

SOUTH LODGE GDDOL GDDOL GDDOL

2009/2010



PRIMARY

Invergordon

CONTENTS

Vision Statement	2
Health Promoting Schools Award	3
History and General Organisation	4
School Aims	5

Communication Between Parents and School	7	
Attendance and Lateness	8	
Behaviour and Discipline	9	
School Year Calendar		
Educational Visits	10	
Citizenship (School Council, Buddy System, Informal Arrangements, House System, Litter)	11	
Book Shop	12	
Clothing and School Uniform (School Dress Code)	13	
Footwear, Equipment and Lost Property	14	
Emergency Closure and Emergency Contact & Cycling Procedure When Moving to Another School	15	
Homework	16	
Parental Complaints Procedure	17	
Fire Precautions and First Aid		18
Staffing	19	
Visiting Specialist Teachers	20	
Nursery Provision	21	
Medical & Dental Arrangements	22	
Speech & Language Therapy		
Child Protection		
Sport and Extra Curricular Activities After School & Dinner Time Clubs		23
Religious Education & Assemblies	24	
Health Promoting School		
School Meals	25	
School Calendar	26	
Appendix 1 - Child Protection Policy		
Appendix 2 - Information for Parents from the Scottish Executive		



SOUTH LODGE PRIMARY SCHOOL

INVERGORDON

South Lodge Primary School, Invergordon

Vision Statement

At South Lodge our vision is for each child to become a happy, confident and valued member of society with an awareness and respect for self, others and the environment.

We aim to equip each individual with the tools to reach their full potential in life.

Health Promoting Schools Award

South Lodge Primary School has been awarded Health Promoting School status at level 4, the highest level.

This is awarded to schools which actively promote the physical, mental and emotional health of the whole school community.

HISTORY AND GENERAL ORGANISATION

South Lodge Primary School was opened in 1974 and was at that time the only Primary School in Invergordon. Prior to 1974 Invergordon Primary School was situated in the old part of what is now Park Primary School.

The building accommodates ten teaching bays and a nursery unit. Each teaching bay is open plan although some bays have been fitted with sliding doors. Each class has access to an adjacent work area where activities such as art and craft take place.

The school is divided into three sections with the P1-3 classes and the nursery unit being separated from the other classrooms by the offices, staff room, gymnasium and dining room.

The early years classes (P1, P2 and P3) occupy the classrooms next to the nursery unit with P4 to P7 situated at the west end of the school. The P4/5 area is separated from the P6/7 area by the school library/computer room.



P1 - 3 share a music/movement/quiet room with the nursery. This room also has a TV and DVD/video recorder for use by the nursery and infant department and currently houses the infant library.

In the P4 and P5 area there is also a music/TV/video room while at the senior end there is a science and technology area and a spare bay which is used as required.

The Support for Learning teacher uses the class bay adjacent to the P5 class in the P4/5 area.

A suite of rooms on the ground floor of the community wing houses the pupil support base, known as the Rainbow Rooms.



At South Lodge, our vision is for each child to become a happy, confident and valued member of society with an awareness of and respect for self, others and the environment.

We aim to empower each individual to reach their full potential in life.

Our School Aims set out how we set about achieving our vision which sits easily with the four capacities.

School Aims

1 We aim to maximise attainment by

- Creating an ethos of achievement and celebrating success
- Providing quality programmes of work based on the 5-14 guidelines
- Meeting the needs of individuals through effective assessment, planning and support
- Regular and thorough monitoring of progress and achievement

2 We aim to provide an effective learning and teaching environment by

- Planning programmes of work for all pupils which suit their individual needs based on planned assessment
- Using a wide range of teaching approaches and interacting effectively with the pupils
- Involving pupils in the assessment and planning process including the setting of targets
- Involving parents in their children's education and keeping them informed of process and progress

3 We aim to provide a supportive, caring school community by

- Developing, implementing and maintaining clear policies to protect the pupils' health and safety and promoting a healthy lifestyle throughout the school
- Providing support systems which enable the pastoral care of pupils to be dealt with in a climate of trust and respect
- Setting clear and high expectations of behaviour supported by strategies such as Circle Time
- Systematically evaluating and tracking pupils' progress and profiling achievement with the involvement of the pupils.
- Making effective use of support for learning staff in developing and implementing programmes for individual pupils including those with additional support needs
- Working in partnership with the local authorities and external agencies to provide quality support for pupils.

4 We aim to ensure equality and fairness for all within the school by

- Developing, maintaining and implementing clear policies to promote equality for all pupils, staff and parents
- Developing in the pupils, through the curriculum and by example, an understanding and respect for other peoples beliefs and cultures.
- Providing the support required for all pupils to access the fullest educational experience possible
- Providing opportunities to celebrate cultural diversity

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

- Encouraging parents to take part in school activities and initiatives
- Communicating with parents, keeping them informed, supporting them and consulting them on a regular basis
- Working with the community on initiatives such as Safer Routes to Schools
- Taking an active part in co-operative activities with other schools

6 We aim to prepare the pupils to be effective contributors to society by

- Involving them in the running of the school through citizenship work such as School Council, House Captaincies and buddying systems
- Involving them as active participants on projects such as Eco schools and Safer Routes to Schools
- Providing enterprise experiences throughout their schooling

7 We aim to support all staff in professional and personal development against the background of priorities expressed in the School Development Plan through

- A planned system of monitoring and review
- Provision of appropriate in-school development activities
- Accessing suitable training outside the school

Reviewed June 2006

COMMUNICATION BETWEEN PARENTS AND SCHOOL

Effective liaison between school and parents is essential to the education of all our children. Staff will always make time to see you if they can, but as school is a busy place it is advisable to phone the school first if your visit is urgent.

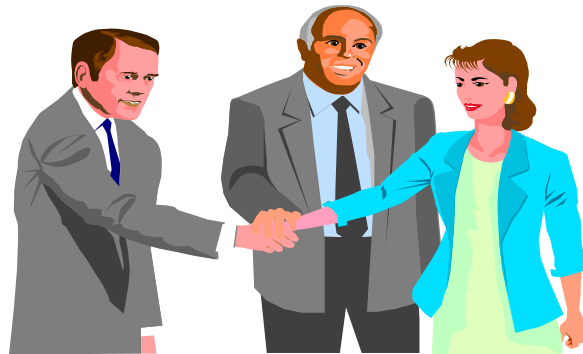
Newsletters and notes are issued regularly and parents are asked to look for these notes in their children's school bags.

Formal parent/teacher interview sessions are held each year - an introductory meeting early in the session and a meeting in February to discuss progress. A formal end of year report is issued in June.

Open days, concerts and other events are held regularly and everyone is invited to these occasions.

Parental involvement in the classroom is actively encouraged. If you are interested in becoming involved in assisting in the classroom please let us know.

We hope that all parents will feel welcome to visit the school and possibly work with us in the classroom. Our aim is to keep you fully informed about your child's progress and general welfare, and this brochure is only one of many examples of liaison between school and home.



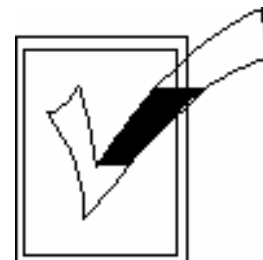
We are currently developing a school website which will give information, news, views and photographs relating to South Lodge Primary School and Nursery

It is now live on www.southlodge.highland.sch.uk . Keep your eye on this development.

ATTENDANCE AND LATENESS

To ensure every child's safety, we ask that you inform the school by 10am on the morning of any day that your child is absent, giving the reason for the absence. We will log your call and inform the class teacher.

If a child is absent, a note from the parent explaining his/her absence should be sent on the child's return to school. Should parents wish to withdraw a child during normal school hours to attend a medical clinic or for a doctor's appointment, a note should be sent to school with the child in the morning.



Highland Council strongly advises parents not to take their children out of school for holidays if at all possible due to the disruption to their education. If you have to arrange a family holiday during the school term you must seek permission from the head teacher to keep your child off school.

Children in P1, P2 and P3 will not normally be allowed to leave during school hours unless they are met at the school by a parent or parent's representative.

If your child is late for school in the morning or returning after lunch, he/she will be required to enter by the main entrance to be signed into the official late book. A note will be taken of the time your child arrived at school.



A letter will be required from you giving the reason for your child's lateness. If an explanation is not received by the class teacher and your child is habitually late, an official letter will be sent by the head teacher requesting an explanation. All attendances, latenesses and absences are recorded centrally

by the Highland Council



Secretary : Mrs Bell - Telephone : 852521

If there is problem please let the school know so that we can help.

SCHOOL YEAR CALENDAR

A school year calendar is enclosed with this brochure providing general information on holiday dates and school closures.

In addition there are regular newsletters sent home giving more recent and detailed information on events and activities.

There is a notice board at the school entrance and in the front hall

BEHAVIOUR AND DISCIPLINE



Common sense, responsibility and a positive attitude to school is encouraged at all times. Our Positive Behaviour Policy sets out expected behaviours and how pupils are encouraged to keep the school rules. It also sets out the consequences which pupils should expect if they break the school rules. This and the Playground Policy have been written in consultation with pupils, parents and staff. Copies are available to anyone whp wishes them.

The school rules are designed to encourage the safe and efficient running of the school and the effective education of all children. The importance and relevance of the school rules are fully explained to all children.

EDUCATIONAL VISITS

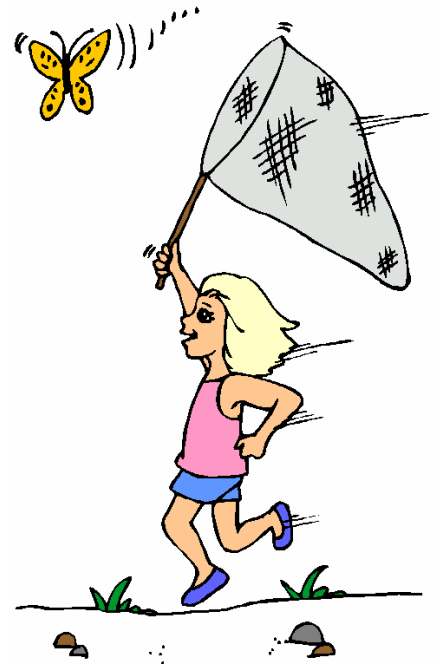


Educational visits form an important part of the children's overall education. These may vary from short nature walks to daylong trips involving transport. At these times it may be necessary to offset the cost of such visits by asking the parents for a small contribution. Full details of such visits will be sent to the parents in advance.

The pupils are also involved throughout the year with community projects, e.g. singing at the local hospital and helping with community arts projects.

During the year each class has at least one educational trip linked to the class project.

A permission slip covering school outings will be issued at the beginning of each session. This will cover class visits during school hours, eg to the academy, the library, sports centre or shops.



CITIZENSHIP

All classes elect a representative to the Pupil Council, two representatives from P1 - 3, and 2 each from P4 to P7. The School Council meets to discuss matters concerning the daily running of the school and to share pupil's ideas and concerns. They are also involved in initiatives such as school ground developments and fund raising events.

INFORMAL ARRANGEMENTS

Older pupils are given the opportunity to help out in the nursery and P1 - 3 as and when the opportunity arises, eg with reading or with Golden Time.

HOUSE SYSTEM

Each pupil will be placed in one of the four 'houses' or teams - red, blue, green and yellow. Various sporting activities and other tournaments will be arranged along 'house' lines. House Captains and Vice Captains are elected and are given responsibility within the school for supporting younger team members and for maintaining the house notice boards.

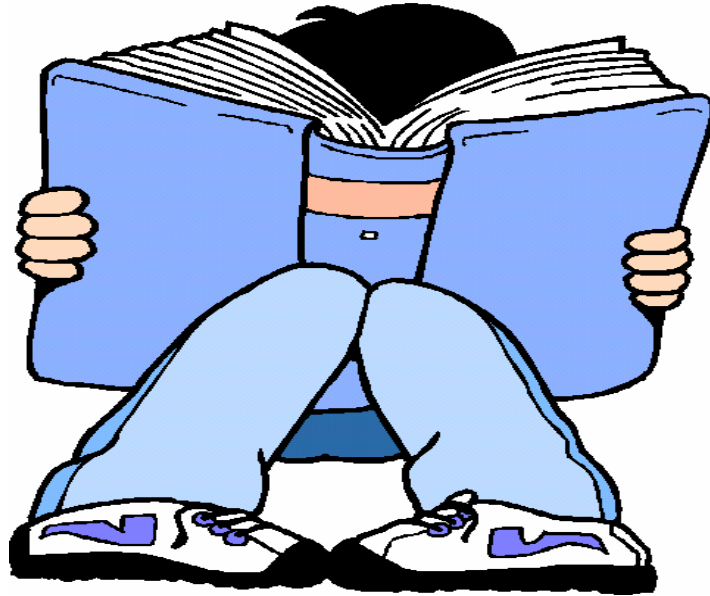
House captains and vice Captains act as buddies for children moving into P1 from nursery. They are introduced to them while they are still in the nursery and continue to support them, particularly in the playground until they have settled in P1.



LITTER

Litter is often a problem in the playground and we would ask all parents to support us in encouraging the children to place all litter in the bins provided.

BOOK SHOP



All children have access to our 'School Link Book Club'.

Children borrow books from the Infant Library and Junior Library on a weekly basis.

We also hold a Book Fair twice a year when children and parents have the opportunity to purchase children's books from a wide range which are on display in the school for a period of one week. These books are specially chosen to appeal to the children and there are books, both fiction and non-fiction, suitable for children from pre-school to P7 and beyond. The children also benefit in another way.

CLOTHING AND SCHOOL UNIFORM



SCHOOL DRESS CODE

We have developed a school dress code which will allow parents to buy from local shops or order uniform items from the school and will allow a degree of personal choice.

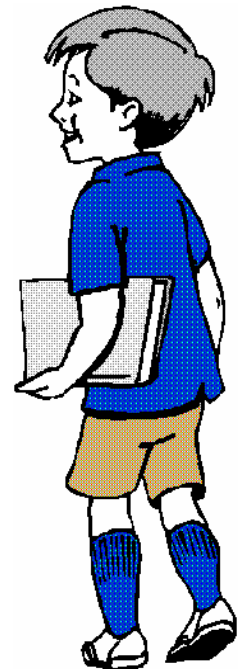
The majority of our pupils are now wearing school uniform and they look very smart indeed. A school uniform helps us increase the feeling of community and pride in a school, is cheaper than fashion clothes in the long run and stops competition and teasing about clothes among fashion conscious youngsters.

All pupils will be required to follow the dress code.

- 1 Shirt, blouse or polo shirt - white, red or navy
- 2 jumper or cardigan - red or navy
- 3 trousers or shorts, skirts or pinafores - navy if possible, black if not, preferably not denim
- 4 gym kit -red, white or navy t-shirt & red or navy shorts
- 5 sock/tights - white, navy or red
- 6 indoor shoes - gym shoes (no laces for younger children)
- 7 school tie (optional)
- 8 fleece (optional) - navy or red

(Please ensure all uniform items are either marked with your child's name or have your child's name tag attached)

A price list and order form is available from the office if you wish to order through the school. If you are buying items from a shop, school badges can be bought from the school and sewn onto tops.



The following items of clothing will not be allowed in school:

- football team colours (including at PE)
- low cut trousers
- crop tops or other revealing tops

FOOTWEAR IN SCHOOL

For reasons of safety, health and cleanliness, children should not wear their outdoor shoes or boots inside



the school and should change on their arrival into slippers, plimsolls or the equivalent. To avoid accidents, children must not walk about in socks or stockings.

Each class has a storage area for shoes and each child has his/her own shoebox.

ART AND CRAFT CLOTHING



Children are encouraged to wear an overall or apron during messy activities.
An old shirt is ideal.

EQUIPMENT

Children will often take books, jotters and other equipment home to do their homework. We would ask that you ensure that your child takes great care of these and returns them to school at the appropriate time. Please arrange for the books to be carried in a strong waterproof bag rather than a plastic carrier bag. In addition, please protect any schoolbooks from damage caused by leaking drink bottles or food carriers.



LOST PROPERTY

The problem of lost property can be greatly reduced if all items of clothing and footwear are clearly labelled with the child's name. If any items are lost they should be reported to the class teacher as soon as possible. The janitor keeps a box for lost and found items.

EMERGENCY CLOSURE AND EMERGENCY CONTACT

On enrolment at South Lodge parents are asked to provide the name, address and telephone number of someone who can be contacted in an emergency should the parents be unavailable.



Parents are also asked to furnish details of each family's arrangements should it be necessary to close the school early, for example due to bad weather. Each year this information is sent home to be checked and updated.

It is important that this information is returned to school as soon as possible so that we can amend our records. Details of the school Emergency Closure Procedure are issued at the beginning of each session.

Please inform the school if you change your home or mobile telephone number and keep mobiles switched on.

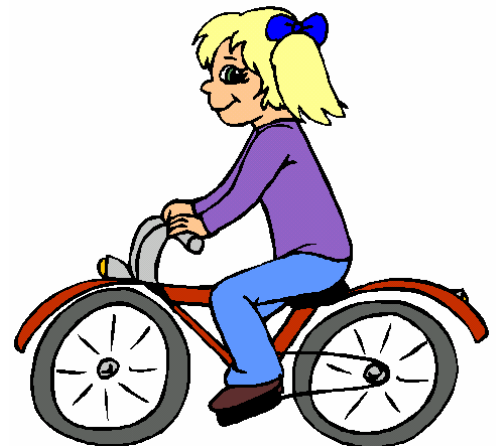
MOVING TO ANOTHER SCHOOL

If for any reason, you are moving your child to another school, you must inform the school and come into the school to complete the necessary paperwork. If you are moving your child to another school outwith your home catchment area you must apply to the Area Education Officer, **Rhind House, Wick. Telephone: 01955 602362**, for a placement request.

CYCLING

Older children may cycle to school if normal safety measures are followed and a safety helmet is worn. The bicycle must be road worthy and not ridden in the playground at any time.

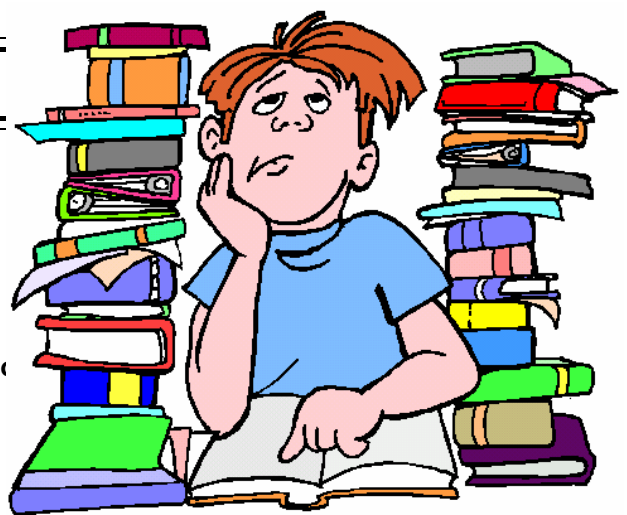
All bicycles must be left in the school bike sheds, locked if possible.



HOMEWORK

All children are expected to carry out some form of work on Monday, Tuesday, Wednesday and Thursday evenings. This usually takes the form of practising spelling and reading and possibly,

South Lodge Primary School



learning basic number facts and tables or some language work. Homework should take no longer than 30 - 45 minutes for the older children, less for younger children. Other homework may be linked to the current class topic.

All parents are asked to become involved in their children's homework and give help where necessary. If there are any doubts as to the degree of help or the methods involved, please see the class teacher who will be able to advise you.

All children have a homework diary in which they write down the homework they have been set. In the case of the younger children the class teacher may write it. All parents are asked to sign the diary once the homework has been completed and ensure that the child returns the diary and the homework to school the next day or when the homework is due.

NB: Older children may be set the whole week's homework on a Monday. This is good preparation for moving on to secondary school.

Signing the homework is important as it helps the teacher to check if the homework has been done and also keeps the parents in touch with what has been happening in school. The diary may also be used for an exchange of brief messages between parents and the class teacher about homework.

Reading is such an essential part of a child's education that all children are encouraged to read each evening. It is traditional for pupils always to have a school reader to take home but, in the upper school, you may find that your child takes home a book to read for enjoyment and keeps his/her reader in school. This does not mean that they are not doing reading. Information leaflets are available for all families. The availability of a number of books in addition to their school reader will help to foster an interest in reading. Advice on the type of book and its suitability for individual children is readily available from the staff.

Children attending Breakfast Club may, with written permission from parents, do homework after they have had breakfast. They will be supervised by a member of staff.

PARENTAL COMPLAINTS PROCEDURE

From time to time parents may wish to make a formal complaint about a particular issue.

This should be done via the Head Teacher either by letter or by making an appointment to discuss the issue.

When the complaint is made the following action will be taken by the school -

- Any investigation will be carried out or evidence gathered immediately.
- The Class Teacher will be informed if the issue relates to a specific class.
- The school's response will be relayed to the parent either by letter, by a telephone call or by a further appointment with the Head Teacher, Class Teacher and parents and pupils.
- Formal documentation will be kept of each complaint and its resolution.

We want to reassure parents that we take seriously any complaints and endeavour to resolve them as expeditiously as possible. If need be then subsequent meetings will be arranged in an effort to resolve the situation to

everyone's satisfaction.

In the unlikely case of a failure to solve a problem , parents have the right to pursue the matter by contacting **Mr Graham Nichols, Drummie, Golspie Kw10 6TA. Telephone: 01408 635300.**

FIRE PRECAUTIONS AND FIRST AID



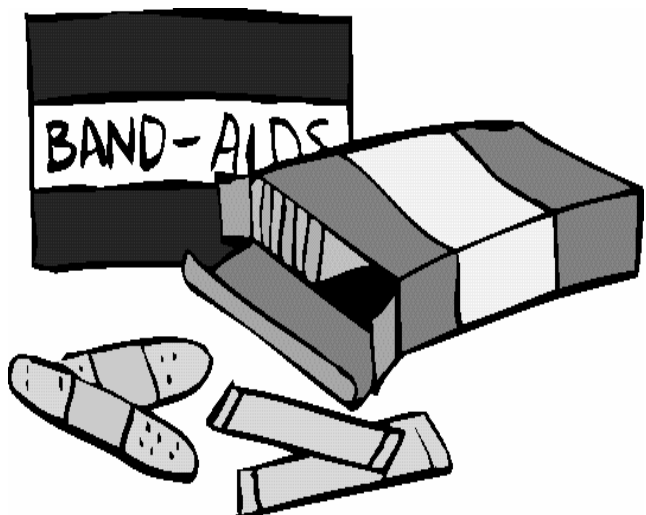
FIRE DRILLS

Fire drills are held each term and all children are made fully aware of the procedure to follow in the event of a fire.

FIRST AID

All accidents should immediately be reported to the teacher. Small cuts and bruises are usually treated by members of staff who hold first aid certificates. In the event of a more serious accident parents will be informed as soon as possible. There are clearly defined procedures within the school for dealing with accidental injury.

If parents are unavailable and if necessary, the children will be taken to the local surgery for attention by the doctor.



The janitor is always on duty outside in the playground at break times, along with auxiliaries in each area and they are available in the event of an accident or emergency. Similarly during wet break times when the children are indoors, the janitor and auxiliaries as well as classroom assistants supervise each area of the school so that they are always on hand to deal with accidents.

Children are encouraged to inform their parents following an injury of any kind.

STAFFING

Permanent Staff

Head Teacher

P1/2

P2

P3

P4

P5

P6

P7/ Deputy Head Teacher

Mrs Alice Cleland

Miss A Craig

Mrs D Sinclair & Mrs J Ekblom

Mrs C MacKenzie

Mrs M Edwards

Mrs S Livesley

Mrs Macdonald

Vacant

Support Staff

Support Teachers
Children's Support Worker

Mrs C Samsin
Miss C Oxtoby

Nursery Staff

Nursery Co-Ordinator Teacher
Early Years Worker (Qualified)
Nursery Auxiliary

Mrs J Gray
Mrs M Sutherland
Mrs Y Pietrzyk

Auxiliaries/Classroom Assistants

P1 (Classroom Assistant)
P2 (LS Auxiliary)
P2 (LS Auxiliary)
P3 (Classroom Assistant)
P3 (LS Auxiliary)
P4 (LS Auxiliary)
P5 (Classroom Assistant)
P6 (LS Auxiliary)
P7 (Classroom Assistant)

Mrs M Laird
Mrs K Lohse
Mrs J Campbell
Mrs A Gillies
Mrs S McCall
Mrs W Riggs
Miss E Sinclair
Mrs H Gallie
Mrs T Hallas

Visiting Teachers & Instructors

PE
Chanter
Strings
Music
Science & Technology
Janitor
Secretary
Cook

Mrs Linda Smith
Mr N Matheson
Mrs R Sutherland
Vacancy
Mrs L Christie
Mr J Mitchell
Mrs C Bell
Mrs Eileen Cooper

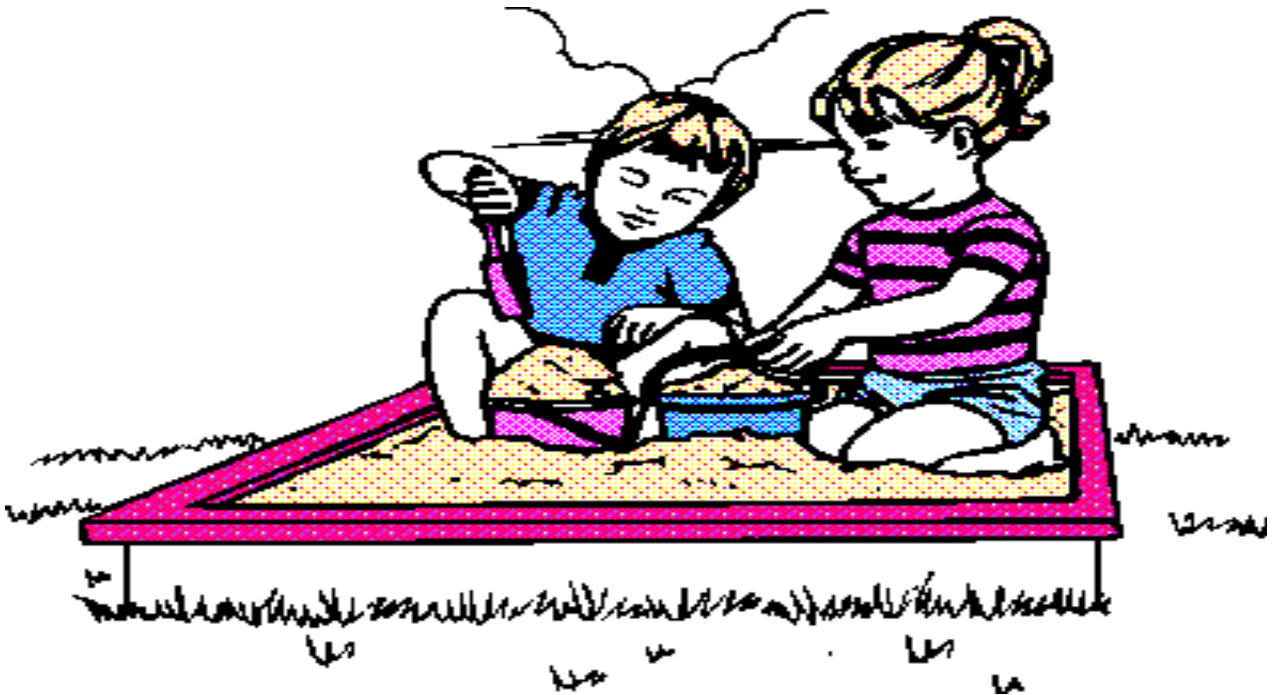
There may be changes to staffing between time of printing and the start of the August term

VISITING SPECIALIST TEACHERS

All children at some stage of their primary education at South Lodge will benefit from the expertise given by visiting teachers to the school.



We have a Physical Educational Specialist, who takes classes P4 - 7 throughout the year and this is complimented by activities organised by our Active Schools Sports Co-ordinator using our own staff. P1-3 are taken for PE by school staff.



MEDICAL AND DENTAL ARRANGEMENTS



A regular check on all children's general health is made by a visiting nurse or health visitor.

At some time during primary 1 the school doctor will examine all children. Parents are invited to attend at this time. Other classes are given routine examinations (hearing & sight) at stages in their primary school life.



The school nurse is kept fully aware of any problems with individual children e.g. if the class teacher is concerned about matters such as cleanliness, wetting during the day, frequent visits to the toilet, continual colds, rashes etc.

SPEECH AND LANGUAGE THERAPY

A Speech and Language Therapist visits the school regularly to help a number of children. Should any parents have concerns regarding their

child's speech or language, please see the class teacher who will arrange a meeting with the Speech and Language Therapist as required.

During the course of Nursery and P1 any child who experiences difficulty in speech or language will be routinely referred to the Speech Therapist for assessment. As a parent you will of course be kept fully informed of this by the class teacher.

CHILD PROTECTION

From time to time incidents can occur within the school setting which cause concern and could indicate that a child is suffering from some sort of abuse.

In terms of Highland Child Protection Committee Inter-agency Protection Guidelines, Education Service staff have to report such incidents to Social Work Services which can lead to a joint Social Work/Police investigation.

All agencies involved in Child Protection regard the welfare of children as paramount and this will be their priority.

School staff have annual training in following the correct procedures.

The school's policy on Child Protection is attached to this brochure.

SPORT AND EXTRA CURRICULAR ACTIVITIES

GYMNASIUM

In the gym, extensive climbing and gymnastic equipment is available as well as a wide range of small equipment (e.g. balls, bats, quoits, hoops, mats). The gym is also used for Assemblies and school productions - plays, concerts etc. All equipment is given regular safety checks.

OUTDOORS

Outside the school there are three tarmac areas and large areas of grass suitable for team games. In addition there is a football pitch, a long jump pit and sandpit. Each class has a set of small equipment for use at break times. We hope to further improve the playground provision in the next few years.



EXTRA CURRICULAR ACTIVITIES

Many extra curricular activities are offered to the children. A number of sports are played regularly by the children, including football, netball, badminton and hockey etc and form an integral part of our physical educational programme. Where possible, costs of activities such as these are met by the school but parents may be asked for a small donation towards expenses. In addition the school attempts to participate in as many sports tournaments as possible (athletics, cross country, football etc) and while most costs are again met by the school, help from parents with transport is always appreciated.

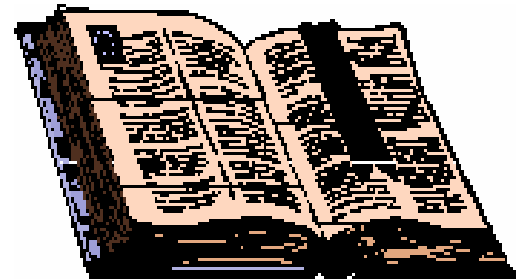


AFTER SCHOOL AND DINNER TIME CLUBS

Depending upon the time of year a variety of activity clubs are held for. A Scripture Union Group meets once a week. Children wishing to join After School or Dinner Time Clubs must return a permission slip signed by the parent or guardian.

RELIGIOUS EDUCATION AND ASSEMBLIES

Christian Assemblies are held weekly. They are taken week about by local ministers and the head teacher. Schools are required by law to hold a weekly Christian Assembly. Parents may exercise their right to withdraw their child from these assemblies if they so wish.



Religious and Moral Education is taught throughout the school according to the government guidelines. This involves children in learning about all the major religions and, in learning, to consider moral aspects such as behaviour, respect and caring for each other.

HEALTH PROMOTING SCHOOL

BREAKFAST CLUB



Breakfast is available to all who wish it from 8.15 onwards in the school dining hall. The cost is 20p per day which covers cereal or fruit salad, toast and a

South Lodge Primary School, Invergordon

choice of fruit juice, milk or tea. Children may do homework at Breakfast Club with their parent's permission.

HEALTHY BREAK

A morning snack can be purchased from the canteen at morning break. Your child may choose from toast, fruit, scones, milk or juice among other items on the menu.



SCHOOL MEALS

Menu

School dinners are provided for those who require them. Our own kitchen produces meals daily. A monthly menu is sent home with every child. A system is in place to allow parents to indicate younger pupils' preference for a meal each day.

All meals including packed lunches are consumed in the dining room. However during warm weather children will have the opportunity of eating their packed lunch outside at one of the picnic tables.

Although a choice is available at the start of dinners, to ensure that everyone has an equal opportunity, the classes are rotated weekly.

Glass thermos flask and bottles are potentially dangerous if broken. Hot drinks should not be carried to school and cold drinks should be brought to school in sealed plastic bottles.



Mealtimes are supervised by various learning support auxiliaries in the case of P4 - P7 children and by the Auxiliary and the Infant staff in the case of P1 - P3 children. If there is a problem at lunch times please inform your child's class teacher in the first instance who will take the appropriate action.

Children who have school dinners or packed lunches are not

allowed to leave the school grounds at dinner times.

Children going home for dinner are requested during adverse weather to remain at home during the dinner break, returning only in time to enter school at 1.15pm.

School meals currently cost £1.65 daily but where a child is likely to be having school meals all week, it would be appreciated if the week's money could be brought on Monday for payment to our cook, Mrs Eileen Cooper.



PLEASE ENSURE MEALS ARE PAID FOR ON TIME.
Our cook, Mrs Cooper has to complete her weekly accounts every Friday morning before they are sent to the HC Catering Department.

An application form is available from the school office if you wish to apply for free school meals for your child.

School Calendar

School Opens

Monday 17 August 2009 (staff only)
Tuesday 18 August 2009 (pupils)
Monday 26 October 2009
Monday 11 January 2010
Tuesday 12 April 2010

School Closes

Friday 09 October 2009
Thursday 23 December 2009
Friday 26 March 2010
Friday 2 July 2010

Casual Holidays: Mid Term - Friday 12 and Monday 15 February 2010.
Good Friday: 2 April 2010 Easter Monday: 5 April 2010
May Holiday : Monday 3rd May 2010

Staff In-Service Training:

Monday 26, Tuesday 27 and Wednesday 28 October 2009
Tuesday 16 and Wednesday 17 February 2010

School Hours

Morning

9.00 - 12.15pm
9.00 - 12.30pm

P1 - P3
P4 - P7

Afternoon

1.10 - 2.45pm
1.10 - 3.00pm

P1 - P3
P4 - P7

Morning Break 10.30 - 10.50am

School Roll 165 + Nursery

Telephone Numbers

School	01349 852521	(Secretary : Mrs Bell)
School Fax	01349 854319	
Pupil Support Bay	01349 854815	(Children's Service
Worker : Miss Oxtoby		
Nursery	07890 094205	
Canteen	01349 854962	(Head Cook: Mrs Cooper)
Community Dentist	01349 852300	

Appendix 1

HIGHLAND SCHOOLS CHILD PROTECTION POLICY

South Lodge Primary School

All children have a right not to be abused and to be protected from abuse and neglect, therefore child protection is the responsibility of everyone. 'It's everyone's job to make sure I'm alright' (*Scottish Executive, Nov 2002*) underlines the need for us **all** to take responsibility in order to protect children.

In our school we are committed to creating an environment in which children are safe from abuse and in which any suspicion of abuse is responded to promptly and appropriately. The well being of children in our care takes precedence over any other consideration. It is the clear responsibility of all those involved in our school to adopt good practice throughout their work.

In order to achieve this we will:

- Seek to work in partnership with parents, carers, other agencies and Highland Council to promote good practice in the area of child protection.
- Update any changes in child protection policy and practice under the guidance from the designated person in the school
- Endeavour to ensure that all staff have access to appropriate child protection training, supervision and support in order to implement this policy effectively and with the minimum of stress.

The detailed arrangements, systems and procedures for ensuring that the above policy statements are fully implemented are contained in the

South Lodge Primary School, Invergordon

Inter-Agency Child Protection Guidelines published by the Child Protection Committee.

Child abuse is a criminal offence. All staff working in our school have an ethical duty to report any reasonable concern that a child may be being abused.

The role of members of staff is to inform the designated person of any instance, which suggests that abuse is taking place. It is not the role of the member of staff to wait for proof, investigate or gather evidence of abuse.

When a child tells an adult about possible abuse, his or her statements should not be dismissed or ignored. The adult should attend carefully to what the child wants to communicate, taking account of the child's age and stage of development, and allow the child to say what he or she wants to say without being drawn into detailed questioning.

Our school will always seek to work with families in a clear, positive and open way, bearing in mind always that the welfare of the children is paramount.

In our school the designated person is: Mrs Alice Cleland

In her absence consult: Miss Carla Oxtoby

COPIES OF CHILD PROTECTION POLICY GUIDELINES are available from the designated person or online at www.highland.gov.uk. There are copies in the school office, the support base and the nursery.

Any concerns about the well-being of a child need to be shared.

No matter how good we are at evaluating and assessing matters to do with children in our classes, when it comes to the child's welfare we **cannot** evaluate and assess potential danger, risk, damage, as we only know a tiny part of the whole picture. We **must** share our concerns with the designated person.

Child Protection Procedure checklist for our staff.

If

- **A child discloses abuse, or**
- **A member of staff suspects a child may have been abused, or**
- **A third party expresses concern**
- **A staff member witnesses an abusive situation involving another staff member**

The member of staff **must**: **RECORD and REPORT**

South Lodge Primary School, Invergordon

- R **Respond** without showing any signs of disquiet, anxiety or shock
- E **Enquire** casually about how an injury was sustained or why a child appears upset
- C **Confidentiality must not be promised** to children or adults in this situation
- O **Observe** carefully the demeanour or behaviour of the child
- R **Record** in detail what has been seen and heard
- D **Do not interrogate or enter into detailed investigations:** rather encourage the child to say what he/she wants until enough information is gained to decide whether or not a referral is appropriate

Then **REPORT** to the designated person without delay.

Members of staff **must not**

- Investigate suspected/alleged abuse themselves
- Evaluate the grounds for concern
- Seek or wait for proof
- Discuss the matter with anyone other than head teacher/senior staff.

Further information can be found in 'Working Together to Protect Children in the Highlands' Highland Child Protection Committee's inter-agency guidelines as follows:

Definitions of abuse	page 4 - 6, 51 - 53
Recording and record keeping	page 10
Education procedures	page 24 - 26
Useful contacts	page 55
Education Referral	

Signed (This policy should be signed by all members of staff.)

Acting Head Teacher _____ Date _____

Member of Staff _____ Designation _____

Date _____

Index

After School & Dinner Time Clubs	23
Attendance and Lateness	8
Behaviour and Discipline	9
Book Shop	12
Buddy System,	11
Child Protection	22
Citizenship	11
Clothing and School Uniform	13
Communication Between Parents and School	7
Educational Visits	10
Emergency Closure and Emergency Contact & Cycling	15
Fire Precautions and First Aid	18
Footwear, Equipment and Lost Property	14
Health Promoting School	24
Health Promoting Schools Award	3
History and General Organisation	4
Homework	16
House System	11
Informal Arrangements	11
Litter	11
Medical & Dental Arrangements	22
Nursery Provision	21
Parental Complaints Procedure	17
Procedure When Moving to Another School	15
Religious Education & Assemblies	24
School Aims	5
School Calendar	26
School Council	11
School Dress Code	13
School Meals	25
School Year Calendar	9
Speech & Language Therapy	22
Sport and Extra Curricular Activities	23
Staffing	19
TOTS Group	21
Vision Statement	2

INFORMATION FOR PARENTS 2008 PRIMARY SCHOOLS

School: South Lodge Primary School	Id No.: 270 - 5115620
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Budgeted Running Costs For Financial Year 2008-2009

School Roll at September 2007	170
Total School Running Costs at April 2008 (£)	554,089
Cost per Pupil (£)	3,259

Attendance And Absence For School Year 2007/2008

	Stage							
	P1	P2	P3	P4	P5	P6	P7	P1-7
Total Number of Possible Attendances(Pupil Half Days)	9,321	7,462	11,116	9,992	8,500	10,919	7,694	65,004
Percentage Authorised Absences	6.7	5.6	4.4	6.7	4.9	4.9	8.0	5.8
Percentage Unauthorised Absences	0.4	1.2	0.3	0.1	0.4	0.1	0.4	0.4

Minimising Overall Absence

	Absence recorded (2006/2007) Average number of half days absence per pupil	Absence recorded (2007/2008) Average number of half days absence per pupil
Absence	26.0	23.6

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.

