

School Handbook

January 2020

Baldrigon Academy



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Section 1: Welcome and Vision

Welcome from the Head Teacher

Welcome to our learning community. Situated within the Strathmartine ward of Dundee City, Baldragon Academy is a non-denominational comprehensive secondary school (S1 to S6), supported by Children and Families Service, Dundee City Council. The Baldragon Academy cluster consists of Sidlaw View Primary School, Downfield Primary School, Craigowl Primary School and Ardler Primary School.



Hugh McAninch

In Spring 2018, our school moved into outstanding purpose built accommodation and we are exceptionally proud of our excellent new facilities and school environment. At Baldragon Academy, closing the poverty-related attainment gap and raising attainment for all remains our main priority and we are resourced to give every learner an educational experience which meets their needs. Baldragon Academy is on a journey to excellence and I hope you will join us on this exciting journey.

Our handbook provides information about important aspects of school life: our aims; our people; our achievements; our expectations. It contains lots of practical details about school routines and procedures. As parents and carers, you are our key partners in your child's education and important members of our school community. The partnership between pupils, staff and parents is at the heart of our school community.

Our school values underpin everything that we do at Baldragon Academy. Our agreed values of fairness, honesty, responsibility and achievement are built on a foundation of respect. With respect, we work together and achieve more.

I hope this handbook is helpful to you. There is more information shared on our school website baldragon.ea.dundee.city.sch.uk, and you can download our school app - www.appscentral.co.uk - or follow us on twitter @BaldragonAcad. If, however, we have missed out anything that you need to know, please take the chance to ask me or one of my colleagues during any of our meetings or by contacting us directly by letter, telephone or email.

We look forward to welcoming all new pupils who join our learning community and I look forward to welcoming you as parents/carers to Baldragon Academy. I trust that your child will enjoy a safe, happy and challenging learning experience with us.

Mr McAninch
Head Teacher

Section 1: Welcome and Vision

Welcome from the Senior Pupils

As School Captains at Baldragon Academy, we represent the pupils in many aspects of their school life. We believe that we are the most up and coming school in Dundee, with brand new facilities in our new building. We believe that we are best suited to help your child through their secondary education. Our school provides a vast range of opportunities for all pupils through academic study and extracurricular activities throughout the school.



With a welcoming atmosphere and a community spirit, we believe all pupils feel safe and respected. Our team of Deputies, House Captains and Prefects take their responsibility to support pupils, both inside and outside the classroom, very seriously and are always willing to help anyone, who may be feeling overwhelmed by their first experience of secondary school, to find their feet and gain confidence. This peer support network provides an additional avenue of support for pupils.

While we will be moving on from the school, we hope you will love being part of Baldragon Academy as much as we have and enjoy many successes in the future.

Mia McIntyre and Adam Oswald

Section 1: Welcome and Vision

Welcome from the Baldragon Academy Parent Partnership

I would like to welcome you on behalf of the Baldragon Academy Parent Partnership (BAPP).

We are a group of parents and carers who have children attending the school and have chosen to represent the parents and carers. Anyone who has a child attending the school can seek to be a part of the parent partnership. All we ask is a few hours of your time and that you have the best interests of the school and pupils at heart. We meet approximately once a term and you will be made to feel welcome with a cup of tea and a biscuit when you come to the meetings.

Ultimately these are great opportunities to meet other parents and carers and work within a team to support the school in the best way we can. I can be contacted via the school email baldragon@dundee.gov.uk. Please add FAO of BAPP in the subject field so I can receive your communication as quickly as possible.

I hope to meet and work with you in the future

Mary O'Connor
(Chairperson)

Section 2: School Ethos

At Baldragon Academy we aim to motivate and inspire each other to reach our full potential and take pride in our community.

Responsibility

Making good choices by being aware of our words and actions and the impact they have on others.

Fairness

Giving each other the opportunity to succeed with equity and respect.

Honesty

Building trust and mutual respect by being true to ourselves and each other.

Achievement

Aspiring to reach our full potential using our growth mindset, effort and perseverance.

With **RESPECT** we work together and achieve more.

Section 2: School Ethos

What are our Pupils Expectations?

Every morning, you arrive at school and expect...

- to be welcomed;
- the school to be open and ready for you;
- that the school is clean and well organised;
- to be kept safe;
- to be respected;
- to be listened to;
- to be included;
- to be taught interesting, relevant and purposeful lessons;
- to have access to wider achievements, clubs, library, food...
- that the adults follow their rules!

Our School Expectations:

Today I am here and I am ready to learn because I am...

- in class on time and equipped to learn;
- dressed appropriately for my class;
- listening, actively participating and following instructions;
- allowing others to work and learn;
- respecting my school environment.

Therefore I am contributing to my own success and that of others.

Section 3: School Information

School Address: Baldragon Academy, 69 Harestane Road, Dundee DD3 0LF

Telephone: 01382 436170

Email Address: baldragon@dundeecity.gov.uk

Website: baldragon.ea.dundeecity.sch.uk

Twitter: @BaldragonAcad

Senior Leadership Team

Head Teacher: Hugh McAninch

Depute Head Teacher:
Angela Innes
Samantha Lowe
Andrea Spence
Matthew Montgomery
Hayley Ross

Business Manager: Scott Brough

School Status: Non-denominational S1-6

School Roll: 791

School Hours: Mon-Wed: 08.45 - 15.40
Thu-Fri: 08.45 - 14.50

Parent Council Contact Info: Mary O'Connor (Chair)

School Chaplains: Nathan McConnell

Section 3: School Information

Baldragon Academy was formed in 1997 when Kirkton High School and Rockwell High School merged. We serve the communities of Ardler, Downfield, Kirkton, St Marys, Trottick and the surrounding areas. Our Feeder primary schools are Ardler, Craigowl, Downfield, Sidlaw View and Strathmartine.

We have just gone through an exciting time in the school history, on the 22nd February 2018 we moved from our old school in Burn Street, to a state of the art building in Harestane Road. The learning and teaching facilities in the new building are second to none for our pupils.



Section 3: School Information

Communication

We use a variety of methods to communicate with parents/carers. These include telephone calls, text messages which could relate to attendance or be notification of an event, leaflets, letters, etc. We encourage parents/carers to provide us with an email address as electronic communication is increasingly becoming an important part of our communication strategy.

We use our school website, twitter feed and press releases to publicise achievements, inform parents and carers of forthcoming events and recommend partner organisations that can help you to support your child through their education with us.

You will receive “tracking reports” and “full” reports, which summarise progress. These reports are an important part of our strategy to raise attainment and we are always happy to discuss them with parents/carers. They will be used as the basis of discussion at Parent/Carer Contact Evenings, where we are keen to explore how we might work together to support your child in his/her learning.

At Baldragon Academy we firmly believe in establishing close links between home and school. Parents/Carers are encouraged to contact the school on any matter about which they are concerned. The first point of contact will normally be your child’s Guidance Teacher, who will address any issues as swiftly as possible. They may seek the assistance of the House Head if necessary. We place great importance on being available to speak to parents/carers either in person or by telephone.

You will be invited to meet your child’s Guidance Teacher at key stages in their education, particularly when making choices about their curriculum. The Guidance Teacher will also contact you if there are particular issues with regard to your child.

Section 4: School Policies & Practical Information

School Terms and Holidays

AUTUMN TERM

Monday 17 August 2020 - IN SERVICE DAY (Staff resume)

Tuesday 18 August 2020 - Term starts (Pupils resume)

Friday 2 October 2020 - Term ends

AUTUMN HOLIDAY

Monday 5 October 2020 - Holiday starts

Friday 16 October 2020 - Holiday ends

WINTER TERM

Monday 19 October 2020 - Term starts

Thursday 12 November 2020 - IN SERVICE DAY

Friday 13 November 2020 - IN SERVICE DAY

Wednesday 23 December 2020 - Term ends

CHRISTMAS HOLIDAY

Tuesday 24 December 2020 - Holiday starts

Wednesday 6 January 2021 - Holiday ends

SPRING TERM

Tuesday 7 January 2021 - All resume

Friday 12 - Monday 15 February 2021 - Mid term

Tuesday 16 February 2021 - IN SERVICE DAY

Thursday 1 April 2021 - Term ends

SPRING HOLIDAY

Friday 2 April 2021 - Holiday starts

Friday 16 April 2021 - Holiday ends

SUMMER TERM

Monday 19 April 2021 - Term starts

Monday 3 May 2021 - May Day (schools closed)

Thursday 6 May 2021 - IN SERVICE DAY

Monday 31 May 2021 - Victoria Day (schools closed)

Friday 2 July 2021 - Term ends

Section 4: School Policies & Practical Information

School Uniform

We encourage all pupils to wear a full school uniform; we believe this promotes a pride in and identifies pupils as belonging to our school, enhancing our reputation in the wider community. It encourages equality and inclusion, improving the climate for learning.

We firmly believe that our school uniform policy, as part of our broader range of improvement measures, supports the development of a positive whole school ethos and therefore helps to improve behaviour, discipline and motivation. Feedback from pupils and parents highlight that a consistent school uniform gives our pupils a sense of identity and belonging to our school community.

Our school uniform policy is clear and very simple:

- White blouse or shirt;
- Black trousers or skirt;
- Plain Black pullover or cardigan (with school tie showing);
- Black footwear;
- School tie (striped for S1 to S4, senior tie for S5 and S6);
- Black outdoor jacket;
- School blazer (optional but encouraged for all year groups and in particular S5 and S6).

In line with Dundee City guidelines, pupils are required to bring PE kit. Pupils change out of kit at the end of a PE lesson. It is advisable that all items of clothing are clearly marked with the owner's name. For health and safety reasons, pupils should not wear jewellery, particularly in PE and practical classes.

Our school Uniform suppliers are Border Embroideries; they are based in Dundee City Centre.

Baldragon Academy is also available via the Schoolwear shop or online <http://www.beschoolwear.co.uk>.

Ties are available throughout the school year at the school office. Ties are available through the ParentPay website so your child does not have to carry cash to school to make an ad hoc tie purchase.

Section 4: School Policies & Practical Information

In line with Dundee City guidelines, pupils are required to bring PE Kit. Pupils change out of kit at the end of a PE lesson. It is advisable that all items of clothing are clearly marked with the owner's name. For health and safety reasons, pupils should not wear jewellery, particularly in PE and practical classes.

PE Kit

- Sports shirt or polo shirt
- Shorts (White or black) or Track suit bottoms
- Training shoes and Sports socks (White)
- Swimming trunks, shorts or costume
- Towel and Cap (available from school).

School Clothing Grants

If you are in receipt of Income Support, Job Seekers Allowance - Income Based, Income Related Employment and Support Allowance, Universal Credit (where take home pay is less than £610 per month), Support under Part VI of the Immigration and Asylum Act 1999, Housing Benefit, Council Tax Reduction or Child Tax Credit with an income of less than £16,105 (as assessed by HMRC), you may be entitled to receive a grant towards the cost of buying essential clothing to enable children up to the age of 16 to attend school. Grants are paid directly into the applicant's bank account or paid by cheque where the applicant does not have a bank account.

The current value of a Clothing Grant is £100 per child.

Application forms can be submitted online:

<https://www.dundee.gov.uk/edufoms>

Section 4: School Policies & Practical Information

School Meals

School lunches cost £2.20 per day and all children are provided with a lunch menu by Tayside Contracts.

All children staying for lunches within school will eat in the dining hall. Safety flasks containing hot food may be brought to school, but not the glass vacuum type, which may be dangerous, as they are liable to break. Glass bottles should not be brought to school.

Please inform us in writing if your child has any special dietary needs so that arrangements can be put in place to accommodate their needs. The dining room is supervised by support staff at all times. Please note that the school does not approve of pupils going out of school to buy their lunch due to safety reasons.

Free School Meals

Free school meals are available to all pupils whose parents receive Income Support, Job Seekers Allowance - Income Based, Income Related Employment and Support Allowance, Universal Credit (where take home pay is less than £610 per month), Support under Part VI of the Immigration and Asylum Act 1999, Child Tax Credit ONLY with an income of less than £16,105, or BOTH Child Tax Credit and Working Tax Credit with an income less than £6,420 (as assessed by HMRC).

Application forms can be submitted online:

<https://www.dundee.gov.uk/eduforms>

Qualifying income for Free School Meals

<http://www.gov.scot/Topics/Education/Schools/HLivi/school-meals/FreeSchoolMeals>

Instrumental Tuition

Tuition fees are currently free and instrument hire is £85.00 per year.

Section 4: School Policies & Practical Information

EMA

EMA is part of the Scottish Executive's agenda of encouraging access to, and participation in, further and higher education by young people from low-income families.

EMA provides financial support for 16 – 19 year olds who stay on in full time non advanced education or a community/voluntary Activity programme after their statutory school leaving date.

Do you qualify for EMA?

- Were you born between 1 March 1999 and 28 February 2003?
- Do you attend a Dundee school or do you reside in the Dundee area and are you undertaking a programme of learning in a community or voluntary setting?
- Was your 2017-18 household income:
 - £24,421 per annum or less (for families with a single dependent child) or
 - £26,884 per annum or less (families with more than one dependent child)?

EMA is a weekly allowance of £30 payable to eligible young people who have achieved 100% attendance per week. It is payable in arrears, generally on a 2 weekly basis.

How to apply for EMA?

Application forms can be submitted online:

<https://www.dundee.gov.uk/ema>

Payments to Schools

The school currently accepts payments online, using a secure website called ParentPay, for items such as school meals, trips and uniforms. The ParentPay system is easy to use and offers parents the freedom to make payments by debit or credit card, whenever they like, ensuring that monies reach schools safely and securely.

Section 4: School Policies & Practical Information

The system helps to remove the costs associated with having to manage cash securely on school premises and it frees up time to better support the smooth running of the school. We will of course continue to accept cash and cheque payments as necessary but we do hope that parents will use the new online facility. The more parents use the service, the greater the benefit to the school, the parents and the pupils alike.

If you already have a ParentPay account you don't have to do anything. If you haven't yet activated your ParentPay Account, please contact the school office who will reprint your activation letter to enable you to set up your ParentPay account ready for the start of the new term.

Leaving Dates

Summer Leaving Date

A pupil whose sixteenth birthday falls on or after 1st March and before 1st October, is judged to have reached school leaving age on the 31st May.

Winter Leaving Date

A pupil whose sixteenth birthday falls on or after 1st October and before the last day of February, is judged to have reached school leaving age on the first day of the Christmas holidays.

Emergency School Closure Procedures

In exceptional circumstances the school may be unable to function normally, for example in the event of severe weather or power failures. We shall communicate regarding any such closures via text, the school website, press releases and the Twitter feed. In the unlikely event that the school has to be evacuated for any lengthy period we have contingency plans in place to move pupils to another location and you will be contacted to let you know

Section 4: School Policies & Practical Information

where they can be collected and what educational provision plans are for the subsequent days.

Placing Requests

If you are not within our catchment area you can make a placing request to send your child to our school, and forms to initiate this process are available from the school office. Places can only be granted if space is available and full Dundee City Council procedures regarding allocation of spaces are followed when we process your request. You will be asked to provide proof of identify for yourself and the child you wish to place with us, as well as evidence of your current address. Prospective parents who wish to come to see the school are invited to telephone the school office to make an appointment to visit.

School Absence procedures

Please contact the school as soon as possible if your child is absent. Please send a note to school with your child on their return explaining the reason for the absence.

If your child is absent and no contact is made by you, a text message will be sent from the school. If three days pass without explanation for an absence an Education Welfare Officer will arrange to visit you and your child at home.

The following points are included in the Education Authority's **Attendance Initiative**

- If your child is ill and cannot attend school please contact the school before, or as soon as possible after 9.00am on the first day of absence.
- If the absence is planned, e.g. a hospital appointment, we ask you to let us know prior to the absence.
- If your child is absent for more than three days please call again or write to tell us.

Section 4: School Policies & Practical Information

- If you have not contacted the school to say your child is absent and have received a text message please contact us as soon as possible.

Regular attendance at school ensures your child is receiving the continuous education they are entitled to. Dundee City Council asks that, where possible, parents do not take children out of school for family holidays during term time. In accordance with Scottish Executive guidelines for pupil attendance, most holidays are recorded as unauthorised unless there is proof from an employer that this is the only time when holidays could be taken.

A guide for parents about school attendance explains parental responsibilities with regard to children's attendance at school – <http://www.scotland.gov.uk/Publications/2009/12/04134640/0>

Appointments

If your child has an appointment during the school day or needs to leave school for any other reason, please put this in writing. We would appreciate it if routine appointments could be made outwith school hours but understand that this isn't always possible.

If your child does need to leave school during the school day they must be collected by a parent/carer at the main reception. In the interest of safety we cannot allow children to leave the school unaccompanied.

Accidents/Illness at School

In the event of a child having an accident or becoming ill at school we will attempt to contact the parents so that they can collect the child from school. However, if we cannot contact the parents, we will contact the Emergency Contact whose name and telephone number should be given to us by the parents.

Therefore it is very important that parents inform the school of the name, address and telephone number of the Emergency

Section 4: School Policies & Practical Information

Contact and advise the school immediately of any changes that occur.

Whilst we have qualified First Aiders at school we do not have a school nurse on the premises at all times. We ask you to be aware of this as we are not in a position to offer medical advice or any medication to pupils under any circumstances. If you feel your child is unwell or if they have been injured at home or during an activity outside of school, please do not send them to school to seek advice, but refer to your GP in the first instance.

Promoting Positive Behaviour

In Baldragon Academy, we intend to provide and maintain a safe, secure and nurturing environment, which supports high quality learning for all children and young people and facilitates excellent teaching throughout the school.

Behaviour management in our school is based on positive and purposeful working relationships between staff and young people and young people and their peers.

Our expectations of pupil conduct are clearly stated and displayed in every classroom and in many other areas within our school. It is expected that these are embedded in the practice of every teacher and member of support staff and are to be applied across all areas of the school.

Policy into Practice

- We shall recognise and reward positive behaviour and achievement.
- A range range of solution-focused strategies, based on restorative approaches will be used with pupils, whose conduct does not meet our expectations. These strategies, including any sanctions, should be designed to bring about a positive change in behaviour and/or attitude.

Section 4: School Policies & Practical Information

School Concerns and Complaints Procedures

If you have any concerns about your child or something that has happened at school, please contact us at your earliest convenience. We will endeavor to ensure front-line resolution regarding any concern. Please be assured that, whilst Teaching commitments means staff cannot always be available to take your call, we will response to messages and make appointments for you're as quickly as we can.

If you are not happy with our service you have the right to make a complaint, and we will provide you with the information you need to do this should you not wish to escalate a concern to that level. All complaints will be managed in line with the Dundee City Council procedures which can be accessed on the Council website.

<https://www.dundee.gov.uk/sites/default/files/publications/complaintsproc16.pdf>

Section 5: Parental Involvement

We believe that the partnership between school, our young people and parents / carers is the foundation of what we do in school.

We invite you to contact us if you wish to discuss anything with regard to your child's progress in school. Usually our Principal Teachers of Guidance are the first point of contact.

We recognise that the move from Primary to Secondary is a key stage in your child's education. We have an extensive programme of activities as part of our transition arrangements. These arrangements involve not only primary schools but also other partners such as The Academy of Sport and Community Learning. The programme is designed to support your child as they become part of our school community and to make the move as smooth and as positive as possible.

Section 6: The Curriculum

It is our policy to provide a course of planned study for each pupil throughout their years at Baldragon Academy.

Broad General Education (S1-S3)

The main purpose of this phase is to develop within each young person the skills, knowledge, understanding and abilities, which will support them in becoming successful learners as they move into and through the Senior Phase.

Our pupils follow a common course in S1 and S2, studying subjects within all eight curriculum areas. Where appropriate, a more specialised curriculum is provided. As they approach the end of S2, pupils will be given a limited choice of subjects within curriculum areas, allowing for greater depth of study in S3 and preparation for the Senior Phase.

The Senior Phase (S4-6)

Our priority in the Senior Phase is to provide a range of opportunities for all pupils to gain as many qualifications at the highest level as possible. In addition we continue to develop the skills, attitudes and attributes, which will support them when they leave school. The Senior Phase should be considered as a 3 year experience for most pupils. Final pupil choices and the most suitable level of study for each subject will be discussed individually and agreed with parents.

In line with Dundee City policy, most of our pupils will follow six courses at National 4 or National 5 level in S4. It is anticipated that their choice of subjects will reflect their potential in terms of attainment as well as their plans for the future. They may choose to follow a vocational course at Dundee College. All pupils will continue with English and Mathematics.

In S5 and S6, courses will be available at Higher and Advanced Higher levels (subject to City Campus arrangements) as well as at National 4 and 5. Again, pupils will be expected to continue with English and Mathematics to the highest level possible.

In order to personalise learning, we provide opportunities at specific times when your child will be given an opportunity to

Section 6: The Curriculum

choose the subjects they study. Your child's Guidance teacher will contact you as choices are being made, inviting you to play an active role in working with us to help your child make the best decisions about future learning.

Literacy, Numeracy and Health and wellbeing

All of our teachers are responsible for promoting literacy, numeracy and health and wellbeing in the classroom. They continually review coursework to identify where they might build in activities, which will help to raise standards in these key areas. As part of our on-going strategy to improve standards, we have set up small groups of staff to advise and support colleagues across the school in how to develop new methods of learning and teaching.

Assessment and Reporting

A range of assessment methods are used to monitor progress in attainment and achievement and to identify next steps in your child's learning. At all stages, and in collaboration with their teachers, pupils will agree ambitious and achievable targets, which will be tracked at different calendar points throughout your child's learning and the school year. At Baldragon Academy, we report to parents in a wide variety of ways - formally through parents' evenings and report cards and informally through the use of social media platforms, press releases and our school website. We also report through our parent council forum and parent council meetings, additional support for learning planning and review meetings, school concerts and shows, wall displays, information sharing events and our annual school improvement report. At Baldragon Academy, we generally organise one parents' evening for each year group per year per and issue 2 summary reports (ratings/tracking reports) and 2 written reports (progress reports). These reports are an important part of our strategy to raise attainment and engage with our parents; ensuring our parents have the information needed to support their child's learning. Reports are used to help provide both you and your child with clear information on their strengths, areas for development and specifically what needs to be done to ensure continued progress and improved standards of achievement.

Section 7: Support for Pupils

In accordance with the current Dundee City Council Curriculum Guidelines, we aim to ensure that all Pupils “receive support to enable them to gain as much as possible from the opportunities which curriculum for excellence can provide” In effect, it is very much our intention to ‘get it right for every child’.

Universal Support

We believe that all children and young people are entitled to receive the highest standards of teaching to support them in their learning. It is the responsibility of all classroom teachers to provide this universal support to all of their pupils. This is most effectively developed in inclusive classrooms where every attempt is made to meet the needs of all learners by providing a caring, encouraging and fair environment for learning.

We always strive to do whatever we can within existing resources to meet the many and varied needs of our learners, which can sometimes lead to *targeted* support.

Targeted Support

Targeted support is provided for specific groups or individuals in specific circumstances possibly for defined periods only and may occur at any point in a child or young person’s learning. It will be put in place to assist a child or young person in overcoming particular barriers to learning.

In addition to classroom teachers, targeted support is often provided by various others, for example, staff in our Support for Learning department, Pupil Support Workers, School Support Workers, Education Resource Workers, Transition Teachers, Numeracy Teacher and our Health and Wellbeing Worker. We also collaborate regularly with partners outside school to provide alternative opportunities for children and young people to flourish.

Section 7: Support for Pupils

Out of School Hours Learning

Supported Study

Many of our pupils remain in school during lunchtime and after school, particularly as the SQA examinations approach, to take advantage of our extensive supported study programme. Our aim is not only to provide additional opportunities to learn, but also to encourage the development of effective study habits.

Learning at Home

We recognise that, in order to reach their full potential, all of our young people must devote time to “learning at home”. We shall rely on your support in ensuring that all homework set by teachers is completed to the best of your child’s ability and is returned on time. In addition to this “formal” homework, there are many “learning activities”, which can be done at home. With your encouragement, we hope that your child will further develop their study skills and become more independent learners.

How Can You Help?

As a parent or carer you are the single greatest motivating force in your child’s development.

We value your support and assistance. You can help us and your child to be a successful learner in a number of very simple ways, none of which will be new to you, but all are important nonetheless. Always take an interest in what they are doing in school and support them in the completion of learning at home activities. Provide them with a schoolbag to carry books and equipment.

Please see the school website for more information.

Section 8: School Improvement

Information about wider achievement over the last 12 months can be found on the school website and twitter feed.

<http://baldragon.ea.dundee.city.sch.uk/our-school/school-information/school-improvement-plan-2018-19>

Section 9: Extra Curricular Activities

At Baldragon we pride ourselves on ensuring pupils have as many opportunities to try new activities and experiences to enrich their formal education.

Please see the different departments twitter pages for more information on activities available.



Section 10: ScotXed Education Statistics Privacy Notice for Pupil and Teacher Data

These notices are intended to provide information to pupils, teachers and parents about data collected through Scottish Government Statistical Surveys including why it is needed, data policy and individuals' data protection rights. The changes in the latest version are intended to:

- Clarify that the information collected is about pupils/teachers in schools rather than solely related to the Pupil or Teacher Census.
- Continue to inform pupils, teachers and parents that the data may be shared with partners for statistics and research purposes and clarify that this could include linkage to other sources in line with the National Data Linkage Guiding Principles.
- Confirm that pupil/teacher names and address (other than postcode) are never collected.

Local authorities are responsible for ensuring pupils, teachers and parents are kept informed about how data will be used and that such information provided is reviewed regularly to ensure it is in line with best practice.

You can access the updated notices at the following links:

- Education Statistics Privacy Notice – Pupils – <http://www.gov.scot/Topics/Statistics/ScotXed/SchoolEducation/SchoolPupilCensus/SchoolHandbookInsertpupils>
- Education Statistics Privacy Notice – Teachers – <http://www.gov.scot/Topics/Statistics/ScotXed/SchoolEducation/StaffCensus/SchoolHandbookInsertstaff>



...you can do so much more **ONLINE** at...
dundeecity.gov.uk