

MARYBURGH PRIMARY SCHOOL



SCHOOL PROSPECTUS

Session 2009/10

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INTRODUCTION

Welcome to Maryburgh Primary School which prides itself in creating a happy, caring atmosphere for your child to develop academically and socially.

Our success in these undertakings will be all the greater if home and school can form a supportive partnership whilst your child is with us. Please be assured that the school is always open to you and staff are available to discuss any aspect relating to your child's well-being

This handbook is intended to familiarise you with our aims, curriculum and organisation and help you settle into the school environment as easily, quickly and effortlessly as possible. If you have any suggestions or queries about any point in this handbook please feel free to contact me.

Lorna M Moodie
Head Teacher



SCHOOL AIMS

1. The aims of Maryburgh Primary School are :

- ✓ **To provide a happy, safe, stimulating and inclusive environment in which all children can learn and develop socially and educationally.**
- ✓ **To promote and raise achievement so that pupils can develop skills and attitudes which allow them to become successful learners, confident individuals, effective contributors and responsible citizens**
- ✓ **To provide an appropriate and challenging curriculum which takes full account of the "Curriculum for Excellence".**
- ✓ **To encourage the development of positive lifestyles and attitudes, with regard to health, well being and global environmental issues.**
- ✓ **To work in partnership with parents and the wider community to enhance the quality of children's learning and welfare.**
- ✓ **To enhance professionalism of staff through teamwork and planned continuous development.**



Date of last review of school aims was September 2008.

a) LOCATION

Maryburgh Primary School stands in its own extensive grounds in the centre of Maryburgh, a small rural village two miles from Dingwall, the main town of Ross-shire. The school is non-denominational and can accommodate 174 pupils from the ages of 4 to 12 years. The roll at present is 97 boys and girls with 12 children attending our Nursery class.

The catchment area of the school comprises the village and outlying areas of Knockfarrel and Lochussie. The Head Teacher encourages parents to visit the school before enrolling their child for a guided tour of the premises, an opportunity to meet the class teacher and for parents to hear about our values and aspirations before completing a short, confidential enrolment form. By telephoning or writing an appointment for this enrolling procedure can be made. Parents living outside the school's catchment area who wish to enrol their child in Maryburgh Primary School may do so by applying in writing to Mr John Ritchie, Area Education Manager, The Education Centre, Castle Street, Dingwall who will inform them if a place is available at the school for their child/children.

b) THE BUILDING

The school consists of a main building built approximately 130 years ago which contains three classrooms, a resource room, boys and girls toilets and our First Aid station. In this building are the Primaries 1/2, 2/3, 4/5 classrooms. The building has one main entrance which has a security system in operation whilst the children are in class. At break times the doors are open to allow free entry to the toilets. This building has three exits, one of which is allocated to each of the three classes for safe evacuation in the event of a fire. The resource room stores many of the resources needed to support learning and teaching.

We also have a separate building built in the early 1960's consisting of the Nursery classroom, toilets and hall. This building stands on its own with its own security system in place. There is easy access to the hall which the Nursery use for activities on the large, play equipment. The hall is in frequent use by our visiting specialist teachers and for weekly assembly. Both rooms have their own fire exits.

There are also five demountable units housing three classrooms, the school library, the staffroom, the school office, a store and the canteen. Primaries 5/6 and 6/7 are housed in two of these units while the third unit is used for science and technology.

As all buildings have their own security systems, all visitors are required to report to the School Office where a "visitor badge" will be issued.



2a) STAFF

In addition to the Head Teacher, Mrs Lorna M. Moodie, who teaches 1 $\frac{1}{2}$ days each week, there are four full time teachers. They are supported by three part-time visiting specialists, one part-time Support for Learning Teacher, one full time and two part-time Support for Learning Auxiliaries (one based in P1/2, one in P4/5 and one in P6/7), one full time Classroom Assistant (based in P2/3), one part time Classroom Assistant (based in P1/2), a part-time Nursery teacher, a full time Nursery Assistant and Nursery Auxiliary. Staffing arrangements are:

Nursery	Mrs Forbes (teacher) Mrs MacKenzie(Nursery assistant) Mrs Matheson(Nursery auxiliary)
P1/2	Miss P Mundell and Mrs L M Moodie
P2/3	Mrs A Campbell
P4/5	Mrs F MacGregor
P5/6	Mrs E. Sinclair
P6/7	Mrs E Dalseme

Mrs M Campbell, Support for Learning Teacher, visits school every Tuesday and every second Friday to assist pupils requiring additional support/challenge. Mrs Campbell works mainly in the classroom but may on occasion withdraw the child from class for work which requires greater concentration.

b) VISITING SPECIALISTS PROVIDING CLASS CONTACT REDUCTION TIME

The school is served by various visiting specialists:

Art	Mrs Duff (Monday afternoon)
Music	Mrs Brough (Wednesday morning)
P.E.	Mrs J. Burgess (Tuesday)
Violin instruction	Miss R. Snow (Thursday morning)
Chanter instruction	Mr J. MacGregor (one hour Tuesday morning)
Science/Technology	Mrs I Young (Thursday morning)

We are also served by a part-time Secretary Mrs K MacDonald, a part time Janitor Mrs M Thomson who also acts as Playground Supervisor, two cleaners Mrs C MacLennan and Mrs S Taylor, one school meals supervisor, Mrs Levene, and the crossing patroller Mrs H Ross.



3. THE SCHOOL DAY

These are the times the school operates:

School pupils: 9.15am -10.45am class time
10.45am-11.00am Interval
11.00am-12.30pm class time
12.30pm- 1.30pm lunchtime
1.30pm- 3.00pm for pupils in P1,2,3
1.30pm- 3.30pm for pupils in P4,5,6,7

Nursery pupils: 09.30am-12.00mid-day.

Primary 1 pupils attend school for the full day as of the start of session.

All staff are in school from 9.00am until 3.30pm. and the Head Teacher is usually in school from 8.00am until 5.00pm depending on commitments. The school crossing patroller is in attendance from:

8.40 - 9.30am 12.30 - 1.30pm 3.00 - 3.45pm

4. SCHOOL CALENDAR SESSION 2009-2010

OPEN

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

CLOSE

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

2010 Friday 12th February and Monday 15th February mid-term break

2010 Monday 3rd May is the May Day holiday

The school will also be closed for further in service days on:-

2009 Monday 17th August

2009 Monday 26th, Tuesday 27th and Wednesday 28th October

2010 Tuesday 16th and Wednesday 17th February

5. SECONDARY EDUCATION

Pupils will transfer to the new Dingwall Academy for their secondary education. The Rector is Mr G. MacKenzie who can be contacted on 01349 862081. Towards the end of their final year in primary 7 the pupils meet Mr MacKay, Lower School Rector, a member of the Guidance team and Support for Learning staff to explain the operation of Dingwall Academy and to exchange information on pupil performance. At the end of June pupils spend three days in the Academy following their first year timetable.

dealt with by the Head Teacher in the same way as outlined above and noted in the "Discipline Book". In either case, if the misbehaviour continues parents will be called to the school to discuss the problem. (A copy of our Promoting Positive Behaviour Policy is available from the School Office).

Bullying will not be tolerated in school either. If any parent suspects bullying then the Head Teacher must be contacted immediately. Any victim will be offered support while the bully will be made to see the error of his/her ways. (A copy of the school's Anti-Bullying Policy is available at the School Office). Our Personal and Social Development policy outlines strategies and advice for pupils to deal with difficult situations.

d) SCHOOL TRANSPORT

Free transport is provided for children living in the delineated area of the school if they are under eight years of age and live more than two miles walking distance from school or are over eight and live more than three miles from the school. Only children eligible for transport may use the school bus. Departure time for all children from school is 3.30pm. The younger children who wait for the bus are under the supervision of a Support for Learning Auxiliary. Children staying for extra curricular activities have to be uplifted by their parent at the end of the activity. If your child qualifies for free transport please contact the school office for a transport form. Further information can be obtained by contacting the Area Education Manager, Education Centre, Castle Street, Dingwall.

If your child comes to school by bicycle please make sure the bicycle is in a road worthy condition, that your child wears a helmet, fluorescent clothing and that he/she has some knowledge of road safety. Pupils can park their bikes in the new shed until 3.30pm when the shed is locked. In primary six pupils will be given cycling proficiency training.

e) SCHOOL MEALS

School lunches are prepared in Conon Bridge Primary and transported to the school. A school meal costs £1.65 per day and are payable every Monday morning for any day of the week, a credit being carried forward to the following week should the pupil be absent. Menus are posted on the resource room window in the Old Building. School lunches are served from 12.30pm. with P1-3 pupils eating their packed lunch at the same time. P4-7 packed lunch pupils come at 1.00pm. It is Authority policy that hot drinks and glass bottles are not allowed and we ask that all packed lunch boxes are marked clearly with your child's name. The Head Teacher and Auxiliary staff supervise the lunch break. Special diet's can be arranged by contacting the school cook at Conon Primary.

Anyone in receipt of Family Support is entitled to Free School Meals (and free clothing grants). Application forms are available from the school office.

f) SAFETY AND SECURITY

Parents are asked to use the Amenities car park to drop off and uplift their child as this offers a safe pathway to the school through the playing field. Children who live in Hood Street must enter school through the black gate and not through the staff car park for their own safety.

The school has been fitted with security key pads on each demountable unit while an electronic timed system operates entrance to the Old Building. All visitors are asked to report to the school office in the first instance when visiting the school. Every term the janitor carries out a timed fire drill when the children gather at the muster posts on the playing field. Fire procedure notices are displayed in each classroom. In the event of a major emergency, the school will evacuate to Maryburgh Free Church from where parents will be contacted.

g) CHILD PROTECTION PROCEDURES

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

Should a child be absent/unable to attend school please contact the school office by 9.30am reporting the absence.

When a pupil transfers out of or across Highland schools parents are required to complete the Pupil Transfer Document.

h) EQUAL OPPORTUNITIES/MULTI CULTURAL CODE

Maryburgh Primary is an equal opportunities school and opposes all forms of prejudice and discrimination. Access to all subjects will be offered to all pupils irrespective of sex. Through our curricular work we promote tolerance and respect for our pupil's and other's cultural identity and beliefs.

i) NEWS LETTERS-www.maryburgh.highland.sch.uk

School regularly issues news letters to keep parents abreast of events happening in the school. Please complete any tear off slip promptly, as failure to do so might result in disappointment by missing a deadline. As children don't always remember to hand you notes please check your child's school bag daily. You will also find the newsletters on our website and further news in the "Maryburgh Roundabout". We also issue termly information on the curriculum so that you are familiar with what your child will be learning and how you can help.

j) SCHOOL FUND

The Parent Council organise activities to raise funds to supplement the day to day running of the school. These funds may be used to purchase sporting equipment, camera film or support a visit by an author etc.

Parents may be asked on occasion to pay for non-essential items such as entry charges to places of interest, trips to the theatre, P7 outdoor education trip etc. Whilst we try to keep these to a minimum we do feel they are an essential part of learning and would encourage all children to participate.

k) PROPERTY

Children enjoy bringing items from home to show to their friends/teacher but keeping track of everything is very difficult so we give the child the responsibility of looking after their own/school property. Anything dangerous taken to school

will be confiscated. If any child loses/damages school property he/she may be asked to contribute towards its replacement costs.

l) COMPLAINTS/ENQUIRIES

Occasionally parents may wish to discuss some matter regarding their child's education/well being more fully with the class teacher or the Head Teacher. Parents are most welcome to do this by contacting the school office to arrange an appointment. In the unlikely case of failure to solve a concern, parents have the right to pursue the matter by contacting Mr John Ritchie, Area Education Manager, Education Centre, Castle Street, Dingwall.

m) ADVERSE WEATHER ADVICE

It is vitally important that you immediately inform us of any changes to home address/telephone number or Emergency Contact so that our records are up to date should we have to contact you if your child becomes ill, has an accident or if it is necessary to close the school because of severe weather conditions, burst water pipes etc. If such circumstances should arise the school will contact you in the first place then the Emergency Contact.

In severe weather please note the following points:

- It is the responsibility of the parent to decide if a pupil should attempt to travel to school, by transport or on foot, in adverse weather conditions.
- Parents of children using school transport should advise their child to wait no longer than twenty minutes past their normal "pick up" time before returning home.
- Parents should note differences between *contract vehicles* and *public service vehicles*. Drivers of *contract vehicles*, school transport, are advised not to drop off children where there is any doubt that they may not safely reach home or another acceptable place of shelter.
- P4-7 pupils who live in the village will be sent home with the express instruction that they **MUST** return to school should their parent not be in.
- Local radio stations issue news and weather bulletins on traffic conditions and school closures. Parents are advised to remain "tuned in" to ongoing road, weather or school information updates.

Broadcast times

BBC RADIO HIGHLAND

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

Radio Highland will interrupt transmissions to carry emergency bulletins.

MORAY FIRTH RADIO

Normal 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 on both stations.

Since telephones are busy at such times, radio stations request that parents should not telephone in but listen to appropriate broadcasts.

Dial-in service

Highland Council operate a dial-in service which allows parents to listen to a recorded message from the Head Teacher providing up to date information on whether or not the school is open for business. The telephone number for this

service is 0870 054 6999 and when asked by entering Maryburgh Primary's pin number 04 2580.

School Closure Website

Highland Council operate a website which allows parents to log onto information about closures. To view the website log onto www.winter.highlandschools.org.uk.

n) HEALTH CARE

In addition to following Highland Council's Health programmes of work school has regular visits from the School Health Service.

The school doctor carries out a medical examination on a sample of P.1 and P.7 pupils at which parents may be present if they wish. Those not involved in this examination will have a health review with the school nurse.

The dental hygienist provides a talk on Dental Health when requested and Dental Health Packs are issued to Nursery children. However parents are encouraged to register with a general dental practitioner for regular dental checks.

A Speech and Language therapist visits the school to consult with staff regarding any pupil with speech and communication problems. Some children may receive therapy in pre-school and this may continue once they start school. Parents are consulted prior to therapy and if you have a concern, contact the school which will refer the matter to the therapist.

Annually Highland Council Education Service, in partnership with NHS and the Scottish Ambulance Service, offer training in Life Saving techniques to all Primary 7 pupils. The training takes place in school.

It is expected that parents/carers will inform the Head Teacher of any relevant information relating to the need to administer medication to their child(ren). The Head Teacher will need to agree with parents/carers exactly what support the school can provide for a child with health care needs. Where there is a concern about whether the school can meet a pupil's health care needs, or where it may not be possible to meet parents/carers expectations, the Head Teacher will seek advice from NHS staff and if appropriate, from the education authority.

Should your child take ill during the school day, staff will contact you or the emergency contact to collect the child from school. If a child requires hospital treatment we will accompany the child until the parent arrives. Minor cuts and bruises are treated at school and recorded but injuries of a more serious nature are dealt with at the Casualty Department of the Ross Memorial Hospital in Dingwall. Parents will be contacted if the injury is serious.

First Aid kits are to be found in the resource room in the Old Building, Nursery and Canteen while each class has a small emergency kit. The First Aid kit goes on every outing.

o) SCHOOL PLAYGROUND

Our extensive playing field extends to the village playpark, which for safety reasons is out of bounds to pupils during the school day. When the weather is dry, pupils

will be out in the playground enjoying a wide variety of play equipment but when it is very cold or wet the children will be indoors supervised by Primary 7 monitors with the Janitor and Head Teacher patrolling each unit. On occasion pupils may watch a video in the school hall.

p) ARRIVAL TIME

The doors of the school are opened at 9.00am each morning and we ask that children should not arrive before this time as supervision is limited and shelter not available. Once children arrive at school they are not allowed to leave the playground area except to go home for lunch or have provided written permission from parents to leave the school grounds.

q) ATTENDANCE

Children are expected to attend school 190 days per session. Those who achieve this feat are presented with an attendance certificate at our annual prize giving assembly. If a child is absent from school for any reason he/she must bring a note explaining the absence while planned absences e.g doctor/hospital appointments should be notified to the class teacher/Head Teacher. However we would ask that parents should try to make appointments outwith school hours. The Authority asks that family holidays be taken during the long school breaks and not during term time as this means the child loses valuable teaching and learning time.

We would also ask that parents make sure their child arrives at school on time or contacts us to explain any late arrival for lateness not only disrupts the class but also results in the child missing a part of his/her education.

7. SCHOOL CURRICULUM

a) TEACHING AND LEARNING

The curriculum is divided into 5 main curricular areas for which the Government has provided Guidelines for teaching and learning. They are-English Language, Mathematics, Environmental Studies, Expressive arts and Religious and Moral Education. Within these areas French is taught at P6,7; Personal and Social Development is incorporated with R.M.E./ Health and I.C.T. permeates the whole curriculum. After consultation and discussion, all school policies and programmes of work are agreed with staff. Parents are consulted through the Parent Council wherever possible. The Head Teacher is responsible for the administration, curriculum development and pastoral care throughout the school. Class teachers are directly responsible to the Head Teacher for the welfare and discipline of the children in their class. Pupils are fully involved with the learning process through the sharing of learning outcomes, active learning and self and peer assessment.

b) NURSERY CLASS

The Nursery Class caters for children in their pre-school year. Staff work to develop and broaden the range of learning experiences children bring to the

Nursery through a planned variety of activities which hopefully will ensure a smooth and confident entry to primary one for our children.

c) LANGUAGE

Language work is based on 3-18 Language Guidelines with skills being developed under the four headings Listening, Talking, Reading, Writing. To plan and achieve learning outcomes in language, we follow the Highland Council Literacy Project strategies. We use a wide variety of resources but the main schemes in use are:-in P1-3 the Oxford Reading Tree Scheme for reading, rhyme and analogy work, and the Jolly Phonics Scheme is used for phonic work; from P4-7 pupils read from the Longman Book Project both fiction and non-fiction texts while grammar and punctuation are taught through writer's craft. Every fortnight pupils read for information. The North Lanarkshire Writing programme is used throughout the school for story writing. It ensures progression of skills and correct structuring of the writing task while the Nelson scheme ensures correct formation of letters and fluency in handwriting. Spelling Made Easy is the spelling scheme in use from P3-7. Highland Council programmes of work for Listening and Talking ensure progression of skills in these areas while contexts in project work allow children to practise their skills. Our Language policy has recently been reviewed and is available to any parent wishing a copy.

d) FRENCH

We have one member of staff trained to deliver French to pupils in P6-7. Teaching is mostly through games and songs though primary 6/7 pupils are learning to read and write in French. Various activities throughout the day are conducted in French though one hour a week is allocated to more focused activities. Our French policy is available to any parent wishing a copy.

e) MATHEMATICS

Our maths programme of work is based on the 3-18 Mathematics Guidelines and develops skills in number, money and measurement; shape position and movement; handling data and problem solving. The core scheme in use in P1-7 is Scottish Heinemann Maths. The scheme provides reinforcement material for consolidation, Check Ups for assessment and worksheets for homework. Each maths lessons begins with an interactive ten minutes mental lesson to sharpen skills. After whole class teaching the children split into groups to work on the teaching input. Problem solving is an important part of the maths curriculum and a whole school programme has been devised which ensures progression of skills and knowledge in this area. Calculators are used only when suggested and computer packages support teaching as well as teach pupils how to devise spreadsheets. Our maths policy is available to parents who requests a copy.

f) ENVIRONMENTAL STUDIES (ES)

Environmental Studies is taught from P1-7 on a project basis. Following the 3-18 E.S. Guidelines teachers choose a variety of projects from History, Geography, Enterprise ensuring a balance of skills and knowledge is acquired. Each topic builds on children making maximum use of the local environment to develop and apply a wide variety of skills. The emphasis is very much on active learning where the children are encouraged to use reference books and IT to develop research skills.

Presentation of their researches is often delivered through Power Point software. Parents are very supportive and join us on field trips to help with supervision.

g) EXPRESSIVE ARTS (EA)

The Expressive Arts programme ensures pupils gain skills in art and design; physical education; music and drama. Whilst 3-18 Guidelines form the basis of pupil learning we have been following the Border's programme of work for Art, Music and PE both with the specialist and the class teacher. The specialist time with us is limited to providing class contact reduction time at P4,5,6 and 7.

h) RELIGIOUS AND MORAL EDUCATION (RME)

Whilst the 3-18 R.M.E. Guidelines provide the basis for study we use Five R.M.E. Guidelines as the programme of work providing structure and progression.

All staff are required to teach R.M.E. with the main focus of study on our Christian heritage. However pupils are given opportunities to study Other World Religions so that they can better understand and tolerate those whose beliefs are different from their own. The Head Teacher leads assemblies throughout the year with the whole school, basing them usually on a moral issue while the local ministers base their assemblies on Bible stories and each class takes a lead once a year. The school chaplains Rev.D.MacKeddie, minister of the Free Church Maryburgh and Rev A Graham, minister of Canon Church of Scotland. Rev MacKeddie also likes to visit classes to discuss religious beliefs. Our RME policy is available to any parent wishing a copy. Parents have the right to withdraw their children from assemblies and Religious Instruction and should inform the Head Teacher if they wish to do so.

i) PERSONAL AND SOCIAL DEVELOPMENT (PSD)

School sets much store in promoting high standards of behaviour and enhancing the qualities required to make our pupils responsible citizens for the future. Through our PSD programme much discussion takes place during Circle Time of how to resolve issues positively when confronted with difficult situations. Senior pupils are encouraged to stand for election to the Pupil Council, be a Junior Road Safety Officer, become a Buddy to primary 1 pupils, take on the responsibility of monitor or Playground Patrol member. Pupils displaying good citizenship qualities are rewarded at Good Work assembly. Our policy is available to any parent wishing a copy.

j) INFORMATION, COMMUNICATION TECHNOLOGY (ICT)

Whilst we base our ICT work on 3-18 Guidelines, we follow the TENS resource to plan our teaching and learning so that progression in our pupils' skill development is ensured. ICT offers opportunities for use across the curriculum-in maths, spread sheets and data bases can be devised; composing stories means a myriad of word processing skills can be developed ; sending e-mails to different classes and other schools can be explored; progressing research skills abound in retrieving information for E.S. projects; art techniques can be tried and music composed.

The school system is filtered to offer a degree of protection from illegal sites but on occasion access to unvetted sites may occur. In P1-5 pupils are directed to particular sites chosen by the teacher and will be supervised. Older pupils start at a pre -determined site but are allowed to explore others. All pupils are requested

to read, agree to and sign our "Rules for Responsible Internet Use". Pupils not signing up for this facility will be denied access and those flouting the rules will have their access withdrawn. Our ICT policy is available to anyone wishing a copy

k) ASSESSMENT

The class teacher through observation of the marking of written work, listening to pupils talking, watching pupils interacting and revision testing continuously monitors each child's progress to ensure every pupil's needs and abilities are being challenged and provided for. When the teacher considers a pupil has achieved the level stated in 3-18 Guidelines in reading or maths, a test is chosen from the National Assessment bank to confirm her assessment, the results of which will be passed onto parents. Written assessments are selected from the weekly stories and assessed by the staff. The test papers will be added to the child's profile along with other samples of work completed throughout the year. The Assessment Guidelines 3-18 suggest the following attainment levels achievable at different stages:

- Level A should be attainable in the course of P1-3 by almost all pupils.
- Level B should be attainable by *some* pupils in P3 or even earlier but certainly by most by P4.
- Level C should be attainable by *some* pupils in the course of P4-6 but certainly by most in P6.
- Level D should be attainable by *some* pupils in P5-6 or even earlier but certainly by most in P7.
- Level E should be attainable by *some* pupils in P7/Secondary 1 but certainly by most in Secondary 2.

l) SPECIAL EDUCATIONAL NEEDS

Highland Council has adopted a policy of inclusion for all pupils including those with special educational needs such as autism, dyslexia, dyspraxia etc. The Support for Learning Teacher and Auxiliary, after consultation with the class teacher, will support the pupil in a variety of ways in different aspects of the curriculum. The child will normally be supported in the class but there may be occasions when working in a quieter room might be more beneficial. If a child with special needs is experiencing great difficulty an Individual Educational Programme(IEP) may be drawn up with short and long term targets identified. Parents would be included in the drafting of this programme and would meet staff regularly to discuss progress. Pupils with special needs which require long term support would be assessed by the Educational Psychologist and an Additional Support for Learning Plan drawn up. However as part of our assessment procedures, the class teacher may consider that some extra support or challenge is required for one or a group of pupils. This support may be long or short term and the Support for Learning Teacher would be timetabled to support/stretch the group/individual.



m) REPORTING TO PARENTS

The school operates an "open door" policy which means parents can discuss any concerns with the class teacher/Head Teacher at any time just by lifting the phone and arranging a convenient meeting time. Parents are given the opportunity to meet with staff twice per session to discuss pupil progress-once in November and once in March. The written report issued in June provides any National Assessment results, comments on overall strengths and abilities and suggests development needs for the next teacher to address. Parents are given the opportunity to comment on the report and if need be can arrange to discuss the report with the class teacher.

n) HOMEWORK

We believe homework is an integral part of good home/school relations as parents can see what their child is learning, how the child is coping with the work and gives parents the chance to support their child if they wish. Homework tasks are issued every Monday for completion by Thursday. The tasks set may include reading, spelling, language, maths and perhaps research work for environmental studies. The homework for P1/3 usually consists of reading, phonics and some number work. In our efforts to maintain high standards parents are required to sign the homework. P1-3 homework should be completed in 15 mins and for P4-7 30 mins. Senior pupils are reminded to pace themselves and spread the work out over several nights. Tasks set should reflect the work of the class and should not include work not yet taught. Homework is not issued at week-ends or during holiday periods. If a child has not completed the tasks set in school time he/she may be required to finish it at home. Our policy is available to any parent wishing a copy.

o) SCHOOL IMPROVEMENT PLAN AND QUALITY ASSURANCE

The School Improvement Plan has become the means by which the school develops the curriculum to raise attainment and achievement through planned and managed intervention over a three year period. Annually, all staff are involved in auditing the curriculum in the light of school, local and national priorities, agreeing an action plan and prioritising improvements that would benefit our pupils. The plan is shared with the Parent Council and the Authority, then the staff set to work to develop the priorities on In-Service days and at Planned Meeting times with the formulation of any policies agreed by all staff. Updates on progress are given regularly and a Standards & Quality Report issued annually to all parents. Each session members of the Quality Improvement team visit to review progress and their written assessment is shared with staff and parents. To ensure quality provision throughout the school, the Head Teacher visits classes both formally and informally, samples jotters and keeps a watchful eye on National Assessments results.

To make best use of teaching time, classes are divided into groups but through careful monitoring of progress staff are very aware of individual strengths and weaknesses and where teaching has to be adjusted to address these needs. Most teaching is done through direct teaching where the whole class is taught the concept but individual work is differentiated to take account of each child's abilities. The curriculum is so designed that it is one continuous learning spiral from Nursery to P7.

p) EXTRA CURRICULAR ACTIVITIES

Thanks to the enthusiasm of staff, parents and villagers we are able to offer our pupils in P5-7 the following activities after school:

BADMINTON	CROSS COUNTRY	FOOTBALL	CHOIR	NETBALL
RECORDER	SHINTY	SCRIPTURE UNION		SKIPPING

Annually staff and pupils hold a TEN STEP challenge in the playground just to prove we are all fit to some extent!

8 PARENTAL AND COMMUNITY INVOLVEMENT

a) PARENT COUNCIL

The Parent Council is very supportive of the school and plays an active part in the work of the school. The Council meets four times each session and are kept well informed of progress with the School Development Plan, curricular changes and the general activities of the school. Their opinions are sought from time to time on matters which involve the whole parent body. The agenda/ minutes are posted on the notice board in the Old Building.

The following members represent Maryburgh Primary School Board:

Chairman	John Scholes	Tel. 867553
Treasurer	Eilidh Green	Tel. 867206
Clerk to the Board	Fiona O'Donnell	Tel. 865388
Parent Member	Karin Smith	Tel. 864371
Parent Member	Fiona Will	Tel. 865647
Parent Member	Caroline McCombie	Tel. 865647
Co-opted Member	Douglas MacKeddie	Tel. 861281
Staff Member	Anne Campbell	Tel. 861821

b) PARENT HELPERS

As school is such a busy place we do rely on the support of parents to help in small but effective ways from time to time. We are always delighted to add new "helpers" to our list and are really pleased when parents share their talents with us. If you would like to add your name to the list please let us know as we are always looking for people to cover books, help out on school trips, help prepare the P7 Burn's Supper etc.

9. STATISTICAL INFORMATION

The Education Authority is required by law to give you information on the roll figure, attendance, National Assessment Results and budgeted running costs for this

school, for Highland Council area and for Scotland as a whole. This information is attached.

10. CONCLUSION

Hopefully you have a clearer picture of the workings of Maryburgh Primary from the information contained in this prospectus. Changes take place in the course of a session will be intimated by news letter.

Mrs Lorna M Moodie
Head Teacher
Maryburgh Primary School
December 2008