

Sgoil an Rubha



Leabhar-làimhe na Sgoile 2025 School Handbook 2025

Together we can do more!

Soirbheachaidh sinn comhla!

CONTENTS

SECTION 1 – INFORMATION ABOUT THE SCHOOL

- 1.1 About the School
- 1.2 School Staff
- 1.3 The School Day
- 1.4 Term dates for 2025/2026
- 1.5 Enrolment
- 1.6 Gaelic Medium Education
- 1.7 Attendance
- 1.8 Medical and Health Information
- 1.9 School Meals
- 1.10 Fire Policy
- 1.11 Travel to and from school
- 1.12 Emergency Closure
- 1.13 School Uniform
- 1.14 School Clubs
- 1.15 School Policies
- 1.16 Mobile Phones
- 1.17 Homework
- 1.18 Home/School Link
- 1.19 Bullying
- 1.20 Discipline
- 1.21 Complaints, Comments and Suggestions

SECTION 2 – PARENTAL INVOLVEMENT IN THE SCHOOL

- 2.1 Parental Involvement
- 2.2 Parent Council
- 2.3 Partnerships
- 2.4 Community Involvement
- 2.5 Pupil Conduct

SECTION 3 – THE SCHOOL CURRICULUM

- 3.1 Ethos
- 3.2 Curriculum for Excellence
- 3.3 Assessment
- 3.4 Gaelic Medium Education
- 3.5 Reporting to Parents
- 3.6 Learning and Teaching
- 3.7 Pupil Voice
- 3.8 Religious and Moral Education/Observance
- 3.9 Sports and Outdoor Activities

SECTION 4 – SUPPORT FOR PUPILS

- 4.1 Additional Support Needs
- 4.2 Pastoral Support
- 4.3 Transition

SECTION 5 – SCHOOL IMPROVEMENT

- 5.1 Standards and Quality Report
- 5.2 School Improvement Plan
- 5.3 Education Statistic Privacy Notice

Fàilte gu Sgoil an Rubha/Welcome to Sgoil an Rubha

Whether your child has joined us at Sgoil an Rubha for the first time this session or you already have a child at the school, we extend a warm welcome to you as parents and look forward to a happy and successful partnership over the coming years. Partnership is a two-way process in which parents and teachers work together to support learning. Good lines of communication are in place so that parents should feel that they are always welcome to voice concerns, ask for information, request or give advice and become actively involved with the life of the school.

The aim of this handbook is to provide information to parents regarding staff, the school and its activities. We would like you to be informed about and involved in your child's education. Confidence in a school comes from knowing and understanding what is happening within it. This handbook provides general information about the school and the curriculum. Class teachers will keep you informed about your child's learning, throughout the session, using the Seesaw application. Our regular parental updates and Facebook page are used to share the latest school news and to celebrate pupils' successes and achievements. Further information can also be found on the school website: www.sgoilanrubha.com

If you have any questions, or would like any further information on any aspect of this handbook or the education of your child, please do not hesitate to contact the school.

Àrd-luchd-stiùiridh/Senior Management at Sgoil an Rubha



Mrs Kathleen Macleod
Executive Head Teacher



Miss Mairi Macleod
Head of School



Mrs Mairi Macleod
Principal Teacher

SECTION 1 – FIOSRACHADH NA SGOILE/ INFORMATION ABOUT THE SCHOOL

Contact Details:

Head of School:	Miss Mairi Macleod
Address:	Sgoil an Rubha New Garrabost Point HS2 OPX
Telephone:	01851 870641
E-mail:	sgoilanrubha@gnes.net
Website:	www.sgoilanrubha.com
Facebook:	Sgoil an Rubha
Parent Council e-mail:	sgoilanrubhapc@gmail.com
Facebook:	Sgoil an Rubha Parent Council

1.1 Mu dheidhinn an Sgoil/About the School

Sgoil an Rubha is a non-denominational school, situated in New Garrabost, Point on the Isle of Lewis. The school is a new build and has been open since August 2011. Sgoil an Rubha is the amalgamation of Aird, Knock and Bayble schools. The catchment for Sgoil an Rubha is the area of Point. It is some 7 miles from the town of Stornoway, the main town in the Island of Lewis.

There are currently 133 pupils on the school roll, with 41 pupils being educated through the medium of Gaelic and 92 pupils in the Gaelic Learners. There are 5 Gaelic Learner classes and 2 Gaelic Medium classes. There are also 15 pupils in the Sgoil Àraich Ghàidhlig and 19 pupils in the Sgoil Àraich Gaelic Learners.

The school has a number of Support for Learning Assistants and two Classroom Assistants. Their duties vary from one to one support to full class and school support. The school has the services of two full-time janitors under the Facilities Management Agreement for the school. It also has the services of a full-time School Assistant. The Parent Council are very supportive and meet regularly in the school. There is also an active Pupil Council.



1.2 Luchd-Obraichean na Sgoile/School Staff

<u>Executive Head Teacher</u> Mrs Kathleen MacLeod	<u>Head of School</u> Miss Mairi Macleod
<u>Teaching Staff</u> GL1/2 - Mrs Donna Munro-Macleod GL2/3 - Mrs Claire Devine, Tues-Fri, Mrs Donna Mackay Mon GL3/4 - Mrs Ann-Marie Mitchell Mon-Wed am, Ms Shirley Clinton Wed pm-Fri GL5/6 - Mrs Lesley Ann Macleod GL6/7 - Mrs Coleen Monrad GM1-3 - Ms Joanne Macdonald GM4-7 - Mrs Dolina Macleod Mon-Thurs, Ms Lina Kallstrom Fri	<u>Principal Teacher</u> Mrs Mairi Macleod GM2-4 teacher (0.5 of the week) <u>Additional Teaching Staff</u> Mrs Katy Macleod, Tuesday am and Thursday <u>Support for Learning Teacher</u> Mrs Donna Mackay, Wed-Fri
<u>Support for Learning Assistants</u> Mrs Christina Maciver Ms Debbie Macarthur Ms Kayla Knight Ms Lillian Munro Ms Jessica Macdonald Ms Lauren MacArthur Ms Jade Collins	<u>Music Instructors / YMI</u> Mr Andrew Yearly, Guitar, Keyboard, Mon am Mr Neil Johnstone, Fiddle, Wed pm Mr Seonaidh MacIntyre, Chanter, Mr Gavin Woods, Brass & Wind, Fri am
<u>Classroom Assistants</u> Mrs Annice Smith Mrs Sarah Macleod <u>School Assistant</u> Mrs Janette Morgan	<u>Educational Attainment Worker</u> Miss Georgia Macleod
<u>Nursery Manager</u> Ms Nadine Murray	
<u>Sgoil Àraich Ghàidhlig</u> Mrs Isobel Macdonald (Play Leader) Mrs Morag Sinclair Mr Niall Oliver Mrs Caitlin Smart	<u>Sgoil Àraich Gaelic Learners</u> Mrs Catriona Smith (Play Leader) Mrs Linda Nicolson Mrs Clare Macdonald Ms Aimee Pilson
<u>Janitors</u> Mr Colin Macleod Mr Aiden Clarke	<u>Cleaning Staff</u> Mrs Marion Ferguson Ms Eleni Lowder Mr James Macleod Kayleigh Macleod
<u>Canteen Staff</u> Mrs Joanne Macleod Mrs Sharon Wordie Mrs Karen Macleod Mr Fenn Felix	

1.3 Latha na Sgoile/The School Day

The school day begins at 9.10am and continues until 3.10pm. The school gates open at 8.40am and we would request that pupils are not dropped off any earlier than this.

The school day for pupils is as follows:

Organisation of the School Day	
Start Time	9:10am
Morning Interval	10:50am-11:05am
Lunch Times	12:30pm-1:15pm (P1-3) 1:00pm-1:45pm (P3-7)
School Closes	3:10pm
Organisation of the Sgoil Àraich	
Monday - Friday 8.30am-5.30pm	
The Sgoil Àraich provision is all year round.	

1.4 Term Dates 2025/26

Sgoil an Rubha Scheme of Attendance 2025/26

TERM 1	
Monday 11 August 2025 Tuesday 12 August 2025 Wednesday 13 August 2025	Inservice (closed to pupils)
Thursday 14 August 2025	School opens for pupils
Thursday 9 October 2025	School closes 3.10pm

TERM 2	
Wednesday 22 October 2025	Inservice (closed to pupils)
Thursday 23 October 2025	School opens for pupils
Friday 29 November 2025 Monday 1 December 2025	School closed
Friday 19 December 2025	School closes 3.10pm

TERM 3	
Monday 5 January 2026	School opens for staff & pupils
Friday 13 February 2026 Monday 16 February 2026 Tuesday 17 February 2026	School closed
Wednesday 18 February 2026	Inservice (closed to pupils)
Friday 27 March 2026	School closes 3.10pm

TERM 4	
Monday 13 April 2026	School opens for staff & pupils
Friday 1 May 2026 Monday 4 May 2026	School closed
Friday 26 June 2026	School closes 3.10pm

Dates for Information	
National Mod 2025	10-18 October 2025
Good Friday & Easter Monday	3 and 6 April 2026
Proposed start date for session 2026/2027	17 August 2026 (teachers) 20 August 2026 (pupils)

1.5 Clàradh/Enrolment

Parents who wish to enrol their child at Sgoil an Rubha at a stage other than Primary One should contact the school so that a visit and a meeting can be arranged.

New Entrants

Children who will be four years of age by 28th February 2026 are eligible for infant enrolment in August 2026.

Enrolment for the August intake usually takes place in February on a date notified by the Local Authority through press advertisement. All enrolment is online through the link below.

[Enrolment Form](#)

Placing Requests

As a parent you have the right to request that your child be educated out-with your local area and you can make a Placing Request. Every effort is made to meet parent/carer requests but it is not always possible to accommodate this.

If you wish to make a placing request, please contact the school office and complete the CNES online placing request form.

[Placing Request](#)

1.6 Foghlam tro Mheadhan na Gàidhlig/Gaelic Medium Education

In Gaelic Medium (GM) Education the whole curriculum is delivered through the medium of Gaelic for the first two years with English introduced as a second language in Primary 4. Support for pupils with additional educational needs will be offered through Gaelic as available. It is of particular importance that Gaelic should be the language through which the contemporary world and its culture, at local, national and world levels, are viewed and that curricular dimensions such as information technology and media education be explored through the medium of Gaelic. Parents interested in educating their children through the medium of Gaelic are very welcome to meet with the Head of School. The Comhairle adopts a 'Gaelic first' policy for pupils enrolling in Primary 1



1.7 Frithealadh/Attendance

Absence

If children are absent due to illness or any other reason, parents are asked to inform the school by telephone or e-mail before 9.30am. If a child has not arrived at school by 9:30am and the school has not been contacted, then a Groupcall message will be sent to ensure the health and wellbeing and safety of the child. Pupils will be marked as "Unexplained Absence" if no communication is received.

- Phone: 01851870641
- e-mail: sgoilanrubha@gnes.net

Request for Absence

Families are requested to make every effort to arrange holidays to coincide with school closure. We strongly discourage withdrawals during term time as they will interrupt the continuity of children's learning. If you intend to withdraw your child from school for a holiday, you must apply to the Head of School by completing an 'Intention to Withdraw your Child from School' form, which is available from the school office or on the school website.

It is important for parents to note that in most cases, holidays taken during term time will be classed as an unauthorised absence.

1.8 Fiosrachadh Meidigeach agus Slàinte/Medical and Health Information

Medical Conditions

Parents should inform the school of any significant medical condition that their child may have e.g. asthma, epilepsy, diabetes, etc. They should also provide the school with an up to date Care Plan.

Illness During the School Day

Any pupil who feels unwell in class should inform the class teacher who will make arrangements to seek medical advice if necessary. The school has several trained First Aiders. In some cases, it may be deemed necessary to send your child home, we request that all emergency contact numbers are up to date and the school is informed of any changes.

Administration of Medicine to Pupils

If it is essential for a child to have medication while in school, this will be administered by one of our First Aiders, but only upon completion of a Medication Authorisation form, available to download from the school website or a paper copy from the school office. **No medication will be given without a completed authorisation form from parents/carers and the consent of the Head of School.**

All medicines should be handed in to the school office, for storage in a locked cabinet in our Medical Room. Some types of medication require a signature when they are regularly required at home and in school. It is the responsibility of parents/carers to replace medication when it becomes out of date. All medication must be labelled appropriately from a pharmacy.

Routine Medical Examinations

The School Nursing Team will visit the school to complete Primary 1 Health Checks. Information is issued to parents beforehand and their permission is asked for.

Flu Immunisation

A letter from the Health Board is issued to all parents offering their child Flu Immunisation at the school. This is administered by the School Nursing Team and is given only to those who have parental permission to receive it.

Dental Services & Toothbrushing

Pupils in the P1-4 classes brush their teeth after lunch each day in school. A representative from 'Childsmile' visits the school to talk to all pupils about dental hygiene and effective brushing techniques. Primary 1-3 pupils also have the opportunity to have their teeth fluoride varnished. Information is issued to parents beforehand and their permission is asked for.



Water Bottles

Pupils are encouraged to bring water bottles to school, to ensure they stay hydrated throughout the school day. Water bottles can be refilled at our water dispensers.

1.9 Dinnearan Sgoile/School Meals

The cafeteria system which provides a choice of a hot meal or cold snack. These are all prepared on the premises on a daily basis. The menu offers healthy and tasty meal options which reflect the Scottish Government's Food & Drink legal requirements for school lunches. Provision is made in the Cafeteria for pupils with packed lunches and dietary requirements are taken into consideration.

At the beginning of each session parents are issued with a four weekly Menu. An on-line form for P1-3 pupils' weekly choices can be completed via a link sent by the school office.

Free School Meals and Assistance with School Clothing

All parents in receipt of Income Support and other benefits are eligible for free school meals and a clothing grant. Applications for free school meals can be made on the CNES website. Alternatively, forms may be obtained from the Education Department, Comhairle nan Eilean Siar, Sandwick Road, Stornoway. Telephone 01851 600 501.

As part of a Scottish Government initiative, all pupils in Sgoil Àraich and Primary 1-5 are entitled to free school meals. However, we would still encourage all parents who may be eligible for Free School Meals, to complete the form as it also enables them to receive the Clothing Grant and other payments they may be entitled to.

Cashless Catering

The Cafeteria uses a 'Cashless Catering' system. Parents can pay for school meals with one of the following methods:

- Top-up Cards
- ParentPay (on-line)

Please ensure that your child's account is topped-up regularly. CNES check the accounts every Monday, Wednesday and Friday and if your child has accrued £15 in debt, you will be invoiced by them.

Special Dietary Requirements

Please inform the school if your child has any special dietary requirements. Any pupil who has any food allergies/intolerances should request a form from the school canteen, which must be signed by your child's doctor and returned to the canteen.



1.10 Poileasaidh Teine/Fire Policy

If a fire occurs in the school, the fire alarm will give a continuous siren. Almost all of our staff have received Fire Warden Training and are clear about how to act in the event of the fire alarm sounding. We have a thorough fire risk assessment and fire plan which are regularly reviewed.

Procedures

- Staff will guide pupils out safely and orderly through the nearest fire exits.
- Staff and pupils will gather at the Fire Assembly Point at the rear of the school and will ensure that all pupils are accounted for.
- Pupils and staff will remain in the rear playground and await further instructions from a member of OCS staff.

Fire Drills

- Fire drills are carried out at least once a term.
- OCS staff maintain records and action points for each fire drill.

1.11 Siubhal dhan Sgoil/Travel to and from School

Primary School children living two miles or more from school are entitled to free transport. CNES will post bus passes to home addresses. Children who live within 2 miles of the school or who are coming from out-with the catchment area will have to apply to CNES for a bus pass, or alternatively apply for a NEC (National Entitlement Card).

It is the parent's responsibility to make sure their child arrives at the pick-up point on time and behaves in a safe and acceptable manner while travelling. Children who misbehave can lose their right to home to school transport.

Parents who wish to drop their children off at the school, may do so between 8:40am and 8:50am, bus lanes should be left clear after this time. When collecting pupils from the school, parents should wait until the school buses have left the school grounds, approximately 3:15pm. Pupils can be collected from the inner gate at the side entrance of the school.

1.12 Dùnadh an Sgoil ann an Suidheachadh Eiginneach/Emergency Closure

It may be necessary, occasionally, to close the school at short notice and send the pupils home - for example in exceptionally bad weather or if the electricity or heating system fails. The school asks each parent to provide instructions, including a telephone number of a person who can be contacted in such emergency circumstances. Please make sure that the school is informed of any change to a child's emergency contact information.

The procedures for Emergency Closure are as follows:

- A Groupcall text message and e-mail will be sent to all parents
- A message will be posted on Facebook/Seesaw
- If CNES close all schools, they will inform parents via Groupcall message and through their social media channels.
- If the electricity is off, parents will be contacted by our emergency phone line or CNES Groupcall

Parents should also feel free to contact the school if they are concerned about the safety of their children because of severe weather conditions.

1.13 Èideadh Sgoil/School Uniform

At Sgoil an Rubha we encourage the wearing of school uniform and seek parental co-operation in this. We believe that the wearing of school uniform helps pupils to feel a sense of pride in their school and also fosters a feeling of 'belonging'. This goes a long way to maintaining school standards and general morale.

Our uniform consists of:

For formal occasions e.g Mod, Prize Giving etc

- white shirt/blouse
- dark trousers/skirt
- school tie
- smart footwear

For less formal occasions and day to day wear

- red sweatshirt/cardigan/top with school badge
- dark trousers/skirt
- 'sensible' footwear

PE Days

- white polo shirt
- dark shorts
- trainers

There are forms of dress which are unsuitable in school, such as items of clothing which:

- could cause offence
- carry advertising, particularly for alcohol
- could cause health and safety difficulties (such as "chunky" rings, neck chains, dangling or hooped earrings) etc
- could potentially encourage disagreements (such as football strips).

All parents in receipt of Income Support are eligible for a clothing grant from the Education Authority. Applications for clothing grants are available online on the CNES website, from the Department of Education, Comhairle nan Eilean siar, Sandwick Road, Stornoway. Telephone 01851 600501.

Being an environmentally aware school, we also have a uniform swap shop in the front foyer, where pre-loved uniform can be dropped off/picked up.

School uniform can be ordered online from www.leonardhudson.co.uk

- Sweatshirts
- Ties
- Polo Shirts
- Cardigans
- Pullovers
- Jackets
- Ties



Please ensure that pupils' names are on all their clothing and belongings as this makes it easier to return lost property.

1.14 Clubaichean na Sgoile/School Clubs

At Sgoil an Rubha, we strive to provide a diverse selection of extra-curricular activities for pupils at lunch-times and after the school day. The clubs include sports clubs and craft/art clubs.

Swimming Lessons

Swimming lessons are given as part of the curriculum for Primary 4 pupils.

Gaelic After School Club

This club is run by Comunn na Gàidhlig and is conducted through the medium of Gaelic. It is open to **all pupils** who are willing to speak Gaelic. The first half an hour is for homework and the remainder of the time is spent enjoying games and activities. It runs on Monday from 3.10-4.45pm and the cost is £5 per child, per day, and £3 per day for any additional siblings. For more information about the club or to register, please email Jayne Gillies at CnaG jayne@cnaG.org.



YMI (Young Musicians Initiative)

A choice of Fiddle, Guitar, Keyboard, Brass or Chanter tuition is offered to pupils in Primary 5-7 during the school day.

1.15 Poileasaidhean Sgoile/School Policies

All school policies are available on our school website and on request from the school office.

1.16 Fonaichean Làimh/Mobile Phones

We discourage pupils from bringing mobile phones or other valuable items to school on the grounds that they may get lost, broken or stolen. However, we do recognise that there may be some occasions when some pupils may need to have them, ie. if there are changes to pick up arrangements. On these occasions we ask that mobile phones are switched off and handed in to the class teacher for safe keeping throughout the hours of the school day. Phones will be returned to pupils at 3.10pm. Alternatively, parents can hand in a child's mobile phone to the school office.

1.17 Obair Dachaigh/Homework

Homework is important and should reinforce learning and develop skills, particularly in Literacy and Numeracy. Pupils at all stages are issued with homework, which will vary depending on the age and stage of the pupils. All classes have their own systems to communicate homework tasks. Partnership working between home and school is beneficial to your child's learning and we appreciate and value your support.

1.18 Ceangal Sgoil agus Dachaigh/Home and School Link

Sgoil an Rubha values parental co-operation and support. Parents who take on a supportive role in their child's learning make a difference in improving achievement and behaviour.

Seesaw is an online platform that is being used from Sgoil Àraich to Primary 7 to share learning between school and home and provide parents/carers with the opportunity to view, like, comment, engage/support in their child/children's learning.

Formal Parent/Teacher Evenings are arranged during the year. Parents are welcome to make additional appointments throughout the year, to consult with class teachers or the management team on any matters relating to their child's schooling. This can be done by contacting the school office.

1.19 Burrraidheachd/Bullying

Bullying, in any shape or form is not acceptable at Sgoil an Rubha. The school values are continually promoted and embedded in the life of the school. The playground is supervised during morning interval and lunch breaks by Support for Learning Assistants and Classroom Assistants who are able to monitor the conduct of all pupils.

If pupils have any concerns or worries, there are systems in place to address these. Their first point of contact is their class teacher. Parents should inform the school immediately if they have any concerns regarding bullying.

The school's Anti-Bullying and Positive Relationships policies have recently been reviewed and updated and are available on the school website or on request from the school office.

1.20 Smachd/Discipline

Sgoil an Rubha aims to create a safe environment where accident and injury are kept to a minimum. High expectations of behaviour are promoted in classes and across the whole school to create an orderly environment conducive to good learning. Pupils are regularly reminded about the importance of the school values and to foster respect for property for self and others by practising common sense, courtesy and co-operation. It is crucial that school and parents/carers work in partnership to ensure all pupils set high expectations of how they conduct themselves based on the school values of;

**Coibhneas/Kindness, Cothromachd/Fairness, Onair/Honesty,
Urram/Respect and Sàr-Mhathas/Excellence**

House System

A positive ethos, strong pupil voice and school values underpin the operation of the house system; which in turn underpins positive behaviour in Sgoil an Rubha. The house system has been established for several years and there are four houses in it:

Trilleachain/Oystercatchers

Na Corra Ghrithich/Herons

Na Buthaidean/Puffins

Na h-Iolairéan/Eagles

All pupils and staff are allocated a house, with siblings being allocated the same house. Pupils work very hard and are rewarded with house points. On a fortnightly basis the points are collated and the winning house is rewarded with a special prize e.g. additional playtime etc. Each house has a Captain and Vice-

Captain from P7 who meet regularly to take on leadership roles within the school and continue to promote the school motto and values.



Puffins House Captains



Herons House Captains



Eagles House Captains



Oystercatchers House

Any incidents where pupil behaviour does not meet the agreed expectations will be dealt with in a fair and consistent manner in line with the school's positive relationships policy. The school will inform parents/carers of any issues that arise and will work in partnership with them to resolve any situations that could affect the learning and teaching of their child/other pupils in the school.

1.21 Beachdan, Molaidhean agus Gearain/Complaints, Comments and Suggestions

It is our aim to ensure that you are completely satisfied with your child's education and we encourage feedback from parents and pupils. We are therefore, interested in feedback of all kinds, whether it be compliments, suggestions or complaints. If you have a complaint about the school, please let us know. It is better that these things are shared openly and resolved fairly rather than being allowed to damage the relationship between the family and the school. There will be no negative consequences arising from making a complaint and the school will deal with the issue as confidentially as possible.

There are some things which you should take note of in relation to making a complaint:

- Please make any complaints initially to the Head of School to ensure they are aware of what is going on and can initiate an investigation and speak to all those concerned.
- If you are unhappy with the service or with our response, then you will have the right to take the matter further. You can put your complaint in writing or fill in a complaint form. Complaint forms should be sent to: Chief Officer for Education and Children's Services, Comhairle nan Eilean Siar, Sandwick Road, Stornoway, Isle of Lewis, HS1 2BW. Phone: 01851 600501.
- If you are still unhappy after further investigation and reply you can take the matter up with the Scottish Public Services Ombudsman. The reply will include the contact details.

SECTION 2

AG OBRACHHADH LEIS A' CHOIMHEARSNACHD AGUS PÀRANTAN/ PARENTAL AND COMMUNITY INVOLVEMENT IN THE SCHOOL

2.1 Pàrantan an lùib na Sgoile/Parental Involvement

At Sgoil an Rubha we value the contribution of all parents/carers to the life and work of the school. As a result, staff and parents/carers work very well in partnership to support pupils. We encourage all parents/carers to take an active role in their children's learning. Examples of this include; parents/carers supporting with home learning activities, communicating with the school, request/offer advice. There are many advantages to a positive school and parent partnership.

Benefits for the Children are:

- It is easier for children to learn when they get encouragement at home.
- They will do better and achieve more when their parents are involved.
- Concerns can be sorted out quicker when their parents have positive relationships with the school.
- They are happy when their parents are enjoying events in the school.

Benefits for Parents:

- Their children do better when they are involved.
- They are better able to help and support their children.
- They have more information about their children's education.
- Parents can build their own confidence and skills.
- Parents get reassurance that their children are receiving a good education.

We have an 'open door policy' at Sgoil an Rubha so if you have any concerns or require any advice please contact the school office in the first instance. We aim to respond as soon as possible to any parental enquiries, and guarantee a response within 24 hours.

During the school year we offer opportunities for all parents/carers to engage with their children's learning in school and attend events including; partnership events, class workshops, pupil led assemblies and parents' evenings.



Parent volunteers are encouraged to support on school trips and other school events. During preparation for the Local and National Mòd, Gaelic speaking parents and community volunteers work in collaboration with the school to support Gaelic language and drama activities.



At Sgoil an Rubha we strive to provide high quality learning and we welcome the views of parents/carers to help us improve. We ask that parents complete evaluations following any events in school and send out parental questionnaires. Results from evaluations and questionnaires, along with any resultant actions are shared through our parental updates.



Parent Zone

Parent Zone is a national body who are able to offer support and advice for parents:



**Information and advice on education
and learning for parents in Scotland**

Be at the heart of your child's learning . . .

Sign up to receive our Parents and Carers e-bulletins
for the latest developments in Scottish education.

edscot.org.uk/p/LQE-391/subscribe

Email: enquiries@educationscotland.gov.scot

education.gov.scot/parentzone



2.2 Comhairle nam Pàrant/Parent Council

The Parent Council at Sgoil an Rubha is extremely supportive and is actively involved in the life of the school. They regularly arrange fundraising events and provide funds for the school to purchase a range of resources.

The role of the Parent Council is to:

- Support the school in its work with parents
- Represent the views of all parents
- Encourage links between the school, parents, pupils, pre-school groups and the wider community
- Report back to the Parent Forum (all parents are members of the Parent Forum)

All parents/carers are encouraged to volunteer or put themselves forward to be chosen as representatives of the Parent Council. The Parent Council meets regularly during the school session. All meetings are open and parents, whether they are members of the parent council or not, are welcome and encouraged to attend.

Benefits of the Parent Council to the School are:

- Parents bring skills which complement teachers' skills and expertise
- Parents can contribute their time
- Pupils' attainment and behaviour improve
- Parents have ideas about how the school can best support the children
- Parents can give advice and help around reaching other parents

Parent Council Members

Chairperson - Matthew Clarke

Vice Chairperson - Chris Tom Mackenzie

Secretary - Donna Mackinnon

Treasurer - Joan Morrison

The Parent Council can be contacted at any time on the following email:

sgoilanrubhpc@gmail.com

2.3 Com-pàirteachasan/Partnerships

In addition to the partnership links we have with parents/carers, we also have very good partnerships with the local community and beyond, working with a range of partners to extend and enrich the learning experience for pupils. We continuously seek new partnerships and adopt a strategic approach to ensure that activities are well planned and are an integral part of the school. In addition, there are many events planned in the school where key partners and agencies are invited in to work with pupils, staff and parents including DYW Financial Education Week - Skills for Learning, Life and Work. Gaelic and cultural events are hugely important to the ethos and work of the school and all pupils have the opportunity to participate in the Local and National Mòds.

The school has earned the Rights Respecting School Gold Award and are committed to ensuring that children's rights are embedded in the life and work of the school.

2.4 Ag obrachadh leis a' Choimhearsnachd/Community Involvement

In Sgoil an Rubha, relationships are built upon mutual respect between pupils, staff and all parents/carers and visitors. The school is a very welcoming environment for all.

The school is at the heart of the Point community and works hard to maintain strong links with the local and wider community. The school building and grounds are used regularly by community groups such as the Fèis and Point Football Training.

Sgoil an Rubha contributes monthly to the 'Rudhach' magazine to report the ongoing work and achievements of our pupils. Links to the wider community and local businesses help to enhance children's learning.



Throughout the year Sgoil an Rubha takes part in a number of fundraising events for charities. In September the school hosts a Macmillan Coffee Morning. In November the school is involved in Blythswood Shoe Box Appeal and events are held to raise money for Children in Need. We also run school events for local charities such as Bethesda and the Western Isles Foodbank.

The Pupil Council welcome any ideas for fund raising for charities locally and globally.



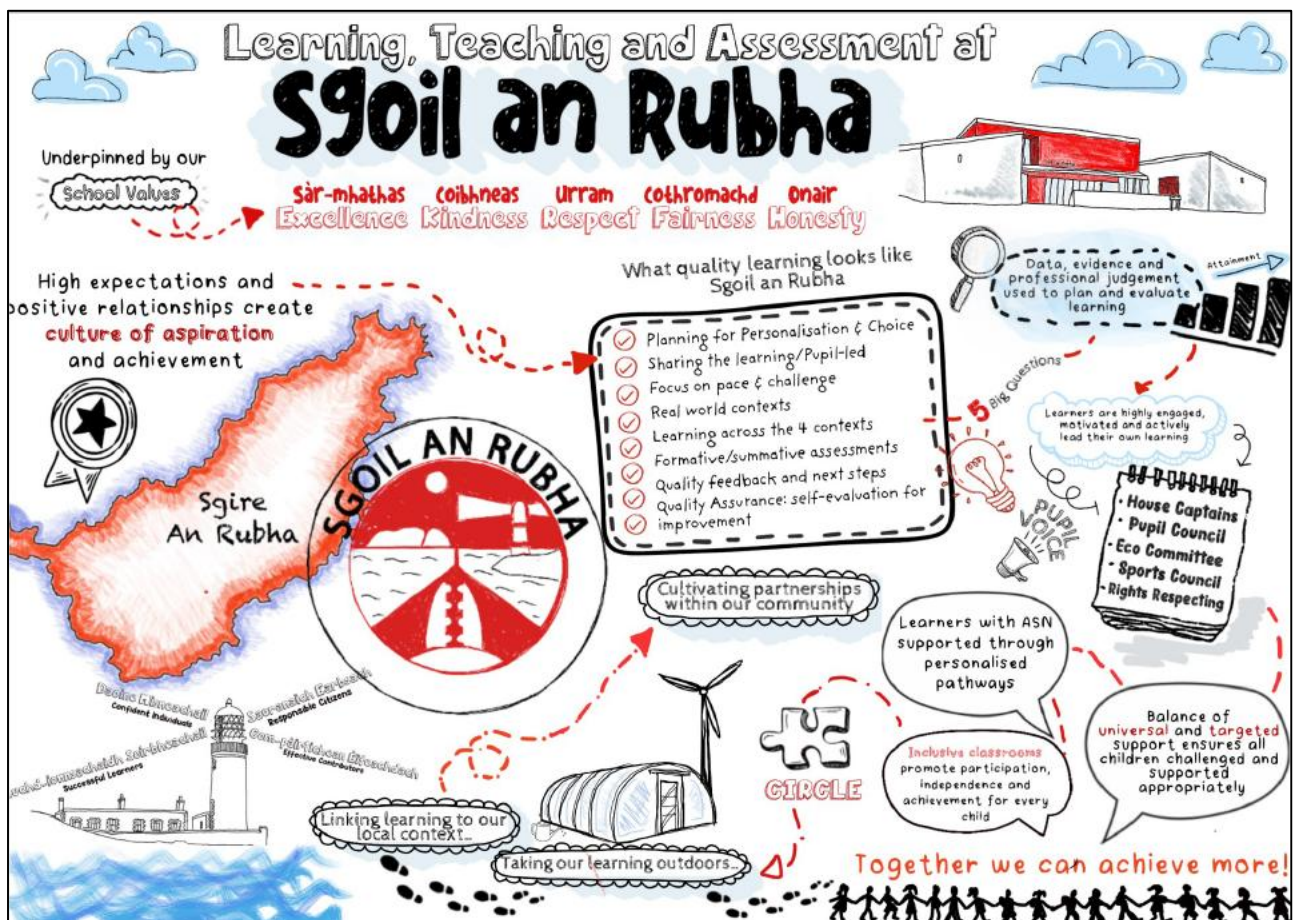
Pupil Conduct

A partnership between school and parents is required in order to ensure the best possible standard of pupil conduct.

Pupils are expected to set themselves high standards in appearance and behaviour. School rules are relatively simple and few in number to allow for the smooth running of the school. The general aim is to produce an atmosphere of friendly co-operation, encouraging respect and consideration for other persons and other property.

As part of our journey to becoming a Rights Respecting School, Golden Rules have been replaced by a Whole School Charter which takes everyone's rights into consideration. The pupil council led the development of the charter.

SECTION 3 - CURRAICEALAM NA SGOILE/ THE SCHOOL CURRICULUM



3.1 Feallsanachd/Ethos

Ar Lèirsinn/Our Vision:

Soirbheachaidh Sinn Còmhla! - Together We Can Do More!

Our vision is to provide a happy, safe, nurturing community in which children value their culture and heritage and are motivated to learn and achieve their full potential. Our children should have the skills, confidence and resilience that equip them for this rapidly changing world.

Luachan na Sgoile/School Values

At Sgoil an Rubha the school values underpin the ethos, life and work of the school. They are promoted throughout the school, classroom and playground, encouraging pupils to be responsible for their own behaviour and actions. Gaelic language and culture are valued, celebrated and promoted at Sgoil an Rubha. In addition to the Gaelic Medium classes in the school, Gaelic language is taught across all classes. School signage, values, newsletter are bilingual and we enjoy hearing Gaelic being spoken in the school community and beyond.

The school values are:

- **Onair/Honesty**
- **Urram/Respect**
- **Coibhneas/Kindness**
- **Cothromachd/Fairness**
- **Sàr-Mhathas/Excellence**



Amasan na Sgoile / School Aims:

- Provide a balanced and broad-based curriculum in accordance with national and local guidelines which offers choice, breadth, balance and progression.
- Raise the standards of attainment by having high, but realistic expectations, encouraging and promoting positive self-esteem, and providing regular feedback which is clear, informative and supportive.
- Promote excellence of teaching in order to provide stimulating and relevant learning experiences designed to motivate, meet the wide-ranging needs and interests of pupils and give them and their parents regular, accurate and helpful information about their progress.
- Guide pupils in their personal and curricular aspirations, recognising their wider achievements. Ensuring that all who require particular help with their learning are supported in ways which meet their individual needs.
- Provide a happy, caring, stimulating and inviting school environment which is based on the promotion of mutual respect among pupils, staff, parents and local community.

Children's Aims:

- To have more opportunities for outdoor and active learning, in school and in the local community.
- Learn more about the world of work and be able to make links from their learning to the world of work.
- To be more involved in decision making about their learning

3.2 Curraicealam airson Sàr-mhaitheis/Curriculum for Excellence

Curriculum for Excellence is a progressive, flexible 3-18 curriculum which is centred on the needs of pupils and designed to ensure children develop the four capacities:

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

Every child in Scotland has an entitlement to a broad general education which takes place from Nursery to S3. The curriculum is structured into eight curricular areas:

Expressive Arts	Religious and Moral Education
Health & Wellbeing	Sciences
Languages	Social Subjects
Mathematics	Technologies



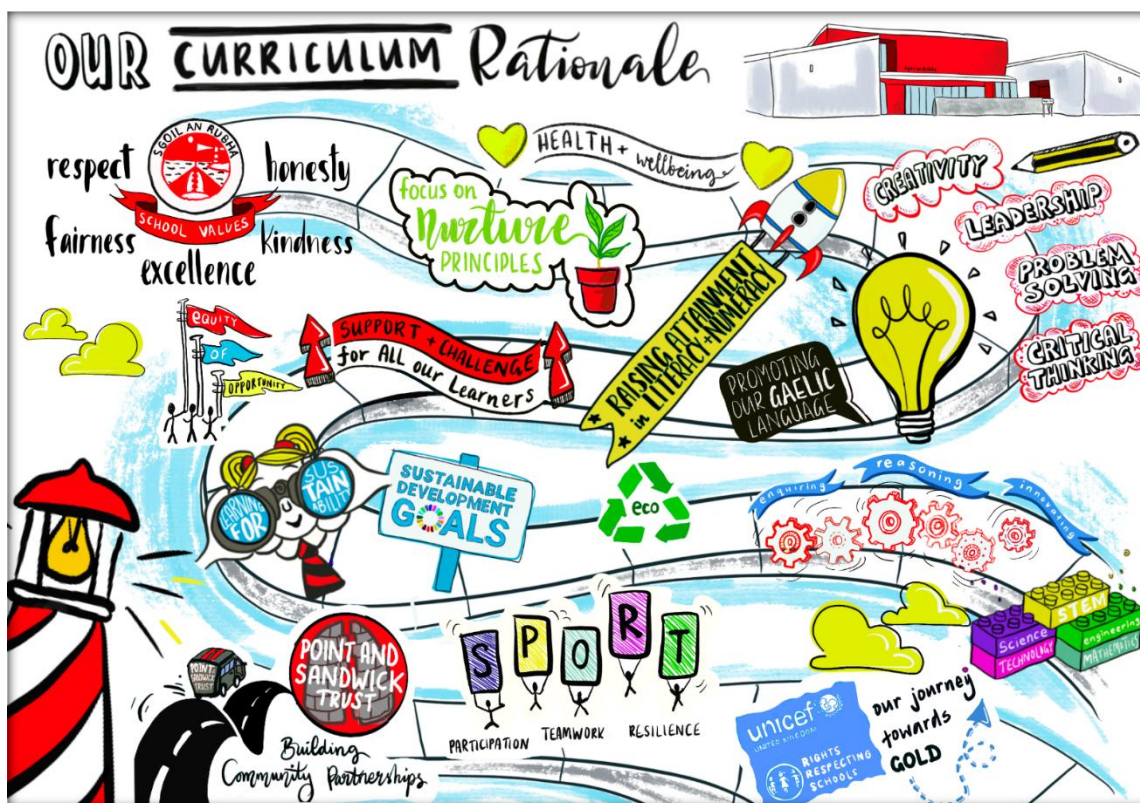
Each curricular area is divided into 'experiences and outcomes'. The experience is the learning experience within the classroom where pupils develop their skills, knowledge and understanding, attributes and capabilities. The outcome is what they achieve.

Learning can take place within the four contexts:

- **Curriculum areas and subjects** (*learning within the above eight curricular areas*)
- **Interdisciplinary learning** (*learning within a specific topic/context - linking more than one subject*)
- **Ethos and life of the school** (*learning within the life of the school, beyond the classroom*)
- **Opportunities for personal achievement** (*learning out-with the school and in the wider community*)

Our recently updated Curriculum Rationale was created based on the views of parents, staff and pupils. The interactive version can be viewed by scanning the QR code.





3.3 Measdadh/Assessment

Assessment is the way in which teachers, pupils and parents obtain information about children's learning, monitor progress and achievement and identify next steps in learning. Within Curriculum for Excellence, Assessment is an ongoing, integral aspect of Learning and Teaching. Teachers plan assessments and work collaboratively with colleagues to moderate the pupils' work. Staff use curricular benchmarks to plan learning and assessment. The benchmarks identify key knowledge and skills that should be achieved at the end of each curricular level.

Assessment information may also be gathered through Summative Assessments including:

- SNSAs (Scottish National Standardised Assessments) are administered at P1, P4 and P7
- MCNG (Measaidhean Choitcheann Nàiseanta Gàidhlig) Gaelic Medium Pupils are assessed in P1, P4 and P7
- CATs (Cognitive Ability Tests) are undertaken in P5

All assessment information is gathered and evaluated and teachers make a judgement on whether pupils achieve the expected milestones. The table below illustrates the expectations about progression through curriculum levels:

Curriculum Level	Stage
<i>Early</i>	The pre-school years to P1
<i>First</i>	To the end of P4
<i>Second</i>	To the end of P7
<i>Third / Fourth</i>	S1-S3 (Fourth level broadly aligns to SCQF level 4)
<i>Senior phase</i>	S4 to S6 and college to other means of study

3.4 Foghlam tro Mheadhan na Gàidhlig/Gaelic Medium Education

All pupils educated in Gàidhlig Medium have the same opportunity to engage in all curricular areas. Gàidhlig is the language of the classroom and all curricular areas are delivered through Gàidhlig. When pupils have achieved a good solid foundation of Gàidhlig language, English is introduced as a second language from mid P3/beginning of P4 to P7. By the end of P7, pupils will have equal competency in Gàidhlig and English.



Cànan 1+2/Languages 1+2

Gaelic is part of the learning, ethos and culture of Sgoil an Rubha. All pupils in Gaelic Learners are taught Gaelic on a weekly basis. In addition to this, Gaelic is celebrated and spoken further in classes on daily basis. 'Abairt na Seachdain', phrase of the fortnight is led by the Gaelic Medium classes and the phrase is shared with all classes and they encouraged to use the phrase within the classroom/school. At the end of each term Gaelic Speaker Awards are given out to pupils who have made a real effort to improve their Gaelic talking skills.

From P5, pupils in Gaelic Learner classes and Gaelic Medium are taught French. It is expected that pupils leave P7 and have a good knowledge and understanding of French. For pupils in Gaelic Medium Education, this is their third language.

3.5 Aithris/Reporting

Throughout the school year there are various opportunities for children's progress and achievement to be shared and discussed with parents/carers:

- Ongoing work is shared with parents through the digital platform Seesaw
- Open Afternoon
- Parents' Evening
- Formal written reports

It is hoped that these opportunities strength home/school partnerships further to ensure that all children achieve their full potential.

3.6 Ionnsachadh agus Teagaisg/Learning and Teaching

At Sgoil an Rubha we aim to provide high quality teaching and learning across all curricular areas. We set high expectations of pupils and provide a range of interesting learning and assessment experiences for the pupils to engage in. Opportunities are provided for learners to exercise choice and take more responsibility for their own learning. A range of effective examples include direct teaching, use of ICT, active learning approaches, cooperative and collaborative learning and enterprising approaches.

Ionnsachadh Gnìomhach/Active Learning

Active Learning is learning which engages and challenges children's thinking using real life and imaginary situations. Children learn by doing, thinking, exploring through quality interaction, intervention and relationships, founded on children's interests and abilities across a variety of contexts. Staff are encouraged to be creative in their use of ICT so that it is at the heart of teaching and learning. Pupils have access to netbooks throughout the school.



Ionnsachadh Co-obrachail/Co-operative and Collaborative Learning

At Sgoil an Rubha we recognise that learning is frequently most effective when learners have the opportunity to think and learn together, to discuss ideas, question, analyse and solve problems.

Doighean Iomairteach/Enterprising Approaches

A range of enterprising approaches are included in teaching to encourage pupils to develop skills for future life and work. We feel that experience of enterprise allows pupils to become more self-reliant, responsible, creative, manage risk and gives entrepreneurial opportunities.



Seesaw

Seesaw is an online digital platform which is used from Nursery-P7. The resource is web and app based where pupils can engage in learning in a creative, exciting way. By the upper stages of the primary, pupils are uploading their own work and evaluating learning and skills developed. The resource is an excellent way to share learning.

3.7 Guth na Sgoilear/Pupil Voice

At Sgoil an Rubha, we pride ourselves on pupils having a voice. We value their views on every aspect of school life where possible. We want to nurture a culture where all children feel listened to, valued, respected and empowered.

Currently there are a range of opportunities for collaborating with pupils on key issues in our school through Pupil Council, House Meetings, Eco-Committee, Sports Council and RRSA.



Pupils' views are also sought throughout the year using questionnaires and focus groups, where they are encouraged to give their opinions on what works well in

our school as well as to make suggestions for improvement. Most recently the Pupil Council have been evaluating the school using examples from the child friendly version of 'How Good is Our School' and creating simple action plans. The pupils make Sgoil an Rubha!

3.8 Foghlam Creideamh agus Moralta/Religious and Moral Education

Sgoil an Rubha aims to develop the spiritual, moral, social and cultural values of its pupils, having regard to the values of the community, and guided by the recommendations contained in national and regional guidelines.

As a non-denominational school, we may have pupils of different religions and backgrounds. Parents who wish to exercise their right to withdraw their child from Religious Education should put their request in writing to the Head of School.

Amhairc Diadhaidh/Religious Observance

Throughout the school year there are several opportunities for children to engage in Religious Observance. The school Chaplains lead assemblies and there are opportunities to visit the local church. Parents may elect that their child should not take part in such observance by notifying the Head of School in writing. In this instance, alternative arrangements will be made for those choosing to withdraw. At the moment the chaplains for Sgoil an Rubha are Rev. Iain Thomson, Canon William Maclean and Mr. Donnie Macdonald.

3.9 Spòrs agus Gnìomhachdan Taobh a Muigh na Sgoile/Sports and Outdoor Activities

Sports Day is held in May or June depending on the weather. Pupils compete for a Boys' or Girls' championship at Junior, Intermediate and Senior level. Parents and friends are cordially invited to attend.

Sports Festivals

Sgoil an Rubha takes part in a number of competitions in the Lewis and Harris Sports Festivals.



Cross Country

Pupils from P4 - P7 participate in local competitions.



Football

Pupils throughout the school have the opportunity to take part in local football competitions which take place throughout the year.



Active Schools

Active Schools work with schools and communities to help make sure children start active and stay active. The aim is to offer children the opportunities and motivation to adopt active, healthy lifestyles, now and into adulthood. Our Active Schools Co-ordinator is Mr Eric Macleod and he works with the school to develop an action plan of work they can support through the school year.

This session the school is working towards Sport Scotland Gold Sports Award. This is being led by two class teachers, the Pupil Sports Committee and supported by Active Schools.

Eco-schools

Sgoil an Rubha has a real commitment to sustainability. Pupils learn about the Sustainable Development Goals and take part in a range of projects to help action change.

Our eco-committee is very active, making effective use of our poly tunnel and the local area and have been instrumental in raising awareness of sustainability.



Turasan na Sgoile/School Outings

Local

From time to time different classes may be taken by their teacher on excursions which will be relevant to the topic the class are studying. Parents are given advance warning of this.



Residential

Primary 7 go on a residential trip to the mainland for 3 days. These trips develop life skills including working collaboratively as part of a team, co-operating, taking responsibility and become more independent. Activities provided during the outing encourage pupils to challenge themselves, build resilience and confidence.



SECTION 4 – TAIC AIRSON SGOILEARAN/SUPPORT FOR PUPILS

4.1 Taic Ionnsachaidh/Additional Support Needs

GIRFEC is embedded in the life and work of the school and we recognise that all pupils are individual and unique. At Sgoil an Rubha we aim to ensure that learning is matched to the needs of the individuals in the class. Where a pupil is experiencing difficulty, it is essential that learning is tailored to meet their needs and work may be differentiated further.

We aim as far as possible to educate pupils who have additional support needs alongside their peer group. When necessary, extra help is provided. This help is delivered in a flexible manner and the pupils can be seen individually, in a small group or in the class.

The Additional Support Needs of the Children are identified through a process of Staged Assessment and Intervention. The process of Staged Assessment and Intervention provides a structured system for identification, assessment, planning, review and record keeping for individual children who receive additional support of any kind.

All Looked After Children and Young People are considered to have additional support needs. This is the case unless the school establishes they do not have additional support needs. The Local Authority must consider whether each looked after child requires a Co-ordinated Support Plan (CSP). The CSP is used to ensure a co-ordinated approach to providing support for children. The CSP will summarise assessments carried out for the child, explain the nature of the child's difficulties and outline the steps the Authority will take to support the pupil's needs. An assessment service is also provided by a visiting teacher for children with visual and hearing impairment. A Speech Therapist also visits the school to help any pupils who require support.

In addition, an Educational Psychologist advises on the varied behavioural and learning difficulties which all pupils can experience. She can work directly with pupils and families if required.

Under the Equality Act 2010, the Education Authority is not allowed to discriminate against disabled pupils.

Mediation is provided by Resolve in the Western Isles. It is a non-judgemental voluntary process which seeks to resolve misunderstandings in the early stages to prevent them escalating. Parents also have the right to have an advocate present at Mediation and this is available through Advocacy Western Isles.

Parents should also be aware of the following organisations which provide advice and further information.

Children in Scotland: Working for Children and their Families, trading as Enquire - a charitable body registered in Scotland under registration number SC003527.

Scottish Independent Advocacy Alliance, a charitable body registered in Scotland under number SC033576.

Scottish Child Law Centre, a charitable body registered in Scotland under registration number SC012741.

Further information locally can be obtained from the School or the Area Principal Teacher of Learning Support.

4.2 Taic Aoighaireil/Pastoral Support

All children in Scotland have an entitlement and, the right to be protected for any harm or neglect. It is important that we follow the principles of GIRFEC and get it right for all pupils. At Sgoil an Rubha, all staff undertake the annual Child Protection Training and, the Head of School is the designated Child Protection Coordinator. All staff have a clear understanding of procedures and systems that are in place and, any concerns should be dealt with immediately. If you have any Child Protection concerns please contact 01851 822737 or if you wish to find out further information about GIRFEC, please visit CNES website:

<https://www.cne-siar.gov.uk/>

4.3 Eadar-Ghluasad/Transition

Pre-school to Primary School

At Sgoil an Rubha we believe that creative collaboration between Sgoil Àraich and Primary School makes first day nerves a thing of the past. We believe a transition shouldn't be a sudden change but that it should flow from one situation to another.

The Primary One teachers have close links with the Sgoil Àraich and visit regularly from Term 2 so that pupils will be familiar with their class teacher. The Nursery and Sgoil Àraich are part of the school and pupils regularly use areas of the school such as the library, gym hall and playground, visit classes and attend Assemblies.

In Term 3 Active Schools have a number of active sessions with pre-school and primary one pupils. This also involves Primary Six pupils who are working on their Young Leaders Awards.

Formal consultation meetings between the Primary One teacher and Pre-school staff occur before pupils attend induction mornings.

Nursery pupils attend P1 when Primary Seven pupils are on their induction to the Nicolson. Pupils will spend the mornings in class and Active Schools will also be involved in the planned activities.

Parents of the new Primary One pupils have the opportunity to come in to Sgoil an Rubha in term 1 of the new session and meet their child's teacher, and ask any questions.

All P1 pupils have a P7 buddy who becomes a familiar face and usually a good friend. They are there at playtimes to support the transition process.



Primary to Secondary

Pupils from Sgoil an Rubha normally transfer to the Nicolson Institute - a six-year comprehensive school. Transition formalities are jointly organised by the Local Authority, Secondary and Primary school. Parents are provided with information and forms and there is a system for purchasing school uniform. The uniform order form comes with the enrolment form.

During their last term in primary school, a member of the Senior Management Team and a Guidance teacher from the Nicolson Institute visits Sgoil an Rubha to talk to the P7 pupils about the secondary school. P7 pupils will then visit the Nicolson Institute where they will spend two induction days following the secondary timetable.

This means that when they join first year in August they will be familiar with the layout of the school and will know a number of the staff.

Children with Additional Educational Support needs are provided with more specific and detailed transition arrangements.



Eadar Clasaichean/Transition between Primary Classes

At Sgoil an Rubha on-going informal liaison takes place between staff and in the last term formal consultation meetings are timetabled where the Support for Learning teacher inputs into the meetings.

There is also a robust tracking system in place which allows all staff to gather information regarding pupil progress and any additional support or medical needs.



SECTION 5 – LEASACHADH NA SGOILE/SCHOOL IMPROVEMENT

5.1 Standards & Quality Report

Each year the school publishes a Standards and Quality Report which highlights the school's major achievements in the previous year. The Standards and Quality Report can be accessed on www.sgoilanrubha.com

5.2 School Improvement Plan

Each year the school also publishes a School Improvement Plan which highlights the major developments for the next session. The National Improvement Framework (NIF) has been developed in partnership with all stakeholders to drive improvements for all children. The Framework sets out our key priorities for improvement for session 2024-2025 and school projects are linked to these.

- *Placing the human rights and needs of every child and young person at the centre of education*
- *Improvement in children and young people's health and wellbeing*
- *Closing the attainment gap between the most and least disadvantaged children.*
- *Improvement in employability skills and sustained, positive school leaver destinations for all young people*
- *Improvement in attainment, particularly in literacy and numeracy*

The School Improvement Plan can be accessed on www.sgoilanrubha.com

5.3 EDUCATION STATISTIC PRIVACY NOTICE

Transferring Educational Data About Pupils

The Scottish Government and its partners collect and use information about pupils in schools (e.g. the number and characteristics of pupils, their attendance, absence and exclusions, their attainment and their destination when leaving school) 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 Skills Development 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
- enhance the quality of research to improve the lives of young people in Scotland

Data policy

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

Education data within Scottish Government is managed effectively by secure systems and is exploited as a valuable corporate resource, subject to confidentiality restraints. As part of its data policy, Scottish Government will not publish or make publicly available any information that allows individual pupils to be identified, nor will data be used by Scottish Government to take any actions in respect of individuals. Data is held securely and no information on individual pupils can or would be made publicly available by Scottish Government.

The individual data about pupils in schools collected by Scottish Government through statistical surveys is used only for the statistical and research purposes for which it is collected.

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 (<http://www.gov.scot/Topics/Statistics/ScotXed>). Pupil names and addresses (other than postcode) are never collected in any ScotXed statistical survey.

Scottish Government works with a range of partners including Education Scotland, Skills Development Scotland and the SQA. On occasion, in order to help meet our aim of improving the life of young people in Scotland, we may make

individual data available to partners such as the National Registers of Scotland to carry out research relating to the national population census and also to academic institutions and organisations to carry out additional research and statistical analysis which helps inform policy development and contributes to improving outcomes for Scotland's people. In order to carry out this research to support better decisions, policy making and practice, data may be linked to information from other sources.

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