



St Leonards

St Andrews, Fife

Student Policies

St Leonards Summer Schools

Contents

Promoting Positive Behaviour/Consequences	3
Searching	5
Smoking	5
Alcohol	5
Drugs and Substances	5
Anti-bullying	7
Mobile Phones and Devices	10
Student ICT	11
Absences	14
Photography/Privacy	14
Child Protection	14
Health and Safety	16
Fire Alarm	16
Compliments, Suggestions, Complaints	16
Medical Treatment	18
Special Diets	18
Safe Use of Medicines	18
Infectious Diseases	18
Insurance of Personal Effects	19
Inclusion	19

The rules in this handbook apply in **all circumstances** in which you find yourself whilst at the Summer School. The rules are written to be followed. If you feel that the reason behind any rule, practice or procedure featured in this booklet is unclear, do not ignore it. You will have an opportunity to discuss them with a member of the Summer School staff. We feel it is important that our students' voices are heard.

The Jurisdiction of The School

The Summer School is a joint venture, which involves the active cooperation of parents, students, and the School. A day or boarding student or Summer School student who breaks the rules of the School or the law of the land during the school day (or at other times, when they are the responsibility and within the jurisdiction of the School, e.g. an evening social event, school matches or an organised trip) will be sanctioned by the School. If appropriate, the matter will be referred to the police. If something impacts upon the school community in a negative manner, we will look to resolve this.

PROMOTING POSITIVE BEHAVIOUR AND CONSEQUENCES

Rewards and Recognition

Certificates and Awards are presented to students throughout the Summer School. These are fantastic opportunities for us to recognise the talent and effort of students.

House Meets provide a great opportunity to share achievements but also give public praise to students and groups who merit recognition. We also use house meets to deliver important information, highlight key issues within Summer School, such as values and student behaviour, and give announcements.

End of Summer School Awards and Prizes are our most public recognition of student success. They are awarded across all areas of the summer programme, and, in addition to achievement, recognise students who uphold and exemplify the School's values.

Islands Harris, Lewis, Mull and Skye form our Island system. All students and staff are allocated to an Island and are given a wide range of opportunities throughout the Summer School to earn Island points. There are rewards for the top Island at varying stages throughout the Summer School and culminating in an overall Island winner at the end of the 2-week programme.

Behaviour Support/Consequences

Positive relationships between staff, students and families which are built on trust and respect are our first and most important tool to promote good behaviour during the Summer School. Class teachers and activity leaders are responsible for developing excellent relationships with their students and putting in place low level behaviour management strategies to give students clear boundaries and opportunities to 'get it right'.

School Community Action is an opportunity for students to reflect on their behaviour whilst giving something positive back to the school community.

Reflection time is used predominantly in our younger years and allows children some quiet time to reflect on their behaviour, it is followed by a chat with their English Teacher or Activity Leader.

Detention is used for students. It is 25 minutes long and runs during lunchtime on days of the week where required. Students are given detention for a number of different reasons, but often as a consequence of persistent low-level errors of judgement. They are also given for more serious errors of judgement such as bullying or rudeness to staff. Parents will be informed if their child is placed into detention.

Boarding House Gating is used when a student breaches the house or school rules and is asked to remain on campus for a set number of days. During this time they may attend English lessons but not activities and are not permitted off campus for anything else.

Suspension

For major and significant offences students will be asked to leave the Summer School programme at the cost of their parents and the loss of their Summer School fees.

Consequence Schedule

Level	Level Descriptor	Examples (not exhaustive)	Consequences	Actioned by	Individuals Informed	Appeal by student/Parent
1	Low level non cooperation or disruption	Not attending House Meets Failure to bring appropriate equipment	Verbal guidance Community Action at breaktime	English Teacher Activity Lead	Student	Head of Summer School
2	Frequent disruption or one-off significant non-physical disruption	Extreme rudeness to fellow students Aggressive behaviour to a fellow student Rudeness to a member of staff, or another adult on school premises	Communication with parents Restorative conversation Community Action Reflection Time Detention	English Teacher Activity Lead Head of Summer Schools	English Teacher Head of Summer Schools Parents	Head of Summer Schools
3.1	Serious disruption or behaviour First/Second offence	Bullying Misuse ICT Physical misconduct to another student (punching, kicking, repeated/aggressive pushing) Absconding from class/activities	Telephone conversation with parents/guardians Meeting with Head of Summer Schools Restorative conversation Detention Period of reflection at home Support measures put in place and progress monitored	Head of Summer Schools	English Teacher/Activity Lead Head of Year Parent Head of Summer Schools	Head of Summer Schools
3.2	Serious disruption or behaviour Persistent offences	Bullying Misuse ICT Physical misconduct to another student Absconding from class/activities	Period of reflection for a full day Video call with parents and Head of Summer Schools Support measures put in place and progress monitored	Head of Summer Schools	English Teacher/Activity Lead Head of Year Parent Head of Summer Schools	Head of Summer Schools
4	Gross Misconduct	Lack of improvement following persistent 'serious disruption or behaviour' moments. Or, a standalone incident which is a significant breach of school rules and values	Parents attend a virtual meeting with the Head of Summer Schools Final warning given Removal from Summer School Programme	Head of Summer Schools	English teacher/Activity Lead Parent Head of Summer Schools	Head of Summer Schools

SCHOOL POLICIES

Copies of these are available on request from the summer@stleonards-fife.org.

SEARCH POLICY

Where the School feels health, safety or discipline concerns warrant searching a student's bag/bedroom etc., the School reserves the right to do this. We do not allow drugs, alcohol and items which could be regarded as offensive, disrespectful, or distinctively dangerous.

Where reasonably possible, the search will be conducted with the student present. The search will be conducted by one member of staff with another present as a witness. Where a student refuses permission for the search to take place, this will be deemed an admission of guilt by the student, in the context of the search.

Where a situation prevails for which random searching is required, we shall apply an even-handed approach and avoid targeting any individual. We exercise the right to search in accordance with this policy. Any request to search would be made in the best interests of student welfare, given that we have a statutory duty of care towards the students in our charge.

SMOKING/VAPING POLICY

Regardless of age, whilst under the jurisdiction of the School, students may not smoke or be in possession of cigarettes/tobacco products or matches/lighters at any time or in any place. This includes e-cigarettes and vaping. Smoking materials found anywhere within St Leonards will be confiscated and destroyed.

Consequences for infringing these rules are at the discretion of the Head of Summer Schools, who may ask a student to leave the Summer School for smoking/vaping and/or possession. If you are seen in the company of smokers/vapers, you can expect to receive a consequence. Any tampering with the smoke detectors puts the lives of all residents at risk and will be treated as an extremely serious offence, being dealt with severely.

ALCOHOL POLICY

It is against school rules for students to bring alcohol onto school property or to any school activity, including those off campus.

Students in the Care of St Leonards

It is against the law and against the St Leonards Alcohol Policy for students under 18 to purchase or consume alcohol. Students who are 18 or over are not allowed to buy alcohol for younger students. Furthermore, any students 18 or over who are in the company of any students under 18 years of age who are consuming or purchasing alcohol, are complicit when not notifying Staff immediately and returning those under age to the Staff. Not acting to support the safe interest of under-age children is regarded as a disciplinary matter for all.

Use of Breathalysers

If a member of staff has cause to believe that a student (under 18) in our care has been drinking alcohol or, if over 18 has been drinking alcohol significantly, they may request that the student takes a breathalyser test. It is school policy that a refusal to take the test is an admission of guilt. For those under 18 years of age, there is zero tolerance for alcohol.

The breathalyser test should be administered by the Head of Summer Schools (or a senior member of staff if they are unavailable) with another member of staff in attendance. The outcome of the test will be shared with the student, recorded, and the information passed on to parents if necessary.

Disciplinary measures will be implemented to deal with students whose behaviour falls short of the School's expectations in respect of the consumption of alcohol.

DRUGS AND SUBSTANCES POLICY

1. Introduction

St Leonards School believes that drug-related problems should be confronted in an open and responsible manner. The School believes unequivocally that taking drugs is wrong; it is against the law, potentially hazardous to physical and mental health, and has other known detrimental effects. Many young people encounter drugs in the wider social scene outside school and the problem will carry over into school in a variety of ways, e.g. academic performance, punctuality and appearance. It is vital that all students are helped to understand the dangers of drug misuse and dependency.

The School will take any necessary disciplinary or other appropriate action. It is the School's responsibility to protect the community, as much as it can, from dangerous influences and these include drugs.

2. Scope

This policy relates to the misuse of controlled drugs and other substances which induce a hallucinogenic or intoxicating effect, with the exception of alcohol which is addressed in a separate policy. It applies to all students at St Leonards School and at all times, whether or not the student is in the care of the School.

The expressions 'drugs' and 'substances' refer, inter alia, to the possession, use and supply of controlled drugs and also any animal, mineral or vegetable products that induce a hallucinogenic or intoxicating effect. It also includes the paraphernalia of drugs or substances intended to resemble drugs, or 'legal' drugs such as performance-enhancing drugs, anabolic steroids, glue and other substances held or supplied in each case for purposes of misuse

3. Purpose of this policy

The purpose of this policy is to prevent students from using drugs.

The School has long been concerned about the dangers of drugs and their misuse. Its aim is to dissuade members of the school from taking drugs. If a student is found to be involved in the misuse of drugs, if reliable reports give rise to suspicion of involvement, or if a student's behaviour shows signs that they may be abusing drugs, parents will always be informed of the School's concerns. This policy strengthens the School's commitment to its pastoral role in the general educational welfare of students, and to the health and safety of its members.

4.1 Procedures for investigations

If a member of staff is aware that a member of the School is in possession of, using, supplying or inciting other members of the school to use, drugs on school premises, in school time or whilst on school-organised activities, including those away from school; they should immediately report this to the Head of Summer Schools.

Unless the situation demands instant action by staff, no investigation should be conducted at that time. It is essential that no future action is compromised by premature action, albeit well intentioned. When the Head of Summer Schools or the most senior member of staff available has gathered the information, they will direct the nature of the investigation. Parents and/or Guardians will be contacted as soon as practical after the conclusion of the investigation.

Interviews with the student(s) concerned will normally be conducted in the presence of another member of staff. Notes should be kept of any interview, including date, time, and those present. Both in written and in verbal statements, confidentiality should be respected where possible. It has been found necessary to limit communication between those being interviewed and other students during the investigation process: students are usually quarantined from others and mobile phones are confiscated. Whilst waiting, students helping the investigation have adult company, access to toilet facilities, and, should the interview process cross break or lunch, refreshments are provided.

A drugs test may be undertaken.

When drugs are found on a student or on school premises, the law allows staff to take temporary possession of the suspected substances. At the first opportunity, the substances should be handed to the Head of Summer Schools.

4.2 Drugs Testing on Suspicion

In terms of protecting children and the St Leonards community, we have a policy of performing drugs tests on suspicion, as well as drugs testing following any specific incident. We want the community to feel safe and we expect everyone to support us in seeking this reassurance. No one who is free from the influence of mind-influencing substances has anything to fear, but as a community we have everything to gain for our mutual safety and wellbeing. As per our alcohol policy, we regard refusing to take the drugs test as an admission of guilt.

5.1 Searches

Where the School feels health, safety or discipline concerns warrant searching a student's bag/bedroom etc, the School reserves the right to do this. We do not allow drugs, alcohol and items which could be regarded as offensive, disrespectful or distinctively dangerous.

Where reasonably possible, the search will be conducted with the student present. The search will be conducted by one member of staff with another present as witness. Where a student refuses permission for the search to take place, this will be deemed an admission of guilt by the student, in the context of the search.

Where a situation prevails for which random searching is required, we shall apply an even-handed approach and avoid targeting any individual.

We exercise the right to search in accordance with this policy. Any request to search would be made in the best interests of student welfare given that we have a statutory duty of care towards the students in our charge.

5.2. Sanctions following misuse of drugs

Any student caught supplying, or inciting the use of, drugs, or being in possession of them with the intent to supply, will be permanently excluded from the current and any future Summer School programmes.

Any student caught in possession of, or using drugs on school premises or whilst on a school-related activity, will be excluded unless there are extenuating circumstances, in which case they will be asked to leave the Summer School programme and a parental meeting set up for a later date. These tests will be made at the school's behest and charged to the student's parents. Failure to agree to this will result in permanent exclusion from the current or future Summer School programmes.

A student on a random testing regime will be listed with the Head of Summer Schools. Usually a senior member of staff will be involved in administering the test. The procedure will be to summon the student without warning, tell them they are to be tested, ask if s/he consents to being tested, then the test proceeds as per the instructions on the testing kit. Whenever possible, testing will take place on the same day as the senior member of staff requests that a test takes place, and certainly within 24 hours of that request being made.

5.3 Police Involvement

It is highly likely that the Police will be contacted in the event of a drugs/substance incident.

6. Warning Signs that might suggest drug misuse

Decline in school performance; unwillingness to take part in activities previously enjoyed; unusual outbreaks of temper; marked mood swings, restlessness and irritability; staying out more, perhaps with a new group of friends; excessive spending or borrowing of money; reduced interest in personal appearance; excessive tiredness without obvious cause; lack of appetite; heavy use of scent, aftershave, etc; wearing sunglasses to conceal dilated or constricted pupils.

7. The Law Relating to Drugs

Controlled drugs are divided into three classes, (A), (B) and (C). Principal drugs include:

- Class A: Opium, heroin, methadone, cocaine, crack, LSD, ecstasy, possessed 'Magic Mushrooms' and any Class B drug prepared for injection, cannabis oil.
- Class B: Amphetamines, barbiturates, cannabis, codeine.
- Class C: Tranquillisers, some painkillers, most anabolic steroids, GHB, Ketamine. Young people in possession of cannabis are liable to be arrested.

Maximum penalty for supply: 14 years. Maximum penalty for possession: 5 years.

8. Confiscation and Disposal

It is legal to confiscate a drug in order to prevent an offence being committed and then to destroy it or hand it to the Police. It is illegal to retain the drug, i.e. it must either be disposed of or handed to the Police. Schools are allowed to dispose of drugs. Witnesses should be present and the action recorded. A drug may be handed to the Police, but the law does not require this.

ANTI-BULLYING POLICY

St Leonards emphasises a caring community with everyone sharing the responsibility to care for each other.

Everyone has a right to learn, and to live, in an atmosphere that is free from victimisation and fear. All members of the community must play their part in creating this secure environment.

We recognise that bullying can occur, and in many cases it happens in a subtle way. This policy has been created utilising the "Respect Me" framework and approach; developed by Anti-Bullying Scotland (respectme.org.uk).

Bullying behaviour is wrong and the situation will be appropriately dealt with as detailed in this policy.

1. We aim:

- To maintain and develop a secure and welcoming school community where effective learning can take place;
- To clearly raise awareness in the School community of the nature and effect of bullying behaviour, and to reinforce a clear understanding of right and wrong;
- To promote a shared responsibility to care for each other, where the well-being of students is paramount.
- To ensure that students and parents know that the School will take positive action;
- To give each student self-discipline and a sense of responsibility – thus helping us all to work together as a community;
- To respect each student's individuality and value; and
- To create an environment where there are positive attitudes and relationships and a good working atmosphere, through tolerance, cooperation, courtesy and consideration;

Our overall aim is a successful outcome and the prevention of further bullying.

2. What is bullying?

Bullying is both behaviour and impact; what someone does and the impact it has on a person's capacity to feel in control of themselves. We call this their sense of 'agency'. Any form of bullying is unacceptable, as it undermines our aim of creating and sustaining a happy environment.

Bullying behaviour can harm people physically or emotionally and, although the actual behaviour might not be repeated, the threat that it might/can be sustained over time, typically by actions, looks, messages, confrontations, physical interventions, or the fear of these. This behaviour can include:

- Being called names, teased, put down or threatened face to face and/or online;
- Being hit, tripped, pushed or kicked;
- Having belongings taken or damaged;
- Being ignored, left out or having rumours spread about you (face to face and/or online);
- Sending abusive messages, pictures or images on social media, online gaming platforms or phone;
- Behaviour which makes people feel like they are not in control of themselves or their lives; and
- Being targeted because of who you are or who you are perceived to be (face to face and/or online).

Some common features which often appear in bullying are:

- It is deliberate, or thoughtless, hurtful or unkind behaviour;
- It can be aggressive and violent, it can be subtle and have a harmful effect;
- It is persistent; and
- It is difficult for those being bullied to defend themselves.

The School is aware of and takes very seriously any cyber-bullying involving the misuse of mobile phones and/or the internet and will take appropriate action if such behaviour is observed or reported.

3. Anyone can bully

- One is always responsible for one's own actions; we all have the potential to be a bully.
- There is no justification for bullying: it is up to a student/student to treat others with respect.
- No one should expect to get away with aggressive behaviour.

If a student feels unhappy about anything, we need them to 'Speak Up' and we can then support as is needed. We shall also act on corroborated third-party observations.

4. Education

House Meets are used as an opportunity for the staff members to raise issues about friendships, unkind actions and unacceptable behaviour between students/students.

5. Procedure for students

There are people who can help students with any problem they encounter.

A student who is being bullied, or knows of another student who is being bullied should speak up without delay.

A student should tell their English Teacher, Activity Lead, Director of Studies, Activity Coordinator or Head of Summer Schools or anyone else they feel they can approach and trust.

It is the responsibility of every member of our community to look after each other. Every complaint of bullying will be taken seriously.

- Members of staff will deal with the complaint correctly and effectively in accordance with the training they have received and the age and stage of the children involved.

- There is a solution to nearly every problem of bullying.
- A student who complains will receive support and advice and in many cases the problem can be dealt with on a 'no names' basis.
- The primary aim will be for the bullying behaviour to cease, not the punishment of an individual or groups, unless necessary.
- Where possible, the views of the individual being subjected to bullying behaviours will be taken into account in the School's response.
- Where action has been taken to speak with a student regarding bullying behaviour, parents will be informed.

6. Vigilance and Staff Awareness

Members of staff are vigilant at all times.

Appropriate staff are made aware of all aspects of care to ensure that they have the necessary professional skills especially awareness of the risk and indications of child abuse and bullying and how to deal with cases.

7. Procedures for Staff if bullying is reported to them or observed by them

All reported or observed incidents of bullying behaviour or alleged bullying behaviour should be brought to the attention of the Head of Summer Schools who will always inform the staff and put in motion the steps outlined below.

As quickly as possible, the following procedure will **normally** take place:

- The complainant's Activity Lead or English Teacher will see the complainant and any witnesses without delay and form an initial view of the allegation.
- They will determine the nature of the incident.
- They will determine what is the likely outcome if the complaint proved to be correct?
- In conjunction with the Head of Summer Schools, they will decide the way forward and determine how serious the case is. In serious cases, they will also decide who may need to be informed or contacted.

Actions:

- (a) The complainant's Activity Lead or English Teacher will already have seen the complainant and any witnesses and formed an initial view of the allegation. In conjunction with the Head of Summer Schools an evaluation of the seriousness of the alleged bullying behaviour will have been made. At this stage, other agencies may have to be involved such as the Police.
- (b) The Head of Summer Schools, with the help of the student's Activity Lead or English Teacher, if appropriate, will try to establish the facts, taking written statements from the students involved, together with details of any witnesses.

Facts required will be:

- What has happened;
- Who was involved;
- Who saw what happened;
- How often has this happened;
- Where it happened;
- Any action which has been taken already; and
- In the case of cyberbullying aspects of the school's ICT Acceptable Use Policy may be invoked to secure relevant information.

After this information has been collated:

- (a) Our first action will be to listen to the wishes of the person suffering the bullying behaviours, to hear what they wish to happen and what they view as a positive outcome.
- (b) We will seek to implement a restorative conversation, led by either an Activity Lead or English Teacher to attempt to resolve the problem in a group situation. The Head of Summer Schools may join this, too.
- (c) If the bullying behaviour persists, the Head of Summer Schools, who will have been kept informed at all stages, will talk with the students involved. Should this not resolve the matter, students may face expulsion.
- (d) Once the facts have been gathered, the relevant staff will speak with the Head of Summer Schools and decide if any school consequences are required, specifically detentions, periods of reflection, or expulsions from the Summer School.

- (e) Activity Leads or English Teachers may also be asked to contact parents so that the situation can be carefully monitored. The Head of Summer Schools will be kept informed and may intervene if he considers this to be necessary.
- (f) The victim of bullying behaviour needs support and strategies to help challenge the behaviour without using threats and violence. The Head of Summer Schools will play a large role in this, tailoring their support to specific areas of need in a year group.
- (g) The perpetrator of the bullying behaviour also needs support to help curb the bullying behaviour. Activity Leads or English Teachers have an important part to play in supporting a student who is bullying others. The student may be unaware of the effect of his/her actions or may be experiencing difficulties which may manifest themselves in aggressive behaviour. Corrective/restorative measures can be talked through with an individual.
- (h) In the case of cyber-bullying, the relevant aspects of the School's ICT Acceptable Use Policy may be invoked.
- (i) Positive behaviour can often be encouraged with a word of warning and/or discussion. In serious and/or persistent cases, a short period of suspension may be appropriate and in extreme cases the parents may be asked to remove their child from the Summer School.

Our aim is a successful outcome and the prevention of further bullying, the victim should have a clear voice in any decision regarding action taken.

8. Meetings

Bullying behaviour is regularly discussed in meetings between all Summer School staff.

The result of these meetings is the feedback of information about friendship patterns, particular incidents, any student who seems to be isolated, any growing power-base and any known conflict between a member of staff and a student, or between students.

9. Record Keeping

Activity Leads or English Teachers and The Head of Summer Schools maintain records of the welfare and development of individual students.

10. What parents can do

If you are concerned about your son or daughter you should talk in confidence to the Head of Summer Schools. Parents will be contacted by the Head of Summer Schools within two working days, most likely much sooner.

11. Monitoring

Every report of bullying will be logged.

12. Monitoring the Policy

We recognise that each student and each situation will differ. We reserve the right, therefore, to alter our practice to suit each individual case. The Policy on Bullying will be monitored and reviewed by the Senior Management Team at appropriate intervals.

MOBILE PHONE (AND OTHER MEDIA DEVICES) POLICY

Mobile Phones

1. Students are not permitted to have Smart Phones (or smart watches) on their person during lessons or activities.
2. As such, they should not be registering these devices on the school WiFi network (they may connect to the boarding WiFi at appropriate times).
3. Whilst Chromebooks/laptops may be used during lessons, they are not to be accessed during break or lunchtime. Chromebooks/laptops should be kept in bedrooms at these times.
4. Students who wish to contact their parents during the school day, and vice versa, may speak to a member of staff, where they will ensure any messages are passed on.
5. If parents deem a mobile phone absolutely necessary, we would encourage a phone which only allows calls and texts. If you have any concerns regarding this please contact the Head of Summer Schools.
6. If a student is required to contact a parent, due to time zone differences, adjustments would be made to allow this.
7. Using a smartphone at the Summer School is an "age-stage" privilege.
8. Mobile phones may only be used with permission at set times throughout the day. Mobile phones should not be used at meal times.

9. All mobile phones are to be collected and kept in the House Office overnight to ensure students get the appropriate amount of rest required for the next day's activities.

Mobile phones and internet enabled devices – General information

1. Students must not take pictures of their peers without permission and at no time take pictures of staff. This is punishable by suspension. Neither should students pass on or edit/manipulate images.
2. Some actions, such as posting inappropriate or defamatory pictures or clips on the internet, may result in more serious punishment such as a period of suspension as well as possible police action.
3. Interfering with, hiding or taking someone else's device will be regarded as theft and, very probably, bullying. It will be subject to school discipline.
4. The use of someone else's device without their permission, particularly if that use incurs some cost to the owner, will be regarded as theft.
5. Unsanctioned electronic devices are banned at all times from exam rooms.
6. Failure to adhere to the guidance above will likely result, in the first instance, in a mobile device being confiscated and passed on to the Head of Summer Schools, who will retain it until the end of day. Repeat offenders can expect disciplinary consequences.
7. The School cannot take responsibility for the safe-keeping of devices or any valuables brought onto campus by students. Please check that your insurance arrangements cover mobile phones and laptops.
8. Devices should have clear means of identification.

STUDENT ICT POLICY

1. Introduction

We all recognise that network services (including internet, email and, to some extent, social media) have the potential to be of enormous benefit to students. However, it is also recognised that these services could be misused, potentially affecting security, confidentiality and productivity. Certain activities may also result in legal action against you. This policy, and its associated guidelines, is intended to maximise the benefits, and minimise the risks to students. The policy and guidelines apply to all electronic media and services that are:

- Accessed on or from the School's premises;
- Accessed using the School's computer equipment; and
- Accessed from an individual's own devices, (when accessing school services), either remotely or by wireless within the premises, and / or used in a manner that identifies the individual with the School.

2. Student Responsibilities under the Policy

Students have a responsibility to:

- Respect this policy whilst using school-based ICT equipment;
- Respect peers and their work whilst online or using ICT equipment;
- Respect the School and its staff whilst online or using ICT equipment; and
- Recognise that misuse of IT facilities may result in school discipline and in some cases legal action may be pursued.

3. Personal Use

The School allows personal use of the ICT facilities. All email correspondence that is unrelated to the School's business should be conducted via a private email account. It is therefore expected that personal use of School ICT facilities will:

- Usually take place within break periods (exceptions are permissible, provided that they are exceptions rather than the norm);
- Not negatively impact on well-being, productivity or performance in general; and
- Not occur in a lesson or activity.

It should be noted that ICT support provided by the School is not intended to cover personal use of facilities or personal equipment.

4. Privacy & Monitoring

- It is necessary for the protection of the School that systems are in place to monitor and screen electronic communications automatically.
- The Head has authorised specific staff within ICT to ensure that internet and email controls are adequate, operational

and effective. The department will monitor, log and retain for six months: all usage of the internet via network connections; all internal and external email messages; details of websites visited (or attempted to be visited); pages accessed; files downloaded and graphic images examined.

- There are systems in place to block access to websites considered to be inappropriate. Attempts to access such sites will be logged automatically by reference to the user. It is appreciated that an individual may inadvertently attempt to access such a blocked site, which will not normally be a breach of this policy and procedure.
- The IT Department also routinely monitors incoming and outgoing email and attachments. Any such emails or attachments considered to breach this policy and procedure will automatically be quarantined.
- Users of the School's computers and systems are deemed by their acceptance of this policy to have authorised the accessing and verification of the content of such electronic files and messages.
- Students must be aware that there is no legitimate expectation of privacy in the use of the School's ICT services.
- The School reserves the right, at the discretion of the Head of Summer Schools or, if necessary, other members of the Senior Management Team, to review any electronic files and messages held on any computer or other device and to review an individual's usage of any electronic media, services, system or device to the extent necessary to ensure that electronic media, services, systems or devices are being used in compliance with the law and with this and the School's other policies.

5. Disciplinary action and unacceptable use

Any student found to be making unacceptable use of the services referred to in this policy or abusing the benefits of access to electronic media or services may be subject to disciplinary action. Any student who is aware of another's breach and fails to report it promptly to the school may be subject to disciplinary action.

6. Information and Rules

a. Use of the Network/Associated Equipment

Although the School will take all possible care to prevent the corruption of information stored in networked systems, it does not accept responsibility for any loss of data nor for any inconvenience caused to users by such loss or by any breakdown of computing equipment.

The ICT systems include virus scanning software. It is essential that local removable disks and email attachments are virus scanned before and after their use in order to ensure that any viruses present have been detected. Each networked workstation is configured to perform such scans automatically.

Network users must:

- Ensure their password remains confidential and is not shared with others.
- You should be vigilant of suspicious email attachments and report any suspicions immediately to ICT without opening the attachment.

Network users must not:

- Leave connections unattended. Users should lock their screen or log off the network when leaving their computer to go elsewhere, even for a short time.
- Connect a computer, laptop, or other device (including USB flash drive) to the network if it does not have up-to-date anti-virus software.
- Use a personal digital camera or camera phone to take and transfer images of students or staff without permission, or store images at home without permission.
- Establish a separate website or FTP site such that a view expressed therein may be construed as representing that of the School unless for reasons that have value in terms of education or to the School in general.
- Access another user's account or files or attempt to find out or use another user's password. Any user who suspects that his/her network security has been violated should report this immediately to ICT.
- Copy software for use on other machines or pass it on to other people or other users within the School unless explicit permission to do so has been obtained from ICT.
- Use the School network facilities to deliberately propagate any virus or any other malicious code.
- Knowingly use the School network facilities to disable or overload any computer system or network, or to attempt to disable, defeat or circumvent any system intended to protect the privacy or security of another user, including the security systems.
- Use the School network facilities, including internet services and email for transmitting, retrieving or storing any communications of a discriminatory or harassing nature or materials that are offensive, obscene, pornographic or sexually explicit.
- Knowingly attempt to circumvent the security/safeguarding/privacy systems employed at the School.
- Knowingly use the School's internet facilities to download or distribute pirated software or data.
- Use internet facilities to download entertainment software or games, or to play games against opponents over the

internet, or to download large multimedia files e.g. videos or sound files, unless there is a clear school-agreed teaching or pastoral related purpose.

- Download, copy or transmit to third parties the works of others without their permission as this may infringe copyright.

b. Use of the Internet

Internet facilities will normally be provided on all networked workstations.

The School's internet connection is a resource amongst all staff and students and a fair usage policy applies. Should the need occur to download large amounts of data, e.g. for an OS update, the download should be performed out of office hours.

While the primary objective of the internet service is for educational use, reasonable personal use is permitted. Personal usage will be subject to the conditions stated in this document.

Internet users must not:

- Access inappropriate, offensive or sexually explicit sites. Should they inadvertently navigate on to such a site, they must exit immediately, make a note of the URL, and report it to the ICT department. No action will be taken for genuine accidental access to such material, and steps will be taken to include such sites in the excluded lists as soon as possible.
- Use or transmit abusive, profane or offensive language on or through the internet systems.
- Install additional internet or email related software.
- Express opinions over the internet that purport to represent the views of the School.
- Use the internet in such a way that interferes with the wellbeing and/or productivity of others. It may also mean using the internet with sound. For example, playing music that others find disturbing.
- Use the internet in such a way that interferes with school business use e.g. media streaming for personal use which takes up a lot of space on the network and slows the internet down for legitimate business use.

c. Use of Email

- Email should not be considered as secure and private.
- Email messages may be monitored and assessed accordingly. Please see the 'Privacy and Monitoring' section above for specific guidance.
- Users are responsible for the content of all text, audio or images that they place or send over the email systems. No email or other electronic communications may be sent which hides the identity of the sender or represents the sender as someone else. All messages must contain the user's real name.

Email users must:

- Ensure the address is correct to avoid breaches of confidentiality.
- Inform a staff member if unsolicited offensive or sexually explicit emails are received. They will be responsible for deciding whether further investigation or disciplinary action is appropriate.
- Try to avoid misunderstanding when using email communication. For example, the use of the formal letter style with a salutation and a formal signing off can eliminate misunderstanding of tone. Upper case in email is generally interpreted as shouting and should be avoided. Curt or abusive emails should also be avoided. If such an email is received, it is better not to respond in a similar manner. Face-to-face communication is generally better to resolve any differences of opinion that may arise as a result of email style.
- Practise good housekeeping with regard to email and bear in mind that network storage restrictions are in place.

Email users must not:

- Use the School's email address for private purposes. All email correspondence that is unrelated to the School's business should be conducted via a private email account.
- Send abusive, discriminatory, harassing, offensive, threatening or defamatory messages, including jokes and chain letters. This includes sending, receiving, soliciting, printing, copying or replying to such messages.
- Express personal views in such a way that they are likely to be interpreted as being the official policy or view held by the School.
- Use personal email software/webmail (Hotmail etc.) for school business. All school business should be transmitted using an official school address.
- Commit the school to purchasing or acquiring goods or services without correct authorisation.
- Use email services with forged email signatures.

d. Use of Social Media

Social media refers to web-based and mobile technologies that people use to share content, profiles, opinions, experiences and similar. The best-known forms of social media include Instagram, Snapchat, Twitter, Facebook and YouTube. It is recognised that social media has great potential to benefit and also to damage people and organisations. It is therefore appropriate that students are made aware of the legal implications of inappropriate use of social media.

Social media users must:

- Remember they are personally responsible for the content they publish in such arenas and that such content may be in the

public domain for a long time and difficult to retract.

- Ensure privacy settings on social networking sites are adequately set.

Please note, this list is not exhaustive but indicates the types of activity that may be regarded as misconduct. Unacceptable use of internet and email services includes any action which could bring the School into disrepute, interfere with the School's business, its reputation or jeopardise the security of data, networks, equipment or software or cause harm to the recipient. This applies to points 6 a – d.

ABSENCE POLICY

It is important that Students attend all timetabled lessons and activities on time and register at the correct points throughout the Summer School. This ensures that a Student's location on campus is always known, lessons and activities can start on time and they are making the most of their experience at the Summer School. It is also vital if there is a fire alarm and we must know the location of students at all times.

The class teachers and activity leaders will record attendance and follow-up all absences with the house staff on duty; persistent lateness will also be investigated.

Registration will also take place during House Meets where key information and notices are provided.

No Student is to leave the school site without the prior permission of the Summer School Staff.

We have strict disciplinary procedures to follow if a student continually misses or is late to classes and activities, which may result in expulsion or, if the student has a visa, the student being reported to the UK Border Agency. This will be at the discretion of the Head of Summer Schools.

PHOTOGRAPHY & PRIVACY POLICY

- St Leonards is proud to celebrate school life and the achievements of our students. To do this effectively, we record these events by taking photographs of students, for potential inclusion in our school newsletters, the school website, school social media channels, in the press, or the school magazine, *The St Leonards Gazette*. The change in data protection law on Friday, 25 May 2018, means that we are now required to gain consent from you to continue documenting and celebrating school life, events and successes.
- In some cases, we understand there may be a reason why you may not wish to feature in photographs – a 'photography for promotional materials' consent form is issued to all parents and students to complete and return to the school. The age of consent for image use in Scotland is 12 - from age 12, the decision is the child's rather than the parent's.
- Please note you can change or withdraw your consent at any time, by contacting the Head of Summer Schools at summer@stleonards-fife.org
- A full list of our updated GDPR terms and conditions are included in the parent contract. Our full web privacy policy can be found on our school website: www.stleonards-fife.org/privacypolicy

CHILD PROTECTION POLICY

All members of staff have a duty of care to students in the School and must act at all times in a manner which safeguards and promotes students' physical, emotional and moral welfare. These provisions apply equally in the case of all students, whether or not they are legally classed as adults.

At St Leonards, we take that responsibility seriously by ensuring that procedures reflect the **National Guidance for Child Protection in Scotland 2021**, and the UNCR. All members of staff are expected to keep abreast of the School's GIRFEC and Child Protection policies and procedures

St Leonards has a range of roles in relation to Child Protection.

- To support children and young people who are victims, recognising that to be free of threat or risk is a prerequisite to effective development and learning. This role will almost always involve cooperation with other agencies.
- To identify children and young people who may be victims of abuse.
- To support staff and make sure that they are able to respond appropriately to children and young people who have been harmed or are at risk of harm.
- **All children and young people have the right to be protected from abuse and exploitation.**

- **All children and young people are entitled to grow up in a safe environment within their own families wherever possible.**
- **All children and young people have the right to be listened to and taken seriously and for their wishes and feelings to be considered.**

The Child Protection Coordinator (CPC) is responsible for all sections within St Leonards is the Head of Summer Schools, Miss Fiona McGregor. On taking up their post, every member of the teaching staff meets with one member of the CPC team, who will ensure that the staff member is familiar with the St Leonards Child Protection guidelines.

Child Abuse and Neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting, or by failing to act to prevent, significant harm to the child. Children may be abused in a family or in an institutional setting, by those known to them or, more rarely, by a stranger. Assessments will need to consider whether abuse has occurred or is likely to occur.

The following definitions show some of the ways in which abuse may be experienced by a child but are not exhaustive, as the individual circumstances of abuse will vary from child to child.

1. **Physical Abuse** is the causing of physical harm to a child or young person. Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning or suffocating. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a child they are looking after (cf Fabricated or Induced Illness). There may be some variation in family, community or cultural attitudes to parenting, for example, in relation to reasonable discipline. Cultural sensitivity must not deflect practitioners from a focus on a child's essential needs for care and protection from harm, or a focus on the need of a family for support to reduce stress and associated risk.

The Law and Parental Chastisement

As per the Children (Equal Protection from Assault) (Scotland) Act 2019, it is not lawful for anyone to physically punish a child in Scotland. If a staff member is alerted to a case they will record and report:

- The nature of what was done, the reason for it and the circumstances in which it took place;
- Its duration and frequency;
- Any effect whether physical or mental which it has been shown to have had on the child;
- The child's age;
- The child's personal characteristics including sex and state of health at the time;
- The intent of the parent or carer.

Then the court must determine that it was not something that even as part of a parental right or responsibility could be determined to be a justifiable assault.

2. **Emotional Abuse** is persistent emotional neglect or ill treatment that has severe and persistent adverse effects on a child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate or valued only insofar as they meet the needs of another person. It may involve the imposition of age or developmentally-inappropriate expectations on a child. It may involve causing children to feel frightened or in danger or exploiting or corrupting children. Some level of emotional abuse is present in all types of ill-treatment of a child; it can also occur independently of other forms of abuse.
3. **Sexual Abuse** is any act that involves the child in any activity for the sexual gratification of another person, whether or not it is claimed that the child consented. Sexual abuse involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or in watching sexual activities, using sexual language towards a child or encouraging children to behave in sexually inappropriate ways.
4. **Neglect** is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or to ensure access to appropriate medical care or treatment. It may also include neglect of, or failure to respond to, a child's basic emotional needs. Neglect may also result in the child being diagnosed as suffering from non-organic failure to thrive where they have significantly failed to reach normal weight and growth or development milestones, and where physical and genetic reasons have been medically eliminated. In its extreme form, children can be at serious risk from the effects of malnutrition, lack of nurturing and stimulation. This can lead to serious long-term effects such as greater susceptibility

to serious childhood illnesses and reduction in potential stature. With young children in particular, the consequences may be life-threatening within a relatively short period of time.

Confidentiality and Referral

All cases of suspected or alleged child abuse will be referred either to the Social Work Service or the Police. Confidentiality is an important issue for children, young people, parents and professionals. They may seek an assurance of confidentiality before expressing their concerns. Members of staff will explain that, as per the UNCRC, whilst every effort will be made to respect confidentiality, if concerns arise about a child's welfare, it may be necessary for that information to be passed on to the appropriate authorities. Staff will at all times be sensitive to the family's cultural and ethnic background.

If a child draws back from speaking to a staff member if he/she cannot guarantee confidentiality, the child will be informed of the possibility of making a private and confidential call to Childline on 0800 1111. Childline's approach is to listen to the child, discuss options and encourage the child to seek help from a trusted adult. The call is free and will not show up on a phone bill.

HEALTH AND SAFETY

The Management of Health and Safety at Work Regulations 1999 and the Health and Safety Act of 1974 are part of a list of statutory regulations that defines the responsibilities of employers and employees. All of us are bound by these legal obligations.

The student

The students are expected:

- (a) To exercise personal responsibility for the safety of self and other students.
- (b) To observe standards of dress consistent with safety and/or hygiene.

Students are encouraged to raise any concerns of Health and Safety to a relevant staff member.

Fire-related Safety

- Fire prevention: tampering with smoke detectors, fire alarms, fire extinguishers, signage etc., is dangerous, against school rules, and illegal. It could carry a custodial sentence, and in the event of a fire could cause death.
- A reminder: smoking on site is against school rules; any one with cigarettes or the means of making fire can expect to be suspended.
- Students found to be undertaking any activity interfering with fire precaution or prevention will be suspended and may expect to be reported to the police.
- Students who know they have nothing to do with this kind of behaviour are reminded of their duty to their community.

FIRE ALARM POLICY

- If there is a fire, the Safety Officer needs to account for everyone on site as quickly as possible. Everyone's safety depends on this.
- **The fire alarm is a continuous siren, which will sound throughout the building.**
- **Exits:** main exits should be used. Alternative exits are to be used only when the former are impassable. Escape routes are also posted in every classroom and boarding house. Staff will be familiar with the escape routes. (**NOTE:** If escape routes are blocked, retreat to the furthest point from the fire, closing doors behind you. The Scottish Fire & Rescue Service will organise rescue through windows. Relief from smoke can sometimes be obtained by lying on the floor.)
- **Students:** must leave the building immediately, and walk quickly with no talking, running or overtaking. Students should not take your belongings. Gathering possessions will only delay students in the vital task of getting out of the building in a quick but calm and ordered way.
- **Assembly Area: Birdcage.** In lesson times and activities students should line up in Activity Groups with their Activity Leader.
- If the alarm goes off during break or lunch, students should line up alphabetically in their Activity Groups.

COMPLIMENTS, SUGGESTIONS AND COMPLAINTS POLICY

St Leonards welcomes suggestions and comments from parents. The School takes complaints and concerns which parents may raise seriously. A complaint will be treated as a serious expression of dissatisfaction, which needs a response.

We wish to ensure that:

- Parents wishing to make a complaint know how to do so;
- We respond to complaints within a reasonable time and in a courteous and efficient way;
- Parents know that we listen and that we take complaints seriously;
- We take action where appropriate.

‘How should I complain?’

You can talk directly to a member of staff; write a letter, send an email, or telephone. Be as clear as possible about your concerns.

Any member of staff will be happy to help. It may be best to start with the person most closely involved. For purposes of the Summer School parents/guardians are recommended to contact summer@stleonards-fife.org to liaise with the Head of Summer Schools. If he or she fails to solve the problem to your satisfaction, then please write to the Chief Operating Officer at coo@stleonards-fife.org within 14 days of your child leaving the Summer School.

‘I don’t want to complain as such, but there is something bothering me’

The School is here for you and your child, and we want to hear your views and your ideas. Contact a member of staff, as described above.

‘I am not sure whether to complain or not.’

If as parents you have concerns, you are entitled to raise issues. If in doubt, you should contact the school, as we are here to help.

‘What will happen next?’

If you raise something face-to-face or by telephone, it may be possible to resolve the matter immediately and to your satisfaction. If you have made a complaint or suggestion in writing, we will contact you within two working days, to respond to your concerns and explain how we propose to proceed.

In some circumstances we may wish to consider it further before responding. You will be given a date by which time you will receive a response. If the issue needs to be investigated, a letter or report will be sent to you as quickly as possible. This will tell you of the outcome of your complaint. It will explain the conclusion, the reasons for it, and any action taken or proposed.

‘What happens about confidentiality?’

Your complaint or concern will be treated in a confidential and respectful manner. Knowledge of it will be limited to the Head of Summer Schools and to those directly involved. It is the school’s policy that complaints made by parents should not rebound adversely on their children. Similarly, your child should know that he/she will not be adversely affected or unfairly treated, if you make a complaint.

We cannot entirely rule out the need to make third parties outside the School aware of the complaint, and possibly also of the identity of those involved. This would happen where, for example, a child’s safety was at risk or it became necessary to refer matters to the police. You would be fully informed.

While information relating to specific complaints will be kept confidentially on file, we would point out that anonymous complaints may not be pursued.

Action which needs to be taken under staff disciplinary procedures as a result of complaints will be handled confidentially within the school.

‘What if I am not satisfied with the outcome?’

We hope that you will feel satisfied with the outcome, or at least feel that your concerns have been fully and fairly considered.

If you are not satisfied, you may appeal to the Head. The Head will call for a full report from the Head of Summer Schools and will examine matters thoroughly before responding.

We hope to find an appropriate way forward regarding the matter raised by your concerns. If we are unable to do so, you may wish to seek legal advice.

Serious complaints can also be addressed to the local MSP, to the Registrar of Independent Schools in the Scottish Executive, or in the case of boarding students to:

Care Inspectorate
Headquarters
Compass House

11 Riverside Drive
Dundee DD1 4NY

Telephone: 0345 600 9527

The Care Inspectorate will respond within 28 days.

St Leonards recognises and acknowledges your entitlement to complain and we hope to work with you in the best interests of the children and young people in our care.

MEDICAL POLICY

The School requires a record of each student's past health history. The Medical Questionnaire should be fully completed and returned to summer@stleonards-fife.org. The Head of Summer Schools must be notified in writing of any new medical condition which a student develops during his/her time at St Leonards.

All students must be adequately covered by travel insurance should they require medical treatment from the National Health Service. If you're a visitor from the EU, even if you're a former UK resident, you can use your EHIC, PRC or S2 when visiting the UK. If you cannot provide these documents, you may be charged for your care and the cost of this falls to the parent.

Students are expected to bring a letter from their home doctor if they are taking any prescribed medication.

The relevant and appropriate First Aid cover will be provided where trips and appointments are required with off-site healthcare professionals.

SPECIAL DIETS POLICY

Apart from vegetarian meals, which are always available, special diets may be required by students for religious or medical reasons. If this is the case, the appropriate form should be completed and returned to summer@stleonards-fife.org. If the request is made on medical grounds it must be accompanied by a doctor's note. Due to the wide choice of food available, students will generally be able to select food from the standard menu, which closely meets the majority of dietary needs, and can always ask the advice of the Catering Manager, who is very experienced, if in doubt.

SAFE USE OF MEDICINES POLICY

In the interests of safety, any student who has to bring medicines into the school must inform the Head of Summer Schools of the prescribed medicine. In some circumstances, it may be appropriate that students keep their own medicines (e.g. inhalers), but this will be decided by the Summer School staff after consultation, as appropriate, with the Head of Summer Schools and parents (where possible). If the Head of Summer Schools keeps the medicine, it will be stored in a locked container and a record will be kept of when it is administered.

For the purpose of this policy, medicines are taken to mean any drugs that are taken for medicinal purposes. This includes over the counter drugs (such as painkillers and cold remedies) as well as prescribed drugs. Any student who finds any tablets or other medicines should hand them in immediately to a member of staff.

Proper control of medicines is essential, and St Leonards will view any failure by students to adhere to this policy as a serious matter.

INFECTIOUS DISEASES POLICY

If a student is exposed prior to the Summer School suffering from an infectious disease (e.g. chicken-pox or mumps) the Head of Summer Schools must be informed as soon as possible so that parents can be advised if any action is required.

Tropical diseases: It is important that the Head of Summer Schools should be informed if a student has been exposed to the risk of malaria or other **tropical disease** prior to arrival.

Incubation and exclusion periods for the more common communicable diseases:

Disease	Disease Incubation Period (days)	Return to lessons and activities (subject to
---------	----------------------------------	--

		clinical recovery)
Chicken Pox	11-21 (commonly 16)	6 days after appearance of rash
Measles	10-15 (commonly 10 to onset of illness and appearance of rash)	14 days after appearance of rash
Rubella	14-21 (commonly 18)	4 days after appearance of ras
Whooping Cough (Pertussis)	7 - 10	10-21 days from onset of paroxysmal cough
Mumps	12-26	After all swellings have subsided (usually 7-10 days)
Shingles	14-16	Keep away from school if rash is weeping and cannot be covered
Vomiting Bug (Norovirus)	24-48 hours	Keep away from school for 48 hours
Coronavirus	5-10 days	Stay at home until symptoms subside/you are feeling better

No routine quarantine of contacts is advised for these diseases.

INSURANCE OF PERSONAL EFFECTS POLICY

Whilst the school has extensive insurance cover against most perils, parents should note that personal effects are not covered by the school's insurance policy.

It is important that parents ensure that all property brought to school by their daughter/son is insured under their own household policy, probably under the 'All Risks' section, or that a separate policy is taken out. This is particularly important when valuable items of equipment are brought to school, such as laptops, mobile phones and sporting equipment, but clothing should also be covered against loss or accidental damage.

INCLUSION POLICY

Provisions and Practices at St Leonards:

The purpose of this policy is to ensure that the commitment expressed below in practice and that St Leonards meets all applicable statutory requirements.

In accordance with its Accessibility Strategy, Equal Opportunities and Child Protection Policies, St Leonards aims to ensure that the school is, within the framework of the Admissions Policy, educationally inclusive and that the teaching and learning, achievements, attitudes and well-being of every student, matter. St Leonards aims to provide an inclusive curriculum designed to meet the needs of the students accepted into the school, including those with disabilities and/or additional support needs (ASN), students from all cultural backgrounds and students for whom English is an additional language.

All students may have special needs at different times and a wide variety of strategies are used to make reasonable adjustments and meet these needs as they arise. Barriers to learning and participation are challenged to help provide all students with equality of opportunity. The school aims to provide access to a broad, balanced, relevant and differentiated curriculum, as well as access to all other relevant aspects of school life.

Parents have the responsibility to disclose at the time of application to St Leonards any condition/circumstances which are likely to cause their child to require additional support and should forward relevant documents such as assessments by educational psychologists or existing ISPs (Individual Support Plans) to the school.

This information will be then circulated to relevant departments to support the student.

Beliefs

Our commitment is based on the following principles:

Students have equal rights to an appropriate and rounded education.

Students are special, different and have individual needs.

Students are equally valued and have a right to voice their views.

Students are entitled to a broad, balanced and relevant curriculum.

Students are encouraged to reach their full potential by building on strengths and using suitable strategies to minimise barriers to learning.

Where applicable, pupils receive relevant special provision in examinations.

All staff, teaching and non-teaching, have regard to the needs of individuals within the schools.

Parents are valued as genuine partners.

The view of the individual student is valued and taken into account wherever possible/practicable.

Summer School Staff

The Summer School staff will work with students who require extra support because of behavioural, emotional or social needs. Such students are referred to the Head of Summer Schools who will liaise with medical staff, parents and external agencies as required. Daily meetings take place where students of particular concern are raised and strategies established using GIRFEC and SHANARRI criteria. (The Children and Young people (Scotland) Act 2014)

Admissions arrangements:

All students applying to enter the Summer School are required to complete an adapted English test through this process (completed on arrival). Where a child has a specific learning difficulty, previous psychological assessments, ISPs and school reports will be studied carefully in conjunction with the entrance tests. Full disclosure is essential at admission.

Arrangements for the consideration of complaints

Should parents have cause for complaint, they are invited to make representation to the Head of Summer Schools. The school will follow the complaints procedure as set out in its Complaints Policy.

EU General Data Protection Regulation (2018) GDPR

In accordance with the GDPR student records will be held in secure locations to maintain student confidentiality. The data will be permanently deleted in line with the school's deletion policy when no longer required by the pupil.

Education Scotland requirements

This policy statement has been drawn up in cognisance of the provisions of the Education (Additional Support for Learning) (Scotland) Act 2004 and 2009, the SCIS Handbook on Accessibility 2nd edition June 2006, the Education (Additional Support for Learning) (Scotland) Act 2010 Code of Practice, and the Equality Act 2010 (including extensions of reasonable adjustments in force from 1st September 2012), together with the Guidance for Reasonable adjustments for disabled pupils Scotland from the Equality and Human Rights Commission 2014.