



Tel No: 0131 271 4575

Website:

<http://cornbank.mgfl.net/>

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cornbank_ps@midlothian.gov.uk

Cornbank Primary School



Learning and
Celebrating



School Handbook 2016/17



CONTENTS

Introduction
Contact Details
School Staff
School Ethos
School Day
Safety in Playground and Carpark
Classes and Transition
Medical Care
School Health and Care Service
Absence
Winter Weather and Emergency Plans
Mobile Phones
Pupil Committees
Health Promoting School
Uniform/Gym Kit
Parental Involvement
School Partnership
Parental Concerns
Curriculum
Assessment and Reporting
Pupils with Additional Support Needs
Transport
Employment of Children
Useful Addresses
Other Contacts

Introduction

Cornbank St James' Primary School is a non-denominational and co-educational school. It was opened in June 1968 and serves the Penicuik community providing a Nursery for 40 children in the morning and 30 in the afternoon and has classes from Primary 1 to Primary 7. There are currently 10 classes. The current role is 300 including Nursery. Our Nursery re-build is now complete. This will in time increase the school roll.



Contact Details

Head Teacher: Mrs Susan Bowen
Cornbank St. James Primary School
34 Marchburn Drive
Penicuik
Midlothian
EH26 9HE

Telephone: 0131 271 4575
Fax: 01968 679481
Twitter: @CornbankPS
Email: cornbank_ps@midlothian.gov.uk
Web Address: <http://cornbank.mgfl.net>

Everyone who visits the School is given a warm and friendly welcome. We ask in the interests of safety that all visitors report to the School Office on arrival.

School Staff

Miss Yvonne Gemmell	Acting Head Teacher
Mrs Lynsey Stevenson	Acting Depute Head Teacher

Class Teachers

Mrs Abby Chatham	Class Teacher
Mr Andrew Drysdale	Principal Teacher
Mrs Sandra Dorren	Class Teacher
Ms Sandie Gordon	Class Teacher
Miss Lyndsey Holmes	Class Teacher
Miss Emma Hopkirk	Class Teacher
Mrs Darlene McCaffery	Class Teacher
Miss Megan Pearston	Class Teacher
Mrs Susie Turnbull	Class Teacher
Miss Vicki Watson	Class Teacher

Visiting Teachers / Instructors

Mrs Elaine Callaghan	Music Teacher
Mr Robert Dick	Music - Violin
Miss Sarah Docherty	Music - Woodwind
Ms Heather Yule	Music - Clarsach
Mrs Caroline Jones	PE Teacher

Child Development Workers

Ms Emma Daly	Senior Child Development Worker
Mrs Brenda Ballantyne	Child Development Worker
Miss Fiona Blackburn	Child Development Worker
Mrs Jill Grieve	Child Development Worker
Mrs Anna Leask	Child Development Worker
Miss Michelle Kelly	Child Development Worker
Ms Carol Tweedie	Child Development Worker

Support and admin staff

Mrs Alison Cole	Learning Support Teacher
Mrs Lesley Capaldi	Learning Assistant
Mrs Carol Hepplewhite	Learning Assistant
Mrs Anne Selfridge	Learning Assistant
Mrs Susan McCall	Learning Assistant
Mrs Stacey Murray	Learning Assistant
Mrs Annie Young	Learning Assistant/Admin Support
Mrs Norma Scott	Admin Assistant
Mr Daryl Wakefield	Janitor

School Ethos

Cornbank Vision

Cornbank is a welcoming, friendly community where everyone will feel safe, valued and included. We are committed to providing high quality learning experiences which enable children to become Successful Learners, Responsible Citizens, Confident Individuals and Effective Communicators. Our Vision is built on respect for ourselves, respect for each other, respect for our school and respect for our world.

As part of our 'Respect Vision' we want every child to be:

Responsible and resilient
 Encouraged and engaged
 Supported and stimulated
 Positive and proud
 Excited and enriched
 Creative and challenged
 Trustworthy and tolerant

Our motto is: Learning and Celebrating

Our School Rules	Our Playground Rules
• Listen and follow instructions the first time	• Listen and follow instructions the first time
• Keep hands, feet and objects to yourself	• Keep hands, feet and objects to yourself
• Speak in an appropriate way	• Speak in an appropriate way
• Always walk in school	• Follow the Zoning code
• Look after each other and our school	• Look after each other and our school

Anti-Bullying

An anti-bullying policy has been developed in school by pupils, parents and staff. Children are made aware of how they should tackle any bullying incidents and playground supervisors are on hand to deal with any problems arising in the playground. Parents are encouraged to report any bullying incidents to promoted members of staff who will deal with them promptly and with discretion.

Our Positive Behaviour Policy is available to view on our school website.

School Day

The School hours are as follows:-



Nursery Classes:

Class	Monday – Friday
am	08.30 – 11.40
pm	12.25 – 3.35

Primary Classes:

	P1 and P2		P3 – P7	
Mon -Thurs	08.50 - 12.20:	1.10 – 2.45	08.50 – 12.25:	1.10 – 3.15
Friday	08.50 – 12.25		08.50 – 12.25	

Safety in our playgrounds/car park

As we are a health promoting school, pupils are encouraged to walk or cycle/scooter to school. Pupils take part in cycle training in P6 and, after the training; they may cycle to school on their own. Younger pupils may cycle but must be accompanied by an adult. Cycle and scooter racks are provided in the playgrounds. All pupils must not use scooter/bike in the playground. They must dismount and walk through the playground at all times. Parents are asked to use the Drop-Off Zones when driving pupils to school.

To keep our children safe they should not arrive in the playground before 8.45am. If it is very wet weather, the school doors are open from 8.45am. After 8:50am, pupils arriving late at school should enter via the front door only and report to the office.

The school has a School Travel Plan which is updated every 2 years and parents and pupils are asked to contribute to it by indicating any concerns about the safety of pupils of their way to and from school. Our JRSO (Junior Road Safety Officers) are trained and actively promote road safety.

Learning Assistants support in the different playgrounds and are supported by P7 pupils who take responsibility for being “Cornbank Chums”.

Classes and Transitions: Formation of Classes

The maximum number of pupils in P1 is 25

The maximum number of pupils in P2 is 30

The maximum number of pupils in P3-7 is 33

When there are more than any of the above numbers at any stage but not enough to form two classes, a composite class may be formed. Such a class is organised by age according to Midlothian Council procedure.

Most of the children in Cornbank Nursery classes transfer to Cornbank Primary School. Cornbank teachers visit all the local nursery classes who have children transferring to Cornbank Primary School. This gives them the opportunity to see new P1 pupils in their nursery setting. The nurseries are also encouraged to bring children for a visit to a P1 class during the summer term. In June each year there are meetings for pupils and parents to meet the P1 class teachers and learn more about school life. Cornbank Nursery classes and the P1 classes have strong transition links which include sharing break times, walks to explore the local woodland and the nursery class is included in some assemblies and events. Enrolment for catchment pupils to P1 takes place in late November before the child is due to start school. Placing requests for those who live outwith the school catchment area must be made to Midlothian Council Education but enrolment at the catchment area school must also be made. Further details about this can be found on Midlothian Council website or from schools. It should be noted that a child in the Nursery Class at Cornbank does not automatically have a place in P1.

The High School to which pupils normally transfer to is Penicuik High School, Carlops Road, Penicuik. Tel. No. 01968 674165. Pupils transfer to High School at the end of P7. Parents are notified by Midlothian Council during November of the P7 year and given the opportunity to exercise their choice of High School. To ease transfer, P6 and P7 pupils have opportunities to meet with other local schools at various activities organised by and held in PHS. In May of each year, a P7 camp is organised by Penicuik High School staff for pupils in the Penicuik High School Associated Schools Group i.e. Cornbank, Cuiken, Sacred Heart and Strathesk. This camp helps the P7 pupils to get to know the pupils from the other schools who will form the new S1 year group and gives High School staff an opportunity to get to know the children in a less formal setting. High School staff visit P7 pupils and their teachers prior to transfer and P7 teachers have the opportunity to visit Penicuik High School to see staff and pupils at work. Enhanced arrangements for pupils who have additional support needs and their parents are organised to aid transitions e.g. meetings with relevant staff such as Support for Learning and Guidance Teachers.

Medical Care

It is important that the school is made aware of any special medical conditions and has up to date information regarding parents' contacts, emergency arrangements and the Family Doctor. In the event of a child becoming unwell or an emergency occurring, the parent will be contacted first. A form, available from the School Office, must be completed giving details of any medication which is required to be given to a pupil during the school day. No medication can be given to a child without written instructions and permission from the parents. The school has an asthma policy and children who have asthma should carry inhalers with them at all times in school. Where a child has an infectious or contagious condition which may lead to others being affected, the child should be kept off school until free of infection and the school notified on the first day of absence. Children who have been hurt in school e.g. in the playground, are given First-Aid treatment. Where an accident occurs and a pupil requires further medical care, parents are contacted immediately.

School Health and Care Service

Throughout their time at school a team of specialist Health Service and Education staff will be seeing children as part of a planned programme to make sure that they benefit as much as possible from all that school has to offer, and to help prepare them for life after leaving school. The School Health Service is part of Midlothian's Community Child Health Service and has direct links with those who carry out health checks on children before they start school.

Many different services are provided. The issue of maintaining confidentiality is taken seriously by the School Health Team at all times. Our staff make every effort to work closely with parents and with others who are caring for your child, both at school and in other branches of the Health Service. Some of the services, e.g. testing of vision in Primary 1, are normally provided to all children on a routine basis to discover which children may need further tests or treatment. Parents are not necessarily notified at the time of these screening tests and any parent who does not want a child to be included should notify the school at the beginning of the session. Naturally, if treatment is thought to be required, parents will be informed and consent requested.

Absence

Please telephone the school (0131 271 4575) before 8.50am on the first day of your child's absence. This is for security reasons. Admin staff will contact parents of any child absent without an explanation. In the case of a planned absence, or if you wish your child to leave school early, please let your child's teacher have a note explaining the reason. This will be passed to the school office. Holidays should be taken within the school holiday period. The Scottish Government has guidelines on Attendance and Absence, which means that family holidays taken within term time will be classed as unauthorised absences and marked accordingly in the register.

Winter Weather and Emergency Plans



Pupils are encouraged to go outside in most weather conditions and should have waterproofs etc when the weather is wet or snowy. When the playgrounds are particularly wet or icy, pupils may not be allowed outside at break times for their own safety. **In snowy weather**, main paths into the school will be gritted i.e. the school car park, from the P1/2 gate to the nearest pupil entrance doors and from P6/7 gate to the nearest entrance door. In the event of severe weather, parents are advised to listen to Radio Forth for up to date information about school closures. The school operates a text messaging service and parents may receive notification via this method should the school be closed during the school day.

Fire arrangement notices showing the procedure for fire evacuation are prominently displayed throughout the building. All members of staff are familiar with these arrangements. Emergency evacuations are carried out once per term, so that the school could be evacuated quickly and in a calm manner.

“The Education and Children’s Services Division has prepared policy statements on Health and Safety for all areas of its responsibility in accordance with the Health and Safety at Work Act 1974. School staff are fully instructed in their responsibilities in this respect, and safety regulations apply to all aspects of school life, both on and off the premises. It is expected that pupils will behave responsibly and comply with all safety requirements. The support of parents in promoting good practice in health and safety matters is of great importance to the school.” All exit doors are alarmed during the time pupils are in class. The alarm, if activated, alerts Office Staff who will investigate the cause. Further details can be obtained from the Education and Children’s Services Division, Fairfield House, 8 Lothian Road, Dalkeith EH22 3ZG.



Child Protection

“The Council has a range of duties and responsibilities in relation to the child protection procedures for all pupils. This includes having regard for their right to be protected from harm and abuse. The school’s duties and responsibilities for this are set out in the Edinburgh and Lothian’s Child Protection Committee’s Child Protection Guidelines” which are used by all Midlothian schools and our partner agencies. In circumstances where a school has a significant concern that a child or young person has, or is at risk of being harmed or abused, the school is required to pass information to the Police, Social Work Department and Health colleagues who have a legal duty to investigate further. While we always endeavour to work in an open manner with parents and guardians, there are some circumstances when it may not be appropriate to inform the parent or guardian that a Child Protection referral has been made or that information has been passed on to these agencies. Under these circumstances, the decision as to when and how parents and carers will be informed is the responsibility of the Police, Social Work and Health Services as part of their investigation and the school will be informed by these services of the action that they have taken. Should you wish to discuss this or any associated matter further, please contact the Head Teacher, the school’s designated Child Protection Co-ordinator or the Information Officer, Co-ordinated Services for Children and Young People.”

Mobile Phones

Pupils should not bring expensive IT equipment/mobile phones to school. In exceptional cases children who need to have their own mobile phones must ensure they are switched off during the school day and given to the teacher who will return them at the end of the day.



Pupil Council, Eco Committee, JRSOs

Each session, pupils from P3 – P7 classes are elected to represent their own and younger classes on the Pupil Council and Eco Committee. This allows pupils' views to be heard. Meetings are held regularly. Everybody has a say in how the school is organised through the Pupil Council, Eco Committee and JRSOs. Two P6 pupils are the Junior Road Safety Officers. The JRSOs involve pupils in road safety by organising competitions, keeping a notice board and speaking at assemblies. They also carry out Park Smart audits to ensure the safety of pupils on their way to and from school.

There are many opportunities for pupils to be involved in clubs and events organised by the Active School Co-ordinators both after school, at lunchtime and during the school day.



Health Promoting School

The school promotes a healthy diet, encourages the uptake of exercise and fosters emotional well-being. School Meals are free for pupils from P1 to P3. From P4 to P7 the current cost is £1.80. Lunches can be purchased on a daily basis but payment is taken in advance. Pupils put money onto their account so that no money changes hands at lunchtime. Provision is made in the Dining Room for children to eat packed lunches.

Pupils are encouraged to try to reduce the amount of recycling in their packed lunches by using re-usable boxes.

Milk is provided for all children at a current cost of 16p per day and this money is collected termly. Free milk is available to all children in the nursery class and to children whose parents are in receipt of Income Support or Income Based Job Seekers Allowance. Water is provided for pupils having both school and packed lunches. Any drinks brought to school must be in an unbreakable container. Pupils are encouraged to have a bottle of water with them to drink in the classroom.



Uniform / Gym Kit

Cornbank school uniform including sweatshirts and fleeces are available to order in May each year and the school actively encourages the wearing of these items. Football hats, tops, scarves and jeans are not permitted. All clothing brought to school must be named.

T shirts, shorts and gym shoes should be worn for gym and this kit is required in school at all times. It is the School policy that children should remove all jewellery, including earrings and watches, for P.E. Hair should also be tied securely during P.E. for safety reasons.

“The Authority operates a scheme of clothing grants to assist parents in ensuring that a pupil is sufficiently and suitably clad to take full advantage of the education provided. Families in receipt of Income-based Job Seekers allowance, on Income Support or Child Tax Credit but not Working Tax Credit (subject to a maximum annual income), both maximum Child Tax Credit and maximum Working Tax Credit (subject to a maximum annual income) or support under Part VI or the Immigration and Asylum Act 1999 will automatically qualify for such a scheme. Other cases will be determined according to the personal circumstances of the family. Parents who wish to apply for the scheme should complete an application form which is available from this school or the Education and Children’s Services Division, Fairfield House, 8 Lothian Road, Dalkeith EH22 3ZG.”

Parental Involvement

The following is a list of some events and activities giving information about how the school works in partnership with parents:

- Coffee Den
- Monthly coffee “drop-in” sessions in the Nursery
- Consultations with teachers twice a year in October and March
- Homework diaries
- Monthly newsletters
- Class Newsletters
- Parental visits to classrooms to participate in curricular work
- Shared Start/Family Finish
- Class Assemblies
- Text messaging service in the event of inclement weather or emergency situations
- Phone calls
- Letters and emails
- Twitter
- School Website
- Radio Forth announcements in emergency situation

School Partnership

The Cornbank School Partnership is made up of all the parents and interested parties within the community. The Parent Forum is a sub group of the Partnership, and has a variety of duties and functions including communication with parents, fund raising. If you would like to contact the partnership, please contact the school: The Scottish Parent Teacher Council is the national organisation for PTAs and PAs in Scotland and runs an independent helpline service for all parents. You can contact them by phone/fax on 0131 226 4378, by email on sptc@sol.co.uk or write to SPTC, 53 George Street, Edinburgh EH2 2HT. The school tries to encourage parental involvement as much as possible. Some parents assist as parent helpers in classes, some accompany pupils on outings, some help to organise events and a few parents have helped us greatly in improving the school grounds. If you would like to help, please contact the school office. There are also opportunities throughout the year for parents to be involved in “Joining the Learning” through Open Days. The school greatly appreciates all offers of help and our parents report how much they enjoy these activities.

Parental Concerns

Midlothian Council has a procedure for dealing with parental complaints. This gives parents advice on the measures schools will take in the event of a parental concern being made. Please see “The Complaints Procedure” below. Please remember to raise any worries you have sooner rather than later so that they may be resolved quickly in the best interests of your child.



If you have a concern, please do not hesitate to contact the school to arrange an appointment to discuss the matter with the HT in the first instance. Where appropriate the HT may nominate another senior member of staff to act on her behalf. The HT will listen carefully to what you have to say, establishing clearly the issue(s) of concern and, if appropriate, providing you with any relevant information. In some cases your concern can be dealt with immediately; other matters may require more extended investigation. In any event, the HT will notify you, normally within 5 working days, of the school's response. It is anticipated that, in most cases, the above steps will result in a satisfactory solution for all concerned. If you are dissatisfied with the school's response please notify the HT that you wish to pursue the matter further. She will either review the proposed action and notify you of the appropriate officer of the Education Authority whom you should contact. (See “Useful Addresses”). Contact the named manager by telephone or by letter at Education and Children's Services Division Headquarters. The Parental Liaison Officer will investigate the matter and endeavour to resolve any difficulties. She will report the outcome to you, normally within 5 working days of being contacted.

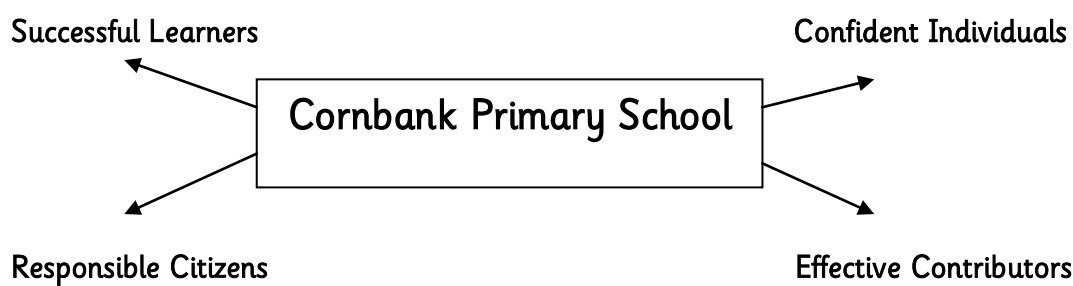
Nearly all matters of concerns are resolved through the above procedures. If you remain dissatisfied, please contact again the Officer involved at Stage 2; he/she will review the situation and/or indicate what other avenues are open to you. In all cases, final appeal can be sought through the Chief Executive's Office.

Curriculum

In Cornbank we aim to provide a broad, experiential education that meets the needs of all of our pupils and which develops skills for learning, skills for work and skills for life. In doing so, our pupils will be well prepared to move on to High School. This means that every pupil is entitled to a curriculum which is:

- Coherent from Nursery to Primary 7
- Founded on sound, well-planned learning and teaching practices which are active, engaging and based upon sound pedagogical research
- Based on developing skills and competences in literacy, numeracy and an ability to make informed choices about their health and well being
- Real and relevant now and in the future.

At Cornbank all staff have a responsibility to build our pupil's capacity to become....



The curriculum is organised into eight areas:

Languages: this includes listening, talking, reading and writing as well as learning a foreign language at the upper stages.

Mathematics: this includes numeracy (addition, subtraction, multiplication and division of numbers and money) and mathematics (shape, position and movement, measure, time and information handling) and problem solving.

Health and well being: this covers physical, emotional, social and mental wellbeing and includes Physical Education.

Sciences: this includes Planet Earth, Forces, Electricity and Waves, Biological Systems, Materials and Topical Science.

Social Studies: this includes People and events in the past, People and the Environment, People in Society and Economy and Business.

Expressive Arts: this includes Art and Design, Dance, Drama, Music and Participation in performances and presentation.

Technologies: this includes Technological developments in Society, ICT to enhance learning, Business Contexts, Computing Science, Food, Textile and Craft Design, Engineering and Graphics. Pupils make use of the national on-line resource called GLOW when working both at home and in school.

Religious and Moral Education: this includes Christianity, World Religions, Development of Beliefs and Values.

Class teachers will send home Class newsletters every term to inform parents of the work of their class and indicating future plans so that parents are regularly informed of the work of all classes in school.

Educational visits and invited visitors to the school further enhance the children's learning of curricular areas eg a visit to the Scottish Parliament when learning about Rights and Responsibilities or a walk to Penicuik Library to hear a story read by the librarians. The



school has done a great deal of work in outdoor learning and to improve the school grounds and to reduce, recycle and re-use waste. Opportunities are made to learn outdoors whenever possible eg studying shadows, measuring, studying minibeasts etc. Because of all the work the pupils and parents have

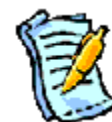
done, the school was awarded a first Green Flag in June 2007 and a second one in June 2009 and a third in June 2011. The fourth flag in August 2013. The fifth flag was awarded in January 2016. This is the highest Eco School Award. Cornbank was the first school in Midlothian to achieve these awards. The Flag flies each school day from the flagpole in the car park. There is an annual calendar of weekly whole school assemblies which includes;

- HT/DHT Themed Assemblies
- House Assemblies
- ACE Assemblies
- Class Assemblies where pupils can display their learning to the rest of the school and parents
- Religious Observance, when a local chaplain visits.

Parents have the right to withdraw their children from any religious observance assembly by informing the HT.

Homework

Our homework policy is currently under review and we are piloting "Linking Our Learning." Instead of traditional homework tasks, we have carefully selected home learning tasks for each primary stage. These activities are designed to ensure that home learning includes the many aspects of learning for each child, offering true personalisation and choice. They are designed to be exciting, fun, challenging, relevant and meaningful to children, promoting a real love of learning. Over a period of 3 weeks we would like your child to complete at least 5 activities from a grid of 8 selected tasks. There will be 3 core tasks which are compulsory and should be completed. Children can then choose 2 or more additional tasks to complete. Time will be set aside in class for children to share what they have been learning and achieved.



Health and Well – Being

There is a Personal Safety Programme in operation throughout the school. The importance of road safety is stressed and the Police visit school on a regular basis to give talks on both personal and road safety. Kerbcraft is introduced in P1 which helps pupils to learn to cross roads safely. Pupils take part in cycle training in P6 and, after the training they may cycle to school on their own. A Personal Safety Programme called "Keeping Myself Safe" is used with P1, P6 and 7 pupils. In P6, a sex education programme is introduced and parents are invited to school prior to this to view the resource used. The Midlothian IT Education Officer visits regularly to make senior pupils and parents aware of how to be safe on the internet and the school has a programme which covers internet safety at all stages.

Assessment and Reporting

Each child is assessed to determine their learning and plan the next step. Teachers assess a pupil's progress through a number of methods both formative and summative, which may include observation, discussion, specific tasks and formal tests. They set specific targets for pupils to let them know what they are learning and what they need to do to improve their performance. Pupils are encouraged to self assess their work and sometimes, give feedback to other pupils' about their work using set criteria (self or peer assessment).

Pupils with Additional Support Needs

Within the Education (Additional Support for Learning) (Scotland) Act 2009, Midlothian Authority has a policy "Education for All" which promotes the provision for all children in mainstream schools and further information is set out in 'Education for All a guide for parents, carers and young people'. This can be made available in other formats and languages if so required. Our aim is to ensure that all children in school receive an education appropriate to their needs and are Safe, Healthy, Achieving, Nurtured, Active, Respected, Responsible and Included (SHANARRI). This is part of Getting It Right for Every Child (GIRFEC), a National strategy. Parents may request additional assessment by contacting the school who will arrange for the Support for Learning Teacher to become involved in the first instance. If necessary, further assessments may be carried out by other professionals through a referral to the multi-agency forum. Parents can also make a request to the ASN Officer (asnofficer@midlothian.gov.uk), Education and Children's Services Division, Fairfield House, 8 Lothian Road, Dalkeith EH22 3ZG. A Mediation Service is available should this be required. Children with specific learning difficulties may be referred to other professionals eg Educational Psychologist, Speech and Language Therapy etc through the multi-agency forum. Midlothian Council has a policy of inclusion, promoting the placement into Primary and High schools of pupils with additional support needs. In some cases this may also require input from other professionals and Support for Learning Teacher. Advice, information and support to parents of children and young people with ASN are available under The Additional Support for Learning (Sources of Information) (Scotland) Amendment Order 2011 as:

- (a) Children in Scotland: Working for Children and Their Families, trading as "Enquire – the Scottish advice and information service for additional support for learning", a charitable body registered in Scotland under registration number SC003527;
- (b) Scottish Independent Advocacy Alliance, a charitable body registered in Scotland under registration number SC033576; and
- (c) Scottish Child Law Centre, a charitable body registered in Scotland under registration number SC012741."

Transport

The Authority currently pays the travelling expenses of those pupils attending the district school who live more than two miles from that school. Bus passes are issued where public transport exists and contract transport is arranged where there is no suitable public transport. Where there are vacant seats on contract buses, these may be made available to pupils who are attending the district school and who are not normally entitled to free transport; however a charge may be made for this service. Transport costs are also met in the case of any pupil whom the Authority requires to attend a school other than the district school, if the pupil meets the distance qualification. Where appropriate free travel is provided for pupils receiving special education. Consideration may also be given to requests for assistance with travel in exceptional circumstances, eg where the road between home and school is deemed dangerous by the Authority, and where there is no public transport available. Parents who choose to send their children to a school other than the district school will not receive assistance in relation to travel to and from school.”

Employment of Children

“Children under the statutory school leaving age can only be employed within the terms of the Council’s bye-laws on the part-time Employment of Children. These bye-laws do not permit the employment of children under 14 years of age, except in specific categories; for those over that age there are limits on the hours and type of employment which are allowed. Parents and employers must both complete an application form for an employment permit before the employment begins. Further details can be obtained from the Education and Children’s Services Division, Fairfield House, 8 Lothian Road, Dalkeith EH22 3ZG.”

Where can Parents find out more?

The school website, <http://cornbank.mgfl.net/> has details about events and the work of the school. Other information can be found about the curriculum at www.curriculumforexcellencescotland.gov.uk or visit Parentzone at www.parentzonescotland.gov.uk

Accuracy of Information

The information in this document is accurate at the time of compilation (January 2016).

USEFUL ADDRESSES

Based at Fairfield House, 8 Lothian Road, Dalkeith EH22 3ZG

Chief Executive	Kenneth Lawrie	0131 271 3002
Director, Education and Children's Services	Mary Smith	0131 271 3718
Head of Education	Grace Vickers	0131 271 3719
Head of Communities and Economy	Ian Johnston	0131 271 3460
Additional Support Needs Officer	Lynne Grant	0131 271 3689
Education Officer, Lifelong Learning	Annette Lang	0131 271 3923
Placing Requests, and Primary School Swimming	Fiona Campbell	0131 271 3733
Parent Councils, Child Performance Licences and	Kevin McGuire	0131 271 3732
Parental Liaison Officer	Kevin McGuire	0131 271 3732
Employment of Children	Julie Currie	0131 271 3719
Education Maintenance Allowance, Bursaries	Gail Robertson	0131 271 3720
Free School Meals and Clothing Grants	Nicky McLean	0131 271 3655
School Lets	Mhairi MacLennan	0131 271 3705

Based within Commercial Services

Home to School Transport Section	Debbie Hunter	0131 561 5453
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Scottish Government

Victoria Quay, Edinburgh EH6 6QQ		0131 556 8400
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Education Scotland

Denholm House, Almondvale Business Park, Almondvale Way, Livingston EH54 6GA		0141 282 5000
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Transferring Educational Data about Pupils

The Scottish Government and its partners collect and use information about pupils 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.

Why do we need your data?

In order to make the best decisions about how to improve our education service, Scottish Government, education authorities and other partners such as the SQA and Careers Scotland 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 examination results. Accurate and up-to-date data allows us 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 which influence pupil attainment and achievement
- share good practice
- target resources better.

Data policy

Information about pupils' education is collected 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.

The individual data collected by Scottish Government is used for statistical and research purposes only.

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 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 (www.scotxed.net).

Scottish Government works with a range of partners including HM Inspectorate of Education, Careers Scotland and the SQA. On occasion, we will make individual data available to partners and also academic institutions and organisations 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 of 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. Decisions on the sharing of data will be taken in consultation with relevant colleagues and individuals within and outwith Scottish Government.

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, Area 1B, 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.

Any sharing of data will be done under the strict control of 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. Decisions on the sharing of data will be taken in consultation with relevant colleagues and individuals within and outwith Scottish Government.

APPENDIX 2

Other Contacts

ASSESSMENT AND REPORTING

Building the Curriculum 5: a framework for assessment provides guidance around the assessment framework –

http://www.educationscotland.gov.uk/Images/BtC5Framework_tcm4-653230.pdf

Information about Curriculum for Excellence levels and how progress is assessed –

<http://www.educationscotland.gov.uk/thecurriculum/howisprogressassessed/stages/index.asp>

Curriculum for Excellence factfile - Assessment and qualifications –

http://www.educationscotland.gov.uk/publications/c/publication_tcm4624968.asp

Information on recognising achievement, reporting and profiling –

<http://www.educationscotland.gov.uk/learningteachingandassessment/assessment/achievement/index.asp>

CURRICULUM

Information about how the curriculum is structured and curriculum planning –

<http://www.educationscotland.gov.uk/thecurriculum/>

Information about the outcomes a learner can expect to experience and achieve across literacy, numeracy and health and wellbeing, as well as the 8 curricular areas –

<http://www.educationscotland.gov.uk/thecurriculum/howisthecurriculumorganised/experiencesandoutcomes/index.asp>

Advice, practice and resources to support the experiences and outcomes on literacy, numeracy and health and wellbeing –

<http://www.educationscotland.gov.uk/learningteachingandassessment/learningacrossthecurriculum/responsibilityofall/index.asp>

Broad General Education in the Secondary School – A Guide for Parents and Carers –

http://www.educationscotland.gov.uk/resources/b/genericresource_tcm4725663.asp?strReferringChannel=parentzone&strReferringPageID=tcm:4-634353-64

Information on the Senior Phase –

<http://www.educationscotland.gov.uk/thecurriculum/whatcanlearnersexpect/seniorphase.asp>

Information on Skills for learning, life and work –

<http://www.educationscotland.gov.uk/thecurriculum/whatcanlearnersexpect/skillsforlearning.asp>

Information around the Scottish Government's 'Opportunities for All' programme –

<http://www.skillsdevelopmentscotland.co.uk/our-services/services-for-individuals/opportunities-for-all.aspx>

Information for organisations responsible for the planning, management and delivery of career information, advice and guidance services – <http://www.skillsdevelopmentscotland.co.uk/our-story/key-publications/career-management-skills-framework.aspx>

The Skills Development Scotland website 'My World of Work' offers a number of tools to support career planning –

<http://www.skillsdevelopmentscotland.co.uk/>

PARENTAL INVOLVEMENT

Education Scotland's Communication Toolkit for engaging with parents –

<http://www.educationscotland.gov.uk/learningteachingandassessment/partnerships/engagingparents/toolkit/index.asp>

The Scottish Government guide Principles of Inclusive Communications provides information on communications and a self-assessment tool for public authorities –

<http://www.scotland.gov.uk/Publications/2011/09/14082209/0>

Choosing a School: A Guide for Parents - information on choosing a school and the placing request system –

<http://www.scotland.gov.uk/Publications/2010/11/10093528/0>

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>

Guidance on the Scottish Schools (Parental Involvement) Act 2006 provides guidance on the act for education authorities, Parent Councils and others – <http://www.scotland.gov.uk/Publications/2006/09/08094112/0>

Parentzone provide information and resource for parents and Parent Councils –

<http://www.educationscotland.gov.uk/parentzone/index.asp>

SCHOOL ETHOS

Supporting Learners - guidance on the identification, planning and provision of support –

<http://www.educationscotland.gov.uk/supportinglearners/>

Journey to Excellence - provides guidance and advice about culture and ethos –

<http://www.journeytoexcellence.org.uk/cultureandethos/index.asp>

Health and wellbeing guidance on healthy living for local authorities and schools –

<http://www.scotland.gov.uk/Topics/Education/Schools/HLivi>

Building Curriculum for Excellence Through Positive Behaviour and Relationships outlines the Scottish Government's priority actions around positive behaviour in schools and is also a source of support –

<http://www.scotland.gov.uk/Publications/2010/06/25112828/0>

Scottish Catholic Education Service's resource 'This is Our Faith' which supports the teaching and learning of Catholic religious education –

<http://www.sces.uk.com/this-is-our-faith.html>

SCHOOL IMPROVEMENT

Scottish Schools Online - provides a range of school information, including contact details, school roll, facilities, website, inspection reports – <http://www.educationscotland.gov.uk/scottishschoolsonline/>

Education Scotland's Inspection and review page provides information on the inspection process –

<http://www.educationscotland.gov.uk/inspectionandreview/index.asp>

The Scottish Survey of Literacy and Numeracy (SSLN) is an annual sample survey which will monitor national performance in literacy and numeracy – <http://www.scotland.gov.uk/Topics/Statistics/Browse/School-Education/SSLN>

Scottish Credit and Qualifications Framework (SCQF) – <http://www.scqf.org.uk/>

Scottish Qualifications Authority provides information for teachers, parents, employers and young people on qualifications – <http://www.sqa.org.uk/>

Amazing Things - information about youth awards in Scotland – <http://www.awardsnetwork.org/index.php>

Information on how to access statistics relating to School Education –

<http://www.scotland.gov.uk/Topics/Statistics/Browse/School-Education>

National policies, information and guidance can be accessed through the following sites:

<http://www.scotland.gov.uk/Topics/Education>

<http://www.scotland.gov.uk/Topics/Health>

<http://www.scotland.gov.uk/Topics/People/Young-People>

Children (Scotland) Act 1995 – <http://www.legislation.gov.uk/ukpga/1995/36/contents>

Standards in Scotland's Schools (Scotland) Act 2000 – <http://www.legislation.gov.uk/asp/2000/6/contents>

SUPPORT FOR PUPILS

The Additional support for learning page provides links to relevant legislation and guidance, including the arrangements that should be in place to support pupils with additional support needs –

<http://www.scotland.gov.uk/Topics/Education/Schools/welfare/ASL>

Information about the universal entitlement to support that underpins Curriculum for Excellence –

<http://www.educationscotland.gov.uk/supportinglearners/whatisupport/universalsupport/roleofkeyadult.asp>

Supporting Children's Learning Code of Practice (Revised edition) - provides Statutory guidance relating to the Education (Additional Support for Learning) (Scotland) Act 2004 as amended –

<http://www.scotland.gov.uk/Publications/2011/04/04090720/21>

Getting It Right For Every Child and Young Person, is essential reading for anyone involved or working with children and young people, including practitioners working in adult services with parents and carers –

<http://www.scotland.gov.uk/Topics/People/Young-People/gettingitright>

TRANSITIONS

Curriculum for Excellence Factfile - 3-18 Transitions - provides information on the transitions children and young people will face throughout their education and beyond –

http://www.educationscotland.gov.uk/publications/c/publication_tcm4660285.asp

Career Information, Advice and Guidance in Scotland - A Framework for Service Redesign and Improvement provides guidance on career information, advice and guidance strategy –

<http://www.scotland.gov.uk/Publications/2011/03/11110615/0>

Choices and changes provides information about choices made at various stages of learning –

<http://www.educationscotland.gov.uk/supportinglearners/choicesandchanges/index.asp>

The Additional support for learning page provides links to relevant legislation and guidance, including the arrangements that should be in place to support pupils with additional support needs –

<http://www.scotland.gov.uk/Topics/Education/Schools/welfare/ASL>

Supporting Children's Learning Code of Practice includes specific requirements on education authorities and others under the new legislation in relation to transition – <http://www.scotland.gov.uk/Publications/2011/04/04090720/21>

Enquire is the Scottish advice service for additional support for learning – <http://enquire.org.uk/>

Parenting Across Scotland offers support to children and families in Scotland –

<http://www.parentingacrossscotland.org/>