

**Watten Primary School
Watten
Wick
Caithness
KW1 5YJ**

Tel: Watten 01955 621287

Head Teacher Mrs L. A. MacKay

Watten Primary is currently a three teacher rural primary school, with a school roll of an average of 50 serving an area of approximately 4 miles in radius from the village of Watten.

All stages of Primary Education from Primary 1 to Primary 7 are covered in three composite classes.

Currently the classes are split as follows: P 1 2
P 3 4 5
P 6 7

The school building comprises of 3 classrooms, a library, dining room and a large foyer area. There is an area of tarmac and grass on which pupils play. There is also a lovely garden area under development which we encourage pupils to become involved in improving.

Watten Primary is a successful, caring, village primary school where we believe in a process of continual self-review for school improvement and greater pupil achievement.

We recognize that Watten Primary School exists in a fast and changing world. We believe we have a key responsibility to equip our young people to take a full place in this changing world where new technologies will daily create new challenges and opportunities. Young people of the future will need many different competencies: to be flexible, to be able to access new skills and knowledge, to take charge of their own learning, to work in teams, to cope with change, to be assertive and to make the best use of their potential.

We believe that in order continually to improve the quality of teaching and learning and raise the achievement of our pupils, all our members of staff are entitled to appropriate training and development opportunities.

Within this framework, Watten's aims are given in relation to the seven key areas of school life.

Last reviewed June 2008

We aim to provide an appropriate curriculum for our pupils, which will enable them to play an active part in our society using essential literate, numerate and creative skills.

We aim to meet pupils' needs and to raise literacy and numeracy levels of attainment in relation to national targets and exceed these targets wherever possible.

We aim to create a stimulating /caring, learning environment, which will equip pupils with the skills for life long learning and to encourage each child to reach his/ her full potential. We will encourage through intellectual and aesthetic learning, qualities of self discipline, self respect, independence and responsibilities.

We aim to create partnership with parents through a wide range of methods of communications with their own child and the life of the school and the wider community.

We aim to recognize, understand and care for individual needs, enabling children to be happy, caring and responsive both at entrance to the school and as a leaver.

We aim to promote a sense of identity and pride in the school and have high expectations in pupils' attendance and behaviour by promoting Positive Behaviour Management. We aim to encourage parents to be involved with their child's learning, to give their views on the life of the school and to promote a partnership with the school and we aim to develop positive links with our local playgroup, secondary schools and the community.

We aim to ensure our accommodation facilities for pupils are safe, pleasant and stimulating and that they are well suited to support the curricular activities for pupils, the work of the staff and the social and leisure activities which take place.

We aim to provide a range of suitable resources and expertise to support quality learning and teaching which are organized to ensure easy access.

We aim to have open and fair arrangements for monitoring the work of the school and managing of school finances.

We aim to be involved in regular self evaluation to improve the standard of learning and teaching in the school which will in turn improve standards of attainment and the quality of the pupils' experience.

2. NEW ENTRANTS

New Primary one pupils will commence school in August. The school will decide, depending on stage numbers of pupils, class composition and other factors whether the pupils have a phased entry into school over the first two weeks or attend fulltime from the start of term. After week two they will all attend full time.

3. TIMES

The school day commences at 9.00 a.m. and ends at 3.00 p.m. for all but Primaries 1, 2 and 3 who finish at 2.30 p.m. There is a 15-minute break in the morning session from 10.35.

Children are encouraged to bring bottled water for use in class. There is also water available at interval or lunch for those who provide a plastic drinking bottle.

Lunch break is $\frac{3}{4}$ hour, 12.30 - 1.15 p.m.

School Security: Due to the school security system access to the school is limited to the following times: **08.40 – 09.10 10.30 – 11.00 12.30 – 13.20**

Village children should not arrive at school before 8. 45a.m.

Children arriving later than 09.10 will have to press the visitors' button.

Any parent or other visitors to the school outwith these times will have to press the visitors' call button and wait for the door to be released.

4. LUNCH

Highland Council Catering Team produces a 4 week menu which offers a well balanced and healthy range of foods. Lunch, which is cooked on the premises, is served in the dining room and supervised by a member of staff. Parents should ensure that drink containers are of non-breakable type.

Copies of the Lunch Menu can be obtained from the school office.

Should you think you may be entitled to free school meals, application forms are available from the school.

5. TRAVEL

Free transport to school is available for children living within the delineated area of the school if they are under eight years of age and live more than two miles from the school or if over eight years of age and living more than three miles from the school. However, they may be expected to walk part of the distance to and from the school transport to a convenient pick-up point. Transport application forms are available from the school. Any further information on details of the school transport system may be obtained from the Education Manager, Rhind House, Wick. KW1 5LZ

6. CLOTHING

Pupils are expected to provide indoor shoes and suitable clothing for gym and swimming. The wearing of school uniform is strongly encouraged especially when the children are representing the school on formal occasions, e.g. attending the Music festival, School Concert, etc. they are expected to wear it. Indoor shoes and gym shoes should have owner's name clearly written inside as should school sweatshirts, polo shirts fleeces and hats.

7. THE UNIFORM

Sky blue cotton shirts or blouses, dark grey trousers or skirts are available from most clothing departments. We have navy blue sweatshirts, and sky blue polo shirts and T-shirts with the school badge printed on the front. These can be purchased from the school as we keep a stock of various sizes. Reversible Jackets, Fleece, cardigans and woolly hats with the school badge can also be ordered.

If you are entitled to a clothing grant, application forms are available from the school.

8. HEALTH PROMOTING SCHOOL

Watten School is a Health Promoting School and has achieved Level 4. We encourage healthy living in both members of staff and children as this leads to a better learning atmosphere.

9. MEETINGS WITH PARENTS

Parents are always welcome to visit the school to discuss their child's progress or to discuss any queries or concerns. A time, mutually convenient to the teacher and parent can be quickly arranged by telephoning the school. However, there will be official Parents' Meetings and these will be organised on an appointment basis.

10. PARENT COUNCIL

All parents are welcome to become members of Watten Parent Council. Meetings are held termly. Current office bearers are:

Chairman Mrs Judith Miller Tel: 01955 621309

Secretary Mrs Liz Hewitson Tel: 01955 621919

Treasurer Mrs Julia Rollo Tel: 01955 621346

Mrs L MacKay Head Teacher (Present on advisory capacity) Tel: 01955 621287

Community Council Member Mrs Valerie Mackenzie 01955 621283

Co-opted member Mr W Mackay Tel: 01955 621337

Representative on Hall Committee - Mr Graeme Mackenzie Tel: 621283

The money raised is controlled by the Treasurer who is appointed annually at the September A.G.M. The accounts are audited before this meeting.

11. SWIMMING

During the year, P1 - P7 go swimming (usually 20 lessons) in Wick Swimming Pool. Any child unable to attend swimming lessons through illness must bring a note.

12. HOMEWORK POLICY

Rationale

Research has shown that the completion of homework has a very positive and significant effect on children's achievement and beds down positive habits for lifelong learning.

How and when homework is given out?

All children will be given homework. It may consist of reading, spelling, phonics or maths work.

Homework is given out by class teachers with due consideration being given to weekends and special occasions.

13. CURRICULUM

We are currently implementing the new Scottish 3-18 curriculum. "Curriculum for Excellence" is the learning which children will undertake within the curriculum and is expressed as experiences and outcomes for all of the curricular areas namely Languages, Mathematics, Health and Well Being, Expressive Arts, Religious and Moral Education, Sciences, Social Studies and Technologies.

Reporting to parents

There will be opportunities for parent's to discuss their child's progress with the appropriate class teacher in November and March.

Reports on pupil's progress will be issued in June. There will be a comment on the pupil's strengths and development needs and arrangements for parental feedback on their child's progress. Parents may if they wish have a meeting with their child's class teacher to discuss this report.

14. LIBRARY

We are very fortunate to have an excellent library in school thanks to a legacy from the late Miss B. Angus. This Library is continually being added to and the children are encouraged to borrow, read and care for these books.

The Mobile Library calls at the school every third Thursday and the children may borrow 2 books per three weeks. We also operate a Book Club in school and the children can purchase books of their own choice.

15a. HEALTH

The school must be provided with an emergency contact address and the name and telephone number of the pupil's doctor. The school should be made aware of any health

problems which could affect the child's progress or ability to take part in school activities

Sex Education will be taught as part of the Health Programme. Parents will be informed when this aspect of Health is to be taught and will be able to view the resources and speak to the class teacher if they wish.

15 b. HEAD LICE

From time to time we do have children who have become infected with head lice. Regular checks should be made on your child's hair and if you discover any unwanted visitors, please inform the school. Information leaflets on detecting and treating head Lice are available in school.

16. SCHOOL RULES

1. Pupils must be punctual on arriving at school.
2. Children should not be at school before 8.45 a.m. unless they are travelling by school transport.
3. Any child coming to school by taxi or mini bus must come directly to school. If for any reason they wish to visit the shops they must have written permission from parents.
4. No pupil staying for lunch is allowed out of the school grounds until 3.00p.m.unless again they have special permission.
5. At interval pupils are not allowed to leave school grounds unless they have permission.
6. Pupils travelling by taxi or mini bus must behave at all times and use seat belts provided.
7. We expect pupils to be considerate kind and caring to others and not to inflict either mental or physical pain.
8. **Absence** Please ring the school between 8.30am - 9.30a.m. if your child is unable to attend school for all or part of the day. **On return to school a note must be brought explaining the child's absence.** Any child needing to attend the dentist, optician etc. should try to obtain appointments outside the school hours. However, as this is not always possible it would be appreciated if the school was informed before hand.

Due to recent Government regulations all absences are recorded as either authorised / unauthorised and these figures used to set targets to minimise levels of absence. Absences are recorded as unauthorised when no explanatory note is given to the school.

Taking a child on holiday during school term is now an unauthorised absence. Removing children from school during term is disruptive to the continuity of their education. School holiday dates can be obtained from the school office or can be found at www.highland.gov.uk

17. ETHOS

To promote positive behaviour the school has regular Circle Time sessions which improves your child's self esteem and the ethos of the school. It also promotes a feeling

of pride and caring for the school. We follow Circle Time's Golden Rules which are displayed in classrooms and at the front door.

If we feel a child is not responding to our Positive Behaviour Policy we will invite parent/parents to the school to discuss strategies which both parent and school can use to try and produce a more beneficial approach.

Behaviour in the playground during the morning and lunchtime breaks is monitored by the Playground Supervisor who also arranges games and activities during these times. Any serious misdemeanours during these breaks are reported to the Head Teacher and recorded in the incident book.

18. PUPIL COUNCIL

The school also has a Pupil Council which is made up with representatives from P3 - P7. The members of the council voice their opinions and ideas of their peers as well as having a say in the decisions which effect the school. They hold regular meetings to discuss any relevant matters.

19. CHURCH SERVICES

Every Friday morning there is a school assembly with the service conducted by the school chaplain. At the end of the Christmas term a Service is held in the Parish Church. Also at the end of the Summer term there is a Church Service. Parents are invited to both services.

Any parent wishing to exercise their right to exempt their child from Religious Education should contact the Head Teacher.

20. EXTRA CURRICULAR ACTIVITIES, HOLIDAY DATES ETC.

Parents are informed by means of a news - letter of all extra curricular activities, holiday dates, Parent Council meetings, school events etc. regularly throughout the term.

Pre - school children are invited to attend school for two sessions during the summer term. This way they can meet their teacher, familiarise themselves with the classroom and meet their future classmates.

There is a pre-school nursery and playgroup in the Village. This is conducted in the Village Hall, five mornings a week.

21. TRANSFER TO WICK OR THURSO HIGH SCHOOL

Before the end of the Summer Term a first year Guidance Teacher visits our school to meet the children and hopefully assuage any apprehension they may have concerning their transfer to the high school. Parents of P7 pupils are invited to attend an introductory meeting in their chosen secondary school in June.

During that Summer Term P.7 children spend a full time-tabled day in Thurso High school and two full timetabled days in Wick High school (depending on which school they will attend), meeting their new teachers and familiarising themselves with the layout

of their future school. They are expected to behave responsibly and get themselves into and home from Wick or Thurso on their own, using the normal bus service. School Brochures giving you all relevant information may be had by telephoning Wick 01955 603333 or Thurso 1847 893822. These brochures are also given to pupils in Term 3 or Term 4.

22. ADDITIONAL SUPPORT TEACHER

As well as our class teachers we have the services of an Additional Support Teacher one day per week.

A few children may require extra help and on consultation with the parents, may be given extra help with areas of the curriculum. In order to help us pin - point any basic problem in a child's education (after due consultation with the parents) we can call on aid of the Educational Psychologist.

ADDITIONAL SUPPORT

We do have the assistance of Additional Support auxiliaries who help deliver differentiated areas of the curriculum which are carefully worked out after consultation with the Additional Support teacher, educational psychologist or speech therapist as required.

23. EMERGENCY PROCEDURES.

In case of an emergency (e.g. early closure due to inclement weather, accident etc.) the school must have the name and address of someone in the village (if possible) who can be responsible for your child until you yourself can collect him/her.

Parents of children who use school transport will be telephoned before they are sent home to make sure there is actually someone at home. If there is no reply then the child will be sent to their emergency address.

Guidelines for parents of pupils travelling to school during adverse weather conditions.

- 1. The decision as to whether a pupil should attempt to travel to school in adverse weather conditions, whether by transport or on foot, lies with the parents. While recognising that education should be interrupted as little as possible, the Education Authority accepts that in severe weather conditions the safety of the pupils is paramount.**
2. For pupils using school transport, weather conditions and availability or otherwise of shelter at the 'pick - up' point will dictate just how long a child should wait, and parents are asked to advise children appropriately in relation to prevailing conditions. During difficult weather conditions no pupil is expected to wait longer than twenty minutes past the normal 'pick -up' time.
3. Parents are advised of the different circumstances affecting drivers of contract vehicles and public services vehicles. Drivers of contract vehicles are advised that they should not drop off children where there is any doubt that they may not safely reach home or other acceptable place of shelter. Drivers of public services vehicles, however, must travel by specified routes in accordance with scheduled timetables and cannot make special provision for the individual needs of passengers.

In either case, but more especially where public service transport is involved, parents should arrange to have children met at a 'drop-off' point if it is felt that prevailing conditions so demand.

4. Where parents are sufficiently concerned about conditions at 'drop-off' points, they should contact the school as early as possible.
5. Parents should advise schools of an alternative address, which may be used by their children in emergencies.

Please make sure that you have an emergency address of someone in the village with whom your child can stay.

If there have been severe overnight weather condition, please listen to Moray Firth Radio, before sending your child to school as there will be announcements of any closures on the breakfast time broadcasts. Use the telephone information Service or the web site at www.schoolclosures.highlandschools.org.uk.

Please remember if in doubt, don't send them out.

24. List of Policies and Policy Statements which are available from the school.

Language Listening and Talking

Writing

Reading

Maths

Environmental Studies

French

R.M.E. Religious and Moral Education

Expressive Arts

Health Promoting

Anti Bullying - see attached.

Correction Code

Learning Support

ICT Information Computer Technology

Multi Cultural and Anti Racist

25. **CHILD PROTECTION POLICY STATEMENT.**

In terms of its child protection guidelines the Local Authority imposes a duty on schools and staff to report, by way of laid down referral procedures, any incidents which may give rise to a suspicion that a pupil has been subjected to abuse in any of its forms. This might involve information being passed to other agencies without immediate reference to a pupil's parent or guardian.

STAFFING **Session 2010- 2011**

Head Teacher Mrs L. MacKay

P 6 and 7 Miss K. Omand

P3, 4 & 5 Mrs M. Aitken

P 1, 2 Mrs K. Harper - **Job Share** - Wednesday, Thursday & Friday
Mrs J. Henderson - Monday and Tuesday

VISITING STAFF

Mrs W. MacKay Additional Support Teacher 1.5 days a week

Non Teaching Staff

Classroom Assistant Mrs C.Taylor.

Additional Support Auxiliaries Mrs C. Taylor and Ms B Low

Clerical Assistant Mrs C. Campbell.

Cook Mrs J. Waters.

Playground Supervisor Mrs C. Taylor.

School Cleaner Ms L Cormack

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