



**NOTES  
FOR  
PARENTS  
& CARERS  
2024**

## Notes for Parents & Carers

This booklet is designed to give parents and carers basic information about the education system in Moray and also to detail specific areas of government legislation that may relate to the child's experience at school.

Where we use the word "Parent" this refers to anyone with parental responsibilities (within the meaning of section 1(3) of the Children (Scotland) Act 1995) or has care of a child or young person.

The information within this booklet is updated annually and is correct at the time of publication (08 November 2023), but changes may take place during the year - for example, the cost of a school meal may increase, or new legislation may be introduced which requires us to change our policies and procedures.

Should you have any queries you can contact:

Education, Communities & Organisational Development  
Moray Council, Council Office, High Street, ELGIN, IV30 1BX

Telephone: 01343 563374

Email: [education@moray.gov.uk](mailto:education@moray.gov.uk)

Website: [www.moray.gov.uk](http://www.moray.gov.uk)

For alternative formats, languages or further information, please ask an English speaking friend or relative to:

Phone: 01343 563319

Email: [equalopportunities@moray.gov.uk](mailto:equalopportunities@moray.gov.uk)

Write to:

Project Officer (Equal Opportunities)

Chief Executive's Office, Moray Council, High Street, Elgin, IV30 1BX

如要索取其他的版式、各種語文的翻譯本，或需要更詳細的資訊，請叫一位會說英語的朋友或親屬與我們聯繫：

電話： 01343 563319

電郵： [equalopportunities@moray.gov.uk](mailto:equalopportunities@moray.gov.uk)

信件郵寄地址： 計劃主任(平等機會)

Project Officer (Equal Opportunities)

Chief Executive's Office, Moray Council, High Street, Elgin, IV30 1BX

Jeżeli chcieliby Państwo otrzymać informacje w innym formacie, języku lub dodatkowe informacje, mówiący po angielsku znajomy lub członek rodziny może do nas:

Zadzwoń na numer: 01343 563319

Wysłać mail: [equalopportunities@moray.gov.uk](mailto:equalopportunities@moray.gov.uk)

Adres korespondencyjny:

Project Officer (Equal Opportunities)

(Urządник ds. Jednakowego

Traktowania Mniejszości Narodowych)

Chief Executive's Office, Moray Council, High Street, Elgin, IV30 1BX

Para outros formatos, idiomas ou para obter mais informações, peça para um amigo ou parente que fale a língua inglesa entrar em contato conosco:

Telefone: 01343 563319

Email: [equalopportunities@moray.gov.uk](mailto:equalopportunities@moray.gov.uk)

Endereço:

Project Officer (Equal Opportunities)

Chief Executive's Office, Moray Council, High Street, Elgin, IV30 1BX

# Contents

Page

<b>1. <u>INTRODUCTION</u></b>	1
▪ Education Mission, Aims & Values	1
▪ Education Senior Management Team	1
▪ School provision in Moray	2
▪ Inclusion Policy	3
▪ Early Learning and Childcare (pre-school education)	3
<b>2. <u>CHOOSING A SCHOOL</u></b>	4
▪ School catchment areas	4
▪ Registering a child for education	4
▪ Enrolling a child at school	5
<b>3. <u>PLACING REQUESTS</u></b>	5
▪ Making an application	5
▪ Priority Policy for Granting Placing Requests	6
▪ Reasons for refusal	7
▪ Placing request appeals	9
▪ Placing request transport arrangements	9
<b>4. <u>SCHOOL TRANSPORT</u></b>	10
<b>5. <u>SCHOOL TERM &amp; HOLIDAY DATES</u></b>	10
<b>6. <u>SCHOOL MEALS</u></b>	10
<b>7. <u>FINANCIAL ASSISTANCE</u></b>	11
▪ Free school meals	11
▪ Clothing grants	11
▪ Education Maintenance Allowance (EMA)	11
▪ Grants for school trips	11

	Page
<b>8. <u>HEALTH &amp; SAFETY</u></b>	12
▪ School security	12
▪ Insurance	12
▪ Administration of Medicines	12
▪ Child Protection	14
▪ Physical Intervention	15
▪ Disclosure Scotland	15
▪ Emergency Situation Procedure	16
▪ Health Promoting Schools	16
<b>9. <u>ATTENDANCE &amp; ABSENCE</u></b>	17
<b>10. <u>ADDITIONAL SUPPORT NEEDS</u></b>	18
▪ Additional Support for Learning in Moray	18
▪ Accessibility	19
▪ Educational Psychology Service	20
▪ English as an Additional Language Service (EAL)	20
▪ Early Years Education Service (Language Support)	21
▪ Sensory Education Service	21
▪ Moray SEBN Service	22
<b>11. <u>GENERAL INFORMATION</u></b>	23
▪ Parental Involvement (including Parent Councils)	23
▪ Race Relations Act	23
▪ Disability Discrimination	24
▪ Curriculum for Excellence	25
▪ Data Protection Act	27
▪ Transferring Educational Data About Pupils	27
▪ Freedom of Information (Scotland) Act 2002	29
<b>12. <u>SCHOOLS – List by Associated School Group (ASG) area</u></b>	30

# 1. INTRODUCTION

---

## ▪ Education Vision & Aims

### OUR VISION

### AIMS

- Ensuring people's outcomes remain at the heart of what we do
- Ensuring effective partnership working
- Supporting, enabling and encouraging people, their families and local communities to achieve what is important to them
- Actively promoting early intervention
- Delivering accessible, consistent, equitable and high quality services
- Using our resources effectively and targeting our capacity appropriately and efficiently
- Engaging and involving through effective communication with everyone we work with
- Promoting equality
- Sharing and using our information openly and fully
- Creating a culture of self evaluation and continuous improvement

## ▪ Education Senior Management Team

Head of Education  
Head of Education Resources & Communities

VIVIENNE CROSS  
ANDY HALL

# 1. INTRODUCTION

---

## ▪ School provision in Moray

Education, Communities & Organisational Development is responsible for pre-school education, primary education, secondary education, and additional support needs (including educational psychology).

There are 53 schools within Moray – 8 secondary schools and 45 primary schools (22 with early learning and childcare provision).

In September 2023, there were:

- 5,458 secondary pupils
- 6,675 primary pupils

All schools are co-educational (have pupils of both sexes).

There are 3 Roman Catholic primary schools (denominational). These are St Peter's RC Primary School in Buckie, St Sylvester's RC Primary School in Elgin, and St Thomas RC Primary School in Keith. It is important to note that the provision does not cover the whole of Moray. Parents should contact the school directly to discuss the possibility of enrolment, which may involve making a placing request.

The policy of Education, Communities & Organisational Development is to provide good, sound, modern education, tuned as far as possible to the needs of individual children and incorporating the methods developed from guidance given by national agencies. At the same time, Education, Communities & Organisational Development has developed its own approaches based on an appreciation of educational research and the needs of Moray in particular. Head Teachers have an obligation to make parents aware of these modern developments, due particularly to the fact that many approaches have changed from the time when many parents were themselves at school. Parents are encouraged to support initiatives taken by schools to involve and inform them about relevant issues.

The contact details for all of the schools in Moray are listed in Section 12 of this booklet. Each school produces a school handbook containing information about the school which is updated annually. This is available on request from the Head Teacher. The Education (Provision of Information as to schools) (Scotland) Regulations 1993 require all schools (except nurseries) to include the following information in their school handbooks, which are available from 8 December each year:

- Policy on additional support needs
- Policy on development of spiritual, moral, social and cultural values

School inspection reports are available at each school and in local public libraries, or from Her Majesty's Inspectorate of Education website [www.hmie.gov.uk](http://www.hmie.gov.uk). Other useful websites include [www.scottishschoolsonline.gov.uk](http://www.scottishschoolsonline.gov.uk) and [www.parentzonescotland.gov.uk](http://www.parentzonescotland.gov.uk).

# 1. INTRODUCTION

---

## ▪ Inclusion Policy

Children and young people are described as having additional support needs if, compared with other children of similar ages, they have a significant difficulty in learning, or a disability which prevents or hinders them from making use of the educational facilities which are provided for children of that age. The aim of education for children with additional support needs is the same as for all children and should be appropriate to their age, ability and aptitude.

Education, Communities & Organisational Development has an Inclusion Policy, and follows national guidance on statutory duties in relation to inclusion. The “Standards in Scotland’s Schools, etc, Act 2000” has a “presumption of mainstreaming” which means there is a requirement that the education of all children should be provided in mainstream schools, unless certain, specified exceptions apply. Such exceptions are expected to occur only in rare circumstances. However, the authority continues to take account of parental preferences when placing pupils with learning difficulties/disabilities. Many schools have additional facilities and resources to support these pupils.

## ▪ Early Learning & Childcare (Pre-School Education)

The Scottish Government fund early learning and childcare places for 3 and 4 year olds.

Children from the age of 2 may also be eligible for a funded early learning and childcare place if the parent/carer is in receipt of:-

- Income Support
- Income based Job Seekers Allowance
- Any income related element of Employment Support Allowance
- Incapacity or Severe Disablement Allowance
- State Pension Credit
- Child Tax Credit but not Working Tax Credit and your income is below £18,725
- Both maximum Child Tax Credit and Working Tax Credit with income less than £8,717
- Support under Part VI of the Immigration and Asylum Act 1999
- Universal Credit (with a monthly earned income less than £726 a month)

Funded early learning and childcare is also available for 2 year olds who are, or have been at any point since their second birthday:

- Looked after
- Under a kinship care order
- Under a guardianship order

Early Learning & Childcare is not a statutory requirement and it is for parents to decide whether they want their child to participate. A list of registered providers is available from Education, Communities & Organisational Development. The quantity of sessions available may vary between providers and may change as the roll out of increased hours continue.

## 2. CHOOSING A SCHOOL

---

### ▪ School catchment areas

Education, Communities & Organisational Development has a zoning policy for all schools. All schools serve a local catchment area which has been determined by the Children & Young People's Services Committee. These catchment areas are known as delineated areas in legislation. Information on school catchment areas is available at each school or from Education, Communities & Organisational Development. Parents have the right to make a request to Education, Communities & Organisational Development to have their child enrolled in the school of their choice.

The contact details for all of the schools in Moray are listed in Section 12 of this booklet. Each school produces a school handbook containing information about the school which is updated annually. This is available on request from the Head Teacher.

### ▪ Registering a child for education

“Registering” your child is the general action you need to take – this simply lets the Education Authority know how many children there are and where they are. “Enrolling” your child is an action of choice that you take when deciding how and where your child will be educated.

All children should be registered for education at their local catchment school either when moving into Moray or when a child is due to start Primary 1. The contact details for all of the schools in Moray are listed in Section 12 of this booklet.

You should submit your registration online using our School Registration and Placing Request Form at <https://online.moray.gov.uk/site/wss/request/SchoolRegistrationForm>, which will also capture details of your placing request.

Registration for children due to start Primary 1 in August 2024 will take place from 15 to 26 January 2024. If you miss the January deadline to register your child for Primary 1 please complete the online registration form and also contact your catchment school to inform them.

A child will normally start Primary 1 in August 2024 if his/her fifth birthday falls between 1 March 2024 and 28 February 2025.

If the child's fifth birthday falls between 15 August 2024 (the day after the school term starts) and 28 February 2025, a parent may wish to delay starting Primary 1 until the following August when the child will be 5½ years old. This is known as “deferring entry” and will mean a guaranteed further funded year in an early years setting of your choice. All parents requesting a deferred entry must discuss this with their current early learning & childcare centre and their possible primary school.

## 2. CHOOSING A SCHOOL

---

If the child is under 4½ years old the parent can make a request for “early entry” to education. The Early Entry Assessment Team will assess the child and make a recommendation as to whether school education is suitable for the child. A request should be made by sending a letter to:

Education, Communities & Organisational Development  
Moray Council, Council Office, High Street, ELGIN, IV30 1BX  
Telephone 01343 563374, email [education@moray.gov.uk](mailto:education@moray.gov.uk)

### ▪ Enrolling a child at school

At the time of registration at the local catchment area school, Head Teachers should in most cases be able to enrol a child. However in some schools there are difficulties and these may have to be resolved by placing requests.

## 3. PLACING REQUESTS

---

### ▪ Making an application

A placing request is required to be completed where you wish your child to attend a school that is not their zoned catchment school. Every parent has a right, without necessarily giving reasons, to make a request to Education, Communities & Organisational Development to have their child enrolled in the school of their choice. This right can be exercised at any time, and not just at the time of first admission to school. This right is called a “placing request”. At the time of registration, parents have the opportunity to make a placing request.

Placing request forms for first admission to primary school in August 2024 (primary 1) should be submitted by 15 March 2024. Placing request decisions will be made by 30 April 2024. Education, Communities & Organisational Development has 2 months to give a decision regarding placing requests made at any other time. All placing requests made on or after 16 March 2024 will be considered after the requests made before 15 March 2024 have been decided and notified.

Education, Communities & Organisational Development is bound by legislation to inform a parent in writing of its decision about a placing request. If the placing request is refused, parents will be informed in writing of the reasons for this decision, and how parents can appeal against the decision.

You should submit your placing request online at [https://online.moray.gov.uk/site/wss/request/ss\\_school\\_placing\\_req](https://online.moray.gov.uk/site/wss/request/ss_school_placing_req)

If your child currently attends a school in Moray and you change address and now reside out with the school catchment, you must also complete this form.

If you require a paper version of the placing request form, please contact your local catchment school.

### 3. PLACING REQUESTS

---

#### ▪ **Priority Policy for Granting Placing Requests**

Places in Moray Council schools will be offered to pupils in the following order and in accordance with the following priorities unless Moray Council has taken a decision to make temporary arrangements which override this order, for explicit reasons and for specified timescales (e.g. temporary provision prior to a new school being established). All decisions regarding priority will be looked at against all outstanding placing requests at the time of decision.

##### Stage 1

Places will be offered to pupils residing within the delineated catchment area of the school. Resident within the delineated zone is defined as having an address which is a domestic property within the delineated zone and the child being in actual physical residence there or being anticipated to be in residence there within eight weeks of the placing request being made. Where there are more such pupils than there are places, places will be offered in the priority order set out in the list below.

##### Stage 2

Where, after all pupils residing within the catchment area have been offered places, there are places at the school (or stage of school), places will be offered to pupils in respect of whom an out-of-zone placing request has been made. Where there are more pupils in respect of whom an out-of-zone placing request has been made than there are places in accordance with the functional capacity of the school, places will be offered in the order set out in the list below.

##### Priority Order

Where necessary, at either Stage 1 or 2 above, places will be offered to pupils in the following order:

1. Where the particular needs of the pupil would be met by attendance at the school. Priority will be given to those who have severe and complex needs and would require access to an enhanced provision as determined following assessment by the Head of Education, or their nominee. Within this, priority will be given to pupils who reside within the ASG catchment areas. Currently the following primary schools offer enhanced provision: Aberlour, Applegrove, Greenwards, Hythehill, Keith Primary, Lhanbryde, Millbank and Seafield.
2. In cases of Roman Catholic schools, priority for admission will be given to pupils who can demonstrate an affiliation to the Roman Catholic church by means of a baptismal certificate.
3. Where the pupil's sibling or another child residing in the same household as the pupil attends Primary 1 – 6 at the primary school (or secondary 1-5 of the secondary school). Competing requests will be graded according to the stage of education of the pupil already in attendance, with priority being given to those closest in age. A non-sibling child's residence in the same household will require to be established.
4. Where the pupil attended an associated primary school (applicable only to placing requests for the first year of secondary school).

### 3. PLACING REQUESTS

---

5. Where the pupil's home is closer to the school than it is to the catchment area school (out-of-zone placing requests only).
6. Where a specific educational course is available at the school and is not available at the pupil's catchment area school (secondary school placing requests only).
7. Where the pupil resides in the Moray Council area (placing requests only).
8. When it is not possible to differentiate pupils' eligibility on the basis of criteria 1-7 above, places at all schools will be offered by reference to the distance between their normal place of residence and the school, with priority being given to those living in closest proximity to the school, distance being calculated by straight line method from school to home.

It should be noted that attendance at a Moray Council nursery, at any school, does **not** give a child priority as a placing request entry to Primary 1 at that school, in terms of Stage 2 above.

#### Stage 3

Where places have been offered to all pupils to whom the above priorities apply and there remain places at the school but the number of catchment area pupils or the number of out-of-zone placing requests exceeds the number of places, the remaining places will be offered after drawing lots between all remaining catchment area pupils or remaining pupils in respect of whom a placing request has been made.

#### ▪ **Reasons for refusal**

The Education (Scotland) Act 1980 as amended states that the Education Authority may refuse a placing request for any of the following reasons:-

(a) if placing the child in the school would:-

- i. make it necessary for the authority to take an additional teacher into employment;
- ii. give rise to significant expenditure on extending or altering the school's accommodation or facilities;
- iii. though neither of the above tests is satisfied, if the consequence is that the capacity of the school would be exceeded in terms of pupil numbers;
- iv. be seriously detrimental to the continuity of the child's education;
- v. be likely to be seriously detrimental to order and discipline in the school;
- vi. be likely to be seriously detrimental to the educational well-being of pupils attending the school;
- vii. require the formulation of an additional class or the appointment of an additional teacher at a future stage of the child's education at primary school;

### 3. PLACING REQUESTS

---

- viii. prevent children moving into the local catchment area during a session gaining a place in their local school – the authority is entitled to reserve a reasonable number of places to meet this need;
- (b) if the education normally provided at the specified school is not suited to the age, ability or aptitude of the child;
- (c) if the education authority has already required the child to discontinue his/her attendance at the specified school

**Reserved Places** – A further ground of refusal of a placing request is where to accept the placing request of a child who lives outwith the delineated zone for a given school would prevent the authority from retaining reserved places at the school. “Reserved places” means such number of places (not exceeding such number or, as the case may be, such percentage of places at the school or relating to the particular stage of education as may be prescribed by regulations) as are in the opinion of the education authority reasonably required to accommodate pupils likely to become resident in the delineated zone of the school in the period from the time of consideration of the placing request up to and during the year from August to which the placing request relates; and different numbers or, as the case may be, percentages may be prescribed under this subsection for the purpose of different cases or circumstances

#### **Placing Requests for Pupils with Additional Support Needs**

The Education (Additional Support for Learning) (Scotland) Act 2004 is the legislation concerning placing requests for pupils with Additional Support Needs. Chapter 4 of the Code of Practice 2010 Supporting Children’s Learning (published by the Scottish Government in support of the Act) outlines in detail the different circumstances to be considered in relation to a placing request.

When a parent, of a child with Additional Support Needs, makes a placing request to a school within Moray this will be granted unless there are clear grounds for refusal provided under the 2004 Act. The Education authority has an anticipatory duty to make reasonable adjustments to accommodate pupils with Additional Support Needs, to ensure they have access to education as close as is reasonably possible to the education normally offered to pupils at large and to avoid any substantial disadvantage.

The education authority will consider requests on a case-by-case basis. If an adjustment is not considered to be reasonable, a school is not required to implement it. The education authority then has to ensure that the pupil in question has access to education as close as is reasonably possible to that available to others who do not have the same needs.

The grounds for a placing request refusal are set out in paragraph 3 of Schedule 2 of the 2004 Act. These grounds of refusal are the same as those in the Education (Scotland) Act 1980, as set out in page 7 of this document, with the addition of the following ground of refusal which applies in the case of children with additional support needs:

### 3. PLACING REQUESTS

---

if all of the following conditions apply, namely—

- (i) the specified school is not a public school,
- (ii) the authority are able to make provision for the additional support needs of the child in a school (whether or not a school under their management) other than the specified school,
- (iii) it is not reasonable, having regard both to the respective suitability and to the respective cost (including necessary incidental expenses) of the provision for the additional support needs of the child in the specified school and in the school referred to in paragraph (ii), to place the child in the specified school, and
- (iv) the authority have offered to place the child in the school referred to in paragraph (ii), or

if, where the specified school is a special school, placing the child in the school would breach the requirement in section 15(1) of the Standards in Scotland's Schools Act (2000).

#### ▪ **Placing request appeals**

Parents have the right of appeal against decisions made regarding placing requests. Parents should bear in mind that:

- you can not appeal against the refusal of a place in a nursery school or nursery class
- you can appeal only once a year for each of your children
- you must appeal no later than 28 days after you receive the Education, Communities & Organisational Development letter of refusal

A letter of appeal should contain the child's full name, the school you wish them to attend, and your reasons for appealing against the decision. The letter should be sent to:

Clerk to the School Placing & Exclusions Appeals Committee  
Moray Council, Council Office, High Street, ELGIN, IV30 1BX

#### ▪ **Placing request transport arrangements**

Where a child is enrolled in a school which is outwith his/her local catchment area, the parent is totally responsible for making transport arrangements and for meeting all costs involved, except in very limited cases where the Head of Education has discretion to grant travel costs. Travel costs would only be granted where the Head of Education accepts that, in the first instance, the reason given by the parent for not enrolling the child in the local catchment area school is for educational or medical/psychological reasons or is related to safety considerations. Free transport will only be provided in this case where provision can be made within existing travel arrangements.

## **4. SCHOOL TRANSPORT**

---

Free home to school transport is provided to pupils who reside in excess of two miles from the zoned school. The exception to this is to Elgin Secondary Schools where the excess distance will be the statutory 3 miles as decided by Council Committee. It is accepted that pupils may walk, accompanied by a responsible adult, up to two miles to the nearest school transport pick up point. Free transport will not be provided to parents who choose to enrol their children at an out of zone school.

Pupils who are recorded as having Additional Support Needs may be entitled to transport from their home to the school if they stay less than two miles from their catchment school. It must not be assumed that this is an automatic entitlement. Parents seeking transport in these instances should contact the school who will advise what the next steps are as part of the Child Planning process. If transport is granted, our Public Transport Unit will be advised and they will make the necessary arrangements for transport delivery along with the school.

Free transport may be provided in various ways, either by season tickets on buses, or by contract transport. An administrative charge will be made for issuing a replacement season ticket. In certain isolated and exceptional circumstances, financial payments may be made directly to parents to transport their own children, but this is restricted to areas where other moral normal methods of transport provision are impossible.

## **5. SCHOOL TERM AND HOLIDAY DATES**

---

School term and holiday dates are available from Education, Communities & Organisational Development or from the Moray Council website  
[www.moray.gov.uk/moray\\_standard/page\\_55829.html](http://www.moray.gov.uk/moray_standard/page_55829.html)

## **6. SCHOOL MEALS**

---

Moray primary schools provide a daily three choice menu within a six week cycle. Moray secondary schools provide a daily two choice menu within a four week cycle. Meals are analysed according to the Scottish Nutrient Standards and are produced, where possible, from fresh local ingredients on site by our cooks. All schools are working to implement the Scottish Governments Better Eating Better Learning initiative to ensure balanced healthy meals are served in a comfortable and relaxed environment.

The current price of a school meal is £2.40 in primary schools and £2.50 in secondary schools. If you have a child in primary 1 to primary 5 they can have a free school meal at their Moray primary school.

## 7. FINANCIAL ASSISTANCE

---

### ▪ Free School Meals & Clothing Grants

You can claim free school meals and a clothing grant for your child if you are receiving the following benefits:-

- Income Support
- Income Based Jobseeker's Allowance
- Any income related element of Employment and Support Allowance
- Child Tax Credit, but not Working Tax Credit, and your annual income is less than £18,725 (as assessed by the Inland Revenue)
- Child Tax Credit and Working Tax Credit, with an income below the threshold for receipt of maximum Working Tax Credit (currently set by the UK Government at £8,717)
- Universal Credit with a monthly earned income of not more than £726

If you are between 16 and 18 years old and receive any of these benefits in your own right, you can claim free school meals for yourself.

You may also be eligible if you are an asylum seeker receiving support under Part VI of the Immigration and Asylum Act 1999.

Application forms are available from Moray Council  
Telephone 01343 563456, email [revenues@moray.gov.uk](mailto:revenues@moray.gov.uk)

### ▪ Education Maintenance Allowance (EMA)

Education Maintenance Allowances (EMAs) provide financial support to all eligible young people from low income families who undertake a full time course at school. Students who are planning to stay on at school after 16 years old may be eligible for an EMA. An EMA consists of a weekly allowance during term time and a primary condition of payment is that pupils adhere to their individually tailored Learning Agreement.

Further information on full eligibility criteria and application forms can be obtained from secondary schools.

### ▪ Grants for School Trips

Grants are available for pupils in Moray schools for school trips. Parents should apply to either the Moray & Nairn Educational Trust or the Banffshire Educational Trust depending on where they live. Grants are means tested; the current upper limit for household earnings is £34,000. The closing date for applications is 30 September each year.

Application forms and further information is available online at [www.moray.gov.uk](http://www.moray.gov.uk) search for the trust, or by calling 01343 553374.

## 8. HEALTH AND SAFETY

---

### ▪ **School security**

All schools are fitted with security systems. Primary schools have electronically controlled door entry systems and secondary schools have a mixture of door entry and external gates.

### ▪ **Insurance**

Moray Council does not hold insurance cover which automatically compensates school pupils for personal accident or death, loss of personal property, or damage to personal property, whether this occurs within or outwith the boundary of the school. Insurance of this nature (for example, personal accident, life, private medical, property insurance) is seen as a parental responsibility. It is your responsibility as a parent to insure your child for personal accident or death if you feel this is appropriate.

Moray Council does hold third party liability insurance which indemnifies the Council for claims from third parties (e.g. parents on behalf of pupils) who have suffered injury, illness, loss or damage arising from the negligence of the Council or its employees. However, if there is no negligence, no claim would be accepted by the Council.

Education, Communities & Organisational Development has a duty of care in respect of pupils in its charge during school hours, and as such has to take reasonable steps to ensure the safety of all pupils. However, it is thought that secondary pupils should be more mature and therefore a lesser degree of supervision is deemed sufficient.

It may be necessary to provide supervision for primary children on school premises before or after normal school hours if their early arrival or late departure is due to the timing of official school transport. This general duty of care continues if the children go home by way of school transport and ends when the child gets off the bus, at which point the parents then become responsible. This supervision is normally part of a contract arrangement with transport providers.

This information is brought to your attention at this time in order that you may take whatever action you feel appropriate. We are also particularly anxious to avoid the potentially distressing situation of parents only becoming aware of the insurance position after an accident has occurred, however remote this possibility.

### ▪ **Administration of Medicines**

Whilst school staff have a general duty regarding health and safety it is NHS Grampian who have the legal responsibility regarding medical treatment of pupils. However in Moray schools there will be staff who will, with appropriate training, be able to administer essential medication. Advice is given to schools in the policy document "The Administration of Medicines in Schools", and enquiries should be made directly to the Head Teacher. Medication for your child will usually fall into 3 categories:-

## 8. HEALTH AND SAFETY

---

- (1) **Children with short term illness** who, whilst well enough to attend school, are still required to take treatment. If it is at all possible, parents should arrange the timing of treatment so that it is only taken at home, i.e. before and after school and possibly at lunchtime if the child goes home for lunch. If this is not possible, parents must discuss with the Head Teacher whether or not the medication can be given at school, before returning their child to school.
- (2) **Children with long term medical conditions** (for example those with asthma, diabetes, cystic fibrosis, severe allergic reactions) who require either regular medication to control their condition and/or occasional treatment during attacks or relapses. Every effort will be made to help such children benefit from all aspects of school life.

In certain cases individual members of staff will require specific training about a child's treatment. This should be fully discussed and agreed by parents with the Head Teacher and the Health Authority. Depending on their maturity, it may be appropriate for older children to carry their own medication and be responsible for its use. It is essential that parents ensure the school is informed of this. In many conditions, and in particular when a child requires inhaled treatment for asthma, pupils are requested to provide a reserve inhaler/supply of medication to be kept in a secure place in the school. Therefore the health of the child will then not be unnecessarily impaired should he/she forget or run out of his/her medication. Such reserve medications should be renewed at suitable regular intervals and at least once per year.

In all cases where a child requires medication to be given at school, discussion with school staff is essential. Parents should also provide precise written instructions on the amount and frequency of dosage (from a medical practitioner or as instructed by the prescribing chemist) and signed authorisation for the school to administer the medication.

- (3) **Children who complain of a headache or other pains** and request painkillers. In line with policy agreed by the Senior Clinical Medical Officer, schools will only administer medicines with the written approval of a medical practitioner. Painkillers such as aspirin and paracetamol fall into this category, and will therefore not be administered on pupil request.

Education, Communities & Organisational Development has the power to direct that all pupils or any individual pupil attending one of their schools be inspected by a Medical Officer of Health. There must also be such comprehensive facilities as are necessary to ensure that free medical and dental treatment is available for school children. With regard to psychiatric assistance, the Child and Family Psychiatry Unit do not accept referrals directly from Education, Communities & Organisational Development. Help is therefore always sought through referral to your own family doctor.

## 8. HEALTH AND SAFETY

---

### ▪ Child Protection

Article 19 (protection from violence, abuse and neglect) Governments must do all they can to ensure that children are protected from all forms of violence, abuse, neglect and bad treatment by their parents or anyone else who looks after them.

*(United Nations Conventions on the Rights of the Child)*

“It is the duty of Moray Council and its entire staff to ensure, as far as possible, that all children are protected from the danger of child abuse in all its forms. These include:

Physical Abuse  
Emotional Abuse  
Sexual Abuse  
Criminal Exploitation  
Trafficking  
Neglect  
Female Genital Mutilation  
Forced Marriage  
Forced or Dangerous Labour  
Child Sexual Exploitation  
Harmful Sexual Behaviours  
Radicalisation  
Domestic Abuse  
Parental Drug Use  
Parental Alcohol Use  
Parental Mental Health  
Child Placing Self at Risk

Where school staff have concerns about a pupil, which suggests the possibility of abuse, then these concerns will be passed on immediately to the designated Child Protection Co-ordinator in school, who will then discuss the concerns with a member of the Social Work Team. In these circumstances, parents will not normally be consulted first.”

Further information regarding these indicators of risk can be found in the [National Guidance for Child Protection in Scotland \(2021\)](#).

## 8. HEALTH AND SAFETY

---

### ▪ **Physical Intervention**

All schools in Moray are aware that there is a need for teachers to physically interact with pupils. In this respect teachers are advised by the Moray Council document “Physical Intervention”.

Physical intervention refers to the actions by which one person guides or restricts the movements of another. It is an act of care and control in order to ensure the safety of the child or young person concerned and of others. Whenever physical intervention is employed the aim should be to return personal control of his/her actions to the individual concerned as quickly as possible.

#### Types of Physical Intervention – Definitions

- **Supportive Physical Intervention**  
Positive physical intervention used by staff to demonstrate, encourage, guide or reassure
- **Reactive Physical Intervention**  
Used as a considered reaction to a situation where children or young people are at immediate risk of harm
- **Predictable [Planned] Physical Intervention**  
Planned, agreed action where it is known that a child/young person may present violent or dangerous behaviours. These planned actions will arise from Risk Assessments based on evidence of previous behaviour and will contribute to support plans in place to guide the actions of all involved

### ▪ **Disclosure Scotland**

The Protection of Children (Scotland) Act 2003 states that it is an offence to employ anyone in a childcare position (paid or unpaid) who is on the list of those ‘disqualified from working with children’. The only way for schools to access this information, is to carry out a Disclosure Scotland PVG check. Anyone who works in a school (paid or unpaid) is considered to work in a childcare position and this check ensures the safety and security of our pupils. If you wish to become a parent volunteer in one of our schools please contact the school directly. The school will be able to give you more information about its particular requirements.

## 8. HEALTH AND SAFETY

---

### ▪ **Emergency situation procedure**

Education, Communities & Organisational Development has a very clearly prepared emergency situation procedure. Head Teachers, particularly in rural areas, have complete discretion to close their school in emergency situations which would put pupils at risk. Where possible, Head Teachers try to contact parents to let them know of such a decision, however this can not be guaranteed. It is of vital importance that the Head Teacher is kept up to date with contact telephone numbers in order to cover all emergencies. Every care is taken to ensure that pupils are not sent out in dangerous conditions.

Adverse weather conditions could result in the retention of children in school, or at nearby addresses, and all Head Teachers will request parents/carers to nominate relatives or friends as an emergency contact who can, in an emergency, look after their children. Each school has a safety procedure and full details are available from the Head Teacher.

Other than phoning the school directly there are 3 additional options for finding out if a school is closed or closing. These are:

- Moray Council website  
<https://secure.moray.gov.uk/mcalerts/portal/servicestatus.aspx#Schools>
- Moray schools automated information line – dial 0870 054 9999 and enter the dedicated PIN number for the school (PIN numbers available from the school or Moray Council website. Calls to this number will be charged a 2p per minute service charge plus your call providers access charge.
- Local radio stations – Moray Firth Radio and Radio Scotland will issue information bulletins.

### ▪ **Health Promoting Schools**

The Schools (Health Promotion and Nutrition) (Scotland) Act 2007 and the Curriculum for Excellence provide a framework for enabling Education, Communities & Organisational Development to further develop its approach to improving the health and well-being of the whole school population. The Health Promoting School initiative involves pupils, staff, parents, and members of the wider community in a whole school approach to health promotion and education. All schools in Moray are already accredited Health Promoting Schools and have been certified at a commitment, commended or excellence level.

## 9. ATTENDANCE AND ABSENCE

---

The Education (Scotland) Act 1980 requires parents to ensure that their children receive a suitable education from the time they are 5 years old. This is normally provided through attendance at school.

Section 30 of the Education (Scotland) Act 1980 states that parents have a duty to ensure regular attendance. Regulation 7 of The Education (School and Placing Information) (Scotland) Amendment etc. Regulations 1993 requires each child's absence from school to be recorded in the school register as authorised or unauthorised.

### Definitions of Authorised Absence

- Illness where no learning provision is made
- Medical and dental appointments
- Meetings prior to, and in, court
- Attendance at, or in connection with, a Children's Hearing or Care Review, or appointment with another service provider, e.g. social worker
- Religious observance
- Bereavement
- Weddings or funerals of those close to the family
- Arranged absence in relation to children in Gypsy/Traveller families
- Participation in non-school debates, sports, musical or drama activities agreed by the school
- Failure of school or service transport due bad weather, breakdown, etc
- Exceptional domestic circumstances (short-term)
- Only those family holidays agreed by the school to be taken in exceptional circumstance
- Period of exclusion

### Definitions of Unauthorised Absence

- Most family holidays, unless there are exceptional circumstances
- Parent-condoned absence where the school does not agree there is a satisfactory reason for absence
- Truancy, with or without the knowledge of the parent
- All other unexplained absence is recorded as unauthorised absence unless a satisfactory explanation is subsequently provided
- Longer-term exceptional domestic carer circumstances where support has been provided
- During disputes, such as relating to the return of a pupil after an exclusion

Education, Communities & Organisational Development monitor attendance for the purposes of ensuring the provision of appropriate education, and for health and safety. If a child has to be absent from school for any reason, parents should contact the school immediately on the child's first day of absence. The parent of any pupil marked as absent for whom no notification of absence has been received, will be contacted directly by the school to confirm the pupil's whereabouts on the first morning of absence. If an explanation for absence is not provided, the period will be marked as unauthorised absence. Parents having problems with their child's attendance should contact the school as soon as a problem arises.

## 10. ADDITIONAL SUPPORT NEEDS

---

### ▪ Additional Support Needs

Moray Council is committed to working in partnership with parents, young people and children. It is important that everyone feels able to have a say at meetings and to have their views fully discussed as part of the decision making process.

Procedures such as talking to Head Teachers or Guidance Staff (in Secondary schools) can help sort out the great majority of situations. To further help with this, you can contact the additional support needs co-ordinator at the school.

### ▪ Additional Support for Learning in Moray: Summary Information as Required by the Education (Additional Support for Learning) (Scotland) Acts of 2004 and 2009

The Education (Additional Support for Learning) (Scotland) Act 2004 is underpinned by the theme of equality and moved Authorities from a requirement to make **general** provision to meet needs to a position where adequate and efficient provision is made for **individuals**. The Act also broadened the concept of additional support needs, promoted collaborative working between different agencies and expected greater involvement of parents and children and young people in the decision making process. The intention was to further ensure that all children and young people and their parents were included.

The 2004 Act required authorities to make adequate and efficient provision so that children and young people could benefit from school education. The additional support required was an entitlement with a presumption that their education would be provided in a mainstream setting as a matter of course.

Within our schools we operate a model of staged intervention where support is provided in varied ways to meet individual needs. Our approach to assessment ensures that the needs of children and young people are recognised and support can be provided.

At times, parents and schools may come into dispute. While we would always hope that difficulties could be resolved at the school level we recognise that parents or young people may wish to formalise their concerns. To assist with this we have a complaints procedure and also offer independent mediation and adjudication. It is also possible under certain circumstances to refer the case to the Additional Support Needs Tribunal for Scotland.

The Education (Additional Support for Learning) (Scotland) Act 2009 which came into force on 14 November 2010 continued to broaden the definition of additional support needs and provided parents with the right to make placing requests for a child or young person to attend a school in a neighbouring authority. It also further developed the concept of involving the child or young person in decisions and ensuring that communication and information sharing was enhanced.

## 10. ADDITIONAL SUPPORT NEEDS

---

It was a requirement of both Acts that a range of information should be published by the Authority and that all such information should be summarised and made available. This statement provides that summary and parents and young people may also request more information through the other leaflets available from schools and from Moray Council.

Information required within the Act	Website publication details
The Authority's Policy in relation to provision for additional support needs	<a href="http://www.moray.gov.uk/downloads/file71529.pdf">www.moray.gov.uk/downloads/file71529.pdf</a>
How the Authority makes adequate and efficient provision for support and the provision for keeping those needs and support under consideration	<a href="http://www.moray.gov.uk/downloads/file71527.pdf">www.moray.gov.uk/downloads/file71527.pdf</a>
The other opportunities under the Acts for identifying children and young people who have additional support needs and/or require a Coordinated Support Plan	<a href="http://www.moray.gov.uk/downloads/file71526.pdf">www.moray.gov.uk/downloads/file71526.pdf</a>
The role of parents, children and young people in all arrangements	<a href="http://www.moray.gov.uk/downloads/file71530.pdf">www.moray.gov.uk/downloads/file71530.pdf</a>
Dispute resolution	<a href="http://www.moray.gov.uk/downloads/file71528.pdf">www.moray.gov.uk/downloads/file71528.pdf</a>
Summary Information	<a href="http://www.moray.gov.uk/downloads/file71525.pdf">www.moray.gov.uk/downloads/file71525.pdf</a>

### ▪ Accessibility

The school has a duty to ensure that all our pupils have equal access to the curriculum, supported as appropriate to their individual needs. This covers not only the content of lessons and the teaching strategies but also minor adaptations to the physical environment of our buildings to address the needs of pupils with physical or sensory impairments, including the relocation of classes to the ground floor where feasible. We also need to ensure that parents and carers who have a disability have equal access to information about their children. This will involve, for example, relocating a venue for parents meetings to facilitate physical access; provision of an interpreter for deaf people; agreeing a phone contact system to provide direct feedback to parents.

## 10. ADDITIONAL SUPPORT NEEDS

---

### ▪ **Educational Psychology Service**

The Educational Psychology Service is a team of registered psychologists who work with parents/carers, school staff and other professionals to help children and young people make the most of their education and to reduce the barriers that they may face. The broad aims of the profession include enhancing social inclusion, social and emotional well-being of young people and families, and raising attainment, and they have a statutory duty in Scotland to advise local authorities in how best to meet the needs of children and young people with additional support needs.

Educational Psychologists carry out a range of activities, the core of which are consultation, assessment, intervention, training and research. These could be with children and families, schools or establishments, or at a local authority/national level. Each Educational Psychologist in Moray is linked to an Area Schools Group and individual schools and also with other local authority/multi-agency activities such as working groups, training and project design and piloting.

Educational Psychologists work closely with pupils, parents and schools to support individual education and well-being and this is typically done via collaborative meetings and possibly direct involvement with the young person/family. All Educational Psychologists are registered with the Health Professions Council and are directed by the British Psychological Society Code of Ethics and Conduct (2009).

### ▪ **English as an Additional Language Service (EAL)**

This service aims to facilitate access to the mainstream curriculum for bilingual pupils, and to ensure equality of opportunity within Moray schools. It aims to enable pupils to take a full part in the life and work of the school and the wider community, working in partnership with parents. The service recognises the cultural and linguistic diversity of bilingual pupils as a positive contribution to be recognised by all.

If you as a family use another language other than English as your first language at home, you will need to tell your Head Teacher when you enrol your child, so that the level of support can be established.

## 10. ADDITIONAL SUPPORT NEEDS

---

### ▪ **Early Years Education Service (Language Support)**

This peripatetic (travelling) service covers the whole of Moray and the work involves young children with pronounced learning and communication difficulties. The Service includes children with autistic spectrum and complex communication disorders within its remit.

The Early Years work covers pre-school children in the age range 3-5 years who have significant learning and/or communication disorders. A strong emphasis is placed on support for parents and the work includes pre-school home visits.

The Language Support Service covers children in the early years of primary school and the focus is upon specific language and communication problems rather than general learning difficulties. Supporting the transition into primary school is an important part of the remit. It is the peripatetic equivalent of language unit provision which has been established in certain other authorities.

### ▪ **Sensory Education Service**

#### Hearing Education Service

This service provides a team of peripatetic (travelling) Teachers of the Deaf, and support staff who provide direct teaching and support active learning for deaf and hearing impaired children from diagnosis through to leaving school. We work closely with parents, teachers, health services and voluntary agencies to ensure the effective inclusion of deaf pupils in their school life. Deaf awareness training is available for educational settings as well as supporting parents understanding of their child's hearing loss.

#### Visual Education Service

This peripatetic (travelling) service provides support for the visually impaired child in his/her home, playgroup, nursery or school. This takes the form of ongoing assessment of functional vision, and the planning and implementation of teaching programmes. The service is especially involved at critical times in a child's education, i.e. school start, school transfer and leaving school. Awareness training is offered to all relevant staff.

Home visits are made to offer advice and information on the education of visually impaired children. Parents can be accompanied to the eye clinics and encouraged to participate in teaching their children essential skills.

## 10. ADDITIONAL SUPPORT NEEDS

---

### ▪ **Moray SEBN Service**

The Moray SEBN Service is a Moray wide service which offers targeted support to children and young people to help address their social, emotional and behavioural needs (SEBN). Primary and secondary pupils are referred to the service by their school. Prior to approaching the Service school staff will have followed and evidenced the staged intervention process involving a range of in-school, community and multi-agency supports.

Key aims:

- To promote the health and wellbeing of children and young people who display social, emotional and behavioural needs (SEBN)
- To support participation and opportunity to access mainstream education for young people who are displaying SEBN
- To work in partnership with schools, families, young people and appropriate agencies to ensure a high quality of education appropriate to the needs of the child
- To offer support, advice and training opportunities to school staff

The Moray SEBN Service works in partnership to provide a personalised alternative curriculum focussing on health and wellbeing, the key features of which are detailed below:-

- Key teacher and key worker system for guidance, personal and social development and the holistic care and welfare of pupils
- Appropriate procedures for accessing wellbeing needs from which personal pupil health and wellbeing targets are set.
- Multi-agency partnership work
- Opportunities to complete accredited wider achievement skills awards which may encompass literacy and numeracy outcomes
- Post-16 planning to facilitate successful participation in life and work

## 11. GENERAL INFORMATION

---

### ▪ Parental Involvement (including Parent Councils)

Under the Scottish Schools (Parental Involvement) Act 2006, all parents of pupils in attendance at your school are automatically part of the Parent Forum. As a member of the Parent Forum you can expect to:

- Receive information about the school and its activities
- Hear more about what partnership with parents means for the school
- Participate in deciding how the parent representative body (the Parent Council) is organised and how it operates
- Identify issues you want the Parent Council to work on with the school
- Be asked your opinion by the Parent Council on issues relating to the school and the education it provides
- Work in partnership with staff
- Enjoy taking part in the life of the school in whatever way you can

The Parent Forum decides on the type of Parent Council and constitution which is right for the school. Only parents of children at the school can be members of the Parent Council, although the Parent Council constitution can allow for other people to be co-opted. The Chair of the Parent Council must be a parent of a child at the school. The Head Teacher will be able to provide further information about the Parent Council.

### ▪ Race Relations Act

#### Race Equality

Education, Communities & Organisational Development has general and specific duties under Section 71(1) of the Race Relations Act 1976. Moray Council is opposed to Racism. It is committed to taking all steps within its power to eliminate discrimination and racist incidents and to promote equal opportunities and good relationships amongst all communities. Education, Communities & Organisational Development is committed to an inclusive ethos based on respect for, and celebration of, ethnic diversity. Education, Communities & Organisational Development strive to prepare all pupils for living in a multi-cultural and multi-ethnic society and will strive to promote race equality in all dimensions of its work amongst service users, staff and partners in the community.

Moray Council has a Scheme for Race Equality. A copy of the policy is available on the Internet at [www.moray.gov.uk/moray\\_standard/page\\_53868.html](http://www.moray.gov.uk/moray_standard/page_53868.html)

# 11. GENERAL INFORMATION

---

## Racist Incidents

“A racist incident is any incident which is perceived to be racist by the victim or any other person”.

Moray Council is a partner in the Grampian Racial Incidents Multi-agency Strategy group. All racist incidents must be recorded as a racist incident using the appropriate form. Parents, pupils or staff can ask to report the incident using the Racist Incident Monitoring Form at the school. Parents, pupils or users of Education, Communities & Organisational Development can report a racist incident to any of the other agencies involved in the Partnership. Guidelines for using the form and details of the Racist Incidents Strategy are available in all schools and educational establishments.

Moray Council has provided schools with instructions on how to access translators if required by parents or pupils.

## ▪ **Disability Discrimination**

Within Moray Council, Education, Communities & Organisational Development strategies to avoid discrimination on the basis of pupil disability are guided by legislation as contained in Part IV of the Disability Discrimination Act 1995, as amended 2001. This legislation makes it unlawful for a school to discriminate against a child for reasons related to his/her disability.

A “disability” is defined as a condition which prevents or makes it unreasonably difficult for a child or young person to access:

- the school curriculum – e.g. are large print books available for children with visual impairment?
- the school environment – e.g. can a child who uses a wheelchair move readily, as required, from one area of the school to another?

Disability is also defined as a condition which may require the school to introduce appropriate alternative communications systems – e.g. supplying portable electrical vibrators to allow hearing impaired children to be aware of school bells and/or fire alarms.

“A Guide for Parents to part IV of the Disability Discrimination Act 1995 as amended by the Special Educational Needs and Disability Act 2001 – schools” can be obtained free of charge via the Disability Commission helpline – telephone 08457 622633

# 11. GENERAL INFORMATION

---

## ▪ Curriculum for Excellence

Curriculum for Excellence places learners at the heart of education. At its centre are four fundamental capacities. These capacities reflect and recognise the lifelong nature of education and learning. The four capacities are aimed at helping children and young people to become:

- Successful learners
- Confident individuals
- Responsible citizens
- Effective contributors

### What matters?

As part of their learner journey, all children and young people in Scotland are entitled to experience a coherent curriculum from 3 to 18, in order that they have opportunities to develop the knowledge, skills and attributes they need to adapt, think critically and flourish in today's world.

Curriculum is defined as the totality of all that is planned for children and young people from early learning and childcare, through school and beyond. That totality can be planned for and experienced by learners across four contexts:

- Curriculum areas and subjects
- Interdisciplinary learning
- Ethos and life of the school
- Opportunities for personal achievement

### Curriculum entitlements

Children and young people's rights and entitlements are central to Scotland's curriculum and every child and young person is entitled to experience:

- a curriculum which is coherent from 3 to 18;
- a broad general education, including well planned experiences and outcomes across all the curriculum areas from early years through to S3. This includes understanding the world, Scotland's place in it and the environment, referred to as Learning for Sustainability;
- a senior phase after S3, which provides opportunities to attain and achieve, including to study for qualifications, awards and other planned activities to develop the four capacities;
- opportunities for developing skills for learning, skills for life and skills for work;
- opportunities to maximise their individual potential, benefitting from appropriate personal support and challenge;
- support to help them move into positive and sustained destinations beyond school.

# 11. GENERAL INFORMATION

---

## How we do it

Taking curricular aims and translating them into practice is a continuous process.

## Key elements

The broad general education has five levels (early, first, second, third and fourth). The senior phase is designed to build on the experiences and outcomes of the broad general education, and to allow young people to take qualifications and courses that suit their abilities and interests.

There are eight curriculum areas:

- Expressive arts
- Health and wellbeing
- Languages (including English, Gàidhlig, Gaelic (Learners), modern languages and classical languages)
- Mathematics
- Religious and moral education (including Religious and moral education and Religious education in Roman Catholic schools)
- Sciences
- Social studies
- Technologies.

Literacy, numeracy and health and wellbeing are recognised as being particularly important – these areas are seen as being the ‘responsibility of all’ staff.

# 11. GENERAL INFORMATION

---

## ▪ Data Protection Act

Information on pupils and parents/carers is stored securely on a computer system. The information gathered is subject to the terms of the Data Protection Act 2018.

The information may be used for teaching, registration, assessment and other administrative duties. The information is shared with Moray Council for administrative and statistical purposes. Extracts of the information are shared with a range of partners such as Skills Development Scotland, the Scottish Qualifications Authority, and the NHS (for the dental and child health immunisation programmes). Information is also shared with The Scottish Government for statistical and research purposes, although individual children are not identified.

The Data Protection Act ensures that information is collected fairly and lawfully, is accurate, adequate, up to date, not held for longer than necessary, and may only be disclosed in accordance with the Codes of Practice.

Moray Council collects and processes personal information in order to deliver services and fulfil its public functions. Privacy Notices are available to explain how personal information may be collected, used, stored, shared and securely disposed of, the legal basis for doing so and what your Data Subject Rights are. Privacy Notices are available from our website at [http://www.moray.gov.uk/moray\\_standard/page\\_142831.html](http://www.moray.gov.uk/moray_standard/page_142831.html)

## ▪ Transferring Educational Data About Pupils

Data on each pupil is collected by local authorities and the Scottish Government. Pupil names and addresses are collected by the school and education authority but they are not passed to the Scottish Government. Your postcode is the only part of your address that is transferred. Data is held securely and no information on individual pupils can or would be published by the Scottish Government. It is used for statistical and research purposes only.

### 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 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

# 11. GENERAL INFORMATION

---

## 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.

## Your data protection rights

The collection, transfer, processing and sharing of ScotXed data is done in accordance with the Data Protection Act (2018). 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 Scottish Government website

[www.gov.scot/publications/scottish-exchange-of-data-privacy-information/](http://www.gov.scot/publications/scottish-exchange-of-data-privacy-information/)

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 our education system, 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 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 outwith Scottish Government. At all times pupils' rights under the Data Protection Act and other relevant legislation will be ensured.

## Further information

If you have any concerns about the ScotXed data collections you can email [ScotXed@gov.scot](mailto:ScotXed@gov.scot) or write to ScotXed, Area 2D, Victoria Quay, Leith, EH6 6QQ.

## 11. GENERAL INFORMATION

---

### ▪ Freedom of Information (Scotland) Act 2002

The Freedom of Information (Scotland) Act 2002 aims to increase openness and accountability in the Public Sector by giving people a right of access to information held by Scottish public authorities. The Act applies to almost all public bodies in Scotland including local authorities, the NHS, colleges the Scottish Parliament and Scottish Government. Moray Council aims to make as much information as possible directly available to the public through its website and through its Publication Scheme. If you can't find what you are looking for then you can contact any department of the Council directly or complete an online form. You can submit a Freedom of Information request by emailing [info@moray.gov.uk](mailto:info@moray.gov.uk)

## 12. SCHOOLS – LIST BY ASG AREA

---

There are 53 schools within Moray – 8 secondary schools and 45 primary schools. Children with additional support needs receive support in units or bases and support for learning provision in mainstream schools. Each school produces a School Handbook, which provides more information about the school. In some cases schools may also have their own website.

Schools work in a group format, based on a Secondary school and its associated Primary schools. This is known as an Associated School Group (ASG). There are 8 Associated School Groups in Moray:-

- Buckie ASG
- Elgin Academy ASG
- Elgin High ASG
- Forres ASG
- Keith ASG
- Lossiemouth ASG
- Milne's ASG
- Speyside ASG

### BUCKIE ASG

[Buckie High School](#) West Cathcart Street, Buckie AB56 1QB  
Tel: 01542 832605 Fax: 01542 835758  
E-mail: [admin.buckiehigh@moray-edunet.gov.uk](mailto:admin.buckiehigh@moray-edunet.gov.uk)  
Education provision: Secondary + enhanced provision for additional support needs

[Cluny Primary School](#) South Pringle Street, Buckie AB56 1PX  
Tel: 01542 831417 Fax: 01542 835863  
E-mail: [admin.clunyp@moray-edunet.gov.uk](mailto:admin.clunyp@moray-edunet.gov.uk)  
Education provision: Primary

[Cullen Primary School](#) Old Church Road, Cullen AB56 4UZ  
Tel: 01542 840279 Fax: 01542 841511  
E-mail: [admin.cullenp@moray-edunet.gov.uk](mailto:admin.cullenp@moray-edunet.gov.uk)  
Education provision: Pre-School, Primary

[Findochty Primary School](#) Burnside Street, Findochty AB56 4QW  
Tel: 01542 832287 Fax: 01542 835864  
E-mail: [admin.findochtyp@moray-edunet.gov.uk](mailto:admin.findochtyp@moray-edunet.gov.uk)  
Education provision: Pre-School, Primary

[Millbank Primary School](#) McWilliam Crescent, Buckie AB56 1LU  
Tel: 01542 831113 Fax: 01542 831935  
E-mail: [admin.millbankp@moray-edunet.gov.uk](mailto:admin.millbankp@moray-edunet.gov.uk)  
Education provision: Pre-School, Primary + enhanced provision for additional support needs

[Portessie Primary School](#) School Road, Portessie AB56 1TN  
Tel: 01542 832288 Fax: 01542 835866  
E-mail: [admin.portessiep@moray-edunet.gov.uk](mailto:admin.portessiep@moray-edunet.gov.uk)  
Education provision: Primary

[Portgordon Primary School](#) Richmond Terrace, Portgordon AB56 5RA  
Tel: 01542 831198 Fax: 01542 835868  
E-mail: [admin.portgordonp@moray-edunet.gov.uk](mailto:admin.portgordonp@moray-edunet.gov.uk)  
Education provision: Pre-School, Primary

## 12. SCHOOLS – LIST BY ASG AREA

---

[Portknockie Primary School](#) King Edward Terrace, Portknockie AB56 4NX  
Tel: 01542 840244 Fax: 01542 841512  
E-mail: [admin.portknockiep@moray-edunet.gov.uk](mailto:admin.portknockiep@moray-edunet.gov.uk)  
Education provision: Primary

[St Peter's RC Primary School](#) 37 St Peter's Terrace, Buckie AB56 1QN  
Tel: 01542 831339 Fax: 01542 835867  
E-mail: [admin.stpetersp@moray-edunet.gov.uk](mailto:admin.stpetersp@moray-edunet.gov.uk)  
Education provision: Pre-School, Primary

### ELGIN ACADEMY ASG

[Elgin Academy](#) Morrision Road, Elgin IV30 4ND  
Tel: 01343 543485 Fax: 01343 540893  
E-mail: [admin.elginacad@moray-edunet.gov.uk](mailto:admin.elginacad@moray-edunet.gov.uk)  
Education provision: Secondary + enhanced provision for additional support needs

[Bishopmill Primary School](#) Morrision Road, Bishopmill, Elgin IV30 4DY  
Tel: 01343 547841 Fax: 01343 551437  
E-mail: [admin.bishopmillp@moray-edunet.gov.uk](mailto:admin.bishopmillp@moray-edunet.gov.uk)  
Education provision: Primary

[Burghead Primary School](#) Grant Street, Burghead IV30 5UQ  
Tel: 01343 835529 Fax: 01343 835439  
E-mail: [admin.burgheadp@moray-edunet.gov.uk](mailto:admin.burgheadp@moray-edunet.gov.uk)  
Education provision: Pre-School, Primary

[East End Primary School](#) Institution Road, Elgin IV30 1RP  
Tel: 01343 542381 Fax: 01343552763  
E-mail: [admin.elgineastp@moray-edunet.gov.uk](mailto:admin.elgineastp@moray-edunet.gov.uk)  
Education provision: Pre-School, Primary

[Seafield Primary School](#) Deanshaugh Terrace, Bishopmill, Elgin IV30 4ES  
Tel: 01343 547792 Fax: 01343 552963  
E-mail: [admin.seafieldp@moray-edunet.gov.uk](mailto:admin.seafieldp@moray-edunet.gov.uk)  
Education provision: Pre-School, Primary

[St Sylvester's RC Primary School](#) Abbey Street, Elgin IV30 1DA  
Tel: 01343 541453 Fax: 01343 550672  
E-mail: [admin.stsylvestersp@moray-edunet.gov.uk](mailto:admin.stsylvestersp@moray-edunet.gov.uk)  
Education provision: Primary

[West End Primary School](#) Mayne Road, Elgin IV30 1PA  
Tel: 01343 543161 Fax: 01343 550575  
E-mail: [admin.elginwestp@moray-edunet.gov.uk](mailto:admin.elginwestp@moray-edunet.gov.uk)  
Education provision: Primary

### ELGIN HIGH ASG

[Elgin High School](#) High School Drive, New Elgin, Elgin IV30 6UD  
Tel: 01343 545181 Fax: 01343 510892  
E-mail: [admin.elginhigh@moray-edunet.gov.uk](mailto:admin.elginhigh@moray-edunet.gov.uk)  
Education provision: Secondary + enhanced provision for additional support needs

[Greenwards Primary School](#) Edgar Road, New Elgin, Elgin IV30 6UQ  
Tel: 01343 541661 Fax: 01343 550656  
E-mail: [admin.greenwardsp@moray-edunet.gov.uk](mailto:admin.greenwardsp@moray-edunet.gov.uk)  
Education provision: Primary + enhanced provision for additional support needs

## 12. SCHOOLS – LIST BY ASG AREA

---

[Linkwood Primary School](#) Thistle Drive, Elgin, IV30 8AS  
Tel: 01343 547782  
E-mail: [admin.linkwoodp@moray-edunet.gov.uk](mailto:admin.linkwoodp@moray-edunet.gov.uk)  
Education provision: Primary

[Mosstowie Primary School](#) Miltonduff, Elgin IV30 8TY  
Tel: 01343 547119 Fax: 01343 551656  
E-mail: [admin.mosstowiep@moray-edunet.gov.uk](mailto:admin.mosstowiep@moray-edunet.gov.uk)  
Education provision: Primary

[New Elgin Primary School](#) Bezack Street, New Elgin, Elgin IV30 6DP  
Tel: 01343 547587 Fax: 01343 552308  
E-mail: [admin.newelginp@moray-edunet.gov.uk](mailto:admin.newelginp@moray-edunet.gov.uk)  
Education provision: Pre-School, Primary

### FORRES ASG

[Forres Academy](#) Burdsyard Road, Forres IV36 1FG  
Tel: 01309 672271 Fax: 01309 676745  
E-mail: [admin.forresacad@moray-edunet.gov.uk](mailto:admin.forresacad@moray-edunet.gov.uk)  
Education provision: Secondary + enhanced provision for additional support needs

[Alves Primary School](#) 1 Main Road, Alves IV30 8UR  
Tel: 01343 850247 Fax: 01343 850475  
E-mail: [admin.alvesp@moray-edunet.gov.uk](mailto:admin.alvesp@moray-edunet.gov.uk)  
Education provision: Primary

[Anderson's Primary School](#) High Street, Forres IV36 1DB  
Tel: 01309 672887 Fax: 01309 675934  
E-mail: [admin.andersonsp@moray-edunet.gov.uk](mailto:admin.andersonsp@moray-edunet.gov.uk)  
Education provision: Primary

[Applegrove Primary School](#) Orchard Road, Forres IV36 1PJ  
Tel: 01309 672367 Fax: 01309 674978  
E-mail: [admin.applegropep2@moray-edunet.gov.uk](mailto:admin.applegropep2@moray-edunet.gov.uk)  
Education provision: Primary + enhanced provision for additional support needs

[Dallas Primary School](#) Dallas IV36 2SA  
Tel: 01343 890206 Fax: 01343 890456  
E-mail: [admin.dallasp@moray-edunet.gov.uk](mailto:admin.dallasp@moray-edunet.gov.uk)  
Education provision: Primary

[Dyke Primary School](#) Dyke IV36 2TF  
Tel: 01309 641275 Fax: 01309 641612  
E-mail: [admin.dykep@moray-edunet.gov.uk](mailto:admin.dykep@moray-edunet.gov.uk)  
Education provision: Primary

[Kinloss Primary School](#) Burghead Road, Kinloss IV36 3SX  
Tel: 01309 690376 Fax: 01309 691548  
E-mail: [admin.kinlossp@moray-edunet.gov.uk](mailto:admin.kinlossp@moray-edunet.gov.uk)  
Education provision: Pre-School, Primary

[Logie Primary School](#) Dunphail, Forres IV36 2QG  
Tel: 01309 611258 Fax: 01309 611385  
E-mail: [admin.logiep@moray-edunet.gov.uk](mailto:admin.logiep@moray-edunet.gov.uk)  
Education provision: Primary

## 12. SCHOOLS – LIST BY ASG AREA

---

[Pilmuir Primary School](#) Pilmuir Road, Forres IV36 1HD  
Tel: 01309 673034 Fax: 01309 671312  
E-mail: [admin.pilmuirp@moray-edunet.gov.uk](mailto:admin.pilmuirp@moray-edunet.gov.uk)  
Education provision: Pre-School, Primary

### KEITH ASG

[Keith Grammar School](#) School Road, Keith AB55 5ES  
Tel: 01542 882461 Fax: 01542 886032  
E-mail: [admin.keithgrammar@moray-edunet.gov.uk](mailto:admin.keithgrammar@moray-edunet.gov.uk)  
Education provision: Secondary + enhanced provision for additional support needs

[Botriphnie Primary School](#) Drummuir, Keith AB55 5JF  
Tel: 01542 810207 Fax: 01542 810387  
E-mail: [admin.botriphniep@moray-edunet.gov.uk](mailto:admin.botriphniep@moray-edunet.gov.uk)  
Education provision: Primary

[Crossroads Primary School](#) Grange, Keith AB55 6LX  
Tel: 01343 563374  
E-mail: [education@moray.gov.uk](mailto:education@moray.gov.uk)  
Education provision: Primary

[Keith Primary School](#) School Road, Keith AB55 5ES  
Tel: 01542 882802 Fax: 01542 886916  
E-mail: [admin.keithp@moray-edunet.gov.uk](mailto:admin.keithp@moray-edunet.gov.uk)  
Education provision: Pre-School, Primary + enhanced provision for additional support needs

[Newmill Primary School](#) Isla Road, Newmill, Keith AB55 6US  
Tel: 01542 882788 Fax: 01542 882637  
E-mail: [admin.newmillp@moray-edunet.gov.uk](mailto:admin.newmillp@moray-edunet.gov.uk)  
Education provision: Primary

[Rothiemay Primary School](#) Rothiemay, Huntly AB54 7LT  
Tel: 01466 711220 Fax: 01466 711426  
E-mail: [admin.rothiemayp@moray-edunet.gov.uk](mailto:admin.rothiemayp@moray-edunet.gov.uk)  
Education provision: Primary

[St Thomas RC Primary School](#) Chapel Street, Keith AB55 5AL  
Tel: 01542 882256 Fax: 01542 886841  
E-mail: [admin.stthomasp@moray-edunet.gov.uk](mailto:admin.stthomasp@moray-edunet.gov.uk)  
Education provision: Pre-School, Primary

### LOSSIEMOUTH ASG

[Lossiemouth High School](#) Coularbank Road, Lossiemouth IV31 6JU  
Tel: 01343 812047 Fax: 01343 814343  
E-mail: [admin.lossiehigh@moray-edunet.gov.uk](mailto:admin.lossiehigh@moray-edunet.gov.uk)  
Education provision: Secondary + enhanced provision for additional support needs

[Burghead Primary School](#) Grant Street, Burghead IV30 5UQ  
Tel: 01343 835529 Fax: 01343 835439  
E-mail: [admin.burgheadp@moray-edunet.gov.uk](mailto:admin.burgheadp@moray-edunet.gov.uk)  
Education provision: Pre-School, Primary

[Hopeman Primary School](#) School Road, Hopeman IV30 5TQ  
Tel: 01343 830281 Fax: 01343 835152  
E-mail: [admin.hopemanp@moray-edunet.gov.uk](mailto:admin.hopemanp@moray-edunet.gov.uk)  
Education provision: Pre-School, Primary

## 12. SCHOOLS – LIST BY ASG AREA

---

[Hythehill Primary School](#) Lossiemouth IV31 6RF

Tel: 01343 812014 Fax: 01343 815467

E-mail: [admin.hythehillp@moray-edunet.gov.uk](mailto:admin.hythehillp@moray-edunet.gov.uk)

Education provision: Pre-School, Primary + enhanced provision for additional support needs

[St Gerardine Primary School](#) St Gerardine Road, Lossiemouth IV31 6JX

Tel: 01343 812251 Fax: 01343 812087

E-mail: [admin.stgerardinesp@moray-edunet.gov.uk](mailto:admin.stgerardinesp@moray-edunet.gov.uk)

Education provision: Pre-School, Primary

### MILNE'S ASG

[Milne's High School](#) West Street, Fochabers IV32 7DJ

Tel: 01343 820611 Fax: 01343 820306

E-mail: [admin.milneshigh@moray-edunet.gov.uk](mailto:admin.milneshigh@moray-edunet.gov.uk)

Education provision: Secondary + enhanced provision for additional support needs

[Lhanbryde Primary School](#) Garmouth Road, Lhanbryde IV30 8PD

Tel: 01343 842649 Fax: 01343 843285

E-mail: [admin.lhanbrydep@moray-edunet.gov.uk](mailto:admin.lhanbrydep@moray-edunet.gov.uk)

Education provision: Pre-School, Primary + enhanced provision for additional support needs

[Milne's Primary School](#) High Street, Fochabers IV32 7EP

Tel: 01343 820977 Fax: 01343 821499

E-mail: [admin.milnesp@moray-edunet.gov.uk](mailto:admin.milnesp@moray-edunet.gov.uk)

Education provision: Pre-School, Primary

[Mosstodloch Primary School](#) Garmouth Road, Mosstodloch IV32 7JB

Tel: 01343 820476 Fax: 01343 821394

E-mail: [admin.mosstodlochp@moray-edunet.gov.uk](mailto:admin.mosstodlochp@moray-edunet.gov.uk)

Education provision: Primary

### SPEYSIDE ASG

[Speyside High School](#) Mary Avenue, Aberlour AB38 9QU

Tel: 01340 871522 Fax: 01340 871098

E-mail: [admin.speysidehigh@moray-edunet.gov.uk](mailto:admin.speysidehigh@moray-edunet.gov.uk)

Education provision: Secondary + enhanced provision for additional support needs

[Aberlour Primary School](#) Mary Avenue, Aberlour AB38 9PN

Tel: 01340 871255 Fax: 01340 871076

E-mail: [admin.aberlourp@moray-edunet.gov.uk](mailto:admin.aberlourp@moray-edunet.gov.uk)

Education provision: Pre-School, Primary + enhanced provision for additional support needs

[Craigellachie Primary School](#) John Street, Craigellachie AB38 9SX

Tel: 01340 881271 Fax: 01340 881537

E-mail: [admin.craigellachiep@moray-edunet.gov.uk](mailto:admin.craigellachiep@moray-edunet.gov.uk)

Education provision: Primary

[Glenlivet Primary School](#) Ballindalloch AB37 9DA

Tel: 01807 590216 Fax: 01807 590332

E-mail: [admin.glenlivetp@moray-edunet.gov.uk](mailto:admin.glenlivetp@moray-edunet.gov.uk)

Education provision: Primary

[Knockando Primary School](#) Knockando AB38 7RY

Tel: 01340 810257 Fax: 01340 810623

E-mail: [admin.knockandop@moray-edunet.gov.uk](mailto:admin.knockandop@moray-edunet.gov.uk)

Education provision: Primary

## 12. SCHOOLS – LIST BY ASG AREA

---

[Mortlach Primary School](#) York Street, Dufftown AB55 4AU  
Tel: 01340 820268 Fax: 01340 820871  
E-mail: [admin.mortlachp2@moray-edunet.gov.uk](mailto:admin.mortlachp2@moray-edunet.gov.uk)  
Education provision: Pre-School, Primary

[Rothes Primary School](#) Green Street, Rothes AB38 7BD  
Tel: 01340 831269 Fax: 01340 831380  
E-mail: [admin.rothesp@moray-edunet.gov.uk](mailto:admin.rothesp@moray-edunet.gov.uk)  
Education provision: Pre-School, Primary

[Tomintoul Primary School](#) Cults Drive, Tomintoul AB37 9HA  
Tel: 01807 580271 Fax: 01807 580464  
E-mail: [admin.tomintoulp@moray-edunet.gov.uk](mailto:admin.tomintoulp@moray-edunet.gov.uk)  
Education provision: Pre-School, Primary

