity
- Promote good relationships

Activities should not discriminate against any of the following 'protected characteristics' age, disability, race, religion or belief, sex, sexual orientation, gender reassignment, pregnancy and maternity.

The United Nations Convention on the Rights of the Child has now been incorporated into Scots Law. To find out more about this and the rights for all children in Scotland, you can access information at:
https://www.gov.scot/publications/statutory-guidance-part-2-uncrc-incorporation-scotland-act-2024/



Armed Forces Families
Teaghlaichean nam Feachdan Armaichte

Our schools welcome and support families and their children and young people from Armed Forces families: Serving, Reservists and Veterans.

We understand some of the challenges that service life can bring. These may be more difficult during times of mobility, separation due to a deployment, long training exercise or weekending. We look forward to working with you to ensure your child or young person thrives whilst with us in Highland.

There is a dedicated website in Highland, developed and informed by our Armed Forces community's needs, to provide information, guidance and support for families, educators, children and young people and communities.

Access the Armed Forces Families Highland website at:
https://armedforcesfamilieshighland.wordpress.com/



Access to Pupil Records and Data Protection Legislation
Cothrom-inntrigidh do Chlàran Sgoilearan agus Reachdas Dìon Dàta

The Pupils' Educational Records (Scotland) Regulations 2003 extend to parents the right of access (with certain specific exceptions) to any record held by the Authority in relation to their child. Parents may make an application to the Head Teacher.

The Pupils' Educational Records (Scotland) Regulations 2003:
https://www.legislation.gov.uk/ssi/2003/581/contents

Information on pupils, parents, guardians and carers is stored on a computer system and may be used for teaching, registration, assessment and other administrative duties. The information is protected by data protection legislation and may only be disclosed in accordance with the codes of practice.

The Scottish Government and its partners collect and use information about pupils through the *Pupil Census* to help to improve education across Scotland. This note explains why we need this information, how we use it and what we do to protect the information supplied to us. Further information can be obtained from http://www.gov.scot/Topics/Statistics/ScotXed.

Data about pupil aspirations, i.e. preferred routes, preferred occupations and anticipated school leaving dates are also collected in secondary schools to support planning for leaving school. This information is shared with Skills Development Scotland.

Data Policy
Poileasaidh Dàta

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

Education data within Scottish Government is managed effectively by secure systems and is exploited as a valuable corporate resource, subject to confidentiality restraints. As part of its data policy, Scottish Government will not publish or make publicly

available any information that allows individual pupils to be identified, nor will data be used by Scottish Government to take any actions in respect of individuals.

Data is held securely and no information on individual pupils can or would be made publicly available by Scottish Government.

Our Privacy Notice can be found at:
https://www.highland.gov.uk/directory-record/12690/enrol-your-child-in-school-or-early-learning-and-childcare-setting

Your Data Protection Rights
Na Còraichean Dìon Dàta Agaibh

The collection, transfer, processing and sharing of ScotXed data is done in accordance with data protection legislation. We also comply with the National Statistics Code of Practice requirements and other legislation related to safeguarding the confidentiality of data. Data protection legislation gives you the right to know how we will use your data. This note can give only a brief description of how we use data.

Fuller details of each individual ScotXed survey, including the purpose of each and the published data, can be found on the ScotXed website at:
http://www.gov.scot/Topics/Statistics/ScotXed/SchoolEducation

Scottish Government works with a range of partners including Education Scotland, Skills Development Scotland and the SQA. On occasion, in order to help meet our aim of improving the life of young people in Scotland, we may make individual data available to partners such as the National Registers of Scotland to carry out research relating to the national population census and also academic institutions and organisations to carry out additional research and statistical analysis to meet their own official responsibilities.

Any sharing of data will be done under the strict control of Scottish Government, and will be consistent with our data policy. This will ensure that no individual level data will be made public as a result of the data sharing and that these data will not be used to take any actions in respect of an individual. Decisions on the sharing of data will be taken in consultation with relevant colleagues and individuals within and outwith Scottish Government. At all times pupils' rights under the Data Protection Act and other relevant legislation will be ensured.

If you have any concerns about the ScotXed data collections you can email the Head of Schools Analysis at ScotXed@scotland.gov.uk or write to The ScotXed Support Office, Area 2D, Victoria Quay, Leith, EH6 6QQ. Alternative versions of this page are available, on request from the ScotXed Support Office, in other languages, audio tape, Braille and large print.

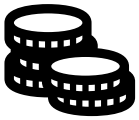


Complaints about a school
Gearanan mu Sgoil

If a parent has any concerns they should contact their child's Named Person in the first instance. This will usually be the Head Teacher in a primary school, and Guidance Teacher in a secondary school or the Senior Management Team for more serious issues.

The school will always endeavour to resolve issues by listening to parents and seeking solutions in partnership. Should a situation not be resolved, parents can raise their concerns formally at How to make a complaint - Highland Council

Please note that transport is not a school responsibility and any queries should be emailed to school.transport@highland.gov.uk.



Education Maintenance Allowance
Cuibhreann Cumail Suas Foghlaim

An EMA is a weekly payment worth up to £30 for pupils who are planning to stay on at school after their leaving age. They must complete a learning agreement at school for normally a minimum of 21 hours of guided learning per week.

Further information on full eligibility criteria and the online application process can be obtained from your child's school or at:
https://www.highland.gov.uk/benefits-money-help/education-maintenance-allowance-ema



16+, Post-school and Careers Advice
Comhairle 16+, Às Dèidh Sgoile is mu Dhreuchdan

No-one Left Behind is a commitment by Scottish Government to deliver an employability system that tackles inequalities in Scotland's labour market, creating a responsive and aligned approach that helps people of all ages who face the greatest barriers to progress towards, into and to sustain work, particularly people with health conditions, disabilities and others who are disadvantaged in the labour market.

Highland Council has a lead role in respect of this agenda to enable all young people to access and progress in learning and to equip them with the skills to participate and progress, where possible into eventual employment.

Work Life Highland:
https://worklifehighland.co.uk/

No-one left Behind:
https://www.gov.scot/publications/no-one-left-behind-employability-strategic-plan-2024-2027/

My World of Work:
https://www.myworldofwork.co.uk/

WorkIt:
https://www.workit.info/About

Disclaimer

Whilst the information in our school handbooks is considered to be accurate at the date of publication, changes in circumstances after the time of publication may impact on the accuracy of the information.