

# **BALLOCH PRIMARY SCHOOL**



## **HANDBOOK**

**2009/2010**

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Balloch Primary School,  
Culloden Road,  
Balloch,  
Inverness.  
IV2 7HQ.

Telephone - 01463 790287  
Fax - 01463 794915

Dear Parent/Guardian,

The purpose of this booklet is to provide you with information which you will require while your child attends Balloch School. Please retain it for reference.

Here at Balloch School we aim to provide a high quality learning experience for each child, within a caring and secure environment. We try to bring out the best in all our pupils and nurture in them an enthusiasm for learning, independence and personal achievement.

We are a Health Promoting School and have recently achieved Green Flag status as an Eco School.

Pupils are expected to work hard and to conduct themselves in a responsible manner while in school.

Our teachers, classroom assistants, auxiliaries, janitorial and secretarial staff are all well trained and committed to maintaining high standards in all areas of learning and school life.

I look forward to meeting you and welcoming your child to our school. If you have any queries about the school, or wish to make a visit prior to enrolling a child, please do not hesitate to contact me.

Yours sincerely,

Christine E.A. Scott M.A.

Head Teacher

Balloch Primary School is a non denominational school catering for boys and girls from their pre school years to Primary 7. The delineated area of the school covers a wide geographical area encompassing Balloch, Clava, Brookfield, Sunnyside, Petty, Allanfearn and the part of Culloden incorporating Moray Park Terrace and Moray Park Avenue.

Balloch School is a modern building which was officially opened on 3rd May 1991. A new classroom extension was added in 1996. Due to increased roll, the Old Balloch School buildings have been taken over by the School again and have been extensively renovated to provide two classrooms and a Nursery.

The school provides a good teaching and learning environment enhanced by a very committed staff and Parent Council. An active Fundraising Group helps to maintain the high level of equipment and resources.

There are ten classrooms, four resource areas, a computer suite, general purpose room, games hall/dining room, learning support base / resource room, medical room, kitchen, an administration block and staff room.

The classes are organised in year groups - Primary 1 to Primary 7. When necessary some classes are composite, with sections of two year groups combined. This is normally done by age e.g. a P3/4 class would be made up of the oldest pupils in P3 and the youngest in P4. It is our intention in seeking to provide the best education for our pupils, to avoid disrupting class groups as much as possible. We would therefore hope that your child will be able to remain within a constant class grouping throughout their time at Balloch. However, in recent years this has not always been possible and your child may have to move at some point into another grouping. It is likely that your child may spend three/four years in a straight class grouping and a similar time in a composite grouping.

Each teacher provides wide and varied learning opportunities and additional expertise is currently provided by visiting part time staff in music and physical education (currently for P4-7 only). We also have limited access to a visiting teacher to support pupils for whom English is not their first language.

We are fortunate to have two full time and one part time classroom assistants and several support for learning auxiliaries, who work along with teachers helping to raise attainment.

We currently have one Support for Learning teacher and share an Active School Co-ordinator with local schools.

### **Equal opportunities**

Balloch school is an equal opportunities school.

We aim to create an ethos where all pupils are equally valued and we are aware of the need to adhere to the Education Authority's Racial Equality Policy.

### **School times**

The Balloch School day is as follows:

P1-3 9.00am - 12.15pm 1.00pm - 2.30pm

P4-7 9.00am - 12.30pm 1.15pm - 3.00pm

Morning interval for all pupils 10.40am - 10.55am

The Nursery currently operates two sessions - 9.15am - 11.45am and 12.30pm - 3.00pm.

Holiday dates are shown on Appendix 1.

### **Senior Staff**

|              |                           |                                       |
|--------------|---------------------------|---------------------------------------|
| Head Teacher | Mrs. Christine E.A. Scott | M.A. P.G.C.E. Cert. P.Sc.             |
| Depute Head  | Mrs. Clare Petrie         | Dip. Primary Ed. Cert. SIQ. Cert. IT. |

### **Class Teachers**

|                   |                                |
|-------------------|--------------------------------|
| Mrs. E. Patience  | B.Ed. Hons.                    |
| Mrs. C. Barbour   | B. Ed                          |
| Mrs. L. Robertson | Dip. Primary Ed.               |
| Mrs. A. Cowie     | B. Ed.                         |
| Miss A. Fordyce   | B. Ed.                         |
| Miss P. Mann      | B.A. Dip. Primary Ed. Inf. Ed. |
| Mrs. P. Watson    | Dip. Primary Ed.               |
| Miss J. Craigie   | B.A Hons; P.G.C.E              |
| Miss R. Campbell  | P.G.C.E.                       |
| Mrs. R. Thompson  | B.Ed. Hons.                    |
| Mrs. L. Butler    | P.G.C.E.                       |

### **Support for Learning Teachers**

|                  |                      |
|------------------|----------------------|
| Mrs. E. Johnston | Dip. Primary Ed: SEN |
|------------------|----------------------|

### **Nursery**

|   |                        |
|---|------------------------|
| <b>Teacher</b> - Mrs. F. Flynn            | Dip. Primary Ed.       |
| <b>Nursery Assistant</b> - Mrs. A. Grant  | Advanced P.D.A; SVQIII |
| <b>Nursery Auxiliary</b> - Mrs. H. Millar | SVQ III                |

### **Visiting Staff**

|                                    |                |
|------------------------------------|----------------|
| RE + Drama - Mrs. D. Walker        | B.A. PGCE      |
| Music - Mrs. M. Pearson            | Dip Primary Ed |
| Physical Education - Mrs. L. Scott | B.Ed. Hons.    |
| Brass Tutor - Mr. B. Mitchell      | G.G.S.M.       |

### **Classroom Assistants**

Mrs. E. Edwards  
Mrs. J. Naismith  
Mrs. W. Pendreigh

### **Support for Learning Auxiliaries**

Mrs. B. Douglas  
Mrs. B. Mitchell  
Mrs. J. Card  
Mrs. M. Parker (Auxiliary and Lunchtime Supervisor)  
Mrs. J. MacKay

### **Non Teaching Staff**

Secretary - Mrs. D. McAusland  
Par time Clerical Assistant - Mrs. S. Van der Vlies  
Janitor - Mr. R. Cameron  
Cook in Charge - Mrs. G. Halls Kitchen Staff - Mrs. I. MacCulloch; Mrs. P. Bain; Mrs. J. Brown  
Cleaning Supervisor - Mrs. F. Murray

### **School Support Staff**

School Doctor - Dr. S. Watt.  
School Nurse - Mrs. C. Vernal  
Chaplains - Mr. D. Meredith and Mr. J. Robertson  
School Dentist - Mrs. White  
Speech + Language Therapy - Mrs. A. Birrell  
Educational Psychologist - Ms. S. Alexander  
Teacher of the Deaf - Charlotte McIvor



## **THE CURRICULUM**

Pupils at Balloch follow the curriculum recommended by the 5-14 National Guidelines. The curricular areas covered are Language, Mathematics, Environmental Studies, Expressive Arts, Religious and Moral Education and Personal and Social Development, Health Education and Information Technology, Citizenship and Enterprise.

Pupils are encouraged to acquire and develop the following skills, knowledge, attitudes and aspects of citizenship:

understanding and appreciation of themselves and other people and of the world about them;

informed attitudes towards the environment and their responsibilities within it;

the capacity for independent thought through enquiry, problem solving, information handling and reasoning;

appreciation of the benefits of healthy living and physical fitness;

positive attitudes to learning and personal fulfilment through the achievement of personal objectives.

We are currently beginning to implement A Curriculum for Excellence which aims to help pupils to become:

- ❖ Successful Learners
- ❖ Confident Individuals
- ❖ Responsible Citizens
- ❖ Effective Contributors

## **ENGLISH LANGUAGE**

Language activities at Balloch provide opportunities for pupils to develop skills in Listening, Talking, Reading and Writing - the four outcomes detailed in the 5-14 National Guidelines.

The Highland Literacy Project provides the guidelines for the teaching of reading, writing and spelling from P1 - P7. The Oxford Reading Tree is the main text resource used for the teaching of reading at early stages. Children are encouraged to read both fiction and non-fiction for pleasure through use of our extensive choice of Library books.

Pupils in P4-7 use a variety of resources to develop a range of reading skills.

Parents will from time to time receive information about the teaching of reading and how you can support your child at home.

Spelling is taught in a fun way which motivates children.

The writing programme encourages children to express themselves through a range of personal, imaginative, functional and writer's craft writing activities.

The school regularly runs a Book Fair to give the children the opportunity of purchasing high quality books and extending their interest and pleasure in reading.

## **FRENCH**

All pupils in P6 and P7 receive basic tuition in French as an introduction to the foreign language work which they will be studying in Culloden Academy.

## **MATHEMATICS**

Children enter school as active thinkers, having already experienced mathematics informally at home and Nursery - eg. handling objects, putting things in order, using pattern, counting, sorting and talking about shape. The staff at Balloch aim to widen this experience and build on it to develop a sound grounding in mathematical skills.

The school policy on mathematics reflects the 5-14 National Guidelines and the Highland Council Guidelines on Mental Maths teaching concepts and skills in a systematic and practical manner.

The main text used from P1-4 is Scottish Heinemann Mathematics, which offers continuity and progressive learning. In P4-7 pupils will move on to use Maths in Action. These core schemes are enhanced with practical assignments, problem solving activities and computer programmes. Mental and written computation, a good knowledge of number bonds and tables, and an all round facility with number are all very necessary skills which the teachers help the children to develop.

## **ENVIRONMENTAL STUDIES**

Environmental studies includes Science, Social Subjects, and Technology.

At Balloch, the teachers plan areas of study for each term to provide an appropriate balance of these subjects, based on the 5-14 National Guidelines and taking the Curriculum for Excellence capacities into account.

The school's environmental studies programme will give your child a better understanding of the world we live in; how we adapt to it; how we influence it; how to be tolerant of its many and varied parts - but most significantly, how we should look after it for our own benefit and in the interests of future generations.

Our sustainability work is led by our Eco School Group or B.E.S.T. (Balloch Eco School Today) and is well supported by parent helpers. We have attained the highest Eco School Award - the Eco Green Flag.

## **HEALTH EDUCATION**

Balloch has achieved 'Health Promoting School' status.

The focus of Health Education is to teach pupils about healthy and safe living. Sex education begins at the early stages but at P6 and P7 there is an emphasis on human reproduction, aspects of puberty and relationships. The 'Living and Growing' television series is used and there is input from our school Nurse. Immediately prior to sex education lessons at P6, parents are invited to view the resources in use and are invited to discuss any issues they may have with the class teacher and school nurse. Through class work and input from local police, pupils are also made aware of the dangers of drug and alcohol abuse and smoking and in the early years an awareness of 'stranger danger.'

Encouraging healthy eating is an important aspect of health education. P1 and P2 pupils are provided with a free fruit snack three days per week.

The school operates a 'healthy tuck shop' and in consultation with the cook and the FFAB group (Food + Fitness at Balloch), continually reviews the food on offer in the canteen, encouraging healthy choices.

Nursery pupils benefit from input from the 'Safe, Strong and Free' project.

Dental hygiene is encouraged through the issue of free toothbrushes and toothpaste, Tooth Fayres and talks related to dental hygiene.

#### **F. F. A. B. (FOOD + FITNESS AT BALLOCH)**

This group consists of representatives from each class plus other interested adults e.g cook, school nurse, parents. Through their activities the group aims to improve all aspects of health at Balloch School for pupils, staff and parents.

#### **INFORMATION TECHNOLOGY**

Information Technology gives pupils the opportunity of using computers for word processing, working with databases and spreadsheets, for drawing and designing and for accessing information. ICT is used more and more throughout the curriculum as a tool for enhancing teaching and learning. Pupils have access to computers in their classroom and open areas and have timetabled use of the computer suite. All children have supervised access to the internet both in their classrooms and in the computer suite. The school also have a good selection of digital cameras, digital video cameras and digital microscope. Each classroom is equipped with a laptop and projector.

#### **EXPRESSIVE ARTS**

The Expressive Arts encompass the following four subjects - Art and Design, Drama, Music and Physical Education. These subjects form an essential part of your child's development and provide outlets for expressing feelings, ideas, thoughts and solutions, using a variety of materials, techniques, skills and media. At Balloch School the teachers include all areas of expressive arts in their termly plans, reflecting the 5 -14 Guidelines recommended. There are specialist teachers for some of these subjects from P4-7 and occasional input from outside agencies - e.g. drama groups, puppeteers, Feis Rois workshops, Youth Music Initiative, sports taster sessions, dance and fitness sessions.

Pupils are given the opportunity of performing musical and dramatic items for a variety of audiences. They take part in organised games such as football, basketball, athletics, cricket and hockey.

Displays of art and design work can be seen around the school.

There are opportunities for older pupils to learn to play a brass instrument.

#### **RELIGIOUS AND MORAL EDUCATION**

Religious Education is concerned with the development of the understanding of the significance of religion within society. It also offers opportunities for pupils to explore some of the difficult questions concerning faith and the meaning of life.

Worship within school is based on Christianity. However, children learn about other world religions as they progress through school. We aim for the pupils to have some understanding of and be tolerant of the views and beliefs of others.

Through Moral Education we hope that pupils will develop responsible attitudes to others, be able to consider and make decisions about right and wrong and become morally aware citizens.

One of the school chaplains holds an assembly in the school every fortnight. Special assemblies are held at Christmas, Easter and at the end of the school session, at which the choir may perform. Space is restricted but parents from selected classes are always invited to these occasions.

In addition assemblies based on class work are held throughout the session. These are organised and conducted by pupils under the guidance of their teachers.

Religious Education is required by law to be included in the curriculum. However, parents who wish to have their children withdrawn can do so by informing the school.

### **PERSONAL AND SOCIAL DEVELOPMENT AND CITIZENSHIP**

This cross curricular dimension permeates all aspects of school life and is an integral part of the curriculum.

Through education in citizenship we hope to promote the knowledge, skills and understanding which the children will need in order to play an effective role in society both now and in the future.

### **SUPPORT FOR LEARNING**

The Support for Learning teacher assists in meeting the needs of children of all abilities usually in classrooms or in the resource areas, depending on the activity involved.

She works closely with class teachers and may provide work for the class teacher to use with pupils when not directly involved in teaching.

She is available for consultation with parents on parent consultation evenings and by appointment at other times of the session.

Support can also be provided for pupils who do not have English as their first language.

### **HOMEWORK**

Homework is regarded as a very important aspect of learning - please refer to the School Homework Policy - Appendix 3.

### **ASSESSMENT AND REPORTING**

Assessment of your child's progress is an on-going process. Careful records are kept by teachers and form the basis for the next steps in teaching and learning.

Assessment helps to identify children having difficulties in certain areas and to highlight pupils' successes. Each child's progress through the curriculum from the age of 5 to 14 is assessed according to whether they have achieved the attainment targets. These attainment targets are divided into levels. Level A is the first level and Level F the final level achieved.

The Levels in the 5-14 Curriculum are as follows:

Level A :           Attainable by almost all pupils in P1-3.

- Level B : Attainable by some pupils in P3 or even earlier but certainly by most in P4.  
Level C : Attainable in the course of P4-6 by most pupils.  
Level D : Attainable by some pupils in P5-6 or even earlier but certainly by most in P7.  
Level E : Attainable by some pupils in P7-S1 but certainly by most in S2.  
Level F : Occasionally attained in Primary School.

Children will sit the National Assessments in Reading and Mathematics at the appropriate time in their school career. National Assessment is part of the ongoing process of teaching, learning and assessment and helps teachers to confirm their judgement about an individual pupil's attainment level. Each pupil will only be tested when the teacher decides that he/she has acquired the appropriate skill in Reading and Mathematics. In Writing attainment levels are normally based on a writing portfolio built up from class work.

In order to give information to parents about pupil progress the following arrangements are currently in place:

- ❖ A yearly written report on Highland Council format.
- ❖ Two parents consultation evenings per session.
- ❖ One occasional open afternoon for parents
- ❖ Occasional curriculum information meetings.

Contact with parents is extended by children bringing home a termly self completed description about what they have been learning recently and their personal targets for the future.

In addition to these formal arrangements, parents are encouraged to contact the school to speak to class teachers if you have concerns of any kind regarding your child's progress. Teachers will be happy to make an appointment to speak with you, or discuss matters on the telephone if that is more convenient.

### **TEACHING AND LEARNING**

School staff are continually updating their knowledge about how children learn effectively and apply this knowledge to enhance their teaching skills. Pupils are encouraged to work collaboratively on tasks as well as independently and to be aware of their own level of attainment. They are encouraged to set targets for themselves in all areas of activity, whether it be academic, sporting or personal.

### **CELEBRATING SUCCESS**

Regular opportunities are made to encourage and recognise academic, sporting and personal achievement through 'Celebration Assemblies'.

At these meetings pupils are presented with certificates to mark a wide range of success in class. We also acknowledge pupils achievements outside school at these assemblies and by displaying their certificates in school.

### **NEWSLETTERS**

The school keeps parents informed about what is happening in school through regular School Newsletters. There will also be a copy of this letter on display on the notice board outside the school.

### **UNIFORM**

The general policy of Balloch School is to encourage pride in appearance, neatness and a sense of belonging to the school community. Therefore we hope that you will encourage your child to wear school uniform at all times.

The school colours are dark green and gold, worn with grey or black.

Uniform consists of:

**FORMAL**

White shirt/blouse  
Green and gold tie  
Grey or black trousers/skirt  
Green or grey jumper/cardigan

**OR**

**INFORMAL**

**\*\*Green** sweatshirt with school crest  
**\*\*Green** jogging trousers  
**\*\*Gold** polo shirt with school crest  
**\*\*Black** sweatshirt - **P7 pupils only**

**\*\* Fleece jackets are also available.**

**\*\*These items are ordered by the B.F.G. Order forms are available from the school.**

Ties can be purchased directly from the school office.

**Pupils are requested to wear the formal 'shirt and tie' uniform for special events.**

For P.E. children should wear black or green shorts, polo shirt and have suitable gym shoes - no football tops please.

Jeans, sports trousers and football strips are considered to be unsuitable for school wear.

For safety reasons, the wearing of jewellery, especially earrings is discouraged generally but if worn, must be removed for P.E. lessons.

**Articles of clothing, including jackets must be clearly marked with your child's name. The school cannot be responsible for the loss of any items.**

**INDOOR SHOES**

We encourage pupils to take pride in the cleanliness and tidiness of the school. In order to avoid muddy floors and damage to carpets, we ask that every child have a pair of shoes for indoor use only. These may be of any type; e.g. gym shoes, trainers, slippers etc. **Again these should be clearly marked.**

**TRAVEL TO SCHOOL**

**Bus**

Free transport is available as follows:

- (a) Children under 8 who live over two miles from school.
- (b) Children aged 8 and over who live over three miles from the school.
- (c) Children from Brookfield and Sunnyside (2.9 miles) have been given transport due to the exceptional circumstances of the case.

Forms are available from the school or from the Area Education Office, 13 Ardross Street, Inverness, Telephone 663800.

In the interests of safety, pupils are accompanied to the bus by the Janitor or an auxiliary at the end of the school day.

Children who travel by bus are expected to behave in an orderly manner and to do as the driver tells them. They should sit in a seat while the bus is in motion and wear seat belts. Parents are responsible for ensuring that their child behaves appropriately when using school transport.

After they have arrived at school pupils may not leave the premises for any reason. If there is a change in the normal circumstances for pupils in P1-3 going home, please let the class teacher know in writing in order to avoid confusion or misunderstanding.

Pupils who are not entitled to use school transport may only do so, e.g. to visit a friend, when a request has been made to the contractor in advance. Friends who would normally leave school at 2.30pm may not stay until 3.00pm.

P1 - 3 pupils who use school transport stay in school until the buses arrive at 3.00pm. They are supervised at this time.

### Bicycles

Pupils may bring their bicycle to school, although we would advise against this unless your child has passed a cycling proficiency test. The school organises a cycle training course for P7 pupils. In the interests of safety your child is not allowed to cycle in the school grounds. As with all property, the school cannot be responsible for bicycles damaged or stolen. P6 and P7 pupils have priority use of the cycle racks.

### Cars

Concern has been expressed over the children's safety in the public car park adjacent to the school.

There is neither finance nor space to increase the size of the car park and only the continued vigilance by parents can prevent an accident.

With the safety of the children in mind the BFG have drawn up a suggested safety code which we would ask all parents using the car park to adopt.

### Safety Code

#### **Drivers:**

1. **SHARE**, or even leave the car at home whenever practical.
2. **DRIVE SLOWLY** in the car park - particularly in icy conditions.
3. **OBSERVE** the one way system.
4. **ESCORT** P1, 2 and 3 children to and from your car.
5. **EXERCISE CARE** - particularly when reversing.

#### **All parents:**

**Never allow your child to use the car park as a short cut. They should use the footpath behind the fence.**

### On Foot

The Crossing Patroller is on duty each day to ensure that children who require to cross Culloden Road do so safely. Please impress on your child the need to use the crossing and to follow the instructions of the crossing patroller. Please also advise your children that they should take great care while walking to school and impress upon them the need to stay on the pavement.

Pupils may enter the school playground from Cherry Lane or Cherry Park (morning only).

### In the Playground

Children are supervised by the Janitor and at least one auxiliary when in the playground at break times. Please note that the Janitor is not on duty for supervision until 8.40am. Therefore, you should be aware that your child will have no adult supervision if sent to school before this time.

It is not advisable to send pupils to school very early in the morning in bad weather as there is no outside shelter. In very bad conditions children may be allowed to wait inside before 9.00am. Please ensure children have warm, waterproof jackets in bad weather.

### **LEAVING SCHOOL PREMISES**

Having arrived at school, pupil's may not leave again until it is time to go home for lunch or at the end of the day e.g. they may not go to the village shop after arriving at school.

### **DISCIPLINE**

A good standard of discipline is essential in creating a positive atmosphere for learning. All pupils are made aware of the school rules and they should then exercise self discipline to maintain behaviour within these bounds.

Please refer to Appendix 4.

### **MOBILE PHONES**

In general mobile phones are not allowed in school. In exceptional circumstances children may be given permission to carry a mobile (switched off) in their bag. A letter from parents is required.

### **SCHOOL MEALS**

We have a cook who prepares meals on the premises. Meal tickets for the week are sold on Mondays only and can be used to purchase a traditional school meal. Healthy menus have been introduced as part of Highland Council 'Hungry for Success' initiative.

In unforeseen circumstances pupils may pay for a meal in cash on any day. However, in order to minimise hold up in the lengthy dinner queue, we try to avoid handling cash at meal times. Therefore, it is much appreciated if your child purchases all the tickets they will need for the week on Monday.

Menus are displayed and copies sent home so that parents can help children with choices.

School meals are currently supplied by Highland Contract Services, who collect payment, plan menus etc.

Present charges are shown on Appendix 1.

### **FREE SCHOOL MEALS**

Under the Social Security Act, 1986, families receiving Income Support qualify for free school meals. Application forms are available from the school or from the Area Education Office, 13 Ardross Street, Inverness. Every effort is made to distribute free meal tickets in such a way as to avoid any embarrassment to children.

### **PACKED LUNCHES**

Facilities are available for pupils to eat packed lunches in school. However, the dining room is very crowded and children may often be required to sit on benches rather than at a table. In fine weather P7 pupils may use the picnic tables.

### **HEALTH CARE**

Minor cuts and bruises are attended to in school. In the case of children becoming unwell, contact is made with the parent or emergency contact, following which the child may be collected or sent home. No child will be allowed out of school unless the parent or emergency contact has been notified. **Please keep the school informed of any changes in address, telephone number or emergency contact.**

In the case of more serious injuries, the child would be taken to Raigmore Hospital for emergency treatment. Every effort would be made to contact the parent or guardian to allow the sharing of decision making.

The school doctor and nurse, visit on a regular basis to provide a screening service and carry out periodic eye and hearing tests. Parents are invited to attend the screening programme. The doctor or nurse would contact parents if the screening highlighted any problems.

It is very important that parents inform the school of any medical condition that might in any way affect a child's progress through school or indeed their safety. The confidential nature of this information will be respected.

#### **Under Highland Council Guidelines - Parental/Guardian Responsibilities**

- ❖ Parents and any others who have legal responsibility for the care of children should keep children at home when they are acutely unwell.
- ❖ Parents/guardians should request from their general practitioner that dosage schedules for any medication prescribed should not include school hours wherever possible.
- ❖ Parents/guardians are responsible for their child's medication. If a child requires medication during school hours arrangements for its administration should be agreed between the parents and the school.
- ❖ Any medication to be administered in school must be clearly marked with the pupil's name, should be brought to school by the parent/guardian and delivered to the Head Teacher together with a completed consent form. **See Appendix 6.**
- ❖ It is the responsibility of the parent/guardian to check that medication is not out of date, that there is a sufficient quantity in school, that it is renewed as necessary and that any unused supplies are uplifted for disposal.
- ❖ It is the responsibility of parents/guardians to advise the school in writing of any alteration to the prescribed dosage of medication.
- ❖ Parents/guardians may consider their children to be responsible enough to carry and administer their own medication. In this event the school must be given full written details of the condition/illness from which the child suffers along with written details of the medication to be taken and the self administration routine.
- ❖ Parents/guardians must advise the school in writing if their child is subject to any known allergic reaction e.g. food stuffs which the child may come into contact with in the course of the school day.

The school dental service examines teeth from time to time and parents will be advised of any treatment required before being given the choice of using the school's dental service or having treatment done privately.

As part of environmental studies, children will be taught various aspects of health and personal safety.

## HEALTH AND SAFETY

Fire drill notices are displayed throughout the school and fire drills are conducted each term to allow pupils and staff to practise what to do in the event of fire.

Guidelines are in place should a 'major incident' occur. (see Appendix 7)

## EMERGENCY CLOSURES

It is usually possible to give advance warning to parents of early closing. However, in some circumstances, e.g. power failure or extreme weather conditions, this may not be possible and parents are asked to ensure that:

- (a) the school has a note of an emergency contact if both parents/guardians are working.
- (b) children know what to do and where to go

Our first priority is always the safety of the children and no child would be allowed to go home before reasonable steps had been taken to ascertain that an adult is at home. Very young children would not be allowed to leave the school without an adult.

Balloch school has a large number of children who are transported by bus and in these cases every effort would be made to contact individual parents before any action would be taken. 'Bad Weather Guidelines' are issued to all families annually.

In addition the school has a 'messaging service' which you should check in bad weather to find out if a closure is likely. Information may also be accessed through a Highland Council website. See Appendix 5

## FUNDS

Various fund raising events are organised to raise money for the Balloch School Fund and the BFG fund.

Pupils are invited to bring a voluntary donation of £2.00 at the beginning of each session for the school fund.

The funds are used in a variety of ways:

- e.g. to finance trips, to fund performances in school for pupils, to purchase additional equipment and books etc.

Each year the school supports two or three charities one of which will be local and occasional fund raising events are held in support of these.

## ABSENCES

Parents are requested to provide a written explanation for all pupil absences. Please inform the school by 10.00am on the first day of any absence. If we do not hear from you by then the school office will try to contact you at home or work in order to find out the reason for your child's absence from school. This is a safety measure intended to safe guard pupils. Children should not normally be taken out of school during term time for any reasons other than illness.

From time to time parents take family holidays during term time, although this is strongly discouraged by the Education Authority. Under Highland Council guidelines we are obliged to record time taken off during term time to go on holiday, as unauthorised absence. Only in exceptional circumstances can time off other than illness be recorded as authorised. A written request will be required in all cases. Work will not be supplied for pupils who are on holiday.

However, teachers are always willing to provide work as appropriate if pupils are likely to be absent for a prolonged period due to illness.

Similarly should parents miss consultation meetings through taking children away from school on holiday, alternative meetings will not be offered except in exceptional circumstances. (See Appendix 8)

### **COMPLAINTS**

All complaints will be dealt with immediately where possible, or as soon as the relevant member of staff is available.

#### **Parent Complaint Procedure**

We aim to find appropriate solutions to all problems/complaints at school level if at all possible.

- ❖ Parents should initially discuss concerns or complaints with the class teacher where appropriate.
- ❖ Discussion with HT or DHT, where appropriate.
- ❖ If complaint is not adequately addressed, the parent may contact a member of the Parent Council and the issue may be raised at a meeting provided that the complaint is of a general nature. The Parent Council may not discuss individual staff members, parents or children.

If any of the above channels seem inappropriate or have failed then the parent should contact the Area Education Manager:

Hector Robertson  
Area Education Office  
13 Ardross Street  
Inverness.

- ❖ Parents of pupils in Nursery may also contact the Care Commission.

#### **Pupil Complaint Procedure**

Pupils may voice concerns or complaints through:

- ❖ School council
- ❖ Playground supervisors
- ❖ Class teacher
- ❖ HT or DHT
- ❖ Suggestion box in front hall (parents may also use this).

### **LINKS WITH THE COMMUNITY**

Police, firemen and medical staff attend the school to discuss various matters with the children. Speakers from the local community may also be invited into the school to provide back up for developing environmental studies work, e.g. local councillor.

Senior citizens are invited into school from time to time e.g. to enjoy Christmas Carols and refreshments provided by the pupils.

Parents with time to spare or talents to offer e.g. in baking, art, sport and cycle training are invited to join our Parent Helpers List.

There is a notice board outside the entrance hall which displays notices and information of interest to parents and the community.

There are links with the local Library and also the community facilities at Culloden Academy.

Pupils contribute occasional articles to the local Community Council Newsletter and the local Newspaper and work with the Balloch Village Trust.

The Eco group occasionally put up posters around the village and have sold Eco Bags in the village shop. The Eco group also enjoy the support of many local businesses for their projects.

### **PARENT COUNCIL**

A Parent Council has been set up by parents of pupils at Balloch School. The Parent Council consists of volunteer parent representatives, staff representatives and co-opted members.

The names of the current Council members are listed in Appendix 2.

The Parent Council has a number of functions and duties, some of which include promoting contact between the school, parents and the community, ascertaining the parents' views and reporting to parents about the various activities being carried out. Other duties include participation in the selection of senior staff.

Agendas and Minutes of meetings and other items of interest regarding the Parent Council are displayed on the notice board near the school entrance.

### **BALLOCH FUNDRAISING GROUP - BFG**

The school has a very active fundraising group which is instrumental in raising funds for the school. The members organise the sale of school clothing, are involved in fund raising events and generally provide valuable support to the school in a variety of ways.

The names of the committee members are listed in Appendix 2.

Agendas and Minutes of meetings and other items of interest regarding the BFG are also displayed on the notice board near the school entrance.

### **SCHOOL COUNCIL**

The School Council provides a forum in which class representatives may express the views and opinions of their class mates. A variety of improvements and changes which enhance school life for pupils have been initiated through this group. Minutes of School Council meetings are displayed on the outside Notice Board.

### **LIAISON WITH PRE-SCHOOL GROUPS**

We have our own Nursery for pre school children - normally 4 year olds.

The school also has very close links with the local playgroup (normally 3 year olds) and the local Day Care Centre.

### **EXTRA CURRICULAR ACTIVITIES**

The school makes every effort to involve the children in a number of sporting and leisure activities. There are several extra curricular clubs which pupils may join. These are available mainly for pupils in upper stages.

|            |      |
|------------|------|
| Chess Club | P4-7 |
| Drama Club | P1-7 |
| Choir      | P6-7 |

|                 |        |
|-----------------|--------|
| Scripture Union | P5-7   |
| Relaxation Club | P5-7   |
| Tag Rugby       | P4-7   |
| Badminton       | P7     |
| FunFit          | P1 + 2 |

There is a small charge for these Clubs to help to pay for materials, equipment etc.

P7 pupils are offered the opportunity to take part in a residential trip based on outdoor activities. The centre currently used is the Nethybridge Outdoor Centre which is part of the Abernethy Trust.

### **CHILD PROTECTION**

The school takes the matter of Child Protection very seriously.

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. Susan MacLaren, Highland Child Protection Committee, Kinmylies Building, Leachkin Road, Inverness, IV3 8NN - Telephone (01463) 703483 - Fax (01463) 713237.*

### **DATA PROTECTION ACT**

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.

This data will be maintained in accordance with the Act and will not be passed on to any other organisation without your prior approval unless this is a legal requirement.

### **DRUGS MISUSE**

Any incident of Drugs Misuse will be reported and dealt with in line with the Highland Council Policy which endorses the Scottish Executive Guidelines for the Management of Incidents of Drugs Misuse in Schools.

### **SCHOOL SECURITY**

The security fencing round the school is to help ensure the safety of pupils and staff. The gates are normally shut after pupils come into school, except for the gate near the main entrance. Therefore, if you need to visit during the school day you must use this entrance. Please report to the school office when you enter the building.

A secure door entry system is in operation. This means that should you need to visit the school for any reason during the day, you will need to go to the front entrance and use the buzzer. Whilst we are very aware that the introduction of this system has limited our previous 'open door

policy', we hope that you will understand that the Council have introduced the system to enhance your child's safety in school.

#### **TRANSFER TO SECONDARY SCHOOL**

On completion of Primary 7 at Balloch School, the pupils will continue their education at Culloden Academy, Culloden, Inverness, IV1 2JZ. Telephone - 790851. Rector - Mr. Stephen Dowds.

There is good liaison between the two schools. Staff members from Culloden Academy visit the school to talk to P7 pupils on several occasions before transfer. This enables the pupils to get to know some of the Guidance staff before they embark on their secondary school career. The pupils visit the Academy for one day during the Summer term. They are grouped in their new classes and follow a timetable for the day.

P7 parents also have the opportunity of meeting with some members of Culloden Academy staff and are invited to the Academy for a visit, normally on the evening of the Primary 7 visit.

Additional liaison is arranged for pupils with special needs and their parents.

School Dates

2009/2010

|                          | <u>School Opens</u>                            | <u>School Closes</u>      |
|--------------------------|--|---------------------------|
| TERM 1                   | 18 <sup>th</sup> August                        | 9 <sup>th</sup> October   |
| TERM 2                   | 26 <sup>th</sup> October                       | 23 <sup>rd</sup> December |
| TERM 3                   | 11 <sup>th</sup> January                       | 26 <sup>th</sup> March    |
| TERM 4                   | 12 <sup>th</sup> April                         | 2 <sup>nd</sup> July      |
| February Holidays        | 12 <sup>th</sup> and 15 <sup>th</sup> February |                           |
| May Day Holiday          | 3 <sup>rd</sup> May                            |                           |
| In-Service Training Days | to be arranged                                 |                           |

School Meals

Price of a school Meal    £1.65

**Examples of traditional school meal:**

- ❖ Macaroni Cheese  
Apple Crumble and Custard or Fresh Fruit or yoghurt
  
- ❖ Soup + Crusty Bread  
Roast Beef and Yorkshire Pudding

**Parent Council**

|                            |   |
|----------------------------|---|
| Chairperson:               | Stephen Sheridan  |
| Vice Chairperson:          | Nick Green  |
| Treasurer:                 | Evelyn Gray   |
| Additional Parent Members: | Karen Halkett<br>Brigette Johnstone<br>Jane MacLennan<br>Lynda Thomson<br>Gillian Spalding<br>Frank Finlayson<br>Steven Maclean<br>Mary Fraser<br>Anne MacPherson<br>Kathleen Mathers<br>Euan Murray<br>Eric Robertson<br>Shirley McKenzie<br>Sheila McKandie |
| Teacher Representative:    | Mrs. Watson, Miss Fordyce + Clare Petrie  |
| Adviser:                   | Head Teacher - Christine Scott  |

**Balloch Fundraising Group**

|                      |   |
|----------------------|---|
| Chairperson:         | Catherine MacKintosh  |
| Vice-Chairperson:    | Fiona Thomson   |
| Secretary:           | Christine Taylor  |
| Treasurer:           | Kathy Henderson   |
| Tracksuit Organiser: | Sarah Crawshaw  |
| Ticket Secretary:    | Lorna Murdison  |
| Buyer:               | Elaine Wilkinson  |
| Ordinary members:    | Helen Macdonald<br>Sheila McKandie<br>Wilma Mackay<br>Jill Robertson<br>Hanna Falkingham<br>Julie Burnside<br>Julie Murphy<br>Liz Stuart<br>Lorna McDermott |
| Staff Members:       | Christine Scott, Clare Petrie, Emma Patience, Judy Naismith   |

BALLOCH SCHOOL

HOMEWORK POLICY - November 2006

Research evidence shows that homework does have a positive effect on learning.

**"Where children were set homework, were encouraged by parents to do it and had it regularly marked in school there was a steady and consistent association between that and the level of performance."**

We recognise that in its broadest sense homework is any kind of learning which takes place out of school. However, for our purposes we will consider homework to be:

- ❖ Work set by teachers and completed at home in a given time.
- ❖ Work which reflects or develops class work and has clearly understood expectations regarding standards.

AIM

Through setting homework we aim to:

- ❖ Encourage independence and good learning habits.
- ❖ Consolidate work taught in school and therefore raise attainment levels.
- ❖ Encourage and provide opportunities for parents to become involved in children's learning.

In addition we feel that homework will provide opportunities for:

- ❖ Assessing progress.
- ❖ Making use of a wider range of resources
- ❖ Building pupil confidence by discussion of work with parents.
- ❖ Providing for parents a specific learning activity in which they can closely participate with their children.

MAIN FEATURES OF HOMEWORK TASKS

The content of the task set may vary from stage to stage and at different times throughout a session but should always be:

- ❖ Clearly understood by the pupil and closely related to ongoing class work.
- ❖ At an appropriate level of ability for the child.
- ❖ Able to be completed without specialised resources.
- ❖ Reflect a variety of activities although generally concentrating on basic skills.
- ❖ Marked promptly with some feedback given.

Parents are encouraged to discuss homework tasks with class teachers should any problems arise.

**AT THE EARLY STAGES** typical tasks will be

- Discussion using pre reading books
- Reinforcing new words - often using a game
- Practising pages of reading
- Reinforcing sounds perhaps using a worksheet
- Practising writing

- Simple maths activities
- Finding out something or bringing in items for a class activity
- Spelling.
- Choice reader
- Home/School reading packs

**AT MIDDLE STAGES** typical tasks will be:

- Reading - mainly choice readers as reading is taught in school through core readers.
- Spelling
- Maths e.g. tables, telling time
- Research e.g. gathering information for class project

**AT UPPER STAGES** typical tasks will be:

- A variety of follow up work in all curricular areas, including topic related and current affairs research, book reviews, spelling, preparation for an individual presentation, reading.

### **SPELLING**

The children may be given out spelling words to learn over the week. Often these will be words with a common letter pattern but they will also learn to spell basic words and sometimes they will have spelling relating to their project.

To help the children really **learn** the words, parents should ask the children to spell them throughout the week - writing them out on one occasion is not usually enough to memorise the words. The children should be encouraged to use the **Look, Read, Cover, Write, Check** method so they are looking at and trying to remember the whole word and not sounding it out (as many words are not spelled the way they sound!) in addition to spelling games/puzzles set by the class teacher.

### **READING**

In Nursery and Primary 1, 2 and 3 pupils are given home school packs at different times in the session to share with parents as part of their homework in addition to reading from the reading scheme in Primary 1 and 2.

Reading from the reading scheme will always be prepared in the class at the lower end of the school and should be reinforced at home. We use the Oxford Reading Tree reading scheme in the lower school and an explanation of how we implement it is given to parents at the Primary 1 Induction Meetings. In addition ORT guided reading cards are sent home. These give an outline of what parents can do. At the early stages it is appreciated if the parents read the story, discuss the pictures, the main characters and ask the child to anticipate what might happen next. The children will usually also have words to learn. Sometimes the children may be asked to read the next chapter/s in a short text as they become more able readers.

In the upper part of the school most children will use a variety of materials in order to develop their reading skills e.g. Heinemann Literacy World and Novels. The children will not take reading books home.

The parents of children who may be on alternative reading schemes, e.g. Wellington Square or Fuzzbuzz will have the scheme explained to them by the teachers and be

advised of any associated work to be completed at home. Again this may mean that there may not be reading home every night, but that a variety of reading activities **will** be going on every day in school with the child - different schemes work in different ways.

At all stages children may choose library books to take home to share with parents.

In the Nursery the parents are given opportunities to be involved in their child's learning through bringing in articles related to projects, use of story bags and through suggested activities communicated to parents through the weekly/termly Nursery Newsletters.

Ideas for activities at home are also suggested through the ideas bank information sheet sent home at the beginning of each topic.

### **OTHER LANGUAGE HOMEWORK**

The children may be asked to complete other language homework based on work being taught in the class e.g. aspects of grammar, a short written personal account or report.

### **OTHER CURRICULAR AREAS**

The children may be given homework relating to any aspect of class work. This may involve investigating and gathering information, completing related work sheets and at the middle to top end of the school, some simple research work.

All children from primary 4 to 7 will at some time be asked to complete a short written personal project and prepare a personal talk. Some aspects of this may be included in homework.

### **FREQUENCY AND LENGTH OF TASKS**

We are conscious of the fact that many of our pupils are involved in activities in the evening which are valuable to their education and overall development and well being. Therefore, you should find that homework set should take no longer to complete than about 20-30 minutes per night at any stage.

You may find that younger children respond better to working in two or three short bursts rather than longer periods of concentration.

In addition unfinished class work may be expected to be completed for the following day if a teacher feels that a pupil has failed to apply himself to the task in class.

### **HOW CAN PARENTS SUPPORT OUR HOMEWORK POLICY**

1. By ensuring homework is done while your child is alert.
2. By trying to provide a calm atmosphere with as few distractions as possible.
3. By discussing the work with our child and working along with him/her, especially at the early stages.
4. By checking that the quality and presentation is of an acceptable standard. Doing this personally and not delegating to older brothers and sisters.
5. By discussing any problems arising from homework with the teacher. (by appointment please).

6. By extending the work when appropriate perhaps by supplying a relevant book, visiting the library or a place of interest connected with the work.
7. By signing the homework to show child and teacher that you are taking an active interest in your child's learning.

**ABOVE ALL BY SHOWING INTEREST AND PRAISING GOOD EFFORTS.**

- ❖ A reminder leaflet about homework is attached inside your child's homework jotter.
- ❖ Teachers would appreciate it if homework jotters were covered and kept in a clean and tidy condition i.e. no graffiti, food or drink stains.
- ❖ Your child will ask you to sign their homework jotter. Please do this.

**SANCTIONS**

We consider homework to be important and therefore expect it to be taken seriously by the pupils. The reasons for giving homework and our expectations of standards and presentation will have been fully discussed with the children by the class teacher.

We understand that home circumstances may make it impossible for work to be done occasionally. If this should arise please send a brief explanation to the teacher.

If a pupil should fail to do work set without having a reasonable excuse or produce work of unacceptable standard, the following steps will be taken:

- ❖ Teacher will emphasise why the work is being set and may offer another chance to complete it at home.
- ❖ Pupil will be kept in at breaktime/lunchtime to do it.
- ❖ Pupil may be banned from an extra curricular or class activity.
- ❖ If incidents are frequent pupil will be sent to Head Teacher. Parents will be informed and asked to support the school by seeing that the work is done regularly.
- ❖ A note may be made on pupil records which will go with the child to his/her next school.

We see our role as supporting your child's learning whether at home or school and hope to have your full co-operation as parents.

This policy has been discussed with the School Board and will be revised as appropriate through our School Development Plan.

**BALLOCH SCHOOL POLICIES ON BEHAVIOUR AND BULLYING / RACISM**

**BEHAVIOUR**

**AIM**

To work towards effective and positive management of pupils behaviour.

**RATIONALE**

We believe that high standards of behaviour in school are influential in raising pupil attainment levels, teacher job satisfaction and have a positive effect on school ethos. Conversely, poor standards will be detrimental in these areas.

We recognise that each member of staff must find a style of dealing with pupils which suits her/him but we are also aware that we have a set of common standards which we must all demand. When pupils fail to meet these there will be a clear procedure for action to be taken.

**SCHOOL RULES**

We believe that there should be a set of school rules which apply to each pupil and that all pupils are aware of them and why they have been drawn up. They must also understand the consequences of disregarding their responsibility to comply with them.

**Generally**

1. Behave in a POLITE, RESPECTFUL and CONSIDERATE manner towards everyone in school.
2. Respect school property and TAKE GOOD CARE of your possessions and those of others.
3. Line up QUICKLY when the bell goes and be ready to come into school QUIETLY.
4. Move about the school in an orderly manner at all times, keeping to the left in corridors and on stairs, WALKING not running.
5. Show GOOD MANNERS by politely greeting any adults or visitors you may meet in the school and holding doors open for others.
6. Do not bring glass bottles, cans or flasks of hot liquid to school. Never carry unwrapped food in the corridors.
7. Get changed and go to the playground quickly after lunch. Do not come back in before bell time without permission. (pupils are of course allowed inside to use toilets).
8. Follow the Janitor's rota for playground games.
9. If you find any LOST PROPERTY hand it to the school Janitor.

10. ALWAYS wear your INDOOR SHOES inside the building.
11. Be SMART - wear your SCHOOL UNIFORM.
12. BE SAFE - do not wear jewellery for PE.

### **Playground**

13. Any PROBLEMS in the playground should be reported first to the Janitor or one of the playground helpers, then to your teacher.
14. If your BALL should go into a neighbouring garden you should tell the Janitor. **On no account may you go in for it.**
15. You should avoid deliberately annoying others and never swear, fight, spit or play very rough games in the playground.
16. Do not climb on fences, railings or walls or play on garden areas.
17. Always put litter in the bins - never drop it on the ground.

### **SANCTIONS**

We recognise that it is important that all staff deal with any unacceptable behaviour in a similar and consistent manner. Action likely to be taken by staff is as follows:

- ❖ Loss of house points.
- ❖ Loss of playtime at morning break or lunch time.
- ❖ Loss of privilege in the classroom.
- ❖ Lines to be done at home and signed by parent.
- ❖ Punishment exercise to be done at home and signed by parent.
- ❖ Banned from an after school activity for a specified time.
- ❖ Sent to Head Teacher who may given an additional punishment and/or contact parents and invite them into school to discuss the problem and how we can work together to solve it.
- ❖ Failure to improve standard of conduct may then result in the pupil being excluded from school at certain periods eg lunchtime.
- ❖ Input from Educational Psychologist may be sought.
- ❖ If all action taken proves ineffective in modifying behaviour to an acceptable standard the pupil may be officially excluded from school.

**NOTE:** This is a guide to possible steps to be taken. It may be appropriate to miss some of these out, e.g for a first offence which is of a serious or dangerous nature.

Parents will always be informed promptly if a child's behaviour is causing serious concern.

## **ANTI BULLYING + ANTI RACIST PROCEDURES**

We follow Highland Council guidelines when dealing with behaviour which we think is bullying or racist in any way.

At Balloch school we aim to create an environment in which children and indeed everyone in the school feels safe, secure and valued.

Therefore, we will treat very seriously any type of behaviour which may lead to undermining pupils confidence, lowering self esteem or which makes pupils or staff feel unsafe in any way.

Appropriate action will always be taken by teachers, ancillary staff and school management to investigate and deal with any allegations of bullying or racism.

### **HOW WILL THE SCHOOL DEAL WITH BULLYING OR RACISM?**

Staff have clear guidelines about dealing with such incidents and all allegations will be taken seriously and investigated.

In many cases incidents of bullying can be effectively dealt with at class level.

However, if a member of staff is concerned that the incident is more than of a minor nature, or if the behaviour should recur, the following steps will be taken:

- ❖ An appropriate punishment may be given to the bully e.g. letter of apology, exclusion from an activity, lines etc.
- ❖ The reason for and consequences of his/her actions will be discussed with the bully.
- ❖ Advice will be given to the victim about how he/she can modify his/her behaviour in order to minimise and discourage bullying.
- ❖ Additional help may also be given in developing self esteem and confidence.
- ❖ Auxiliaries and playground helpers will be made aware so that they can look out for any problems.
- ❖ The HT or DHT will be informed.
- ❖ A note of the incident will be recorded by the class teacher or other appropriate member of staff. If deemed necessary by the HT or DHT, these notes will be used to complete a Highland Council Anti Bullying/Anti Racist report. A copy of this will be retained by the school and copy sent to Highland Council Performance Management Unit.
- ❖ A letter will also be sent to the parents of both the bully and the victim.
- ❖ Parents may be invited to school to discuss the problem with a view to finding a solution.
- ❖ Should these measures be unsuccessful, parents of bullies will be reminded of their responsibilities and ultimately the possibility of the child being excluded from school.

The full Highland Council guidelines on this subject are available in school should anyone wish to see them.

**BALLOCH SCHOOL**  
**TELEPHONE INFORMATION SERVICE**

**GUIDANCE FOR PARENTS**

Schools now have a dial-in service if there is a risk of closure due to adverse weather. This allows parents to listen to a recorded message from the Head Teacher.

When severe weather warnings are received your school will endeavour to keep the system updated. It is an enhancement to the present service and does **not** replace existing methods of giving out information, such as radio broadcasts, described in the schools Adverse Weather Guidelines.

There are other features of this service which may be available for your school. These are described below. (Note that this is an 0870 service and charges are slightly higher than normal. Currently (Dec. 2001) BT rates are approximately 8p per minute peak and 5p per minute cheap rate. However there is no queuing and an adverse weather call should last less than 1 minute.)

**How to use the service.**

- Dial Highland Council's access number - 0870 054 6999
- Now enter your own school's pin number 04 1500  
You have two attempts to enter the pin number and you will be disconnected after a second failed attempt. If this happens, check the number and redial. If you still have a problem check with your school.
- You will now hear the school's name. Ensure that this is correct before going on.
- You will now be taken to the MAIN MENU where you will be given 4 options:

**Press 1 to hear your school's message about the adverse weather** for example whether or not the school is to close or if transport arrangements have been affected.

**Press 4 to enter the pin number for another school within the authority.** Parents may have children who attend different schools. This option allows you to move from one school's messaging service to another without having to dial in again.

**USING OTHER FEATURES**

**Press 2 to send the school a NON-URGENT message** e.g. that you cannot attend a PTA meeting. **Do not** leave an urgent message as the school cannot guarantee to pick up the message soon enough for action. For urgent messages, speak to someone directly. **This service may not be available initially - your school will inform you on this.**

**Press 3 to hear general information messages**

The school may use this as an additional way of informing parents about school events. Parents may hear up to ten messages with the most recent played first.

## **ADVERSE WEATHER - ECS WINTER WEATHER WEBSITE**

As you will be aware, the schools' PIN number service for adverse weather information has been running successfully for a number of years. However, with the ever increasing access to ICT solutions, it is now appropriate for the Highland Council to expand its services to parents to include web based adverse weather information.

The Education, Culture & Sport Service, therefore, has now developed a new winter weather website, which parents will be able to log onto from home in order to access the school closure information. There will be links to the website on both the Highland Council and the Highland Virtual Learning Community websites. You can access the winter weather website at the following web address: [www.winter.highlandschools.org.uk](http://www.winter.highlandschools.org.uk). Please click on the relevant geographical area for local school closure information.

The winter weather website allows parents to access school closure information on the internet, thus reducing pressure on the very heavily used PIN number system. However, please note that schools will continue to update the PIN number facility as well as the new website. Our aim is to provide clear, unambiguous information to parents with regard to school closures during periods of adverse weather. I would therefore encourage you to use either the PIN number system or the new winter weather website in this expanded winter weather information system.

Please also remember that the local radio stations shown below will continue to provide regular winter weather updates with regard to school closures.

### **BBC Radio Highland**

|                 |               |
|-----------------|---------------|
| 6.55 - 7.00am;  | 7.50 - 8.00pm |
| 12.55 - 1.00pm; | 4.55 - 5.00pm |

### **Moray Firth Radio**

Normally hourly news bulletins and half hourly summaries will carry local information on weather, roads and conditions affecting schools. In severe conditions normal programmes will be interrupted more frequently to carry emergency bulletins.

**Please do not telephone local Radio for advice but listen to appropriate broadcasts.**

Finally, please remember that it is ultimately the responsibility of parents or carers to decide if a pupil should attempt to travel to school, by transport or on foot, in adverse weather conditions. The Education Authority encourages full attendance at school, but in severe weather conditions the safety of pupils is much more important. Parents should therefore continue to use good judgement in deciding whether it is safe to send a child to school.

I trust you find this information helpful and thank you for your continuing co-operation.

**MEDICATION CONSENT FORM**

**Pupil:**

**Class:**

**Teacher(s):**

**Parent(s):**

**Telephone Number:**

-----

I confirm that I have requested that the school arrange for the administration of medication to my child on a daily basis.

I agree to the protocol arrangements as stated and have received and am willing to comply with the statements in the extract from Highland Council Policy for the Administration of Medication clauses 2.2. - 2.2.8.

**Signature of Parent(s):** \_\_\_\_\_

**Date:** \_\_\_\_\_

**PROTOCOL FOR ADMINISTRATION OF MEDICATION**

**MAJOR INCIDENT - BALLOCH SCHOOL - NOVEMBER 2008**

**CHECKLIST**

**1. FIRE PROCEDURES**

Fire practices are held every term. Instructions for action to be taken are posted throughout the school. All staff members and pupils should be familiar with them.

**2. EMERGENCY**

In case of an emergency the following persons are designated to telephone:

- 1) THE RELEVANT EMERGENCY SERVICES
- 2) THE EMERGENCY PLANNING OFFICER - 01463 713479

SCHOOL SECRETARY - DIANE McAUSLAND  
or in her absence

H.T. - CHRISTINE SCOTT

**3. STAFF AND PUPIL INFORMATION**

This is held in a bright pink folder marked MAJOR INCIDENT in the school office - large wooden filing cabinet (top drawer). A copy of the School Plan and Circular 8/1997 are enclosed. The H.T. - CHRISTINE SCOTT will collect this.

**4. DESIGNATED ASSEMBLY POINTS**

In case of fire this is normally in the PLAYGROUND. Should it be necessary to evacuate the school grounds, a secondary reception centre would be CULLODEN ACADEMY. Transport would be arranged for pupils leaving from the Culloden Road entrance to the school. Class teachers would lead pupils to buses and accompany them to Culloden Academy.

**5. STAFF AND PUPILS PRESENT**

The H.T. is responsible for checking with class teachers which pupils and staff are present or missing. Registers should be taken from classrooms.

**6. CHILDREN WITH SPECIAL NEEDS**

Should we have any children with disabilities impeding movement, they will initially be taken to the school office by the JANITOR. The Fire Officers would be informed of this by the SECRETARY - DIANE McAUSLAND.

**7. DISPERSAL OF PUPILS**

On instructions of H.T. only, after having been given permission by Police.

**8. PRESS OFFICER**

Any press enquiries MUST be referred to the COUNCIL PRESS OFFICER.