



Caol Primary School

Caol Primary School,
Glenkingie Street,
Caol,
Fort William
PH33 7DP
Tel/Fax 01397 703366

December 2008

Dear Parents,

Welcome to our school community!

I hope that this handbook will be a useful source of general information for parents of new entrants to Caol Primary School. It is, however, by no means exhaustive and if you have any queries you feel this booklet fails to cover, do not hesitate to contact me. Parents who wish to visit the school can do so by making an appointment.

Whilst every care has been taken to ensure that information in this handbook is up to date, changes made after printing may affect pupils and parents. In these cases, pupils will be informed by separate communication.

Yours sincerely,

Miss J.B. Cattanach
Head Teacher

CONTENTS

Page 4	Enrolment Primary 1 Induction
Page 5	Staff
Page 6	The School Day School Calendar 2008-09
Page 7	School Vision
Page 8-9	The Curriculum
Page 10	Assessment
Page 11	Additional Support Needs
Page 12	Reports Homework Absence from School
Page 13	Holidays during Term Time School Meals School Uniform
Page 14	Friends of Caol School Pupil Council Health Care
Page 15	Administration of Medicine Head Lice Child Protection
Page 16	Filming/Photography Liaison Group Discipline
Page 17	Wet Weather Dial-in Telephone System Adverse Weather
Pages 18-20	Major School Emergency Transferring Educational Data
Page 20	Sport Music Secondary Education
Page 21	School Transport Continuous Professional Development Complaints
Pages 22-23	School Policies
Pages 24-26	Information for Parents 2007 (SEED)

ENROLMENT

Children who are due to begin school in August are enrolled the previous February. Enrolment week is advertised in advance in the local press and we also pin up posters in the local area. Parents who are considering enrolling their children are most welcome to visit the school to meet the Head Teacher and tour the school. An appointment can be arranged by telephoning the school.

INDUCTION

Children who attend our 4 yr old Nursery Class start the induction process in October / November of each year. The Primary 1 teacher visits nursery regularly and gets to know the children. She liaises closely with nursery staff and after Christmas the nursery children visit the Primary 1 class regularly in small groups. During the summer term a visit to the primary 1 class is organised for all new entrants and their parents. The children spend some time in the classroom while their parents are given an opportunity to view and discuss materials and resources. This is an opportunity for informal chat and parents are served tea or coffee. Prior to this visit, the Primary 1 teacher will have visited any children from other nurseries / centres in order to meet the children in a setting which is familiar to them



Staff

The school address is :

Caol Primary School
Glenkingie Street,
Caol,
Fort William
PH33 7DP

The telephone/fax number is:

01397 703366

The Head Teacher is:

Miss J. B. Cattanach

The Depute Head Teacher is:

Mr. S. Hamilton

The school roll at present is:

156 pupils + 31 nursery

The staff are presently deployed as follows:

	Pr 1	Mrs. Stewart
	Pr 2	Mrs Smith
	Pr 3	Miss Kelly
	Pr 4	Mr Hansen/Mrs Tait
	Pr 5	Mrs Lamont
	Pr 6	Mrs. Grindley
	Pr 7	Mr Hamilton
	Support Class	Mrs. D. Young
	Support Class	Mrs. T. Cushley
	Nursery	Mrs. Hyde, Miss Tutty, Mrs. Boyd, Mrs Michie
Visiting teachers:	Artist in Residence	Miss Kingswood
	Additional Support Needs	Mrs. Guinness
	Physical Education	Mrs. Cairns
Instructors:	Woodwind	Miss Thomson
	Brass	Mr. Reynolds
	Piping	Miss MacMaster
Secretary:		Mrs. MacGillivray
Janitor / Playground Supervisor:		Mr. Laverty
Auxiliaries:		Mrs. J. Wells, Mrs. S. Gillespie, Mrs. K. Delaney, Mrs. T. Gillespie, Mrs. C. Innes, Mrs. C Sanderson, Mrs. W. Moynihan, Mrs. L. MacGhee, Mrs. M. Currie
Classroom Assistants:		Mrs. MacColl, Mrs. Hamilton, Mrs. Bailey

The School Day

	Primaries 1-3	Primaries 4-7
Teaching commences	9.00 a.m.	9.00 a.m.
Morning Break	-----10.45 - 11.00 a.m. -----	
Lunch	-----12.30 - 1.30 p.m.-----	
Teaching ends	2.45 p.m.	3.15 p.m.

THE SCHOOL CALENDAR 2009-2010

SCHOOL OPENS

Monday 5th January 2009
 2009
 Wednesday 18th February 2009
 Tuesday 14th April 2009

SCHOOL CLOSES

Wednesday 11th February
 Friday 27th March 2009
 Thursday 2nd July 2009

(N. B. These dates are for children and do not include INSET – staff are required to work on Thursday 12th February and Tuesday 17th February)

Tuesday 18th August 2009
 October 2009
 Monday 26th October 2009
 2009
 Monday 11th January 2010
 Monday 12th April 2010

Friday 9th
 Wednesday 23rd December
 Friday 26th March 2010
 Friday 2nd July 2010

(N.B. Staff are required to work on Monday 17th August 2009 These dates do not include 4 further INSET days and a February weekend – dates still to be confirmed.)

CAOL PRIMARY SCHOOL VISION

The "Vision of Scotland's Ministers for all Scottish Children" is that they be safe, nurtured, healthy, achieving, active, included, respected and responsible.

Our vision is to provide a happy, caring and stimulating environment which will allow this to happen.



In order to achieve this we will continue to build upon our positive working relationship with parents. Pupils and staff share a sense of belonging and a firm commitment to the school and we now want to extend this to the wider community.

After extensive consultation with staff, pupils, parents and the community we have a shared purpose which we have translated in to our current school aims:

- *Create a friendly, welcoming atmosphere and make the school more appealing by enhancing the environment around it.*
- *Make learning fun through practical learning opportunities.*
- *Promote responsibility and independence while maintaining high expectations about behaviour, attitude and uniform.*
- *Promote achievement and attainment while preparing the children for their future.*
- *Promote healthy eating, recycling and energy saving.*
- *Use the school surroundings and environment more e.g. trips and visits.*
- *Have an ethos of school community and value everyone's opinion.*

Right Choices
Fun Activities
Many Opportunities
Everyone Learning

We value the partnership which exists between school, parents and community and the part it plays in realising this vision. This statement therefore applies to everyone who has a role to play in the provision of education at our school.

We aim to maximize standards of attainment by

- Providing a broad and balanced curriculum
- Ensuring a coherent and progressive approach to teaching and learning
- Regular monitoring of progress and achievement

The Curriculum

The Scottish Curriculum is currently going through a national review called A Curriculum for Excellence with the aim of developing a streamlined curriculum for 3-18 year olds and implementing new approaches to assessment.

At Caol School our overall aim is to ensure that the curriculum takes into account the different learning styles of pupils so that they meet the four capacities of A Curriculum for Excellence.

We aim to enable pupils to become

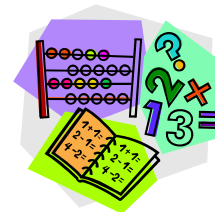
- Successful learners
- Confident individuals
- Responsible citizens
- Effective contributors



The current curriculum areas and subjects have been grouped into eight new curriculum areas and will be refreshed and re-focused in accordance with the purposes of the curriculum., the principles underlying the curriculum, and an emphasis on cross curricular activities.

The curriculum areas are

- Expressive arts
- Health and wellbeing
- Languages
- Mathematics
- Religious and moral education
- Sciences
- Social studies
- Technologies



EXPRESSIVE ARTS encompass a range of activities and experiences - art and craft, music, movement and drama, physical education. In each of these areas, the children are given a broad range of activities and experiences.

HEALTH AND WELL BEING is divided into Physical, Social and Emotional Health. It is delivered across the curriculum and certain aspects are also taught as discrete lessons.

LANGUAGES As part of the Highland Literacy Project we have worked very hard to raise the profile of Literacy through the close relationship between Reading, Writing, Listening and Talking. We have started to foster a real enjoyment in, and understanding of, literature of all types. We use a huge range of up to date resources. We also aim to raise attainment.

We teach French in Primaries 6 and 7 through the provision of a wide range of activities including songs, games, role-play and direct teaching of simple vocabulary and language structures.

The MATHEMATICS schemes in use throughout the school are Scottish Heinemann Mathematics and TeeJay Maths, supplemented by an extensive bank of teacher-prepared materials. The main aim in mathematics is to encourage enthusiasm, confidence, understanding and accuracy in dealing with mathematical ideas and processes. There is a particular emphasis on problem solving and mental calculation. We are also working hard to raise attainment in this area.

RELIGIOUS AND MORAL EDUCATION is taught throughout the school and there are opportunities for Religious Observance at weekly assemblies for Primaries 1-3 and Primaries 4-7. A whole school assembly is held monthly and we visit church at Easter and Christmas. Parents who wish their children to be withdrawn from religious education are requested to call in at the school to discuss alternative arrangements.

SCIENCES, SOCIAL STUDIES and TECHNOLOGIES Much of this work will be approached through topics and will be taught in an integrated way. In all such studies, we are concerned not only with factual content but also with the development of skills, ideas and attitudes through which real understanding is achieved and which will form the basis for future study. We aim to develop enterprising attitudes and skills and we encourage independent thinking and positive attitudes to entrepreneurship.

More details on the curriculum (which is currently being revised in light of A Curriculum for Excellence) are available from the Head Teacher. It is not normal policy to charge for equipment, books or materials.

Within the current 5-14 curriculum there are five levels of achievement:

- LEVEL A : should be attainable in the course of pr1-pr3 by almost all pupils
- LEVEL B : should be attainable by some pupils in pr3 or even earlier, but certainly by most in pr 4
- LEVEL C: should be attainable in the course of pr4-pr6 by most pupils
- LEVEL D: should be attainable by some pupils in pr5-pr6 or even earlier, but certainly by most in pr 7
- LEVEL E: should be attainable by some pupils in pr7-sec1, but certainly by most in sec 2
- LEVEL F: should be attainable, in part, by some pupils, and completed by a few pupils, in the course of pr7 - sec2

NATIONAL ASSESSMENTS in Reading, Writing and Mathematics have been introduced to fit alongside other forms of assessment, to help teachers throughout Scotland to use the same standards in these important aspects of the curriculum.

The tests are made up of units which teachers download from the National Assessment website. (Teachers will mark the tests taken by their own pupils.)

A pupil will take a test in Reading, Writing or Mathematics when the teacher's own assessment shows that the pupil is ready to move on from one level to another (e.g. from level B to level C)

Pupils who have learning difficulties may take a long time to complete the first level (level A). They will not be tested until they have completed this level and the teacher decides they are ready to move on. If a pupil does not complete Level A, he/she will not be tested.

National Assessments are fully operational throughout the school. They are used to confirm Class Teacher's judgement that a child has successfully completed a level. All staff are aware of the school protocol for the use of National Assessments.

Class Teachers meet with the HT or DHT termly to discuss predictions / targets for individual children. Most children are aware of these targets and are involved in dialogue about their targets.

Each year a vigorous analysis of data is undertaken (% of children achieving above/below expected levels, gender issues etc) and shared with staff.

Each year statistics are gathered across Scotland collating the number of children who achieve appropriate 5-14 Levels.

The following table collates the % of pupils achieving:

Level A by Pr 3

Level B by Pr 4

Level C by Pr 6

Level D by Pr 7

in Caol School, and compares these results to ASG Lochaber (i.e. the local primaries who feed in to Lochaber High School) and to schools Highland wide.

	MATHS	READING	WRITING
07-08	Caol Pr 80.8 ASG Lochaber 79.8 Highland 83.9	Caol Pr 74.0 ASG Lochaber 79.7 Highland 80.9	Caol Pr 72.1 ASG Lochaber 77.3 Highland 74.8
06-07	Caol Pr 76.6 ASG Lochaber 81.8 Highland 84.2	Caol Pr 72.0 ASG Lochaber 79.1 Highland 80.2	Caol Pr 75.7 ASG Lochaber 76.5 Highland 74.7
05-06	Caol Pr 75.2 ASG Lochaber 85.6 Highland 85.0	Caol Pr 69.5 ASG Lochaber 82.0 Highland 80.8	Caol Pr 72.4 ASG Lochaber 81.2 Highland 76.1

When interpreting these results it is important to take in to account that only children from Pr 3,4,6 and 7 are included (i.e. different individual children being included / compared each year). It is also worth noting that the Caol Primary statistics relate to ALL children in these year groups (i.e. including those enrolled in Support Classes).

It is very pleasing to note that the school has maintained high standards of performance.

In English Language, most (75-90%) pupils are achieving appropriate national levels in Listening, Talking, Reading and Writing. The majority (50-74%) of pupils are achieving these levels earlier than might normally be expected. Almost all (over 90%) pupils, including those who require

additional support with their learning, are making very good progress in their learning.

In Mathematics, most pupils at the early and middle stages and almost all at the upper stages are achieving appropriate levels of attainment. Half of those at the early stages, none at the middle stages and a few at the upper stages are exceeding these levels. Almost all pupils who are not achieving appropriate national levels are making very good progress in their learning.

Achievement: School Successes 2007 / 2008

'A Curriculum for Excellence' asks schools to work on developing four capacities within every child. We have outlined below some of the activities undertaken by pupils throughout the year that have helped to do this.

Developing Successful Learners

- ★ Participation in the Christmas Concert
- ★ Nevis Radio recording the school singing
- ★ Learning and participating via Social Skills with parents attending classes
- ★ Poetry competition entries
- ★ Art competition entries
- ★ Discussing learning with Inspectors during the Inspection

Developing Confident Individuals

- ◎ Gymnastics classes
- ◎ Fitness testing at the High School
- ◎ Energy Award presentation resulting in the Panto trip to Inverness for the whole school
- ◎ Social Dance Festival with other school groups
- ◎ Learning circus skills with Te-Pooka
- ◎ Learning drumming skills and rhythm with Drumfun
- ◎ Indoor Climbing at the Ice Factor
- ◎ Skiing at Nevis Range
- ◎ Playing shinty for the school team
- ◎ Playing football for the school team
- ◎ Playing netball for the school team
- ◎ Rugby Festival with other school groups
- ◎ Basketball Festival with other school groups
- ◎ Cross Country races against other schools
- ◎ Fun and fitness through Boxing
- ◎ Discussing learning with Inspectors during the Inspection

Developing Responsible Citizens

- Supporting Binta, an African girl, financially
- 'Around the World in 80 minutes' sponsored event raising money for charity and the gym
- Rag Bag collection for charity
- 'Teas, Toys and Tombola' afternoon fundraiser.

- Participation in Summer Trips to Blair Drummond and Landmark
- Discussing learning with Inspectors during the Inspection

Developing Effective Contributors

- ⊕ Selling Mrs MacGillivray's mummy's Easter chicks
- ⊕ Participating in The Lochaber Music Festival
- ⊕ Participating in the National MOD
- ⊕ Participating in the activities at Ardgour
- ⊕ Running lunchtime clubs
- ⊕ The Pupil Council initiated the 'wrist band' scheme for school dinner choices
- ⊕ The Eco-School Committee are enhancing our environment and encouraging wildlife here
- ⊕ Painting the flowers on the school wall
- ⊕ Discussing learning with Inspectors during the Inspection

As well as this, with the help of our Active Schools Co-ordinator, we have been canoeing, mountain biking, fitness testing, cross country running, climbing and winning the Inter-School Sports.

We aim to make effective provision for pupils with Additional Support Needs by

- Meeting pupils' individual needs
- Assisting pupils to make optimum use of their abilities and educational opportunities

Additional Support Needs

Children who have additional support needs require sympathetic and thoughtful teaching. The Class Teacher, Additional Support Needs Teacher, Parents and School in general need to foster a sense of understanding, support and encouragement (and praise success rather than condemn failure.)

It is the policy of this school that parents of children with additional support needs will be consulted at an early stage in the consideration of their child's difficulty.

If the assessment of a child by the Psychological Service or Speech and Language Service is deemed necessary then the parent will be consulted prior to referral.

We aim to encourage partnership with parents and the community to enhance the quality of pupils' learning and welfare by

- Recognizing the rights of parents to be informed, consulted and involved in the education of their children
- Promoting opportunities for pupils to develop enterprising skills through links with members of the local community
- Maintaining co-operative relationships with the Parent Forum

Written reports are issued in November and June each year and parents are invited to Parents' Meetings during the year to discuss their child's progress. The reports will give parents information on

their child's performance in all aspects of the curriculum and will also contain suggestions as to what the next steps in learning should be for that child. IF the child has taken any National Assessments that session, the report will also contain that information. An Open Evening for families is held in June and this is always very well attended.

Homework

Homework provides an opportunity for parents to support and encourage their children with their schoolwork as well as providing the parents with an insight in to some aspects of the curriculum. It is of great practical necessity for certain kinds of activity - memorization of number facts, practice of spelling etc. Reading, Maths and Research all feature regularly in homework tasks. Homework packs are also issued periodically in Primaries 1-5 and each pack contains clear instructions for parents. While we regard homework as important, it is important that it should not become burdensome and it is anticipated that tasks should take no longer than 10-20 minutes each evening. Each child is issued with a Homework Diary which should be signed on a daily basis. We encourage the use of the diary to promote communication between home and school.



Absence from school

Parents are expected to ensure that their children attend school regularly. If a child is absent parents are asked to inform school, by telephone, before 10.00am. If this does not happen school will contact home to ensure that the child is safe. If a child has to attend a medical or dental appointment within school hours, it would be helpful if parents would send a note of the appointment time to the class teacher. Please remember that children will require to be collected from the school office and will not be allowed to leave the school premises unaccompanied.

Holidays taken during school term time

While the vast majority of parents plan family holidays within the allocated 12 weeks during the year, there has been an increasing trend for some parents to remove children from school during term time. Parents are discouraged from this practice. However, if this cannot be avoided, parents should write to the Head Teacher requesting permission. Under guidance from the Scottish Executive, most family holidays will be coded as unauthorized absence; only in exceptional circumstances will the absence be recorded as authorized.

School Meals

School meals are available to pupils at a cost of £1.65 per day, payable on the Monday of each week to Mrs. Stewart (School Cook).



Cheques should be made payable to 'The Highland Council'. Free school meals are also available for children whose parents qualify. (Free School Meals application forms are available from the Head Teacher).

Snack Bar is an alternative to the traditional meal and also costs £1.65 (Children select 1 item from each of 5 sections to ensure a balanced meal)

Pupils may bring packed lunches but no hot liquids (or glass bottles) should be brought to school. Please do not allow children to bring fizzy drinks to school as these have, on occasions, caused 'accidents'.

School Uniform

The uniform of the school can be purchased from clothing stores in Fort William. It consists of:

Grey or black trousers / skirt, Light blue shirt, School tie

White, yellow or blue polo shirt Blue sweatshirt

School ties, T shirts, polo shirts, sweatshirts and jackets are available from school. Waterproof gym / swimming bags are also available from school.

Wearing of school uniform is not compulsory BUT we do encourage it and would appreciate parental support.

Friends of Caol School

Every parent of a child in this school is a member of our Parent Forum. The decision of the Forum was to form a representative group which would be called "Friends of Caol School" The previous group (which was called Parents' Council) was an active and energetic group which met regularly throughout the school year. Fund raising, social and educational events were organised by the committee members. I'm sure the new group will take on this mantle with the same enthusiasm. The current chairperson is

Mrs Anne-Marie MacKay
97A Kilmallie Road,
Caol,

Fort William

Pupil Council / ECO Committee

Each class in the school discusses issues / ideas / suggestions which are then passed on to the Pupil Council. The Pupil Council and the ECO Committee meet monthly - more often if deemed necessary. Mrs Grindley is the staff member and the pupil members are

Pupil Council

Primary 3	Aimee Sinclair	Elise Marshall	
Primary 4	Abbie Blackhall	Rianna Cairns	
Primary 5	Kira MacDonald	Holly Monkman	
Primary 6	Cameron Whyton	Jamie Platt	Hannah Calder
Primary 7	Kirsty Blackmore	Stacey MacGillivray	Ruaridh MacInnes

ECO Committee

Primary 4	Freya MacDonald		
Primary 5	Sam MacNeil		
Primary 6	Megan MacIsaac	Donald MacRae	
Primary 7	Abi Smith		
Parent Member	Anna MacRae		
Staff Members	Mrs Grindley	Catherine Sanderson	Joe Laverty

Minutes of meetings are displayed throughout the school

HEALTH CARE

Pupils are looked after by the School Medical Officer and a team of nurses based at Fort William Health Centre. The nurse (Mrs MacEachan) makes regular visits to the school to check eyesight, hearing and personal hygiene. Each year more thorough medicals are given, as necessary, by Dr. Linnemann.

The school dentist calls regularly to conduct examinations and will inform parents if treatment is recommended.

Routine matters of first aid are attended to by the staff. For any more serious matter the child is taken to the out-patient dept. of the Belford Hospital.

If your child has any serious health problem, or one that you feel may affect his / her schooling, please contact the Head Teacher.



N.B. The school is a "Peanut Free Zone" because a number of children suffer from life threatening allergies. Even if your

child does not have this problem please do not allow him/her to bring peanuts to school.

Administration of Medicines

Some children may require to take medication in order that they can continue to attend school.

Parents are kindly requested to note that

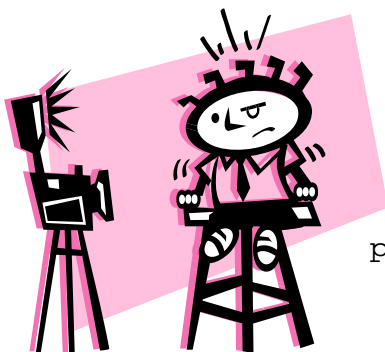
- A child may only take medication (including non-prescription) if the parent/ guardian has given written permission
- Only medication supplied by the parent / guardian will be administered to a child
- Pupils will take medication only when supervised by an adult
- Parents should deliver the medication to school but if this is not possible the pupil should hand the medication to the class teacher upon arrival at the school

Head Lice

Unfortunately, head lice are often a problem within the school and the wider community. Weekly wet combing is advisable for all children throughout their school years. If head lice are detected, pharmacists are able to advise. Please remember that children are entitled to free prescriptions and insecticide lotions and the "Bug Buster" Kit (a non-insecticide alternative) are both available on prescription. We would be grateful if you would contact us if your child has head lice. Children should be returned to school once treated. We will contact you personally by letter if we detect head lice and we will be able to give advice about treatment. Newsletters will contain any updated information with regards to head lice treatments.

Child Protection

Occasionally incidents can occur within the school setting which cause concern and could indicate that a pupil is suffering some form of abuse. In terms of Highland Child Protection Committee Inter-Agency Protection Guidelines, we must report such incidents to Social Work Services and this may lead to a joint Social Services / 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 of Education Service staff. More information about Child Protection Procedures within Highland can be obtained from *The Child Protection Development Officer, Mrs Susan MacLaren, Highland Child Protection Committee, Kinmylies Building, Leachkin Road, Inverness, IV3 8NN Tel 01463 703483*



Filming and Photography - School Events

The safety and protection of children are key concerns. In line with Highland Council Guidelines, we ask parents to advise the school if they do not wish their child to be photographed or filmed by any spectator or member

of an audience at a school event. If any parental objection is received, unofficial photography / filming will not be allowed.

Liaison Group

From time to time, a liaison group meets to consider how best to support the needs of specific pupils / families. This group includes school staff, Educational Psychologist, Area Support for Learning Team Leader and representatives from Health, Police, Social Services etc. as appropriate.

Discipline

Children are expected to behave in a reasonable manner and to show courtesy and consideration for others at all times.

All members of staff are responsible for discipline. Minor matters are dealt with by the Class Teacher, more serious or persistent matters referred to the Head Teacher.

Discipline is enforced by discussion with the pupil, removal of privileges or extra work at home.

In the event of there being no improvement over a period of time, the Head Teacher would communicate with the parent, either in writing or by telephone, and discuss the matter.

For your information, the school has a specific policy on bullying, copies of which are available on request.

WET WEATHER ARRANGEMENTS

In severe weather, primary 7 children will be deployed as monitors:

A number of adults will also be on duty.

Children will be settled by Class Teachers with something quiet to do before break begins. The role of primary 7 children will be to alert the patrolling adults to any discipline and/or safety issues. They will NOT be expected to "issue orders" or become involved in discipline in any way.

It must be remembered that being allowed to remain indoors in inclement weather is a privilege and anyone who abuses the system (eg through bad behaviour or by putting themselves or others at risk) will be sent outdoors during breaks for the next 6 wet breaks.

SCHOOLS DIAL-IN TELEPHONE SYSTEM

This system allows parents to listen to a recorded message from school staff.

How to use the service:

- Dial Highland Council's Access Number - 0870 054 6999
- Now enter Caol School's pin number - 04 1650

You will now hear the school's name and then be taken to a Main Menu where you will be given options including listening to the school's message about adverse weather and to hear general school information e.g. details of events, excursions etc.

ADVERSE WEATHER

For some years now the school has used the above telephone system very successfully. The Education, Culture and Sport Service has recently introduced an alternative system for parents to access. This is a website which will give up to date information on school closures. You can access this at

www.winter.highlandschools.org.uk Please click on the relevant geographical area for local school closure information.

Local radio stations also provide regular winter weather updates with regard to school closures.

Finally, please remember that it is ultimately the responsibility of the parent / carer to decide whether a pupil should attempt to travel to school in adverse weather conditions. The Education Authority encourages full attendance but the safety of the pupil is paramount.

MAJOR SCHOOL EMERGENCY

Procedures for evacuating the building are well established and practised routinely during Fire Drills. In the event of a major school emergency children and staff will follow the usual routine and will then be evacuated to Caol Community Centre. We will be implementing Highland Council's Major School Emergency Procedures. All staff are aware of procedures to be followed and we would appreciate the co-operation of parents in following the instructions of the Emergency Services. It is essential that all emergency contact details are kept up to date.



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 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 colleagues 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>.

Sport

Primary 5 children receive a "Taster Session" lesson at the Ice Factor each year. Children receive a series of swimming lessons in primary six. Primary 7 children will receive 4 days skiing lessons each year (weather permitting and if there is enough interest to form a viable group). All children benefit from the services of the

visiting P.E. teacher and during their primary career will cover gymnastics, games, dance, orienteering etc.

The school participates in most sporting events for primary schools organised within Lochaber area. The school has a Football Team and a Netball Team. Other extra curricular activities include junior Football, Choir, Badminton, Keep Fit, Shinty, Basketball. The school is indebted to the coaches for giving so generously of their time to enable the children to take part in these activities.



Music

Many children wish to learn to play a musical instrument. Although we are fortunate enough to receive tuition in Brass, Woodwind and Piping places are very limited. As places become available they are offered to children in the upper school (starting at primary 7 and working down until all available places have been taken).

Secondary Education

Pupils normally transfer to Lochaber High School, Camaghael, Fort William. The rector is Mr. J. Sutherland and the telephone no. is 702512/3. In preparation for transfer to High School, the pupils are invited to visit during the summer term. They are introduced to staff members and shown around various departments. They then spend a whole week in High School following a typical timetable and participating in a range of events. Throughout the year members of staff from the High School visit the Primary 7 classroom. This all helps to ensure that the transfer is achieved smoothly.

School Transport

The Education Authority will not normally provide transport for pupils who live in the delineated area of another school. For children who live within the delineated area of Caol Primary School but outwith two miles, the following policy will be pursued:

Transport will be provided for children-

(a) who are under eight years old and live two or more miles from school

(b) who are over eight years of age and live more than three miles from school



We aim to enhance professionalism of staff by

- Ensuring that all staff have opportunities for Continuing Professional Development

- Undertaking staff development courses which respond to individual needs and school priorities
- Liaising with colleagues and staff in other schools to share good practice

Parents are kept informed by letter at regular intervals of all manner of things affecting school life and are encouraged and welcomed into the school.

The school seeks to have as good parental relations as possible. To this end parents are encouraged to call at the school to discuss their child's progress with the Class Teacher and/or the Head Teacher. (Please ring the school to make an appointment if you wish to talk to class teachers.

If you feel that an issue you have raised has not been dealt with appropriately please contact *Mrs Rosemary Bridge, Education Officer, ECS Office, Camaghael Hostel, Lochybridge, Fort William, PH33 7ND*

CAOL PIMARY SCHOOL POLICIES

Please see list of our school policies which are available upon request

POLICY UPDATED	FOLDER		1 NEXT UPDATE
1. General Information for Supply Teachers	August 2008		August 2009
2. Major Emergency Procedures	August 2008		August 2009
3. Wet Weather Arrangements	August 2008		August 2009
4. Closure Due to Adverse Weather	April 2007		April 2010
5. Administration of Medicines	April 2007		April 2010
6. Multi- Cultural and Anti Racist Policy	November 2007		Nov 2010
7. Equal Opportunities Policy	November 2007		Nov 2010
8. Guidelines for Drug Related Incidents	November 2007		Nov 2010
9. Child Protection	June 2007		June 2010
10. Looked After Children	April 2007		April 2010
11. Health and Safety	April 2007		April 2010
12. Road Safety	June 2007		June 2010
13. Partnership with Parents	April 2007		April 2010
14. Promoting Positive Behaviour	April 2007		April 2010
15. Discipline / Bullying Policy	May 2007		May 2010
16. Induction for New Staff	November 2007		Nov 2010
17. Learning and Teaching	April 2007		April 2010
18. Quality Assurance	November 2007		Nov 2010
19. Annual Professional Review	November 2007		Nov 2010
20. Forward Planning	November 2007		Nov 2010
21. Pupil Induction	November 2007		Nov 2010
22. Reporting to Parents	April 2007		April 2010
23. Assessment, Recording & Reporting	November 2007		Nov 2010

POLICY UPDATED	FOLDER		2 NEXT UPDATE
1. Maths	March 2006		March 2009

2.	Language & Reading	Oct 06 / May 06	Oct 09/May
09			
3.	Writing		May 2006
	May 2009		
4.	Talking / Listening	May 2006	May 2009
5.	Phonics		April 2007
	April 2010		
6.	Spelling		March
2007	March 2010		
7.	Handwriting	Draft	
8.	Homework	May 2006	May 2009
9.	Support for Learning inc. ASN	February 2007	February
2010			
10.	Environmental Studies & Science	Feb 06 / Oct 06	Feb 09/Oct
09			
11.	Technology	Draft	
12.	ICT & Internet Access	May 2006	May 2009
13.	Enterprise, Education for Work & Citizenship	January 2006	January
2009			
14.	Health		October
2006	October 2009		
15.	Social Subjects	February 2007	February
2010			
16.	Expressive Arts	February 2007	February
2010			
17.	Religious and Moral Education	Undated	2009?
18.	Personal and Social Development	February 2007	February
2010			

INFORMATION FOR PARENTS 2008 PRIMARY SCHOOLS

Education Authority: Highland

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

PRIMARY SCHOOLS

National Data

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)	18,44 4,479	19,14 5,177	19,52 6,465	19,94 1,323	20,66 9,987	21,01 7,565	21,09 2,362	139,8 37,358
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

PRIMARY SCHOOLS

School: Caol Primary School	Id No.: 270 - 5133521
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Budgeted Running Costs For Financial Year 2008-2009

School Roll at September 2007	167
Total School Running Costs at April 2008 (£)	691,149
Cost per Pupil (£)	4,139

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)	6,889	8,064	6,348	10,394	9,258	9,718	12,632	63,303
Percentage Authorised Absences	5.8	5.8	6.0	4.3	5.6	4.2	4.3	5.0
Percentage Unauthorised Absences	0.0	0.0	0.0	0.0	0.1	0.0	0.0	0.0

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	16.5	19.1

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.