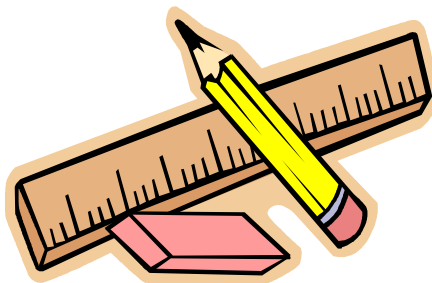


 Keiss School  
Brochure 2009/2010



KEISS PRIMARY SCHOOL BROCHURE -2009/10

## Welcome to Keiss Primary School.

Dear Parents,

A warm welcome to Keiss Primary School.

In this brochure we hope to answer some of the questions you might have when your child comes to Keiss Primary School. Your child will also be given newsletters to up-date the information enclosed in the brochure.

The staff and I hope that, with yourselves, we may develop a partnership taking equal responsibility in giving your child good educational experiences.

Our ultimate aim is for your child to have a very happy secure seven years in Keiss Primary School.

Yours sincerely,

Mrs. M. Miller  
Head Teacher

## **INTRODUCTION**

Keiss Primary School is a rural Primary School with a roll of 48 children in classes one to seven and with 13 children enrolled in the nursery class as at January 2009. There are three permanent staff members and as at January 2009 the school is divided up as follows. P1, P2 / P3 P4, P5 / P6, P7. This organisation can sometimes be changed due to the varying school roll and the size of individual year groups.

There are records of schools in this area over two hundred years ago. These early schools were on different sites in Keiss, and in the neighbouring communities of Auckengill and Lyth. The pupils of all of these communities have been progressively drawn under one roof, and the present school building was opened in August, 1971. It was completely refurbished in session 1989/90.

## **CATCHMENT AREA**

The delineated area of the school extends from the village of Auckengill southwards through Keiss, to the Wester Bridge, and westwards to Lyth. A map showing the agreed delineated area can be found at Appendix 1.

All children resident in this area have a place ensured for them at this school. Should you live outwith the area, but wish to enrol your child here you must first go to the local school for the area in which you live and ask for a Placement Order to be made. This takes a short while to organise, and cannot be arranged by just visiting this school.

Any parent living outwith the area can make a Placing Request to the Education Authority. Application forms and procedural details are available from the School Office.

## **FACTUAL INFORMATION**

### **Address of Education Department.**

Divisional Education Office  
Rhind House,  
West Banks Avenue,  
Wick.

Tel. No. 01955 602362

Keiss Primary School  
High Street,  
Keiss,  
Wick.

Tel. No. 01955 631269  
E-mail [keiss.primary@highland.gov.uk](mailto:keiss.primary@highland.gov.uk)

Stages Covered: Nursery to Primary 7

Roll as at January 2009: 48

Head Teacher: Mrs. M. Miller

Details of other members of staff can be found in Appendix 2.

### **SCHOOL AIMS**

Keiss School aims to -

1. Raise standards of educational attainment, especially in the core skills of literacy and numeracy and establish high standards in attendance and behaviour.
2. Support and develop the continuing professional development of teachers, the self-discipline of pupils and enhance the school environment so that it is conducive to learning and teaching.
3. Promote equality of opportunity for all staff and children, with particular regard paid to pupils with disabilities and special educational needs, irrespective of gender, race, colour, creed or ethnic origin.
4. Teach pupils the duties and responsibilities of citizenship in a democratic society.
5. Encourage in each pupil life styles, attitudes and beliefs, which promote health, self-awareness and esteem, creativity and ambition.
6. Deliver a broad and balanced 3-5 and the 5-14 curriculum through which each child should achieve his/her full potential.
7. Create an ethos of achievement and celebrate success.
8. Make a contribution to the life of the community through active encouragement of meaningful relationships with parents and the wider community.

Keiss school aims are currently under review. Parents, staff and pupils are in the process of being consulted on the school aims.

### **VISITS TO THE SCHOOL**

Any parent who wishes to enrol their child in Keiss School is very welcome to visit us.

The arrangements for new P1 entrants, commencing in August are as follows:-

In January enrolment notices will be advertised in the local paper and a date will be given to parents to come along to school and formally enrol their children. We ensure where possible that all relevant forms are given to parents prior to this visit. When parents formally come to enrol their children the completed forms are brought to school along with the child's birth certificate.

In the term before the summer holidays parents of newly enrolled children will be invited to meet with the Primary 1 Class Teacher and Head Teacher.

In June the children will be invited into school for 3 mornings to familiarise themselves with their classroom and surroundings. The Primary 1 teacher will spend some time in the Nursery during the summer term. This will give the new pupils an opportunity to get to know their teacher before they start school in August.

**Pupils in the new August intake will be expected to attend school during the mornings only for the first two weeks.** Although the attendance is for morning only any child wishing to stay in school for packed or school lunch may do so and be collected before 1.00 p.m. It is regretted that during the period of morning only attendance there is no school transport available at lunch time.

Any parent wishing to enrol a child during term time should make an appointment to see the Head Teacher. At this meeting arrangements will be made to let the child see round the school and meet the new teachers etc.

*Parents are very welcome to visit the school at anytime. Please make an appointment if you wish to speak to a class teacher or the head teacher. This will ensure that the person you want to speak to is available.*

## **ORGANISATION**

### **School Day**

Primary 1, 2 & 3	9.00 a.m. to 2.30 a.m.
Primary 4 - 7	9.00 a.m. to 3.00 a.m.
Lunch Break	12.30 p.m. to 1.15 p.m.
Morning Interval	10.45 a.m. to 11.00 a.m.

Nursery times are given in the Nursery information booklet.

## **SCHOOL TERMS AND HOLIDAYS**

The dates for the current session are given in Appendix 3.

## **IN-SERVICE DATES**

There will be 6 in-service days during 2009-2010. On these occasions the school is closed for pupils. The first In Service day is the first day of the school year in August. The dates for the remaining 5 days are given in Appendix 3.

## **OTHER DATES**

Parents receive a monthly newsletter, which details forthcoming events and dates.

## **SCHOOL CLOTHING**

Though we do not have a school uniform as such, in order to develop a feeling of belonging and pride in the school we encourage pupils to wear the school sweatshirt and polo shirt at all times. These sweatshirts, polo shirts as well as t-shirts are available for purchase through the school office. These items display the school logo.

## **P.E. KIT**

For P.E. all children must wear shorts and a blouse or t-shirt. Soft shoes must also be worn. Please make sure the shoes are in good condition - black plimsolls are ideal.

N.P. It is a school rule that no jewellery is to be worn for P.E., games or swimming lessons.

## **INDOOR SHOES**

All children are required to have a pair of indoor shoes for wearing in school. These may be the same shoes for P.E. if desired. To save time in the cloakroom and to prevent shoes from going missing children are encouraged to have a shoe bag in which to keep their shoes. These shoe bags can be ordered through the school.

## **SCHOOL CLOTHING GRANTS**

If parents are in receipt of Income Support, Job Seekers Allowance (income based) or Working Families Tax Credit, the Education Authority will consider financial assistance towards the cost of purchasing essential clothing/footwear to enable each child to attend school. Application forms for the school clothing grant and free school meals are available from the school.

## **SCHOOL IMPROVEMENT PLANNING**

In order to ensure that we move forward and keep up with educational developments, the whole staff is involved in a programme of professional development activities, these take place during in-service days when the children don't come to school but the teachers do. We also have a programme of

planned activities throughout the session. This means that on a planned basis, teachers meet from 3.30 - 5.00 to discuss, plan and develop the curriculum.

In order to help us decide what we work on we have to consider what the stated aims of the school are. Any work we undertake is intended to help us achieve these aims.

We have to consider very carefully how we move forward as there are many areas we could work on and too few hours are available. We also have to take cognisance of the local authority priorities. Together we produce a School Improvement Plan. This helps us decide how our money will be spent and how much time we will devote to each area.

We are also interested in what you think about the work we undertake and from time to time we will send home a questionnaire or survey about an area of our work or about the school. It would help us a lot if you could find time to fill these in and return them to school. We value your views and we will take them into account when we work on our developments. Pupil's views are sought through the work of the pupil council.

A full copy of the current plan is available in the school for any one who wishes to have one.

## **CURRICULUM**

We aim to ensure that what we teach is both interesting and varied. Our curriculum is based on the Scottish Government's Education Department 5-14 guidelines and Highland Council Policies. We are part of a continuous process, which sees the child move from nursery through to secondary school.

Teachers spend a lot of their time planning. This means that we present the children with a wide variety of planned experiences and activities. All children develop at different rates and we place great emphasis on taking children on from where they are. We have tried in this brochure to give you a flavour of what we do in school.

## **THE CURRICULUM AND 5-14**

As stated above, when planning we take into account the Scottish National Curricular Guidelines. These guidelines give us advice on curricular development for children from the ages of 5 -14. We have 5-14 guidelines on the following areas:

- **English Language**
- **Maths**
- **Environmental Studies; Society, Science and Technology**

- Expressive Arts
- Personal and Social Education
- Modern Language in the Primary School
- Information and Communications Technology
- Health Education

The nursery curriculum is set by the document 'The Child at the Centre.'

These guidelines lay out 6 levels of attainment by which pupil progress can be measured over the 5-14 years. These levels are:

- Level A should be attainable in the course of P1-3 by almost all pupils
- Level B " " by some pupils in P3 but most in P4
- Level C Should be attainable by most children over the course of P4-6
- Level D " " by some pupils in P5-6 but most in P7
- Level E " " by some pupils in P7/S1 but most in S2
- Level F Should be attainable in part by some pupils, and be completed by a few pupils, in the course of P7-S2

As you can see children will not progress from one level to another over one year. Some children will attain a level earlier than stated above. Some, for many reasons, will not attain the level within these years. It is important to remember that children progress according to their own ability and needs.

The guidelines on Personal and Social Development are not set out in levels but deal with aspects of a Child's development under the headings of Self-Awareness; Self-Esteem; Inter Personal Relationships and Independence and Interdependence.

### ENGLISH LANGUAGE

We plan to give children a balance of experience across the 4 areas.

- Listening
- Talking
- Reading
- Writing

We encourage parents to take time to listen to their children read and read to their children on a regular basis. You can encourage your child to read for pleasure and talk to them about the books they read.

## **MATHEMATICS**

Great emphasis is given to mental agility and the development of strategies for coping with mental maths. The areas we cover in maths are:

- Number, Money and Measurement
- Shape, Position and Movement
- Information Handling
- Problem Solving and Enquiry

## **ENVIRONMENTAL STUDIES**

Environmental Studies is a vehicle for studying the environment. Within our Environmental Studies programme we provide a balance of the following areas:

- Science
- Social Subjects
- Technology
- Health Education
- Information Communication Technology

Our main objectives are that teachers plan carefully for the experiences given to children and that we ensure a progression from Nursery to Primary 7 building each year on what the children have gained the year before.

Information Communication Technology is a fast developing area and it is one we try hard to keep up with. Children will learn about using the computer and they will also use the computer to help them learn about other areas of the curriculum. There are many issues involved in the development of children's and teacher's computer skills, to ensure best use is made of this resource. There are also issues to consider in the safe use of the Internet. We will be developing a policy to ensure that this issue is dealt with properly and parents will be given details of how we intend to proceed.

## **EXPRESSIVE ARTS**

Expressive Arts play an important role in the children's education. Through Art and Design children will use various materials, techniques and media to develop skills and express ideas and feelings.

Drama provides an opportunity for children to express feelings, work in groups, solve problems and work co-operatively. Through movement, mime, role-play and improvisation children will have many opportunities to express themselves and develop a sense of audience.

Through Music children will experience a range of skills which will involve singing, creating music, investigating sound and playing tuned and untuned percussion instruments.

In Physical Educational children will have the opportunity to develop skills in gymnastics, dance and games. In the summer term there is also opportunity to take part in inter school netball and football games.

### **RELIGIOUS AND MORAL EDUCATION**

The aspects developed in Religious and Moral Education are:

- Christianity
- Other World Religions
- Personal Search

We have a Religious Education programme based on the Fife Guidelines. We have one Keiss chaplain who visit the school on a regular basis and work with the class teacher to cover part of the Christianity aspect of the programme.

### **RELIGIOUS OBSERVANCE**

This is an expression of Christian worship. It is developed through our assemblies.

Parents reserve the right to withdraw their children from Religious Education and/or Religious Observance after such a request is submitted in writing.

### **PERSONAL AND SOCIAL DEVELOPMENT**

The area of personal and social development permeates the curriculum. As part of our Health programme, our approach to positive behaviour management and religious education we are dealing with children's personal and social development. The 5-14 guidelines set out advice on the development of the following areas:

- Self Awareness
- Self Esteem
- Inter-Personal Relationships
- Independence and Inter-dependence

## **HEALTH EDUCATION - KEISS SCHOOL IS A HEALTH PROMOTING SCHOOL**

As a health promoting school we understand the importance of working together with our pupils, parents and the wider community. We strive to create an ethos of care, respect, participation, responsibility and fairness for all. We aim to encourage all pupils and staff members to give of their best and to build on their achievements. We aim to adapt and develop our policies and plans to meet the needs of the school and wider community. As a health promoting school we understand the important effect that improving the health and well being of our pupils and staff will have on raising attainment, fulfilling potential and improving the quality of life.

Keiss School was awarded a level 4, the top level, of Health Promoting Status in 2005

## **ASSESSMENT, RECORDING AND REPORTING**

Teachers are continually assessing children's work in a variety of ways. Some assessments will be formal (e.g. a test) and some will be informal (e.g. observation/discussion). As part of our assessment programme some children in P2 and P3-P7 will be given a National Test in Mathematics and English Language. These tests will be given when the class teacher has looked at all the on-going classroom assessments and has judged that the child is ready to move from one level to the next.

There is opportunity for each child's progress to be viewed twice yearly at open afternoon in October and June. There is also one parent's evening in March where progress is reported orally and parents are informed of pupil progress formally through the pupil report which comes out at the end of the session in June.

Parents should feel free at any time to ask for a parent/teacher interview if they have any concerns over their child's progress. If a class teacher has any concerns the school will contact the parent at the earliest opportunity.

## **THE 5-14 AND A CURRICULUM FOR EXCELLENCE**

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.

The purposes of the curriculum are to enable all young people to become:

- successful learners

- confident individuals
- effective contributors
- responsible citizens.

A Curriculum for Excellence will be based on seven principles which will underpin all the learning experiences of children and young people throughout their 3-18 education.

## **Timescales**

Work on A Curriculum for Excellence guidance has been taking place since 2006, followed by schools piloting/trialling elements from the guidance. Concentrated work to refine and finalise the guidance will take place from January 2009.

From August 2009 there will be a year of familiarisation, preparation and development with ongoing professional development for teachers for the implementation of A Curriculum for Excellence.

## **SUPPORT FOR LEARNING/ ADDITIONAL SUPPORT NEEDS**

If a class teacher has any concerns over a child's learning the school will contact the parent and together we will decide way forward for the child. We have a limited amount of time from a Support for Learning teacher and it may be appropriate for this teacher to give some input for a period of time. It may be that we decide that the class teacher best meets the child's needs with advice from the Support for Learning teacher. If any child is deemed to be particularly able or 'gifted' we will consider how this child's needs are best met through a professional discussion with the class teacher and the parents.

The school's policy is to support the education of all pupils regardless of needs, along with their peer group, in the normal classroom situation. Individually targeted work at a level accessible to the child and designed to support learning progress, will normally be provided by the class teacher with the support of any other additional personnel involved with the child.

It may be that we need to involve the Education Psychologist to help us determine the specific nature of a child's need and to help us plan the way ahead. If this is the case parental permission will be sought before we progress.

## **HOMEWORK**

We believe in a partnership between home and school. Part of this partnership is the support parents give to their children when they are asked to do work at home. The school policy on homework is made available to all parents when a

child is admitted to school. Any change to this policy will be intimated to parents.

### **OUTDOOR AND EXTRA CURRICULAR ACTIVITIES**

Outdoor activities such as netball and football are very much governed by the weather and pupils are more involved in these during the summer months.

We very much rely on the availability of staff and parents to help us run extra-curricular activities and we are very grateful to those who give up their own time to do this. If any parent has a particular skill and feels that he/she could run an after school activity, contact should be made with the head teacher in the first instance.

Classes are often taken out as part of their environmental studies topic. In order to gain parental permission for this kind of trip parents will be asked to sign a cover letter at the beginning of each session. Arrangements for all trips are made within the policy and guidelines given by Highland Council.

### **BEHAVIOUR MANAGEMENT**

To ensure that we have a school in which both children and staff are happy we have to have an accepted standard and code of behaviour. Encouraging appropriate behaviour is the joint responsibility of parents and teachers.

We have a behaviour management policy, which gives teachers a framework to work within. To enable us to work successfully within that framework, we need to have the support of the home. Children have to see that the teachers and those at home are working together and they agree a common approach to dealing with any behavioural issues.

We have a relaxed and pleasantly industrious atmosphere in which pupils are able to function without fear and give of their best. We always emphasise the positive approach to discipline, that of encouragement, praise and good example, rather than the negative one of punishment and criticism. The teacher uses many incentives but the main aid to discipline in the school is the support of parents. If the child sees that home and school intend to work in partnership there is much more likely to be a positive response to any sanctions we may have to impose.

Children are taught the "Golden Rules".

**Do be gentle**

**Do be kind and helpful**

**Do be honest**

**Do work hard**

**Don't hurt anyone**

**Don't hurt people's feelings**

**Don't cover up the truth**

**Don't waste time**

**Do listen to people**

**Don't interrupt**

**Do look after property**

**Do not waste or damage things**

These rules cover all areas of school life. The staff remind the children of these rules in many ways and they are displayed in classrooms and around the school. It would help greatly if you could discuss these Golden Rules with your child as they apply to everyday life as well as to school.

Our behaviour policy will be made available to all parents and anyone who wishes to discuss any aspect of the policy should contact the head teacher.

### **BULLYING**

It would be unrealistic to say that bullying does not occur at Keiss School. Bullying can and will occur in every establishment.

The important thing is that we have a way of dealing with bullying and that children are aware of what they should do if they feel they are being bullied.

We have a full Anti-Bullying Policy and this is made available to every parent who wishes a copy.

All children and parents are given an anti-bullying leaflet, which highlights the main parts of the policy. This is to help children to remember what to do if they feel they are being bullied.

### **ATTENDANCE**

Although it is generally known that parents are legally responsible for ensuring that their children attend school regularly, the school has a duty to put this on record. Punctuality is important.

It is really important for parents, whose children are absent due to illness or for other valid reasons to contact the school as soon as possible otherwise this is recorded as an unexplained absence

Although it is educationally undesirable for parents to withdraw children from school during term times for family holidays we do realise that for some parents this action is unavoidable. In these cases parents often ask for schoolwork to take away with them. It is not school policy to provide work in these circumstances.

Schools have been asked to set targets for improved attendance - please see appendix 7.

### **HEALTH CARE**

The school Health Team, working in partnership with parents and teachers, carries out assessments to ensure the best level of health for all schoolchildren. A Health Care Plan will be drawn up for children who have specific medical needs where medication has to be administered in school.

#### **Primary 1 (Aged 5 years)**

Parents are asked to return a completed Health Questionnaire. The School Nurse/Doctor will pick up on any issues arising from these questionnaires and arrange for interviews for specific parents. Checks on vision, hearing, height and weight are carried out in primary one.

#### **Primary 3 (Aged 7 years)**

The School Nurse checks vision, height and weight.

#### **Primary 7 (Aged 11 years)**

All parents are asked to return a completed health questionnaire, following which height, weight and vision are checked. Opportunity to discuss health problems with the School Nurse is offered.

Children with an identified health need may be seen more frequently.

### **DENTAL SCREENING**

There is a limited Community Dental Service at the moment. Parents wishing to make an appointment with the Community Dental Service should telephone 01955 603733.

### **THE DENTAL HYGIENIST**

The Dental Hygienist visits school to instruct children in the need for dental hygiene

### **CHILD ILLNESS /ACCIDENT**

The school's paramount concern is for the child to be given First Aid in the event of an accident to a child at school. If, in the case of illness, a child is considered unfit to remain in school every effort will be made to contact the mother or father, failing this, the Emergency Contact. If no one is available the child is kept in school until contact is made. In the case of an accident the school will make contact as above but if necessary call an ambulance in the case of a serious emergency.

All accidents have to be recorded and parents will be informed if their child has had an accident at school.

### **SPECIFIC MEDICAL CONDITIONS OF CHILD**

Information on any conditions/allergies should be given at enrolment.

### **APPOINTMENTS**

Pupils are not allowed out of school during school hours without permission. It is hoped that wherever possible appointments with the family doctor/dentist will be made out-with school hours.

### **TRANSPORT**

Free transport is available to children living within the school's delineated area if they are under eight years of age and live more than two miles walking distance from the school, or are eight years of age and live more than three miles walking distance from the school. However, they may be expected to walk part of the distance to and from the school transport pick up point. Children living closer to the school than the above distances may apply for a concessionary seat.

Forms to apply for transport are available from the school and should be returned to the school. Included with this is a copy of the Regional Guidelines for parents of pupils using School Transport. Please read these guidelines carefully as they offer important guidance.

### **SCHOOL MEALS**

It is the Authority's policy to provide meals and facilities for the consumption of packed lunches in all schools where these are required. School lunches are provided by Highland Catering Services and are well balanced with a good selection of fruit and vegetables being available. School meals are cooked on the premises and are served in the school hall. Packed lunches are accommodated there also.

The school cook will ensure that children are given menus for a period of weeks so that they are aware of what will be on offer on certain days!

Free school meals are available to all pupils whose parents receive Income Support or Job Seekers Allowance (Income Based). Application forms can be obtained from the school office or the Education Office, Rhind House, Wick.

### **INSTRUMENTAL TUITION**

Selection for lessons is made when vacancies occur. This normally happens at the primary 4/5 stage. Children are tested by the instructor, who makes the final selection. A contribution towards the cost of lessons is charged at the current rate. Should your child be selected for instrumental lessons, no charge will be made if you are in receipt of Income Support, Job Seekers Allowance (Income Based) or Working Families Tax Credit.

## SCHOOL COUNCILS

The Scottish Schools (Parental Involvement) Bill received Royal Assent in June 2006. It introduced a new system of Parent Councils which have replaced School Boards.

Keiss School Council office bearers :- Carol Perry - Chairperson  
Jean Kennedy - Secretary  
Catherine Begg - Treasurer

## SCHOOL AND COMMUNITY LINKS

Keiss School is very fortunate in enjoying the strong support and interest of the local community and this is regarded as being of great importance.

We have strong links with the school chaplain and the school supports a range of charities.

## CHILD PROTECTION

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

## EMERGENCY CLOSURES

It is likely that the school will only be closed in extreme conditions. In the event of an emergency closure due to severe weather conditions or heating failure the school will follow Education Authority procedures. If such action is necessary, information will be issued by Moray Firth radio or by letter from the school. Moray Firth Radio will broadcast information on closures **during periods of severe weather**. Parents will also get information on the school's telephone information service by dialling **0870 054 6999** then enter **Keiss** school's pin number **042290**

All parents will receive a leaflet with Emergency Closure information during November each year.

## PARTNERSHIP WITH PARENTS

We work hard to ensure that we have a happy and positive atmosphere within the school. Although, due to security issues we have to place certain restrictions on access to school we hope you will still find Keiss School a welcoming place.

Communication with school is very important. We will send you a monthly newsletter to keep you in touch with the life of the school. We hope that you will keep in touch with us if there is anything that concerns you about your child.

We appreciate the help of parents in accompanying classes on educational visits.

### **PUPIL COUNCIL**

Keiss has a pupil council. This is a group of pupils who meet regularly with the teaching staff to discuss the life of the school and how things could be made better for the pupils. This is the vehicle we use to get the views of the pupils on a range of subjects. Each class has a representative nominated by the other pupils in their class. The representatives have the responsibility of gathering the views of the class, take notes at the meetings and share the minutes of the meetings.

### **CARE COMMISSION**

The Care Commission is a new regulatory body, which came into effect on 1/4/02. Inspectors from the Care Commission will be making inspections to all nursery classes to inspect against the National Care Standards for Early Education and Childcare up to the age of 16. Parents will be informed by the school when these are happening.

In Keiss School we endeavour to ensure that the service we provide leads to you and your child enjoying high quality services.

**Appendix 1** - Map of Keiss Primary School Catchment Area

**Appendix 2** - Staff

**Appendix 3** - School Term and Holiday Dates

**Appendix 4** - Guidelines for Parents of Pupils Travelling to School During Adverse Weather

**Appendix 5** - Current School Data

**Appendix 6** - Current Highland Data

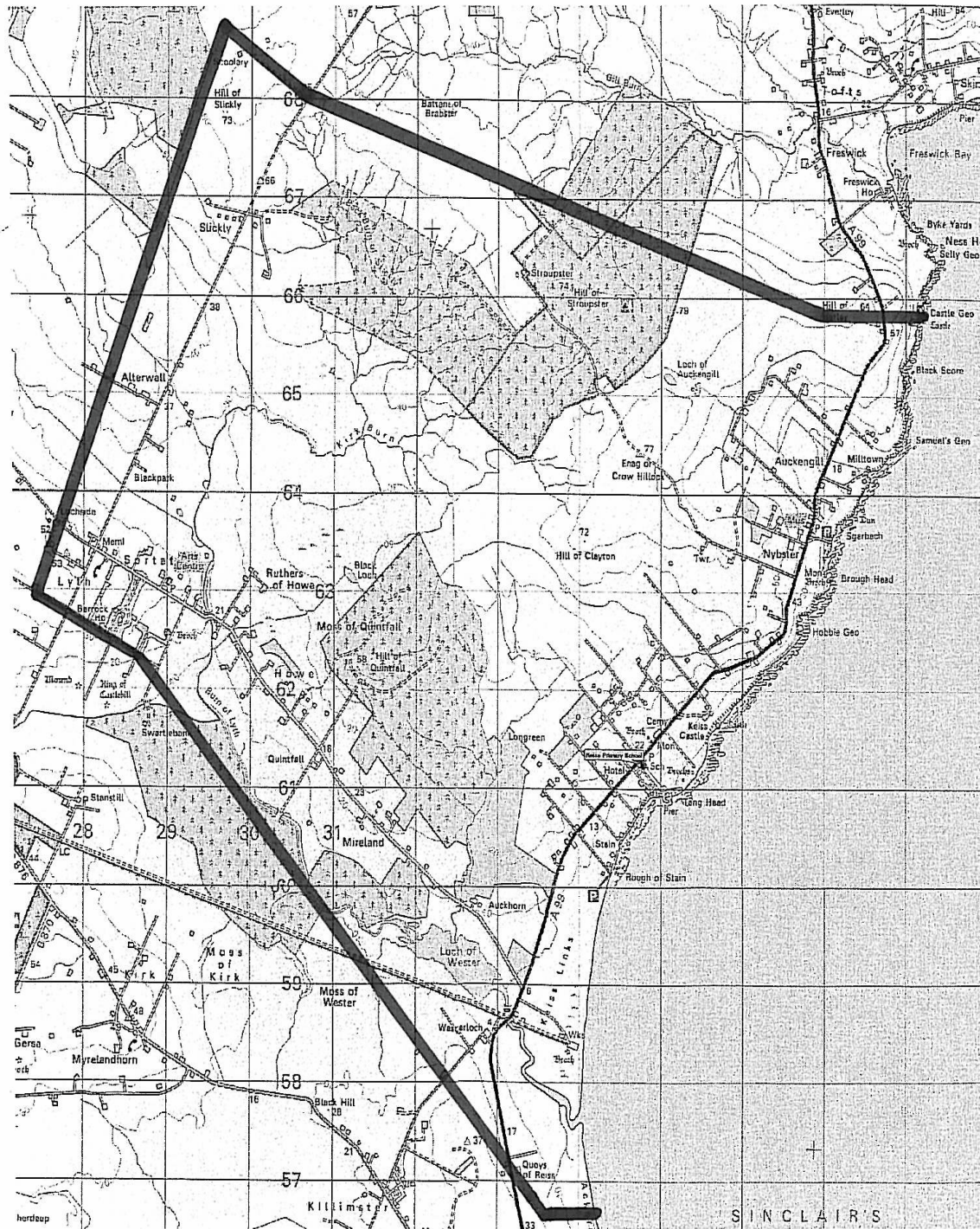
**Appendix 7** - Current National Data

**Appendix 8** - Attainment Figures

Maureen Miller  
Headteacher  
January 2009

*The information in this handbook was accurate at time of going to press. The appendices will be updated each session and these will be provided for all parents. The handbook will be given out to the parents of all P1 entrants and to the parents of any pupil who joins the school during the session. It will be available in school for inspection by any other parent and any parent specifically requesting a copy will be provided with one.*

# Keiss Primary School Catchment Area



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## Appendix 2

### STAFF

#### PERMANENT STAFF

Mrs. M. Miller	Head Teacher P3 P4 P5
Miss G. Munro	Teacher P6 P7
Miss R. Macpherson	Teacher P1 P2

#### PRE-SCHOOL CENTRE

Mrs. I. Robertson	Nursery Assistant
Mrs. L. Morrison	Nursery Auxiliary
Mrs. A. Macgregor	Nursery Co-ordinator Teacher

#### SUPPLY TEACHER

Mrs. E. Fell	Management Cover
Mr. A. Foxcroft	Management Cover

#### VISITING STAFF

Mrs. E. Fraser	Learning Support	1 day per week
Mrs M. Thompson		1 day per week
Mr. J. Whitaker	Brass Tutor	Friday morning

#### OTHER STAFF

Mrs. J. Calder	Clerical Assistant - Tues. Wed. & Thurs.
Mrs. A. Bain	Classroom Assistant/Learning Support Auxiliary/Playground Supervisor
Mrs C. Harris	Learning Support
Mrs. Riley	Cleaner
Mrs. E. Ronaldson	Cook
Vacant Post	School Crossing Patrol

#### SCHOOL CHAPLAINS

Rev. Wendy Knott

KEISS PRIMARY SCHOOL is an EQUAL OPPORTUNITY SCHOOL offering opportunities for learning to all pupils irrespective of sex or religion.

### Appendix 3

## SCHOOL TERM AND HOLIDAY DATES

### School Calendar 2008/2009

#### 2008/09

2008/09 Session	School Re-Opens	Monday Tuesday	18/08/08 (staff only) 19/08/08 (pupils)
October Holidays	School Closes	Friday	10/10/08
In-Service Day	School Re-Opens	Monday	27/10/08 (closed for pupils)
" " "		Tuesday	28/10/08 (closed for pupils)
Pupils Return		Wednesday	29/10/08 (pupils)
Christmas Holidays	School Closes	Friday	19/12/08
	Re-Opens	Monday	05/01/09
February Long Weekend	School Closes	Wednesday	11/02/09
In-Service Day		Thursday	12/02/09 (closed for pupils)
In-Service Day		Tuesday	17/02/09 (closed for pupils)
	School Re-Opens	Wednesday	18/02/09 (pupils)
Easter Holidays	School Closes	Friday	27/03/09
	Re-Opens	Tuesday	14/04/09
May Day Holiday	School Closed	Monday	04/05/09
Summer Holidays	School Closes	Thursday	02/07/09

#### 2009/10

2009/10 Session	School Re-Opens	Monday Tuesday	17/08/09 (staff only) 18/08/09 (pupils)
October Holidays	School Closes	Friday	09/10/09
In-Service Day	School Re-Opens	Monday	26/10/09 (staff only)
"		Tuesday	27/10/09 (staff only)
"		Wednesday	28/10/09 (staff only)
Pupils Return		Thursday	29/10/09 (pupils)
Christmas Holidays	School Closes	Wednesday	23/12/09
	Re-Opens	Monday	11/01/10
February Long Weekend	School Closes	Thursday	11/02/10
In-Service Day	Re-Opens	Tuesday	16/02/10 (staff only)
"		Wednesday	17/02/10 (staff only)
Pupils Return		Thursday	18/10/10 (pupils)
Easter Holidays	School Closes	Friday	26/03/10
	Re-Opens	Monday	12/04/10
May Day Holiday	School Closed	Monday	03/05/10
Summer Holidays	School Closes	Friday	02/07/10

## Appendix 4

### THE HIGHLAND COUNCIL EDUCATION SERVICE

#### GUIDELINES FOR PARENTS OF PUPILS TRAVELLING TO SCHOOL DURING ADVERSE WEATHER

1. The decision as to whether a pupil should attempt to travel to school in adverse weather conditions, whether by transport or on foot, lies with the parents. While recognising that education should be interrupted as little as possible, the Education Authority accepts that in severe weather conditions the safety of pupils is paramount.
2. For pupils using school transport, weather conditions and availability or otherwise of shelter at the "pick-up" point will dictate just how long a child should wait, and parents are asked to advise children appropriately in relation to prevailing conditions. During difficult weather conditions no pupil is expected to wait longer than twenty minutes past the normal "pick-up" time.
3. Parents are advised of the different circumstances affecting drivers of **contract** vehicles and **public service** vehicles. Drivers of **contract** vehicles are advised that they should not drop off children where there is any doubt that they may not safely reach home or other acceptable place of shelter. Drivers of **public service** vehicles, however, must travel by specified routes in accordance with scheduled time table and cannot make special provision for the individual needs of passengers.
4. Where parents are sufficiently concerned about conditions at "drop-off" points, they should contact the school as early as possible.
5. Parents should advise schools of an alternative address which may be used by their children in emergencies.
6. Some parents and pupils are often particularly concerned that important examinations may be missed, but this factor should not over-ride good judgement. Arrangements can be made regarding missed examinations.
7. Schools will advise parents of arrangements which relate to local geographical and transport circumstances affecting each school.
8. Schools will also establish means of communication with parents and transport operators and parents should be familiar with these details.
9. Local radio stations will issue news and weather bulletins conveying information regarding traffic conditions, school closures etc. While it is recognised that such transmissions may not cover all households, and may be subject to re-scheduling in some circumstances, they will be helpful to many families. Parents are therefore advised to remain "tuned in" to be aware of ongoing road or school information updates.

**Radio station request that, since telephone lines are busy at such times, parents should not phone in for advice but listen to appropriate broadcasts.**

<b>BBC Radio Highland</b>	6.55 - 7.00 am.	7.50 - 8.00 am.
	12.55 - 1.00 pm.	4.55 - 5.00 pm.

In extreme conditions Radio Highland will interrupt Radio Scotland transmissions, usually on the hour, to carry emergency bulletins.

**Moray Firth Radio** - Normal hourly new bulletins will carry local information on weather, roads and conditions affecting schools. In severe conditions normal programmes will be interrupted to carry emergency bulletins.

## Appendix 5

### INFORMATION FOR PARENTS 2007 PRIMARY SCHOOLS

<b>School:</b> Keiss Primary School	<b>Id No.:</b> 270 - 5100720
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#### *Budgeted Running Costs For Financial Year 2007-2008*

<b>School Roll at September 2006</b>	47
<b>Total School Running Costs at April 2007 (£)</b>	213,394
<b>Cost per Pupil (£)</b>	4,540

#### *Attendance And Absence For School Year 2006/2007*

	Stage							
	P1	P2	P3	P4	P5	P6	P7	P1-7
<b>Total Number of Possible Attendances(Pupil Half Days)</b>	**	2268	**	3,024	3,460	2,268	2,570	17003
<b>Percentage Authorised Absences</b>	**	2.5	**	2.3	2.2	3.4	3.0	2.8
<b>Percentage Unauthorised Absences</b>	**	0.0	**	0.0	1.7	0.2	0.1	0.7

#### *Minimising Overall Absence*

	<b>Absence recorded (2005/2006) Average number of half days absence per pupil</b>	<b>Absence recorded (2006/2007) Average number of half days absence per pupil</b>
<b>Absence</b>	12.6	13.4

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.

This edition revised May 2008

## Appendix 6

### INFORMATION FOR PARENTS 2007 PRIMARY SCHOOLS

Education Authority: Highland

#### *Budgeted Running Costs For Financial Year 2007-2008*

School Roll at September 2006	17,260
Total School Running Costs at April 2007 (£)	55,580,471
Cost per Pupil (£)	3,220

#### *Attendance And Absence For School Year 2006/2007*

	Stage							
	P1	P2	P3	P4	P5	P6	P7	P1-7
Total Number of Possible Attendances(Pupil Half Days)	809,827	841,202	842,236	959,931	926,440	895,082	973,808	6,248,526
Percentage Authorised Absences	4.6	3.9	3.8	3.7	3.9	4.1	4.0	4.0
Percentage Unauthorised Absences	0.6	0.5	0.5	0.5	0.5	0.5	0.4	0.5

#### *Minimising Overall Absence*

	Absence recorded (2005/2006) Average number of half days absence per pupil	Absence recorded (2006/2007) Average number of half days absence per pupil
Absence	17.9	17.1

## Appendix 7

### INFORMATION FOR PARENTS 2007 PRIMARY SCHOOLS

#### National Data

#### *Budgeted Running Costs For Financial Year 2007-2008*

School Roll at September 2006	382,156
Total School Running Costs at April 2007 (£)	1,307,663,324
Cost per Pupil (£)	3,422

#### *Attendance And Absence For School Year 2006/2007*

	Stage							
	P1	P2	P3	P4	P5	P6	P7	P1-7
Total Number of Possible Attendances(Pupil Half Days)	18,621,930	19,374,897	19,826,489	20,547,503	20,963,414	21,023,851	21,352,544	141,710,628
Percentage Authorised Absences	4.1	3.9	3.7	3.6	3.7	3.8	3.8	3.8
Percentage Unauthorised Absences	0.9	0.9	0.9	0.9	0.9	0.9	0.9	0.9

#### *Minimising Overall Absence*

	Absence recorded (2005/2006) Average number of half days absence per pupil	Absence recorded (2006/2007) Average number of half days absence per pupil
Absence	18.9	17.3

Appendix 8

**Attainment Figures Keiss Primary School**

	<u>June 2008</u>	<u>June 2007</u>	<u>June 2006</u>
	%P3, P4, P6, P7 roll attaining or exceeding minimum 5-14 levels for their stage	%P3, P4, P6, P7 roll attaining or exceeding minimum 5-14 levels for their stage	%P3, P4, P6, P7 roll attaining or exceeding minimum 5-14 levels for their stage
English Reading	74%	65%	79.3%
English Writing	85.5%	56%	86.2%
Mathematics	88.5%	91%	93.1%

