

Banavie Primary School

School Handbook

2009



Banavie Primary School

Tomonie
Banavie
Fort William
Scotland
PH33 7LX

Dear Parent/Guardian

This brochure provides information about Banavie Primary School so that as parents you can become aware of our organisation and administration.

Our aim at Banavie is to foster the intellectual, social and personal development of the pupils along with all the educational opportunities that school has to offer.

We invite parents to become actively involved in the school as well as in the education of their children. We encourage all parents to visit the school and find out more about us.

We trust the information in this document will prove useful.

Maxean Dunham
Headteacher



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INTRODUCTION

Welcome to Banavie Primary School.

Banavie School is a 2-storey building with 4 classrooms upstairs and 4 downstairs. Two of the downstairs classrooms house the Special Class and the Nursery respectively. There is also a gym hall, dining room, G.P. room, medical room and offices. There is a grass football pitch beside the school, plus other playing areas.

The present roll is 125 pupils in 6 mainstream composite classes and 3 pupils in the Special Class. There are 20 children in the Nursery Class.

AIMS OF BANAVIE SCHOOL:

- ❖ To provide a caring, happy, stimulating environment for pupils and staff which promotes equality for each pupil to learn effectively.
- ❖ To deliver a broad and balanced 5-14 curriculum through which each pupil should achieve their full potential, using a variety of learning and teaching styles aimed at raising achievement.
- ❖ To work in partnership with the parents and the wider community to enhance the quality of the pupils' learning and welfare in order to promote a healthy lifestyle.
- ❖ To promote achievement and success and set appropriately high expectations of pupils attainment, attendance and behaviour.
- ❖ To encourage in our pupils the ability to become confident individuals, effective contributors, responsible citizens and successful learners.
- ❖ To enhance professionalism of staff through teamwork and staff development.

There are **equal opportunities** for all children regardless of ability, creed or colour at Banavie.

Further we align ourselves with the education services Anti Racist and Multi-cultural Guidelines for Primary and Nursery Education.

SCHOOL HOURS

- ❖ P1 – P7 **9.00am - 10.30am**
- ❖ Interval
- ❖ P1 –P7 **10.45am – 12.15pm**
- ❖ Lunchtime
- ❖ P1-P7 **12.15pm – 1.15pm**
- ❖ Afternoon session
- ❖ P1 – P3 **1.15pm – 2.45pm**
- ❖ P4 – P7 **1.15pm – 3.15pm**

Uniform

The school colours are maroon with black/grey/navy trousers and black shoes. No trainers should be worn except for outdoor PE activities. Sweatshirts are available, which are of good quality and hard wearing. Parents may purchase them from the school at a cost of £8.50. All items of clothing should be clearly marked with the child's name. Jewellery and nail varnish should not be worn.

Houses

A house system operates at Banavie and each pupil is in a house and can earn points towards their respective house during the school week by showing they are :-

1. A successful learner.
2. A confident individual.
3. A responsible citizen.
4. An effective contributor.

(The above are explained more fully on page 9)

The houses are: **MacGillagonie, MacMarten, MacMoulan, MacPhee, MacSorlie**

Buddy system

We also have buddies for the Nursery and P1 pupils from the children in P6/7. This operates throughout the year.

TEACHING STAFF

There are 6 full-time members of staff, including the Head Teacher.

HEAD TEACHER	Mrs M. Dunham
<u>CLASS</u>	<u>TEACHER</u>
P1	Mrs A Blyth
P2/3	Miss D. MacDonald
P3/4	Miss B. McGhie
P4/5	Mr. P. Heath /Mrs I. Drysdale
P5/6	Miss A. Culeen
P7	Miss C. Smith (Principal Teacher)
Special Class	Mrs M. Gray
Non contact	Mr. A. Sturrock P4-7 Mrs S ChisholmP4-7

Nursery Support Teacher	Mrs A. Hyde
Learning Support Teacher	Waiting to be appointed
Classroom Assistants	Mrs M. Rankin/Mrs S. Davies
Learning Support Auxiliary	Mrs H. Gibbons Mrs D. Robertson Miss D. Hall Ms. C. Lennox
Nursery Assistant (Qualified)	Mrs C. Kennedy/Miss J. Grant

The following are Visiting Music Staff: -

Brass	Mr. M. Renolds
Woodwind	Miss K. Thomson
Violin	Ms. M. Das

Clerical Assistant/Typist	Ms. M. Adam (30 hours per week) 9.00am -3.30pm
Janitor	Mrs Margaret Taylor
Crossing Patroller	Mrs Y. McCulloch

Learning Support

At Banavie we have the services of one Support Teacher for 3.5 days per week. The Support Teacher's timetable is spent partially in the early years under Early Intervention, the rest is taken up with small group, individual or in class support. In this way all pupils can access the curriculum.

We follow the staged approach for the identification of support required with a range of support services available. Parents are kept fully informed of the strategies which the class teacher may adopt in order to help facilitate the pupil's learning. IEPs are reviewed annually but targets are reviewed termly. Parents and pupils are consulted and have an input into each individual programme.

Communications between School and Parents

Any parent who wishes to see his/her child's class teacher should telephone the school during the morning, or write in for an appointment. After school hours is the most convenient time for appointments as staff are free to discuss any matters with parents. Mrs Dunham, Head Teacher is available without an appointment on a given afternoon each month subject to her commitments (check the newsletter for details). **Newsletters are sent home at regular intervals each term.**

Special Class

At Banavie Primary we are fortunate to have a Special Class in our school which caters for pupils with a range of severe and profound learning difficulties. The Teacher in charge is **Mrs M. Gray** who is assisted by a team of Learning Support Auxiliaries. At the present time there are 3 full-time pupils with 3 LSAs in the class. The children each follow an individual education programme that is designed to meet their special needs. This consists of the following elements:

- a. Communication and Language
- b. Functional Movement
- c. Personal and Social Development
- d. Relating to the Environment

Religious and Moral Education and the Expressive Arts are included throughout these four areas.

The multi-disciplinary team that includes, school staff, physiotherapist, speech and language and occupational therapist, implements these areas of the curriculum when available.

Inclusion with mainstream children is maximised throughout the school week.

This includes lunchtimes, playtimes, school assemblies and activities within the mainstream class structure. Annual reviews are held for our Special Class pupils to which parents and support staff are invited. These take place to assess the future requirements of the children.

Nursery Class

The Nursery Teacher is **Mrs Alyson Hyde** who is assisted by Miss Jennifer Grant and Mrs Colleen Kennedy. Children attend the Nursery from **9.30a.m.-12p.m.** At present we have **20** pupils joining us each morning.

Parent Council

Banavie School has an active Parent Council. All parents are automatically members of the Parent Council.

Present Committee

	<u>TEL</u>
• Mr. D. Oxley (Chairperson)	772746
• Mrs Ann MacDougall (Vice-Chairperson/Secretary)	772572
• Mrs Caroline Dingwall (Treasurer)	704476
• Mrs Heather Clark	700082
• Mrs Jillian Clark	772210
• Mrs Lyn Lawrie	700577
• Mrs Catherine Leeson-Payne	772875
• Miss Lindsay McGruer	772840
• Mrs Ilene MacLean	772171
• Ms. Karen McGinty	772002
• Mrs Louise Pescod	772466
• Mrs Fiona Sangster	772008
• Mrs Elizabeth Smith	772017

Early Intervention

Staff in the infant classes follow the principles of the Early Intervention scheme assisted by the addition of two Classroom Assistants.

Areas of Study

At Banavie the pupils follow a curriculum around the four capacities of a Curriculum for Excellence which encourages pupils to become:-

Successful learners

with: enthusiasm and motivation for learning, determination to reach high standards of achievement, openness to new thinking and ideas.

are able to: use literacy, communication and numeracy skills, use technology for learning, think creatively and independently, learn independently and as part of a group, make reasoned evaluations, link and apply different kinds of learning in new situations.

Confident individuals

with: self-respect, a sense of physical, mental and emotional well-being, secure values and beliefs, ambition.

are able to: relate to others and manage themselves, pursue a healthy and active lifestyle, be self-aware, develop and communicate their own beliefs and view of the world, live as independently as they can, assess risk and make informed decisions, achieve success in different areas of activity.

Responsible citizens

with: respect for others, commitment to participate responsibly in political, economic, social and cultural life.

are able to: develop knowledge and understanding of the world and Scotland's place in it, understand different beliefs and cultures, make informed choices and decisions, evaluate environmental, scientific and technological issues, develop informed, ethical views of complex issues.

Effective contributors

with: an enterprising attitude, resilience, self-reliance.

are able to: communicate in different ways and in different settings, work in partnership and in teams take the initiative and lead, apply critical thinking in new contexts, create and develop, solve problems.

Curriculum Areas

English Language: encompasses three areas of study:

- (a) Listening/talking
- (b) Reading
- (c) Writing

Listening and talking

This area is developed in a variety of ways at each stage of the school and is inter-linked with the other elements of language work.

Reading

Following the principles of the Highland Literacy Project our reading is split into 4 key areas :-

- ❖ Core reading session 3-4 times per week using a variety of levelled material
- ❖ Reading for enjoyment at home with a variety of levelled novels
- ❖ Reading for information one session per fortnight
- ❖ Writer's Craft one session per fortnight

Further details on the HLP project can be found at <http://www.highlandschools-virtualib.org.uk/>

Writing

Pupils are taught personal, imaginative and functional writing from P1-7. The presentation as well as the content of writing is important, and the children are taught to write legibly and correctly. **Punctuation, spelling, grammar, sentence construction and handwriting are taught systematically through the school .**

Mathematics: includes these five areas of study

- ❖ Information handling
- ❖ Number, money and measurement
- ❖ Shape, position and movement
- ❖ Problem solving
- ❖ Mental Maths

Problem solving and the relation of maths to realistic and meaningful situations is taught throughout the school. Along side daily mental maths tasks the use of computers is an integral part of the maths teaching process and each class has access to computers and to a range of software. The school uses the Tee/Jay mathematics scheme from Level A-F with additional material from a variety of sources. The children work through the different levels based on their ability and progress is closely monitored.

Environmental Studies:

- ❖ Science
- ❖ Social Subjects (History and Geography) known as Topic
- ❖ Technology
- ❖ Information Communication Technology

This is a broad category which involves work in history, geography, science and information technology. At Banavie we cover each area individually with our social subjects being covered through our Topic programme.

Science:

We follow the Renfrewshire model which covers the areas of Energy and Forces , Life and Living Processes and Earth and Space

Topic :

We follow a variety of themes using the Aberdeenshire planning models linked with People and Place ,People in Society ,People in the Past .

Technology:

We follow the Highland Programme of study which uses a variety of themes to cover designing and making

ICT:

We have laptops and PCs in each classroom and we follow the Highland programme of study using the Tens scheme from level A-E

Expressive Arts: includes these four areas of study

- ❖ Art and Design
- ❖ Drama
- ❖ Music
- ❖ Physical Education

All of these areas of study play an important part in the school curriculum and a balance of experience in all aspects of Expressive Arts is available to all pupils regardless of ability.

Art and Craft: The children are taught a variety of different skills and techniques. In addition to drawing, painting and modelling there are ample opportunities for studying subtleties of colour and texture, printing and collage work.

Music: Opportunities exist for the pupils to take part in a wide range of musical activities including singing, music-making, listening to music and formal instrumental work. Instruction is available, at certain stages, for violin, brass instruments and woodwind instruments. Various classes participate in the Highland Youth Music Initiative. We encourage our pupils to participate in the local Music Festival.

PE: All classes participate in weekly P.E. lessons linked with our healthy schools initiative. Those in P4-7 have the services of a specialist teacher for one hour per week. Pupils should have appropriate gym kit i.e. tee shirt, shorts and gym shoes. No football colours should be worn and items must be labelled. Our P6 pupils have swimming lessons at the leisure centre in the spring term and our P7 go skiing in February. The school works closely with the Active Schools Co-ordinator who provides a wide range of sporting opportunities throughout the year. Pupils may be excused from P.E. on the production of a note from parents.

Drama: Pupils in all classes are given the opportunity of participating in improvisation, role play and mime as well as scripted plays.

Personal, Social and Health Education: our specific focus is

- ❖ Healthy Eating
- ❖ Safe Living
- ❖ Drugs
- ❖ Sex Education

All classes follow a progression of topics throughout the school. Health is divided into Physical, Social and Emotional Health.

Physical Health explores physical factors in relation to our health and looking after ourselves e.g. exploring changes in the body, identifying ways of crossing the road safely and recognizing the harmful effects of smoking, alcohol, solvents and illegal drugs.

Emotional Health explores emotions, feelings and relationships and how they affect our mental well being e.g. learning to share and care for others and reflecting on experiences and ways of dealing with problems, e.g. loss, bullying, drug misuse.

Social Health explores the interaction of the individual, the community and the environment in relation to health and safety e.g. dealing with litter, practicing personal safety strategies and exploring ways of helping the school to be a health promoting school.

Modern Languages/Gaelic

In accordance with National Guidelines, we include the teaching of foreign language in the curriculum. The foreign language is French, and it is taught to pupils in Primaries 6 and 7.

The aims are to encourage the children to have confidence in expressing themselves in a second language, and to increase their awareness of another culture. This is achieved through the provision of a wide range of activities including games, songs, role-play and story-telling as well as direct teaching of simple vocabulary and language structures. Pupils in P6 and P7 also have the opportunity to learn Gaelic.

Religious and Moral Education: is an integral part of our curriculum and encompasses three areas:

- ❖ Christianity
- ❖ Other World Religions
- ❖ Personal Search

Our approach in religious and moral education is similar to that in other areas of the curriculum, in that the teaching is geared towards the age and level of understanding of the child. Although the R.M.E. in the school mainly focuses on the Christian religion we also endeavour to give the children an understanding and appreciation of Other World Religions. The school is obliged to advise parents that they have a legal right to have their child withdrawn from religious and moral education.

Extra Curricular Activities - netball, shinty, football, dance and gaelic singing take place after school hours. We also celebrate pupils wider sporting achievements on our achievement board in the corridor.

Assemblies

Weekly assemblies are taken by either Mrs Dunham or a class teacher/visiting speaker or our school chaplains Rev Corbett and Rev MacRae. A series of multi cultural themes are planned for each term and a song, story or reading is included.

Each month we hold our **CELEBRATION ASSEMBLIES**. Here pupils are rewarded with a certificate under the four capacities of the Curriculum for Excellence. House points are awarded by class teachers throughout the week and a winning house is named at each assembly.

Enterprise Programme

This consists of activities which help pupils develop the skills and knowledge required for business life and links with the community are encouraged. Our Christmas Enterprise projects are linked with fund raising for our nominated charity.

School Library: The library has been fully refurbished. Classes are timetabled access to the library throughout the week and returns are made on a Friday. A rotating set of four P7 pupils act as librarians throughout the year.

ASSESSMENT & RECORD KEEPING

Assessment is an on-going procedure. All teachers keep detailed records of each child's progress. National Testing is carried out in Reading, Maths and Writing only when the class teacher is confident that the pupil has achieved the level through their class work.

Detailed pupil profiles are completed at the end of P7 for transfer to Secondary School. The definition of each level is:

Level A- achieved by most pupils in P1-3

Level B- achieved by some pupils in P3 but by most pupils in P4

Level C- achieved by some pupils in P5 but by most pupils in P6

Level D- achieved by some pupils in P6 but by most pupils in P7

Level E – achieved by some pupils in P7

Homework: It is school policy that homework is given on a regular basis, the amount given depends on the age of the child and reflects the work being done in school. Parents are urged to supervise this activity. Homework diaries operate in all classes. A homework workshop for parents is run annually and after school homework sessions where parents and staff can meet occur during each term. Our homework policy is available on request.

Setting targets/raising standards

Target setting is a National incentive in order to raise standards in Scottish schools.

Numeracy and Literacy are the key areas and every school is expected to make a contribution to national improvement by setting its own targets for development.

The % indicates pupils achieving the level or above in each year group

Here are our results for 2007/2008

2007/2008	reading	writing	maths
P3	76%	94%	100% A
P4	91%	87%	87% B
P6	83%	83%	89% C
P7	91%	64%	59% D
Average	85%	82%	84%

Parents' Evening

Parents' Evenings are held in November and June. Parents are invited into school to view their children's work and to discuss their performance with the class teacher. A formal report is sent home prior to the June

appointment. An immediate concern can be easily dealt with by contacting school at any time and an appointment can be made with the class teacher or Mrs Dunham.

Child Protection

In terms of our Child Protection Inter-agency guidelines, all Education Service staff must report such incidents to Social Work Services, which can lead to a joint Social Work/Police investigation. All agencies involved in Child Protection are obliged to make it their paramount consideration and this will be the priority for all staff, working at Banavie.

Further information about Child Protection Procedures within Highland can be obtained from the Child Protection Development Officer. Telephone – 01463 703483.

Drugs Misuse Incidents

In line with Highland Council's recommendation, Banavie Primary School endorses the Scottish Executive Guidelines for the Management of Incidents of Drugs Misuse in Schools. Any incidents of Drugs Misuse will be reported and dealt with in line with Highland Council Policy.

FIRST ENTRANTS

Enrolment

Children who are due to begin school in August are usually enrolled the previous January. Enrolment of new entrants is advertised in advance. Parents who are considering enrolling their children are most welcome to visit the school to meet the Head Teacher. An appointment can be arranged by telephoning the school. During the summer term, normally in June, a visit to the school by the new entrants and their parents is arranged. This visit gives the children and parents the opportunity to meet the Primary One teacher. The children spend some time in the classroom where they are encouraged to participate in some creative activities, while their parents are given a guided tour of the school, and are given an opportunity to view and discuss educational materials and resources. Parents are served tea or coffee at this time. Before this visit, the Primary One teacher will have spent time in the Nursery getting to know the pupils. This allows the teacher to meet the children within a setting they know, thus helping to promote as easy a transition into school as possible for the children. School staff liaise closely with Nursery School staff.

There is a designated catchment area for the school but pupils living outwith the area can request a place but the decision to allocate this rests with the area manager.

Some **Reminders** for Parents of First Entrants

PLEASE:

- - Mark all articles of clothing, school bags and packed lunch boxes.
- - Provide a bottle for water each day.
- - Provide the child with an overall (an old shirt will do) for painting or other messy activities.
- - Give your child gym shoes with elasticised fronts since few five-year olds can cope with shoelaces.
- - Make an appointment to see the Head Teacher/class teacher if you are worried about your child.

What parents can do to help their children who are just starting school:

- Teach them to tie their shoelaces and fasten buttons.
- Teach them the names of colours.
- Talk about picture books with them.
- Talk about numbers e.g. "One shoe, two shoes" "three places at the table".
- Tell them stories - even the same story many times over if it is requested.
- Teach them the use of a knife and fork.
- Instruct them in road safety.

What Parents can do to help their children when at school:

- Supervise their homework
- Teach them to tell the time

- Encourage them to use local libraries to read books regularly and discuss with them the books they read
- Talk about life at school with them or about their school friends or their interests

But most important of all, listen to them, and by doing so, show them that you are interested in their progress.

Absence from school

Parents should contact the school by 9.30a.m. each morning if a child is to be absent. If the absence is likely to be for one week or more, parents should contact the school and advise accordingly.

Doctor or Dentist Appointments

If a child has to attend the doctor or dentist within school hours, it would be helpful if parents would send a note of the appointment time to the class teacher.

Holidays Taken Outwith The Normal School Holiday Period

Taking holidays outwith the recognised holiday time is to be discouraged. Under guidance from the Scottish Executive, most family holidays will be coded as an unauthorised absence; only in exceptional cases will the absence be recorded as authorised. Parents are asked to be aware of these considerations when making decisions on planning holidays during term time. Holiday dates are included in this brochure to aid you in your planning of any holidays you may be considering. If you do decide to make holiday arrangements during term, you should confirm this in writing to the Head Teacher.

Medical and professional services

Parents must inform the Head Teacher of any disabilities their child may have. If any medication is to be administered during the day, this will be done as per the school's policy on the administration of medicines. Pupils will undergo medical examinations at the beginning and end of their primary education. There are regular visits to the school by the School Nurse, Doctor, Speech Therapist and Educational Psychologist.

School road and school crossing

As the school road is so narrow, pupils are instructed to walk on the pavement at all times. **It is recommended that parents do not use the road for daily delivery of their children**, but drop them off at the top of the road where there is a Crossing Patroller. The Crossing Patroller is on duty from **8.30am -9.00am 12.15pm-1.15pm and 2.45pm -3.30pm each day.**

Transport

Pupils from Glenfinnan and Muirshearlich are eligible for school transport at the beginning and the end of the day. There is also a service bus for Corpach pupils. Pupils may cycle unaccompanied after parents have signed the required documentation. **In P1-3 we insist pupils are accompanied by an adult.**

Wet weather procedure

During very wet weather pupils will be supervised inside the school buildings during morning interval by the playground supervisor and our LSA. During lunchtime videos will be shown:

Primaries 2-7 in the hall supervised by Mrs Davies, Playground Supervisor.

P1 in their classroom supervised by Mrs Rankin, Classroom Assistant.

Adverse weather

ECS Winter Weather Website

As you will be aware, the schools' PIN number service for adverse weather information has been running successfully for a number of years. In addition you can also access the winter weather website at the following web address: www.winter.highlandsschools.org.uk. Please also remember that the local radio stations will continue to provide regular winter weather updates with regard to school closures. Parents are also asked to provide information, which can be acted on in the event of an emergency concerning their child. This should be updated as necessary.

School Liason Group

From time to time, the School Liaison Group meets to consider how best to support the needs of specific pupils. This group includes staff (usually from Management, Guidance and Learning Support), Educational Psychology as well as staff from Child Health and Social Work services. It is important that such staff are able to share information in order to co-ordinate planning and delivery of services - the aim being to provide optimum support to children and families. Should there be any personal/family information that you would not want to be shared in such circumstances, please let one of the following know at the earliest opportunity:

- Head Teacher
- School Nurse
- Social Worker

The School Liaison Group may, on occasion require access to additional resources to fully implement proactive early intervention approaches or meet the needs of an individual child and their family. In such circumstances the appropriate senior manager should be advised of the issues and of the resources which are sought. In all cases where the School Liaison Group is of the view that the appropriate resources are not being directed to address a child/family's difficulties the appropriate Senior Manager should be informed.

Discipline

A good standard of behaviour is expected from pupils at Banavie at all times. A House system is in operation where points can be achieved, for a positive approach to every aspect of school life. This goes towards a weekly house score. This is reviewed termly and the highest scoring house is rewarded. Action taken against unacceptable behaviour will follow our Discipline policy and depend on the circumstances of the event. Parents will be notified immediately in order to discuss any serious concerns.

Pupil Council /Eco Council

Pupils in P1-7 are members of the Pupil Council and from P1-7 members of the Eco Council. These groups meet regularly to discuss issues and concerns which pupils may have. There is a suggestion box for pupils outside Mrs Dunham's room. We also have 2 monitors weekly on duty in the corridor from P7. In the playground we have benches for the pupils and the green bench is our friendly bench for those pupils requiring some reassurance at break and lunch time.

School Meals/Packed Lunches /Snack

Cooked meals are provided daily at a cost of £1.65. Money is collected on a Monday. Cheques are payable to the Highland Council. Forms for application for free meals can be obtained from the office. The menus follow the healthy schools programme and work in a five week rotation. A drink of juice/milk/water is provided each day. Copies of the menus are attached to this brochure. Packed lunches should try to follow healthy guidelines and are eaten in the dining hall/GP room. Only cartons of drinks may be brought into school. All pupils integrate across the classes during the lunch. A small snack of preferably fruit/health bar can be consumed at break time. **We try as a school to encourage pupils only to have crisps and chocolate once weekly.**

Lost Property

All items found are handed to Mrs Dunham

School Fund

Each year the school engages in a variety of activities, under the auspices of fundraising. Discos, sponsored events and a fun night all help to augment the capitation allowance. The fund is held in a bank account at the Bank of Scotland with the Head Teacher and Principal Teacher as signatories.

The extra this provides includes, school trips, Christmas parties, visits by theatre groups. The fund is also used to swell our library, computers, playground equipment and musical instruments. **At Banavie our parents and families give us outstanding support.**

School website

Information on various aspects of our school can be found on our school website.

The website address is:- www.banavie@highland.sch.uk

The website is regularly updated. Contributions and suggestions from parents are most welcome.

Transferring Educational Data About Pupils

Education Authorities and Scottish Government have collected data about pupils on paper forms for many years. We now work together with schools to transfer data electronically through the ScotXed programme. Thus Scottish Government has two functions: acting as a 'hub' for supporting data exchange within the education system in Scotland and the analysis of data for statistical purposes within Scottish Government itself.

Why do we need your data?

In order to make the best decisions about how to improve our education service, Scottish Government, Education authorities and other partners such as the SQA and Careers Scotland need accurate, up-to-date data about our pupils. We are keen to help all our pupils do well in all aspects of school life and achieve better examination results. Accurate and up-to-date data allows us to:

- plan and deliver better policies for the benefit of all pupils,
- plan and deliver better policies for the benefit of specific groups of pupils,
- better understand some of the factors which influence pupil attainment and achievement,
- share good practice,
- target resources better.

Data policy

The ScotXed programme aims to support schools and Local Authorities by supporting the collection, processing and dissemination of statistical information required for planning, management and monitoring of Scottish education services.

A subset of this information is passed to Scottish Government for research and 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 published by Scottish Government. The individual data collected by Scottish Government is used for statistical and research purposes only. We hope that the explanations contained on the ScotXed website will help you understand the importance of providing the information.

Your data protection rights

The collection, transfer, processing and sharing of ScotXed data is done in accordance with the Data Protection Act (1998). We also comply with the National Statistics Code of Practice requirements and other legislation related to safeguarding the confidentiality of data. The Data Protection Act gives you the right to know how we will use your data. This message can give only a brief description of how we use data. Fuller details of the uses of pupil data can be found on the ScotXed website (www.scotxed.net).

Scottish Government works with a range of partners including HM Inspectorate of Education and the SQA. On occasion, we will make individual data available to partners and also academic institutions and organisations to carry out research and statistical analysis. In addition, we will provide our partners with information they need in order to fulfil their official responsibilities. Any sharing of data will be done under the strict control of Scottish Government, which will ensure that no individual level data will be made public as a result of the data sharing and that these data will not be used to take any actions in respect of an individual. Decisions on the sharing of data will be taken in consultation with relevant colleagues and individuals within and outwith Scottish Government.

Concerns

If you have any concerns about the ScotXed data collections you can email the Senior Statistician, Peter Whitehouse, at Peter.Whitehouse@scotland.gsi.gov.uk or write to The ScotXed Support Office, Area 1B, Victoria Quay, Leith, EH6 6QQ. Alternative versions of this page are available, on request from the ScotXed Support Office, in other languages, audio tape, braille and large print.

Want more information?

Further details about ScotXed are available on the ScotXed website, www.scotxed.net, which contains a section on 'frequently asked questions' at <https://www.scotxed.net/jahia/Jahia/lang/en/pid/220>.

Equal Opportunities

Access to all subjects is provided to all pupils without reference to the sex of the pupil, as Banavie Primary School conforms to the principle of Equal Opportunities in all areas.

Multi-Cultural and Anti-Racist Policy

We have a responsibility as a school for combating racism and promoting understanding respect for other people's cultural identity and beliefs. Regardless of race, gender, class or ability we aim to provide equality of opportunity and an environment in which shared cultural experiences provide the basis for mutual understanding of other backgrounds and beliefs. Incidents of a racist nature will be logged and the action taken will be recorded.

Educational Excursions

School excursions occur throughout the school session. They can range from a local walk to a whole school trip out with the area. Parents are notified of all school outings.

Transfer to Secondary School

On completion of Primary 7 pupils normally transfer to Lochaber High School. The Primary 7 pupils have 5 induction days at Lochaber High School. This allows the pupils to meet staff, visit the different departments and follow a timetable. Guidance Staff visit Banavie Primary School to talk to our pupils and answer any questions they may have. Secondary Learning Support Teachers visit pupils who have additional support needs.

Health Promoting Status

Banavie Primary School is a Health Promoting School and has achieved accreditation Level 4.

Green Flag Status

Banavie Primary School has recently achieved the Green Flag Status.

Inspection of Banavie Primary School

Banavie Primary School and Nursery were inspected in June 2007. The Inspection covered key aspects of the work of the school at all stages. Copies of the report are available from the school.

Budgeted Running Costs For Financial Year 2008-2009

School Roll at September 2007	17,029
Total School Running Costs at April 2008 (£)	60,594,613
Cost per Pupil (£)	3,558

Attendance And Absence For School Year 2007/2008

	Stage							
	P1	P2	P3	P4	P5	P6	P7	P1-7
Total Number of Possible Attendances(Pupil Half Days)	823,218	879,569	901,186	901,018	1,019,376	986,524	958,200	6,469,091
Percentage Authorised Absences	4.6	4.2	3.9	3.8	3.8	3.9	4.1	4.0
Percentage Unauthorised Absences	0.4	0.5	0.4	0.5	0.5	0.4	0.5	0.5

Minimising Overall Absence

	Absence recorded (2006/2007) Average number of half days absence per pupil	Absence recorded (2007/2008) Average number of half days absence per pupil
Absence	17.1	17.1

**INFORMATION FOR PARENTS 2008
PRIMARY SCHOOLS**

Budgeted Running Costs For Financial Year 2008-2009

School Roll at September 2007	372,265
Total School Running Costs at April 2008 (£)	1,352,956,701
Cost per Pupil (£)	3,634

Attendance And Absence For School Year 2007/2008

	Stage							
	P1	P2	P3	P4	P5	P6	P7	P1-7
Total Number of Possible Attendances(Pupil Half Days)	18,444,479	19,145,177	19,526,465	19,941,323	20,669,987	21,017,565	21,092,362	139,837,358
Percentage Authorised Absences	4.3	4.1	3.8	3.8	3.7	3.7	3.8	3.9
Percentage Unauthorised Absences	0.9	1.0	1.0	1.0	1.0	1.0	1.0	1.0

Minimising Overall Absence

	Absence recorded (2006/2007) Average number of half days absence per pupil	Absence recorded (2007/2008) Average number of half days absence per pupil
Absence	18.0	18.6

**INFORMATION FOR PARENTS 2008
PRIMARY SCHOOLS**

School: Banavie Primary School	Id No.: 270 - 5133424
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Budgeted Running Costs For Financial Year 2008-2009

School Roll at September 2007	127
Total School Running Costs at April 2008 (£)	480,178
Cost per Pupil (£)	3,781

Attendance And Absence For School Year 2007/2008

	Stage							
	P1	P2	P3	P4	P5	P6	P7	P1-7
Total Number of Possible Attendances(Pupil Half Days)	3,488	8,441	5,932	10,194	5,441	6,294	8,425	48,215
Percentage Authorised Absences	5.3	3.8	6.3	4.5	3.6	4.1	3.5	4.3
Percentage Unauthorised Absences	0.3	1.4	0.5	1.1	1.4	0.8	0.3	0.9

Minimising Overall Absence

	Absence recorded (2006/2007) Average number of half days absence per pupil	Absence recorded (2007/2008) Average number of half days absence per pupil
Absence	13.9	19.8

Where schools have 9 openings per week, please note that all local authority and national figures are based on 10 openings per week, and so are not directly comparable.

**Banavie Primary School
Holiday Dates 2008/09**

Open

2008 Tuesday, 19th August
2008 Wednesday, 29th October

Close

Friday, 10th October
Friday, 19th December

2009 Monday, 5th January
2009 Tuesday, 14th April

Friday, 27th March
Thursday, 2nd July

In-Service - 27th & 28th October 2008
In-Service - 12th & 17th February 2009
February Weekend - 13th & 16th February 2009
Good Friday - 10th April 2009
Easter Monday - 13th April 2009
May Day - 4th May 2009

Holiday Dates 2009/10

Open

2009 Monday, 17th August (Staff Only)
Tuesday, 18th August
Thursday, 29th October
2010 Monday, 11th January
Monday, 12th April

Close

Friday, 9th October
Wednesday, 23rd December
Friday, 26th March
Friday, 2nd July

In-Service - 26th, 27th & 28th October 2009
In-Service- 16th & 17th February 2010
February Weekend -12th & 15th February 2010
Good Friday 2nd April 2010
Easter Monday - 5th April 2010
May Day - 3rd May 2010

CONCLUSION

May I assure you that the Staff at Banavie Primary will endeavour to provide the best possible education for your child.

We look forward to having a happy and successful partnership with you and your child.