

# Redhall School



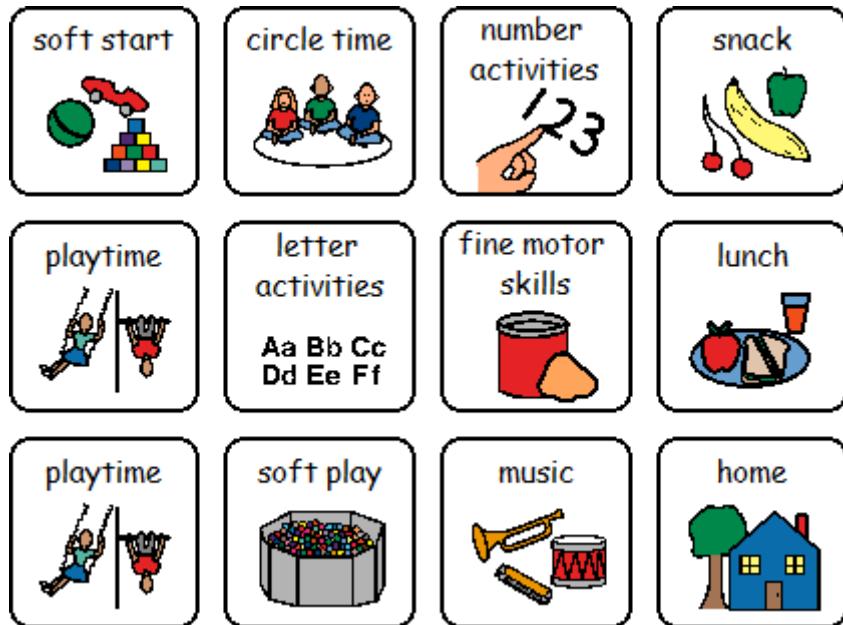
## Parent Information Booklet

We hope that this booklet helps you and your child to get the best start at Redhall School. If you need any other information please get in touch.

**Tel: 0131 443 1256**

## Routines

The school day is split into three parts and shared with the children using a visual timetable. Routines are very important, and we develop classroom routines for different activities such as morning circle, snack time, playtime, worktime, lunchtime and the end of day.



## Snack and Lunches



To reduce cash handling in the school office, Redhall, in line with City of Edinburgh Council practice, use an online payment system called Parentpay. You will be given an activation letter to enable you to log on and pay for such things as lunches, milk, snacks, and school trips during your child's time at Redhall.

Lunch money	£2.35 per day	- Payable weekly in advance
Milk money	£0.23 per day	- Payable Annually or Termly in advance

If you wish to apply for free school meals, you can apply online at [www.edinburgh.gov.uk](http://www.edinburgh.gov.uk). Children have snack before they go out to play. Please send your child to school with a healthy snack to eat mid-morning. We also run a healthy snack scheme which you may opt into if you wish. We ask for a contribution of £1 per week and provide healthy snack items for your child each day.

Lunches are prepared in school, but some children prefer to bring a packed lunch. We are able to cater for special dietary requirements.

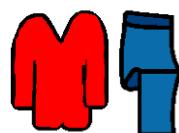
The occupational therapists can give support/advice about mealtimes by providing plate guards or special cutlery when needed.

## Home School Communication



Each Teacher has a mobile phone which they use for home-school communication. The Teacher will send a text at the end of each day about what the children have been doing at school and to pass on important information. Please phone the School Office in the morning if your child is going to be absent. We will also keep you informed about school activities via school and class newsletters and our school website <https://redhallschool.com/> We also use email to communicate with parents and send out letters so please ensure we have an up to date email address for you.

## Clothing



Children are encouraged to dress independently from starting school. We are proud of our school and our school colours and encourage children to wear their school uniform. Clothes which are loose, comfortable, and easy to put on and remove are ideal. We have polo shirts, sweatshirts, and fleeces/waterproof coats available for sale. Please visit [www.beuniforms.co.uk](http://www.beuniforms.co.uk) to purchase our branded uniform online.

Your child will also need a P.E kit of shorts, a T- shirt and gym shoes.

Your child will also need a change of clothes in school.

**\*Please put your child's name on all clothing\***

## Outings



We often take children on minibus outings or walks to develop community living skills and to support the pupils' learning. At the start of the school year, we will ask you to complete a Key Information and Consent form for General Outings and Outdoor Education.

## Toileting



Please provide nappies and wipes for your child if they use them. We will text when supplies are running short. We require written permission to apply any creams.

## Medication



We can only give a child medication with your **written consent**. Consent forms are available from the school. Medication should come in its original packaging with the dosage and child's name as issued by the pharmacist. If your child requires medication daily or has long-term medical needs, we will ask you to fill in the relevant Health Care Plan.

## Transport



If you would like to have transport for your child to and from school this can be arranged. Please follow the instructions supplied in your new pupil information pack to apply. The Transport Department are responsible for organizing the transport routes. The taxi/bus company will normally be in touch with you over the holidays to finalise arrangements.

## Absence



Please let our **School Office and Transport** know as soon as possible if your child is going to be off school. And remember to inform transport when they are coming back to school.

## Therapy



We have speech therapists, occupational therapists and physiotherapists who work closely with our school. If your child has had previous therapy, input will continue based on previous assessments. New referrals may also be made by the school staff or parents/carers. The therapists and class team work closely together in the planning and delivery of therapy. Therapists may work in the classroom or in separate therapy areas with individuals or groups. They also work in an advisory capacity so that classroom staff can work on therapy goals on a more regular basis.

## Partnership with parents



We welcome parents/carers views and teachers can always be contacted by telephone, usually before or after school. During the school day, parents/carers can contact the Head Teacher or Deputy Head Teacher if they wish to discuss anything related to their child, or office staff can pass a message to teachers and arrange a time for the teacher to call you when it is convenient. You will receive two written reports on your child. A mid-year report on progress with targets will be sent out around the end of January and an end-of-year report will be sent out in June.

# Information about how we manage pupil data in schools

Redhall School has a legal responsibility to deliver an effective educational programme to its pupils. To do this, we need to collect personal data about our pupils and their families so that we can help them learn and keep them safe. The type of personal data we will collect includes:

## Data about our pupils and their families

This will include the name, address, and contact details of the pupil and relevant family members. It will also include information about relevant medical conditions, any additional supports which are needed, and their family situation. We need this information to ensure we know our pupils and their families, and to ensure we can educate them appropriately and keep them safe.

We will also collect personal data relating to personal characteristics, such as ethnic group to enable statistics to be reported. We need this information so the Council can ensure it is delivering education appropriately to all its citizens.

## Data about pupils at school

This will include data about progress, assessments, and exam results. It will also include records of attendance, absence, and any exclusions. We need this information to understand how our pupils are progressing, and to assess how we can help them to achieve their best.

## Data about when and where they go after they leave us

This will include information about their next school or intended destinations. We need this information to ensure we support our pupils in all their transitions and do all that we can to help their future be a success.

There will be times where we also receive information about them from other organisations, such as a pupils' previous school, the previous local authority where that school or ELC setting was based, NHS Lothian, Police Scotland, Social Work, Additional Support Services, and sometimes other organisations or groups connected to a pupil's education. We use this data similarly to the above: to support our pupils' learning, monitor and report on their progress, provide appropriate pastoral care; and assess the quality of our services.

When we collect and use personal data within school, and for the reasons detailed above, we will normally be acting in accordance with our public task. Occasionally we are also required to process personal data because the law requires us to do so, or because it is necessary to protect someone's life. We will also take photographs in school and display them on our walls, and in newsletters and other communications. We do this to celebrate and share what we have done, including individual achievements and successes. We consider this use of images to be part of our public task as it helps us build an effective community which supports learning. We will not, however, publish these photographs on social media or in newspapers without permission. Consent for this use will be sought when a pupil joins Redhall School and will be kept on record while they are with us. Consent can be withdrawn at any time, please just let us know.

Sometimes we need to share pupil information with other organisations. We are required, by law, to pass certain information about our pupils to the Scottish Government and the Council. This data is for statistical purposes and will normally be anonymised. It is normally required to enable the Council, and the Government, to understand how education is being delivered and to help them plan for future provision.

If a pupil moves schools, we have a legal obligation to pass on information to their new school/education authority about their education at Redhall School.

When we record and use personal data, we will only collect and use what we need. We will keep it secure, and it will only be accessed by those that need to. We will not keep personal data for longer than is necessary and will follow the Council's Record Retention Schedule and archival

procedures when records are identified to be of historical value and require to be retained in the Edinburgh City Archives.

For more information on how the Council uses personal data, and to know more about your information rights including who to contact if you have a concern, see the City of Edinburgh's Privacy Notice.

### Sharing personal data to support Wellbeing

In addition to the above, Redhall School has a legal duty to promote, support and safeguard the wellbeing of children in our care.

Wellbeing concerns can cover a range of issues depending on the needs of the child.

Staff are trained to identify when children and families can be supported and records are kept when it is thought that a child could benefit from help available in the school, community or another professional. You can expect that we will tell you if we are concerned about your child's wellbeing and talk to you about what supports might help in the circumstances. Supports are optional and you will not be required to take them up.

If it would be helpful to share information with someone else, we will discuss this with you and seek your consent before we share it so that you know what is happening and why. The only time we will not seek consent to share information with another organisation is if we believe that a child may be at risk of harm. In these situations, we have a duty to protect children, which means we do not need consent. On these occasions, we will normally tell you that information is being shared, with whom, and why – unless we believe that doing so may put the child at risk of harm.

We will not give information about our pupils to anyone without your consent unless the law and our policies allow us to do so.

### Let's Talk

We are keen to work in partnership with parents and carers and welcome your input. Please let us know if you are interested in helping out in any way. We have an active Parent Council and Friends of Redhall Fundraising Committee.

We hope you have found this information helpful. If you have any queries, please don't hesitate to get in touch with us on

0131 443 1256