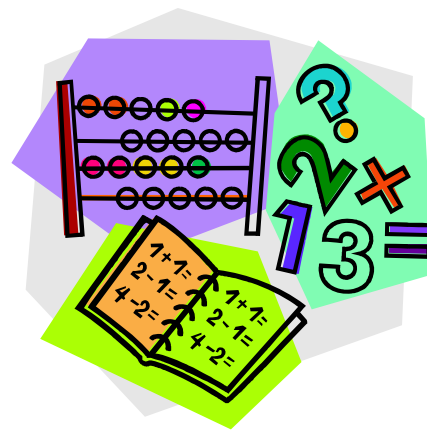
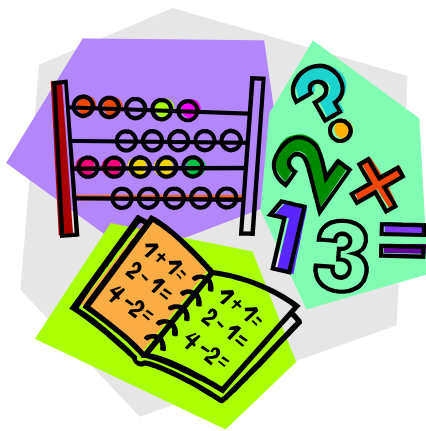


School Brochure

2011



Kinlochleven Primary School

Parents' Information Booklet

2011

Introduction

Welcome to Kinlochleven Primary School. We hope that you will find the information contained within this booklet informative and useful. It will give you a comprehensive picture of our school as you read through it.

The booklet is divided into three sections so that you can access information quickly if you wish to do so.

- Section 1** This contains general information about the school.
- Section 2** This tells you what your child will be learning.
- Section 3** This contains information, which changes on a yearly basis.

If you should need clarification about any of the information contained within this booklet please contact the school as soon as possible.

Also included in this booklet is information explaining the policies we have on school rules, discipline and homework.

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Section 1

School Details

School Name:	Kinlochleven Primary School
Address:	Riverside Road Kinlochleven, Argyll, PH50 4QH
Tel No:	01855 832041
Fax No:	01855 832043
E-mail :	kinlochleven.primary@highland.gov.uk
Present Roll:	Primary 69
School Hours	9.00am - 10.35am 10.50am – 12.20pm P1-3 1.10pm – 2.35pm 1.10pm – 3.10pm
Present Roll	Nursery 17
Nursery Hours	9.15am – 11.45am 12.30pm – 3.00pm

There is a 15 minute snack time included in both am and pm sessions.

Key Personnel

Head Teacher:	Mrs Cheryl S Allan
Area Education Manager: (Ross, Skye & Lochaber)	Rosemary Bridge Camaghael Hostel Fort William PH33 7NF
Senior Education Officer:	Mr Ian Jackson Camaghael Hostel Fort William PH33 7NF
Tel No:	01397 707350

School Board

Details of the School Board can be found on page 09

Teaching Staff

Mrs Mairi Doogan	Primary 1/2/3
Mrs Cherryl S Allan	Primary 3/4/5
Mr P Carrick	Primary 5/6/7

Mrs Fiona McSorland does weekly Management Time for Mrs Allan.
Miss Marion Holden does weekly McCrone time for Mrs Allan.

Visiting Teachers

Mrs Gill Sutherland	Learning Support
Mr Peter Duggan	Music
Mrs Gail Wilson	P.E
Mrs Marion Holden	McCrone Time
Rhona Lawson	Management Support

Visiting Staff

Stacey Sievwright	Violin Tutor
Various Tutors	Music Initiative
Catherine MacDonald	Kodaly Tutor
Tracey Jeffrey/Roz Newman	Active School Coordinators

Visiting Speech & Language Therapists

Mrs Nicci MacPhee
Sarah Simpson
Catriona Shepherd

Non Teaching Staff

Ms Morag Kemp	School secretary
Mrs Ruth Butterworth	Learning Support Auxiliary/Playground
Mrs Sheila Dykes	Classroom Assistant
Mrs Lisa Heriot	Playground Supervisor
Mrs Val Rowe	Learning Support Auxiliary
Mr Tom Owen	Facilities Management Assistant
Mr John McDuff	Facilities Management Assistant

Canteen Staff -



Mrs Agnes Keltie,

Mr Martin Glenesk,

Miss Holly MacDougall

Associated Schools

Kinlochleven High School	01855832042
Ballachulish Primary School	01855811373
Glencoe Primary School	01855811359
Duror Primary School	01631740339

House Team Names & Colours

In 2009 we introduced a House Team Trophy which is presented each term to the winning team. The House Team names and colours were chosen by our pupils and are:-

Leven - Blue, Blackwater - Red, Eilde - Green, Corrie - Yellow.

Brief Description of the School

The school has been on its present site since August 2008 and was built through the Private Partnership initiative. The building is managed by Morrisons Facilities and the cleaners and janitors work for this company. The building houses not only the Primary School but the High School, Nursery, Library and the Venue. The Leven Centre is also part of the complex and is used by the Community. The old school has been knocked down and has been turned into an all weather pitch for use by the schools and the wider community. The school has up to date equipment and all classrooms have interactive boards, surround systems and curriculum computers.

Enrolment

Mrs Mairi Doogan P1/2/3 is a welcoming face for all our new entrants. She has been an Infant teacher for 20years plus and has a wealth of experience suited to a child's first few steps into the classroom.

Enrolment takes place at the beginning of February. All children who reach the age of 5 years on or before the commencement of the summer term in August are eligible to attend primary school. Children who will reach the age of 5 years before February of the following year are also eligible for enrolment.

Order forms for school uniform are issued at the time of enrolment.

Further information can be obtained from the local Education Office 01397707350.

School Uniform

The school would like to see all children wearing the school uniform or colours especially for formal school occasions such as school concerts and school trips.



The school colours are purple and white. These colours and logo were chosen by the pupils the Parent Council and the logo designed by Nicci Federici a pupil in the school.

The daily uniform consists of a purple sweatshirt and white polo top teamed with black skirt/trousers for girls and black trousers for boys.

We also offer a purple fleece and waterproof jacket to buy for the winter months. P.E shorts are also available. The cost per item is between £8 and £13.00.

The school takes this opportunity to ask parents to seriously consider purchasing at least some items of the school uniform, which helps to develop the corporate tone of the school. The Parent Council are very much in favour of all children wearing the uniform.

Physical Education

It is recommended that for P.E. pupils should change into their P.E. kit. The kit which is recommended should include the following :-

- training shoes with a grey or white sole
- t-shirt and shorts.

The kit can be kept in the classroom in a bag with the pupil's name clearly marked on it. It would greatly assist staff if this kit could be left in school.

It is essential that all items of clothing are clearly marked with your child's name. Our staff often spend a considerable length of valuable time looking for lost clothing which has not been clearly marked.

Please also note that we do not allow football team colours to be worn for P.E. or in school.



Clothing Grants

For those who think they may be eligible for financial assistance towards the purchase of clothing/school uniform you can obtain details of the scheme and an application form is available from the Area Education Office in Fort William or from the office in the Primary School.

Pupil Welfare

Winter Arrangements

The school is conscious of the rapidity with which the weather conditions can change in this area. Local pupils have little difficulty in getting home quickly but country pupils may have some distance to travel and therefore the school reserves the right to send pupils home early if weather conditions deteriorate. For this reason it is important that the school always has an up-to-date list of emergency contacts and phone numbers.

If parents feel that weather conditions at their end are worsening, then please inform the school so that an early decision can be taken. Parents should exercise their judgement and keep pupils off school if the weather conditions are such as to make their journey to school hazardous and their journey home from school equally difficult.

See Appendix (1) for Severe Weather Guidelines.

Health Care

Some time during the first session in the Primary School the new entrant may undergo a medical examination. Parents will be invited to attend this examination if they so wish and will have the opportunity to discuss their child's health with the doctor. The Health department also provides for dental supervision including inspection and treatment, again only if the parent wishes. Regular inspections, vaccinations / inoculations and health talks happen routinely for pupils throughout their school careers.

In emergencies, which can arise at any time during the school day, the local doctor is always willing to assist by examining pupils, recommending treatment etc. For this reason it is extremely important that the school is informed of anything that your child may be allergic to or medication which your child is taking.

Health and hygiene appear in certain aspects of the curriculum, both formal and informal. Teachers will take every opportunity to demonstrate the importance of simple health care.

If a child is sick or unwell, the parent is notified and asked to come to school to collect the child. If this is not possible then, the emergency contact supplied by the parent is contacted. If neither can come to school then an auxiliary or teacher will be detailed to accompany the sick child home. If this is impossible, the child will be kept at the school until alternative arrangements can be made. **It is imperative that the school is kept up-dated of any changes to emergency contacts.**

Children who take medication are required to have a consent form which is to be signed by parents and the family G.P. (Appendix 2)

Child Protection

From time to time 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, 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, Mrs Pene Rowe, Highland Child Protection Committee, Kinmylies Building, Leachkin Road, Inverness IV3 8NN – Telephone (01463) 703483 - Fax (01463) 712237*

Health Promoting Status



The school were re-accredited Health Promoting status at level 4 in January 2009. Some of the activities we were involved in that gained us the award were:-

- a Health Challenge where children had targets set for fitness and healthy eating habits
- a day's visit to a local outdoor activity centre where we experienced abseiling, canoeing etc
- we held taster sessions of different types of food from around the world
- all pupils engage in supervised teeth brushing once a day

School meals

There is a school canteen, run by Highland Council cooking meals of excellent quality and variety. The cost of a school dinner is, at the moment, £1.70. There is also a cash cafeteria where the children can purchase a variety of healthy snacks, fruit, home baking etc. at interval time. All money for the canteen must be put in one of the supplied envelopes obtainable from the school office.

Parents who think their children should have free meals can obtain the necessary application form at the school office, fill it up and return it to the school. You must bring with you proof of entitlement so that the school can send your form to the Regional Catering Officer who will then decide if the request for free meals is granted.

Pupils who wish to take a packed lunch can join the other pupils in the canteen. We do monitor that pupils eat their packed lunch that you provide for them.

School fund

The school fund is used to provide the food and presents for the Christmas party, help with transport for pupils on activities, which is not paid for by central funds or by pupils themselves, and items of equipment which the school is unable to afford through the normal requisition channels. Thanks must go to parents and pupils whose constant contributions through support at Car Boot sales and Christmas fund raising events and other donations keep the fund in a healthy state. It is used primarily for the benefit of the pupils in the school.

Lost property

Parents should ensure that items of clothing and footwear likely to be lost during school hours should be clearly labelled. Any loss of property should be reported to class teachers and items found will be displayed on the table inside the front door. Cash or valuables should **NEVER** be left in the cloakrooms. The school cannot accept responsibility for items lost but every effort will be made to trace missing items.

Intervals and lunch times

Pupils are not permitted out of the school campus during the morning interval. Pupils who take school lunches or packed lunches must remain within the school campus. During inclement weather pupils are permitted into the corridors. Pupils are expected to behave in an appropriate manner while in the corridors and no running or boisterous behaviour will be permitted. For safety reasons we would ask that the pupils sit quietly reading or playing with games. The P7 pupils along with auxiliary staff will monitor the corridors.

Fire Drill

Fire drill notices are displayed throughout the school and pupils are made familiar with them at regular intervals. Fire drill practice is held at least once per term.

School rules

These can be found on page 12 of this brochure.

Attendance

Attendance for all enrolled pupils is compulsory. (Attendance Data. Appendix 3)

The Parent Council

The Parent Council of Kinlochleven Primary School consists of parent members, 1 staff member (not the Head Teacher). Listed below are the names and addresses of the present Council members. Parents are encouraged to approach them to discuss any problems associated with the school that they may wish to raise at a Council meeting. The Parent Council meet on average 6 times per year.

Parent Council : **Tara Livornese(Chairperson)**
 The Garage
 Leven Road
 Kinlochleven

**Katie Small (Vice Chair)
13 Lochaber Road
Kinlochleven**

**Mary Minnis, Mandy Dailly, Gillian Morrison,
Alison Sweeney, Roz Newman.**

Staff members: Mrs Mairi Doogan

Advisory Capacity: Mrs Cherryl Allan

**Secretary: Mrs Christina Taylor
Kinlochleven
01855831168**

Listed below are a number of the responsibilities of the Board.

- 1 The Council has to approve, or not, the Head Teacher's proposals for spending on capitation materials e.g. books, stationery etc.
- 2 The Council must get information from the Head Teacher on curriculum, guidance, assessment policies and also on policies concerning discipline, rules, uniform etc.
- 3 The Council must receive an annual report from the Head Teacher about the school and must present any other report as the Board deems necessary from time to time.
- 4 The Council shall report at least annually to parents on its activities and to seek their views.

Pupil Council Group

The Pupil Council was formed in August 2003. The successful eight candidates are elected by their peers annually in August.

The Council members take forward opinions and suggestions given to them by their class mates. The most recent initiative in the interest of safety was a speed limit for vehicles entering/leaving the school grounds.

ECO Committee

The school created an ECO Group in 2009 and we have our own committee made up from a member of each class from P1 – P7. We gained a Silver award in 2009 and are working toward a Green Flag award in 2010.

The school has been given a piece of land behind the Church of Scotland to use for allotments and a garden area. It is hoped that we will move this project on during 2011. Kinlochleven High School pupils will be joining us in the planning and maintaining of the area.

As part of the Eco Health & Wellbeing programme in 2010 P3/4/5 with Mrs McSorland used the local pathways for walking and to observe the surrounding

environment, identifying how the landscape changes each season and sadly also areas in the village where residents had been 'fly tipping'. At the end of the project the pupils invited various representatives from Highland Council, KCT and Rio Tinto Alcan to a Summit Walk followed by a brief update on the project so far.

Community Link

The school has strong links with the Community which embraces, not only Kinlochleven but also the area served by the High Schools feeder Primary Schools. Charity collections, entertainments, Christmas concerts and environmental projects are some of the ways that the school has been involved with the community. We have educational visitors to the school from the Fire Service and the Police. All the events and activities which bring the school and the community together are of mutual benefit to both and it is hoped to develop these in other directions in the future.

Facilities

The school has a multipurpose gym with movable staging, and has the use of the Venue and the Leven Centre. It uses the facilities of the public swimming pool & Dolphin Hydrotherapy pool, both situated in Fort William

Extra-curricular activities

Pupils in the school are at present engaged in many extra-curricular activities. Many of these have developed because of the natural environment surrounding the school. One of the most successful activities is swimming lessons. Swimming is scheduled for Monday mornings at the swimming pool within the Leisure Centre at Fort William. The school is always on the look out for ways of developing the potential of the immediate district it finds itself in – hills, the valleys and the lochs. Skiing has been introduced for P5-7 pupils during the school day in January and February each session. High School pupils interested in netball and football and dance regularly coach the Upper Primary. There are also activities run by the Active School Sports Co-ordinators eg tumble tots, cross country, shinty and tennis.

We are also involved with a dance festival in December. This includes all the associated Primary schools for pupils in P4 – P7. This is always a very enjoyable and very energetic event!

Disciplinary Procedures

It is a fact of school life that pupils will misbehave on occasion and in such cases the teacher will follow the Discipline Procedure set out below.

- 1 Defuse the situation with "a look", humour or peer pressure.
- 2 Give a verbal warning.
- 3 Give a final warning.

- 4 Take action e.g. – move child within the room
 remove points from individual/groups
 alter work programme
 threaten to report to the Head Teacher.
- 5 From P4 onwards a disruptive child may be
 (a) positioned outside the open classroom door for a short time where he/she may still be supervised.
 (b) sent to another classroom.
- 6 Report incident to the Head Teacher who will take action deemed appropriate.
 - record indiscipline incident.
 - issue punishment exercise.
 - impose detention at interval/lunchtime.
 - remove privileges e.g. games time, video time, place on school trip.
 - behaviour book which goes home.

As we would hope to work in partnership with parents in the matter of child discipline parents will be asked to take part in the disciplinary procedure whenever it is deemed necessary.

As a parent we would hope that you would encourage your child to be as industrious, sensible and co-operative at school as you would wish him or her to be at home.

Kinlochleven Primary School

School Rules

The school's aim is for its pupils to be safe, courteous, sensible and happy while at school.

By following the school rules set out below, pupils are well on their way to achieving this aim.

The rules cover the areas of safety, courtesy, good sense and personal integrity.

Safety Rules

- 1 Walk in the corridors at all times.
- 2 Keep clear of the car parking areas.
- 3 Stay in school grounds during break times.
- 4 Keep to Primary playground areas and avoid the High School buildings.
- 5 Look out for bullying and report it to the staff.

Courtesy Rules

- 1 Show consideration towards others.

- 2 Be kind and caring towards others especially to the younger pupils.
- 3 Respect other people's property.
- 4 Walk quietly between classrooms.
- 5 Play quietly during wet playtimes.

Good Sense Rules

- 1 No eating in the class.
- 2 Keep your environment tidy.
- 3 Look after your own property.
- 4 Wear appropriate clothing for indoor and outdoor activities.
- 5 Show good manners in the school canteen.

Integrity Rules

- 1 BE POSITIVE - you can do things if you try.
- 2 BE INDUSTRIOUS - always try hard and do your best.
- 3 BE HONEST - voice your opinion, own up, don't lie and you will be respected.
- 4 BE YOURSELF - you don't need to be like anyone else - we like you the way you are.
- 5 BE HAPPY - if you are not, tell us and maybe we can help.

Golden Rules

Do:

- 1 Be gentle
- 2 Be kind and helpful
- 3 Work hard
- 4 Look after property
- 5 Listen to people
- 6 Be honest

CALENDAR OF EVENTS 2011 - 2012

As a new parent to the school the following Calendar of Events will give you some idea of the various events that occur in school over the year.

Throughout 2008-9 pupils will be participating in activities which will include dance, drama, singing and sports.

TERM 1 - School Photographer Visits (usually September).
Primary 7's go swimming until January.

TERM 2 - Halloween Fancy Dress Party
- Parents' Evening
- Children in Need Events
- Concert or Show
- Christmas Parties
- Christmas Church Service

TERM 3 - Pr 5-7 go skiing
- Red Nose Day Events (bi-annually)
- Open Evening – Afternoon for project work
- Easter Church Service
- Story Telling Week

TERM 4 - Primary/Secondary Induction Week
- Parents Evening
- School Trips
- School Sports Day

Section 11

Primary School Curriculum & Enterprise

When pupils enter primary school at around 5 years of age, they already have significant knowledge and experience. All will be developing intellectually and socially, at their own rate.

From this point on, the primary curriculum should provide them with appropriate opportunities for further intellectual, aesthetic, physical, personal, social, moral and spiritual growth. These different aspects of development have been identified by the Scottish Executive as being the main areas to be included in the primary school curriculum.

School Aims

Curriculum for Excellence

- 1 To use the Curriculum for Excellence experience and outcomes to provide a productive approach to learning and teaching.
- 2 To provide a trusting and understanding atmosphere in order to encourage self-confidence, self esteem and self discipline.
- 3 To promote the benefits of achievement to improve the attainment levels of pupils.
- 4 To work closely with parents for the well being and healthy lifestyle of the pupils.
- 5 To improve the level of professionalism within the staff by way of teamwork, a well structured programme of staff development and regular classroom monitoring.
- 6 To instil in the children a sense of responsibility, awareness of and care toward their community and environment.
- 7 To offer equal opportunities for girls and boys in every aspect of school life.
- 8 To provide nursery age children with a broad and balanced Nursery Education.
- 9 To work with partner agencies to support pupils.
- 10 To access appropriate support for pupils from other agencies through Area School Liaison Group and School Liaison Group.

Literacy

Literacy & English – *“The set of skills which allows an individual to engage fully in society and learning through the different forms of language, and the range of texts which society values and finds useful”*. (Source – CfE. Literacy & English Page 3).

The skills of reading, writing, talking and listening embrace language and are developed in every part of the curriculum. Your child is encouraged to read for information and for pleasure and also to develop the different techniques of reading eg skimming a passage for basic information. Coupled with this there is a programme of personal reading in which your child, at their own pace, is given the chance to explore the world of fiction, non fiction, Scottish literature, Graphic novels, poetry and drama with confidence and delight. Closely linked with the Highland Literacy Project is the writing programme which is introduced by Jolly Phonics in P1. This course which begins with rudiments of forming letters goes on to encourage your child to produce imaginative and exciting writing.



At all stages talking and listening skills are given high priority to enable pupils to communicate verbally with ease.

Numeracy

‘The confidence and competence in using numbers which will allow individuals to solve problems, analyze information and make informed decisions based on calculation’. (CfE, Numeracy, Page 1).

The breadth of Numerical skills which a child needs to acquire include:



Estimation and rounding.

Fractions, decimal fractions and percentages.

Money, Time, Measurement, Ideas of Change and Uncertainty.

Number and number processes.

Data and analysis.

The Numeracy programme in Kinlochleven Primary School undertakes work in all these areas in a variety of contexts and in a balanced way, trying to make it appropriate to the ‘Real World’.

How is this done:

Number, money, measure,

Shape, positions & movement,

Information handling.

Mathematics

“Learning mathematics develops logical reasoning, analysis, problem solving skill, creativity and the ability to think in abstract ways”. (Source- CfE Maths page 1).

The Heinemann Maths scheme is now implemented throughout the school. As and when new materials become available we will buy these resources. Other schemes of

work are also used by the teachers to supplement the basic core work as are other resources such as television and computer programmes. Tee Jay material is used to assess and consolidate the work your child is tackling in the core Maths scheme. Mental agility is a high priority in all classes from P1 – P7.

Financial Education also has a part to play at all stages and during transfer week pupils will participate in Money Week.

Social Studies

“Through Social Studies, children & young people develop their understanding of the world by learning about other people & their values in different times, places and circumstances; they also develop their understanding of their environment and how it has been shaped”. (CfE, Social Studies Page1).

How is this done:



Through topic work.
Eco Committee.

Citizenship groups.
Pupil Council.

Working with and in the community.

During the session each class undertakes topic work which is interesting and challenging.

September to Christmas – the school embarks on a whole school project. Each class follows the children’s interest with this topic.

January to Easter – Following the active Learning approach to topic work which engages and challenges children’s thinking using real life and imaginary situations.

Easter to Summer - Topic work based on pupil choice. Middle and upper stages do personal Projects based on pupil choice.

Citizenship Groups, Eco Committee and Pupil Council run throughout the school year and all pupils are given the opportunity to participate within these areas.

Science

“Through science, children and young people develop their interest in, and understanding of, the living, material and physical world”. (Source – CfE, Science Pg 1).

Key Concepts:

Planet earth, Biological system, Topic science, Materials
Forces, electricity and waves.

This is achieved through our Science programme which we are developing year on year. Pupils work in a collaborative and active way to develop independent thinking through practical investigation and enquiry.

Expressive Arts

“Expressive Arts provide children with opportunities to be creative and imaginative, to experience inspiration and enjoyment and to develop skills in these areas”.
(Source- CfE, Expressive Arts, Page 2).

Key Areas: *Dance, Drama, Music, Art & Design.*

We achieve this by involving pupils in performances, dedicated music, art lessons, dance workshops and social events. Pupils are given the opportunity to display their particular skills, talents and interests through performance and display.

Health and Wellbeing.

Health and Wellbeing encompasses all areas of our mental, physical, emotional and social health.

“Children and young people should feel happy, safe, respected and included in the school environment, as good health and wellbeing is central to effective learning”.
(Source – CfE, Health and Wellbeing Page 2).

Key Areas: Physical Education, Food & Health, Substance Misuse,
Mental, Emotional & Social Wellbeing
Relationships, Sexual Health & Parenthood
Planning for Choices & Changes

This is achieved through the Physical Education programme, citizenship groups, School Nurse visits, dental hygiene, Health Education programme, transition week activities and First Aid training. We also teach Safe, Strong & Free & Sex Education programme.

Religious and Moral Education.

“Religious & Moral Education is a process where pupils engage in a search for meaning, value, and purpose in life. This involves both the exploration of beliefs and values and the study of how such beliefs and values are expressed”. (Source- CfE, Religious & Moral Education Page 1).

We achieve this through delivering a programme about Christianity and other religions, the respect for the beliefs of others and viewpoints independent of religious beliefs.

Technologies.

“Technologies offers challenging activities which involve research, problem solving, exploration of new and unfamiliar concepts, skills and materials, and the rewarding learning which often results from creating products which have real application”. (Source- CfE, Technologies, Page 1).

Key Areas: Technological development in Society
ICT enhanced learning, Business, Computing Science
Craft design, engineering & graphics
Food & textiles

We achieve these experiences through Enterprise, topic work, other curricular areas, citizenship groups, events, and also the Eco group, the programming of toys; Nintendo DS, digital cameras and smartboards.

Methods

Staff are encouraged to develop and experiment with new classroom techniques, the more formal rather than informal. Movement around the classroom and sitting in groups is now more common than the class being taught at desks formed in serried ranks. The classroom is a workshop where the emphasis will fluctuate from learning through direct teaching to learning through practical activities depending on the nature of the lesson at the time and the skills required to be covered. Because there are composite classes, and because not every child learns at the same pace, the teacher is concerned with the pupil as an individual and has to manage the classroom situation accordingly. While one child or a group of children have her attention, the others must be taught to pursue creative activities on their own with the minimum of supervision. To be able to work effectively on one's own is a major advantage in life!

Organisation of Primary 1

At this early stage in a pupil's educational career the links between home and school must be maintained and strengthened. When a pupil arrives in class for the first time she/he must feel welcome and this is done in various ways. Personal details such as names on desks, pegs, a home corner in the room give this sense of security. The room is bright, comfortable and stimulating with ample provision for imaginative play using sand, water, paper and other common materials. Reading is approached by pictures and discussion books giving pupils an early opportunity for oral work in language, which leads naturally to phonic work through the Jolly Phonic programme. Attention is given to individual reading at certain times but group learning is the norm. A balanced programme of practical maths is followed with the emphasis on learning through handling materials and recording results. Pupils have access to computers, toys, and use the smartboard. Parents have a high profile in helping their child to learn and parents are encouraged to speak to the class teacher to discuss any aspect of the P1 curriculum at any time.

The P1 Teacher works with the children while they are still attending Nursery.

Before the new entrants come to school in August a series of days will be arranged for them to attend so that they can familiarise themselves with their new surroundings.

The parents have a chance to discuss the work of the class with the class teacher at a pre-arranged meeting.



Support for Learning and Individual Education Programmes

If the class teacher believes that a child's development is delayed and progress compromised, then this is discussed with the Parents, the Support for Learning Teacher and the Head Teacher. A programme of support is initiated and monitored by the class teacher.

In cases where the pupil has greater or multiple difficulties this may be discussed at a Solution focused meeting to which Parents and other agencies will be invited. A Child's Plan will be drawn up which will feed into a specially designed programme of work.

It is usual for pupils to be discussed with High School staff prior to transfer to allow for appropriate support to be continued.

An I.E.P (Individual Education Plan) may be put in place for some pupils who need to work on specific issues on a one to one basis.

Parents and pupils are invited to attend a termly meeting to discuss the progress being made and put in the targets for the following term.

Homework

Homework is intended as either a reinforcement of work already taught in school or as an opportunity to learn essential facts such as spelling or a chance to undertake some research at home. On no account should homework become so burdensome that it is distressing for both pupil and parent. Primary pupils should spend no more than 40 minutes per evening and the weekends should be free. Parents should inform the school if homework is becoming problematical and upsetting the household.

Homework is given Monday to Thursday and rarely at weekends.

Set out below is some of the areas in which homework is given.

- P1** - Preparation of reading by discussion of story with child.
Preparation of reading words and sentences.
Thereafter reading preparation and some phonic work.
Numeracy work.

- P2** - Occasional Science or Religious & Moral education work
Home reader
Oral spelling
Joined up handwriting
Maths sheet

- P3/4** - Home reader
Spelling and language tasks
Maths reinforcement.
Personal project for P4
Science work

- P5/6/7-** Home reader.
Spelling .
Language, maths reinforcement as required.
Personal projects



Assessment, reports, parents evenings

Teachers are continually assessing a pupil's progress throughout their time in school. This is done to make sure that pupils are making progress in all areas of the curriculum. Assessment takes many forms and includes self assessment, peer assessment, and standardised testing to name but a few. Pupils assess themselves against the four Curriculum for Excellence capacities of Successful Learner, Responsible Citizen, Effective Contributors and Confident Individual.

It is important that parents and carers are kept informed about pupil's progress and this session we will do this by:

- Sending home a progress sheet in the pupil's Learning Log
- By having parent visits at the end of certain topics
- Having two parent's evenings: one in November and again in June
- Pupil summary report issued in May/June

Broader Community life in the school

Coupled with the formally structured activities of the classroom there are other activities in which the pupils are encouraged to participate. These form a good balance in the education of the pupils. Performances in front of an audience, the school sports, charity events, sponsored events for school funds, visits to exhibitions and places of general interest such as wildlife parks, all contribute to the rounded education that the school offers. The enthusiasm and delight experienced by pupils taking part in these events is most important in giving them greater confidence in themselves and preparing them for secondary education, a change which some may find difficult but which can be handled by a confident pupil.



Ethos

The mood and atmosphere in the school also contributes to the child's educational experience. They are encouraged to take a pride in their work, to get pleasure and delight from it, to work industriously and confidently at their own pace, to take pride in their environment and to keep the school tidy and clean at all times, to be kind, considerate and co-operative to fellow pupils and staff. Good manners and an ability to think of others are central planks of the school's philosophy.

In the three areas of the curriculum parents can be a tremendous help to the school by supporting the pupil's work, by supporting any activities the pupil is engaged in and by adopting the same philosophy as the school. A close liaison between school and home enables a child to develop their potential with confidence and if any problem arises the school will discuss it in depth and hopefully arrive at a satisfactory outcome for the benefit of the pupil.

Transfer to Secondary School

Pupils reaching the end of their Primary education will normally transfer to Kinlochleven High School. The pupils have an induction week in June when they are introduced to the secondary curriculum. On transfer week they will be joined by P7 pupils from our associated Primary schools.

Throughout the year there are opportunities for the P7 pupils from the cluster schools to join together examples of these are: reading day, dance festival and the Maths jamboree.

Data Protection Act (extract from statement)

“Any information you have supplied/any information gathered from or about pupils will be used only for the purpose for which it was provided and any relevant procedures following from this.

The data will remain in accordance with the Act and will not be passed onto any other organisation without your prior approval unless this is a legal requirement. “