

2011/2012

School Handbook / Leabhran na Sgoile



MALLAIG PRIMARY SCHOOL
MALLAIG
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www.mallaigprimary.com

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WELCOME / FÀILTE

Our aim at Mallaig Primary is to provide a happy and caring environment, where your children will be able to work to the best of their ability. At all times we strive for excellent standards and hope to assist pupils in developing an enthusiastic attitude to their work and to become confident, responsible, respectful and successful.

The school, situated near the centre of the village, which was built in 1981 is housed in attractive premises and is of semi-open plan design. There are seven class bases, a multi-purpose hall with adjacent canteen, music room/computer suite and learning support base. The school is non-denominational and has a current roll of 93 including nursery children. It serves the catchment area of Mallaig village, although a number of pupils from Morar and Arisaig attend.

The English and Gaelic nurseries are an integral section of the school and are situated adjacent to the school hall with easy access to all facilities including the Primary 1 classrooms to which most children will transfer on completion of their year in nursery education.

This handbook contains important information about our school, however, if you have any other questions or would like more detailed information then please feel free to contact us or take a look at our new website; www.mallaigprimary.com

Morag Martin, Head Teacher

SCHOOL MISSION STATEMENT / RÙN NA SGOILE

Everyone will find success and happiness in learning, ensuring that they reach their full potential within a safe, protected, inclusive environment, fostering mutual respect within an atmosphere of high expectations and equality. Parents and carers, as part of the school community, are encouraged to actively contribute to improve and develop school issues. In doing so we will provide every opportunity to maximize success for all and ensure that our children are successful learners, confident individuals, effective contributors and responsible citizens.

THE SCHOOL AIMS / AMASAN NA SGOILE

At Mallaig Primary School we base our aims on the values of wisdom, justice, compassion and integrity in line with the 7 principles and four capacities of the curriculum for excellence.

To achieve our aims, every child and young person in our care will be protected from abuse neglect or harm, have the highest attainable standards of physical and mental health and be given support in learning to make healthy and safe choices.

They will be supported and guided in their learning and in the development of their skills, confidence and self esteem and have opportunities to take part in activities such as play, recreation and sport which will contribute to healthy growth and development.

They will have the opportunity, along with Parents and Carers to be heard and involved in decisions which affect them, and be encouraged to play active roles in their school with appropriate guidance and supervision.

They will have help to overcome social, educational, physical and economic inequalities and be accepted as part of the community in which they live and learn.

To this end we will:

- Provide a curriculum in both English and Gaelic which illustrates breadth and balance in all areas, is in accordance with 3-18 recommendations and the Curriculum for Excellence and ensures continuity and progression for all levels of ability during their period in nursery and primary education.
- Ensure all accommodation and resources are organised in accordance with needs relating to class size/composition and school roll, in order that both pupils and staff can fully and effectively utilise facilities available.
- Raise pupils' attainment through implementation of the Curriculum for Excellence, establish high standards in attendance and promote positive behaviour.
- Target specific curricular areas to be developed within a session and ensure that these proposed developments are carefully monitored in line with How Good is Our School – The Journey to Excellence, as they progress, and that targets are met.
- Ensure classroom organisation and methodology allows for account to be taken of the talents/ needs of individual pupils, providing challenges and support as necessary.
- Provide a happy and caring environment where the team spirit (staff, pupils and parents) encourages children to achieve their full potential, develop an enthusiastic attitude to their tasks and generally aim for a feeling of security in their relationships with all concerned.
 - Celebrate success; create an ethos of achievement, and equal opportunities for all pupils.
- Establish strong links between nursery, primary and secondary sectors and with the wider community.
 - Ensure that all members of staff have opportunities for continuing professional development.
 - Promote links with parents as partners in their children's education.
- Ensure the health and well being of all members of the school community and encourage the whole school to explore, appreciate and respect their environment.

GENERAL SCHOOL INFORMATION

STAFFING/LUCHD-OBACH

Head Teacher/ Ceannard	Miss Morag Martin
Class Teachers/Luchd-teagaisg	Mrs F MacKellaig Mrs J Kennedy Mrs D MacPhie Mrs H MacNeil
Nursery Teacher	Ms M Kordiak
PE	Mrs S Chisholm
Learning Support	Mrs J Robertson
Violin Instruction	Ms Harriet Bovingdon
Nursery – English/Beurla	
Assistant	Mrs J MacDonald
Auxiliary	Mrs N Summers
Nursery – Gaelic/Gàidhlig	
Assistant	Mrs M F McLeod
Auxiliary	Miss D MacLennan
Visiting Specialists	Ms C Shepherd (Speech Therapist) Ms F Graham (Specialist Support) Dr A Linneman (Community Paediatrician) Mrs E MacLellan (Health Visitor/School Nurse)
Sports Development	Mrs P MacDonald/Ms E Walters
Area Office Staff	Mrs R Bridge Mr I Jackson
Support Staff	Mr P Crossland (Janitor) Mrs M F MacLeod (Playground Supervisor) Mrs A Trotter (Clerical Assistant) Mr J Auty (Auxiliary) Mrs N Eddie-Lees (LS Auxiliary) Mrs A McLean (Classroom Assistant) Mrs M F MacLeod (CA, LS Auxiliary) TBA (LS Auxiliary) Mrs S Eddie (Dining Room Supervisor/Cleaner) Mrs G Coull (Cleaner) Mrs M Kennedy (Head Cook) Mrs A Griffin (Canteen Assistant) Mrs M Harrold (Canteen Assistant)
School Chaplins -Ministearan na sgoile	Rev Fr Joseph Calleja, The Presbytery, Morar Rev Richard Begg, Church of Scotland
Parent Council- Bùird na sgoile	
Office Bearers:	
Chairperson	Mrs J MacDonald
Secretary	Mrs V Coull
Treasurer	Mrs C Morrison
Co-opted Community Rep	Ms J Henderson
School Representative	Mrs F MacKellaig

ORGANISATION OF THE SCHOOL DAY / DÒIGH LATHA NA SGOILE

Individual class teachers organise their school day in a manner which best suits the needs of their individual classes, operating within an agreed framework and planning a balanced range of activities over a specific period of time. Some Classes also have planned times with visiting teachers of PE and, where appropriate, Learning Support. Violin Instruction is also available to a limited number of pupils.

SCHOOL DAY/ UAIREAN SGOILE

OPEN	BREAK	LUNCH	CLOSE
Infants (P1-3) 09.00	10.40 - 11.00	12.35 - 13.30	14.45
Juniors (P4-7) 09.00	10.40 - 11.00	12.35 - 13.30	15.15
Primary 1 09.00 to 12.30 (for the first 4 weeks of the session)			

NURSERY / SGOIL ARAICH

Gaelic 09.00 - 11.30	English 12.00 - 14.30
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CONTACTING THE SCHOOL / CONALTRADH LEIS AN SGOIL

Phone/Fòn	01687 462420	Website/Larach Linn	www.mallaigprimary.com
Address/Post	Mallaig Primary School/Bunsgoil Mhalaig, Mallaig, Lochaber, PH41 4QX		

ENROLMENT- CLARACHADH

An enrolment week which is generally in early February, is advertised in the local press, village shops and in a school circular to prospective parents. Any parent seeking a place for their child in the school may make arrangements in advance with the Head Teacher, to visit the establishment.

HOLIDAY DATES / SAOR LAITHEAN

Session 2011/2012	School Opens/Sgoil Fosgailte	School Closes/Sgoil Duinte
	Tuesday 16 th August 2011	Friday 7 th October 2011
	Tuesday 25 th October 2011	Thursday 22 nd December 2011
	Monday 9 th January 2012	Friday 30 th March 2012
	Tuesday 17 th April 2012	Friday 29 th June 2012
	Bank Holiday:	Monday 7 th May 2012

Regional Closures (In- service):	Monday 15 th August 2011 Monday 24 th October 2011 Wed/Thurs/Fri/15 th 16 th 17 th February 2012
Additional Holidays:	Mon/Tues/13 th 14 th February 1 day in June TBA

SCHOOL UNIFORM / EIDEADH NA SGOILE

We believe that school uniform is very important for our image as a school. We wear our uniform with pride, particularly in representing our school at events and competitions and we encourage all children to wear it. The following items are recommended:

- Grey or white shirt/polo shirt
- Grey skirt/trousers/pinafore/culottes
- Grey or maroon jumper/cardigan/sweatshirt
- Maroon/grey striped tie

It is vitally important, especially in the case of school sweatshirts that all items of clothing are clearly labelled with the pupil's name and class. We do not permit the wearing of football shirts or jeans.

The Highland Council Clothing Grant is available for those parents who claim Income Support, Working Families Tax Credit, Disabled Person's Tax Credit, Income Based Jobseeker's Allowance and Widowed Mother's Allowance. If you think you may be entitled to the grant, application forms are available from the school office.

CHILD PROTECTION / TÈARNAITEACHD NA CLOINNE

From time to time incidents can occur within the school setting which cause concern and could indicate that a child is suffering from some form of abuse. In terms of Highland Child Protection Committee Inter-Agency Protection Guidelines, 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 the welfare of children their paramount consideration and this will be the priority for Education Service staff. More information about Child Protection Procedures within Highland can be obtained from the Child Protection Development Officer, Miss Pene Rowe, Highland Child Protection Committee, Kimmylies Building, Leachkin Road, Inverness IV3 8NN - Telephone (01463 703483) Fax (01463 713237)

DATA PROTECTION / TÈARNAITEACHD DATA

Any information that is supplied or gathered from parents/guardians relating to pupils will be used only for the purposes for which it was provided and any relevant procedures following from this. This data will be maintained in accordance with the Act and will not be passed on to any other organisation without your prior approval unless this is a legal requirement.

ATTENDANCE / LATHAIREACHD

It is imperative that we be informed of any absence as soon as possible. We are required to forward to the Scottish Office in Edinburgh, all details of attendance within the school and where there is no explanation for an absence; it must be processed as "unauthorised". These figures for each school are published as statistics at the end of a session.

Advice from the Scottish Executive on School Attendance can be found on our school website;
www.mallaigprimary.com

OCCASIONAL AND EMERGENCY ARRANGEMENTS / DUNADH TRATH NO EIGINNEACH

When the school has a planned early closure, parents will be informed in good time in a newsletter. In the event of an emergency closure, children will not be allowed to leave the premises unless a satisfactory arrangement has been made by us so that we know the child will be in the care of an elected adult.

In adverse weather conditions please call; 0870 054 6999 and then enter Mallaig Primary School's PIN number - 04 2560 or alternatively check the Highland Council Winter Weather Website at :
www.winter.highlandschools.org.uk.

DISCIPLINE / SMACHD

A high standard of behaviour is expected of all pupils while on the school premises and we have strategies in place to reward such positive behaviour, such as house points, pupil of the week and term awards and Head Teacher's Awards. We have 4 school houses to which the children are appointed and can be awarded points throughout the month. These are; Blaven, Larven, Roshven and Cuillin.

Children are expected to adhere to the school's "Golden Rules" which can be found on our website.

www.mallaigprimary.com

THEFT/DAMAGE TO PROPERTY / GOID/MILLEADH DE CUID

The Highland Council does not provide cover for loss of personal property so money and valuables should not be left in cloakroom areas. Parents of any pupils who damage another's property eg bicycles, will be contacted immediately.

SCHOOL TRANSPORT / SIUBHAILEACHD SGOILE

Gaelic Medium Pupils living out-with 2 miles of the village of Mallaig are to be transported by mini bus. If your child is absent from school for any reason please contact Mrs M MacDonald on 01687 462069 or Ms M MacDonald on 01687 450249 before 8.00am. Application forms for transport will be given upon enrolment.

TRANSFER / GLUASAD DHAN ARD-SGOIL

Transfer at the end of primary stage is normally to Mallaig High School, Mallaig PH41 4RG, telephone 462107. Prior to transfer, pupils will have the opportunity of spending some time in the receiving school when they will be given information about school organisation and meet subject teachers. It has been a policy over the last few years to arrange a residential course for all P7 pupils transferring to Mallaig High School from the area offering team and individual development activities.

LIAISON WITH PARENTS AND COMMUNITY CONTACT / CO-OBACHADH LE PARANTAN AGUS CO-CHEANGAL COMHAIRLE

All parents are invited to make an appointment to see the Head Teacher if there is a matter that they wish to discuss. Similarly, meetings with class and visiting teachers can be arranged.

PARENTS MEETINGS / COINNEAMHAN PÀRANT

Dates and times of these are distributed to all parents at the beginning of each school session, with further reminders nearer the time.

Provision is made for those who cannot attend at the official times. Please feel free, however, to make an appointment at any time.

HEALTH CARE / SLÀINTE

Parents are asked to inform the school if their child is suffering from any condition that may require individualised treatment or care. This information will, of course, be treated as confidential. For those children suffering from asthma, inhalers can be held in school.

The school doctor carries out the statutory or routine examinations to which children of school age are subject. These are examinations at P7 stage, random examinations at P1 and tests for hearing and sight at regular intervals.

We are a 'Health Promoting School' and encourage children to bring along healthy options for snacks and to drink plenty water throughout the course of the day. Two days per week are dedicated as 'Healthy Snack' days and currently these are Tuesdays and Thursdays. Our Healthy Tuck Shop is now open on a daily basis.

SCHOOL MEALS / BIADH NA SGOILE

These are cooked on the premises and are available in the school dining room at the current rate. The menu works on a 4 weekly rota system, offering a good range of healthy options. A copy of this menu is posted on the wall in the dining room. Where a child has paid for a full week's meals and is absent for a day or more, credit will be given. We would ask parents to pay for dinners at the beginning of the week. Costs are reviewed annually and parents will be informed of any increases as they arise. Water or milk is available free of charge

but children may purchase flavoured milk or soft drinks if required. Provision is made for those taking packed lunches and they can be stored in a specially allocated fridge until lunchtime for freshness.

Where a pupil requires a special diet, please inform us and the matter can be discussed with the cook-in-charge. Parents in receipt of Income Support or Tax Credits are entitled to free school meals for their children and should seek the necessary forms of application from the school office.

POLICE LIAISON OFFICER / OFIGEACH-CEANGAIL POILIS

An excellent relationship exists in this area with regular contact being made. Talks are given on road safety, care with fireworks and any other general pertinent advice. The older children have the opportunity to train for, and sit, cycling proficiency examinations.

SCHOOL SECURITY / DÌON NA SGOILE

A security system is operational in the school. Main entrances will be locked while classes are in operation and access will be gained by ringing the doorbell at Office/Reception area. Infant entrance will be opened at break time, lunchtime and at the end of the day. If you are aware that your child will be coming to school late as a result of doctor's appointments etc, it would be useful to continue the present policy of telephoning to let us know. Fire regulations and policies are in operation.

NEW ENTRANTS / SGOILEARAN URA

Most new entrants will have attended our nursery and therefore be fully familiar with both the layout of the building and general school arrangements.

Initially, in August, we spend time getting to know the children and ensuring that they adapt to the new routine.

We find your assistance with reading and writing homework invaluable once the programmes have been started, and thank you in anticipation of this. Naturally, there may arise many points upon which you are unclear. Please contact either the Class or Head Teacher at any time if this is the case.

CURRICULUM INFORMATION

CURRICULUM AND DEVELOPMENT / CURRAICEALAM AGUS LEUDAICHEAN

Information on our current curriculum policies can be found on our website; www.mallaigprimary.com

Our Policy for handling data and recording of information for individual pupils is strictly confidential.

Information regarding transfer of educational data and your data protection rights can also be found on our website.

CURRICULUM FOR EXCELLENCE / CURRAICEALAM AIRSON SÀR-MHATHAIS

The 5-14 Curriculum will be gradually replaced in our school by the Curriculum for Excellence (3 – 18 years). The Curriculum for Excellence will enable all young people to understand the world we live in, reach the highest possible levels of achievement and equip children for work and learning throughout their lives.

The aim of the curriculum will be to:

- Create a single, coherent, Scottish curriculum 3-18, with space for children to achieve and teachers to teach.
- Enable all young people to become successful learners, confident individuals, effective contributors and responsible citizens.
- The starting point for this process of change is a set of values which should underpin policies, practice and the curriculum itself:- *Wisdom, justice, compassion and integrity* : the words which are inscribed on the mace of the Scottish Parliament. It is one of the prime purposes of education to make young people aware of the values which Scottish society is based on and so help them to establish their own stances on matters of social justice and personal and collective responsibility. Young people therefore need to learn about and develop these values. The curriculum is an important means through which this personal development should be encouraged.
- The purpose of this curriculum is an aspiration for all children to be successful learners, confident individuals, responsible citizens and effective contributors to society and at work. By providing structure, support and direction to learning, the curriculum should enable them to develop these four capacities. The curriculum should complement the important contributions of families and communities.