

Cornbank Primary School

where everyone works together to inspire learners

to be their best now and in the future

School Handbook 2021/22



Respect

Inclusion

Safe

Excellence

School Staff

Mrs Laura Cameron
Mr Andrew Drysdale
Mrs Lesley Deas

Head Teacher
Acting Depute Head Teacher
Principal Teacher

Class Teachers (2021/2022)

Miss Yvonne Black
Mrs Vicki Murphy
Mrs Christine Davies
Mrs Laura Macgregor
Miss Sarah Denholm
Miss Lyndsey Holmes
Miss Emma Hopkirk
Mr Neil Lavin
Mrs Susie Turnbull
Miss Rebecca Tsui
Ms Sandie Gordon
Miss Jennifer Melvin
Mrs Louise McGlade
Miss Katie Johnstone
Miss Katy Thomson
Miss Becky Young



Visiting Teachers / Instructors (2021/2022)

Mr Robert Dick
Miss Sarah Docherty
Mrs Caroline Jones
Mr Graham McDonald
Ms Heather Yule

Music - Violin
Music - Woodwind
PE Teacher
Music Teacher
Music - Clarsach

Support and Admin Staff (2021/2022)

Mrs Alison Cole
Mrs Lesley Capaldi
Mrs Carol Hepplewhite
Mrs Sarah Innes
Mrs Stacey Murray
Mrs Anne Selfridge
Miss Dalziel Stevenson

Support for Learning Teacher
Learning Assistant
Learning Assistant
Learning Assistant
Learning Assistant
Learning Assistant
Learning Assistant

Mrs Annie Young
Mrs Nicola Wright
Mr George Oxtoby
Mr George Templeton
Mrs Tracey Mitchell

Administrative Officer
Office Support
Caretaker
Caretaker
Catering Supervisor

Early Years and Childcare (2021/2022)

Emma Daly

Brenda Ballantyne

Stacey Easingwood

Jill Grieve

Caron Falconer

Fiona Mackenzie

Diane Miller

Susan McCall

Kay Thompson

Kayleigh Krawczyk

Leah Hogarth

Katie Smith

Senior Early Years Practitioner

Learning Assistant

Modern Apprentice

Modern Apprentice



Cornbank Primary School Vision, Values and Aims



Our Shared Vision

Cornbank - Where everyone works together to inspire learners to be their best now and in the future.

Our Core Values

Respect

Inclusion

Safe

Excellence

#RISE

Our Aims

- To form strong and trusted partnerships within our learning community
- To support and challenge our pupils to develop and apply their skills in literacy and numeracy
- To use our Cornbank Toolkit to support development of skills for lifelong learning and for pupils to be Successful Learners, Responsible Citizens, Effective Contributors and Confident Individuals
- To nurture and support emotional and social well being for all
- To encourage respect for each others' differences and embrace and celebrate diversity as a Rights Respecting School
- To ensure everyone's voice is valued, and they are able to contribute to and lead improvements

Our Shared Vision and Values were developed and agreed after full consultation with all stakeholders in Session 2018/2019

Restorative Practice (Supporting Positive Behaviour)

Everyone participating in the life of the school has a responsibility to ensure that our vision, values and aims are understood and met.

How a child feels and behaves affects their ability to learn and form relationships. Central to our thinking is the fact that all children thrive on praise, success, consistency, recognition and the feeling of being valued. This does not mean that negative behaviour is ignored. It is essential that children are able to understand and follow our school rules, realising that actions have consequences.

At Cornbank Primary School, we use a restorative approach to support children with their choices. A restorative approach is based on:

- Respect for one another, acknowledging that each person has an opinion that is unique but still of value.
- Taking responsibility for our own

actions.

- Developing the skills of the whole school community to solve problems and repair harm.

Through developing a school ethos based on needs and values, we can avoid assigning blame and punishment by creating an environment where children involved in conflict can reflect, repair and avoid repetition of the same behaviours.

An anti-bullying policy has been developed by pupils, parents and staff as part of our approach to Restorative Practice. 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. All incidents are recorded.

Our Restorative Practice Information Leaflet is available to view on our school website.



School Day



The School hours are as follows:-

Early Years and Childcare:

Monday-Thursday: 8:00am-3:30pm or 8:30am - 4:00pm

Primary Classes:

	P1 - P7	
Mon - Thurs	08:50 - 12:25	13:10 - 15:15
Friday	08:50 - 12:25	

Travelling to and from School

As we are a health promoting school, pupils are encouraged to walk, park and stride, or cycle/scooter to school. Most pupils take part in Bikeability training in P6. Storage racks for bicycles and scooters are provided in the playgrounds. For everyone's safety, we ask pupils to walk bicycles and scooters in the playground. Pupils must wear helmets when cycling or scooting to and from school.

Parents are asked to use the Drop-Off Zones when driving pupils to school and to refrain from using the staff car park.

To keep our children safe they should not arrive in the playground before 8:40am. If it is very wet weather, the school doors are open from 8:40am. 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. 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. We have a JRSO (Junior Road Safety Officers) Pupil Voice Group with pupils from across the school who actively promote road safety. We are supported in this by Midlothian's School Travel Plan Coordinator.

P1 and P2 children must be collected at the end of a school day by a responsible adult. Please ensure your child is aware of end of day arrangements.

Our Playground

Learning Assistants support in the different playgrounds at breaktime and lunchtime. P7 pupils help out in the playground as "Cornbank Chums".

Our MUGA, Trim Tracks and scooters are timetabled for our children to use and enjoy. The children are regularly reminded about the expectations/rules for using these which will help them stay safe. Children must wear a helmet when using the scooters.



Classes and Transitions: Formation of Classes

The maximum number of pupils in P1 is 25

The maximum number of pupils in P2-3 is 30

The maximum number of pupils in P4-7 is 33

The maximum number of pupils in a composite class is 25

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. A composite class is organised by age according to Midlothian Council procedure.

Children from various Early Learning and Childcare settings come 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. Partnership settings 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 and the P1 classes have strong transition links and follow a transition programme which may include sharing break times, opportunities to play and work together on a short mini topic and the nursery class is included in some assemblies and events throughout the session. 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 out with 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 attending Cornbank's Early Years and Childcare does not automatically have a place in P1.

The High School to which pupils normally transfer 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 transition, 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 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. Pupils attend High School for 3 full days in June.



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 usually 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. Children with 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 safety reasons. Our office 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. 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.

After School and Breakfast Club (Childcare at the Y)

This is an independent organisation which is based in Penicuik. Children are collected from the dinner hall/main school entrance and brought from the breakfast club, by After School staff. For further information contact them directly: 01968 674 851.



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. Midlothian Council will also update their webpage, Facebook page and Twitter feed, as will the school. 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 if required.

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 Inter - Agency Child Protection Procedures, 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 been, 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 carers, there are some circumstances when it may not be appropriate to inform the parent or carer 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. 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. Following consultation with parents, pupils are also encouraged not to wear smart watches to school.

Pupil Voice Groups

We believe it is vital that all children have an opportunity to participate and have their voice heard in the wider context of the school. Each session, all pupils from P1 - P7 choose to join one of our five Pupil Voice Groups (JRSO, HWB and Sports, Fairtrade, Eco and Knights for Rights) which run from P1 - P3 and P4 - P7. These groups meet 7 times a year and discuss current issues and ways to improve the school. Each group contributes to a focus week arranged throughout the session to promote their relevant area. We also hold a Pupil Voice Assembly at the end of each session to celebrate the work carried out throughout the year and to keep all children advised of progress made.



Clubs and Events

There are many opportunities for pupils to be involved in clubs and events organised by the Active School Co-ordinators and Cornbank Staff Members 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 P4, and for those in P5 to P7 whose parents are in receipt of Income Support or Income Based Job Seekers Allowance. For other pupils in P5 to P7 the current cost is £2.10 (price correct at May 2020). Lunches can be purchased on a daily basis but payment is taken in advance through our Parent Pay system or through our school office. 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 17p 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, which should be taken home at the end of the day to be washed and refilled.

Parentpay



This is an online payment system for schools. Once your child starts school you will be issued with login details and instructions on how to use Parentpay. It is quick and easy and you can check your payments and balances. We still currently accept cash/cheques and these payments will also show on Parentpay.

Uniform / Gym Kit

Cornbank Primary School actively encourages the wearing of school uniform. Sweatshirts, fleeces, T-shirts and cardigans are available to order throughout the year through Parentpay. 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

We operate an open door policy at all times and welcome feedback. Some of the ways we communicate and share our work are:

- Twitter
- School Website
- Letters emailed/issued weekly on Thursday bag drop day
- Consultations with teachers twice a year, usually in October and March
- Homework diaries/Reading records
- Monthly newsletters from the Headteacher
- Class Newsletters issued termly
- Parental visits to classrooms to participate in learning
- Shared Start
- Text messaging service in the event of inclement weather or emergency situations
- Class Assemblies/Coffee Den
- Radio Forth announcements in emergency situation
- Written reports



Cornbank School Partnership

The Cornbank School Partnership is made up of all the parents and interested parties within the community and has a variety of duties and functions including working with the school to support learning and teaching, communication with parents, and fund raising. If you would like to contact the partnership, please do this via the school.

CONNECT (Supporting Partnerships in Education) formerly known as The Scottish Parent Teacher Council is the national organisation for PTAs and Parent Councils in Scotland and runs an independent helpline service for all parents. You can contact them by phone on 0131 474 6199, by email on info@cpnnect.scot or write to CONNECT, Mansfield Traquair Centre, 15 Mansfield Place, Edinburgh, EH3 6BB.



The school encourages 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 their child's learning through open days, class assemblies, invitations into class and/or shared starts. 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 Head Teacher (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 or 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

At 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 for the future. This means that every pupil is entitled to a curriculum which is:

- Coherent from Nursery to Primary 7
- Based upon highly effective, well-planned learning and teaching practices which are active and engaging
- Based on developing skills 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 our curriculum aims for our pupils to become....

- Successful Learners
- Confident Individuals
- Responsible Citizens
- Effective Contributors

The curriculum is organised into eight areas:

Languages: this includes all aspects of literacy including listening, talking, reading and writing as well as modern language learning

Numeracy and Mathematics: this includes number, money and measure, shape, position and movement and information handling

Health and Wellbeing: this covers physical wellbeing, emotional, social and mental wellbeing, physical education, food and health, substance misuse and relationships, sexual health and parenthood

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

Social Studies: this includes People, Past Events and Societies, People, Place and Environment, People in Society, 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.

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

Class teachers will send home newsletters every term to inform parents of the work of their class and indicate future learning plans.

Educational visits and invited visitors to the school further enhance the children's learning of curricular areas e.g. 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, in improving the school grounds and in encouraging the message to reduce, recycle and re-use waste. Opportunities are taken to learn outdoors whenever possible e.g. studying shadows, measuring, studying minibeasts etc. Because of all the work the pupils and parents have done, we are extremely proud of having achieved our 7th green flag in 2020. This is the highest Eco School Award and Cornbank is the first school in Midlothian to achieve this. The Flag flies each day from the flagpole in the car park.

There is an annual calendar of weekly whole school assemblies which includes;

- HT Assemblies
- Class Assemblies where pupils can share their learning to the rest of the school and parents
- House Assemblies
- Sing Together Assemblies
- Religious Observance (e.g. Christmas and Easter)

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

Home Learning



Our home learning policy has been reviewed annually and we now refer to homework as "Linking Our Learning." Teachers carefully select 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. Over a period of 3 weeks we would like your child to complete a set number of Literacy and Numeracy tasks. Children can then choose to complete a further additional task. Time will be set aside in class for children to share what they have been learning and achieved. Feedback should be provided to the child through self assessment, peer assessment or teacher feedback.

Health and Wellbeing

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. Our JRSOs lead frequent 'Walk to School' weeks. Pupils take part in Bikeability training in P6. A Personal Safety Programme called "Keeping Myself Safe" is used with P1, P6 and P7 pupils. In P6, a sex and relationship programme is introduced, and parents are invited to school prior to this to view the resource used. We work with Midlothian Council and the Police to make pupils and parents aware of how to be safe on the internet. The school has a programme which covers internet safety at all stages.

Assessment and Reporting

Children are assessed on an ongoing basis, to determine their learning and to plan next steps. 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).

Parents' Consultations are held twice a year and a written report is issued in the final term. Children are involved in the reporting process.

Curriculum Levels

There are national levels to describe different stages of learning and progress. For most* children, the expectation is:

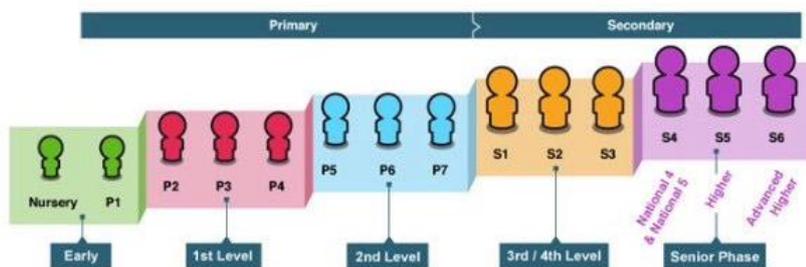
- Early Level - pre-school to the end of P1
- First Level - to the end of P4
- Second Level - to the end of P7
- Third and Fourth Levels - S1 to S3, with the fourth level broadly equivalent to SCQF level 4
- Senior Phase - S4 to S6, and equivalents in other settings, where they can continue to develop the four capacities and achieve qualifications

*but can be earlier/later for some as applicable, depending upon individual needs and aptitudes.

Full details about Curriculum for Excellence can be found at:

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

This is a simple guide showing how children may move through the levels of CfE. All children progress at their own pace and work is differentiated to support their learning.



School Improvement Plan

Each year in August we publish our School Improvement Plan for the next academic year. This provides details of how we aim to improve learning and teaching. A copy of this can be found on the school website.

Standards and Quality Report

Each year we publish our Standards and Quality report. This is based on our self evaluation which we complete in consultation with all our stakeholders.

A copy of this can also be found on the school website.

We are also regularly monitored by Education staff from Midlothian Council and we are part of the Inspection process by Education Scotland.

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. 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 e.g. 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, e.g. 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.

Where Can Parents Find Out More?

The school website: <http://cornbank.mgfl.net/> has details about events and the work of the school. We regularly update our Twitter feed @cornbankps.

Other information can be found about the curriculum at:
www.curriculumforexcellencescotland.gov.uk or visit Parentzone at
www.parentzonescotland.gov.uk



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.

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Accuracy of Information

The information in this document is accurate at the time of compilation (May 2020).