

CROMARTY PRIMARY SCHOOL

**PROSPECTUS
2008 - 2009**

Dear Parent

I am very pleased that your child may be coming to Cromarty Primary School.

This prospectus has been prepared to answer questions you may have about the education you can expect your child to receive in Cromarty School. If, after reading the prospectus, you have any questions you'd like to ask or any comments you would like to make please do not hesitate to contact me.

I look forward to meeting you and your child/children soon.

Yours sincerely

Miss A.L.Rose
Head Teacher.

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STEP INSIDE CROMARTY PRIMARY SCHOOL

Address: Cromarty Primary School
Braehead
Cromarty
Ross-shire
IV11 8XR

Tel: 01381 600465

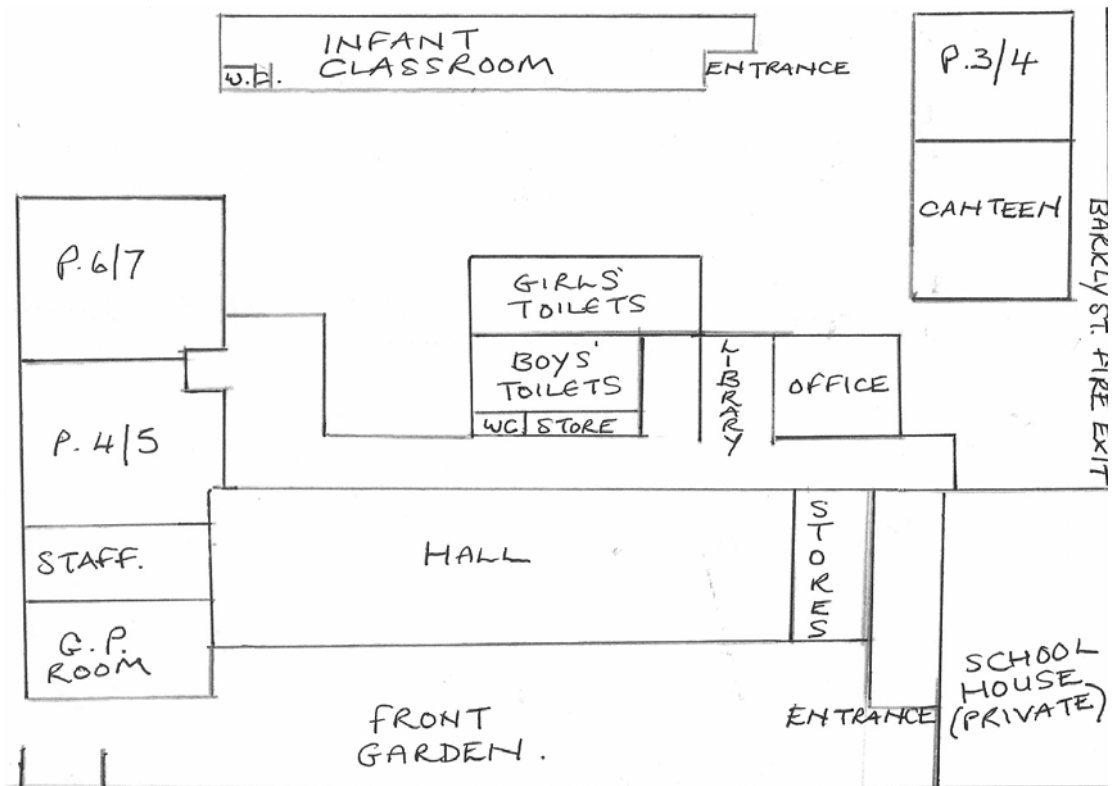
email: cromarty.primary@highland.gov.uk

website: www.cromartyschool.org

Scottish Schools Online - www.parentzonescotland.gov.uk

School Roll as at August 2008 - 78

Plan of the School



Teaching Staff:

| | |
|---------------|---------------------------------------------------|
| Head Teacher: | Miss Anne Rose P. 7 3 days Teaching Commitment |
| Teacher: | Mrs. L. Simpson |
| Teacher: | Mrs. M. Munro |
| Teacher: | Miss K. Guy |
| Teacher: | Mrs. E. Mackenzie P.7 2 Days |

All staff are class committed.

Visiting Staff:

| | |
|------------------|------------------------|
| Mrs. P. Fraser | Physical Education |
| Mrs.M Tonkin | Art |
| Mrs. Grant | Strings Instructor |
| Mrs. M. Campbell | Learning Support |
| Mr. A. Eaton | Science and Technology |

Ancillary Staff:

| | |
|-------------------|----------------------------|
| Mrs. V. Hourston | Learning Support Auxiliary |
| Mrs. J. Middleton | Classroom Assistant |
| Mrs. V. Elrick | Secretary |
| Mrs. F. Watson | Cleaner |
| Mrs. C. Maclean | Cook in Charge |
| Mrs. L. McPhee | Canteen Assistant |

HISTORY OF THE SCHOOL

Cromarty Primary School is an old school, built in Victorian time, overlooking the north Sutor and Nigg. In the past, it was both a Primary School and a Junior Secondary School. However, in 1966 it reverted to being solely a Primary School.

The school consists of the traditionally built main building and two huts in the playground, one housing the infant room and the other the P.3/4 classroom and the canteen.

The school draws its pupils from a fairly wide catchment area - as far as Shoremills on the shore road and Davidston and Eathie on the main Inverness road.

ENROLMENT

I will be delighted to meet parents of any prospective pupils at a mutually agreed time. Parents may telephone to arrange an appointment. Details of arrangements for infant enrolment are published annually in the local press by the Highland Council.

SCHOOL DAY

| | |
|----------------|-----------------------------------------|
| School Starts: | 9.00 a.m. |
| Interval: | 10.45 - 11.00 a.m. |
| Lunch: | 12.30 p.m. - 1.30 p.m. |
| School Closes: | P.1/2/3 - 2.45p.m. P.4/7 - 3.15 p.m. |

TERM DATES 2009 - 2010

In-Service - Monday August 17th
Open for children Tuesday August 18th
Close Friday 9th October
Monday/Tuesday/Wednesday 26th, 27th and 28th October
In-Service
Open for children Thursday October 29th
Close Wednesday December 23rd
Open Monday January 11th 2010
Close Thursday 11th February
Friday 12th and Monday 15th February Break
Tuesday and Wednesday 16th and 17th February In-Service
Open for children Thursday 18th February
Close Friday 26th March
Open Monday 12th April
Closed May Day May 3rd
Close for summer Friday July 2nd

SECONDARY TRANSFER

At the end of Primary 7 the children will continue their education at Fortrose Academy.

Rector: Mr. J.D. Simpson

Address: Fortrose Academy
Deans Road
Fortrose

Tel: 01381 620310

Liaison visits between the schools normally take place in the last term when secondary staff visit Cromarty to meet their new pupils. The Primary 7's are invited to Fortrose Academy for a week in June which they all thoroughly enjoy.

SCHOOL MEALS

School meals are cooked on the premises. Canteen money should be paid to the secretary each Monday morning for the coming week. Lunches at present cost £1.65 per day. Menus are varied and provide good balanced meals. If the children are absent their credit will be carried forward.

Free school meals are available for children whose parents are in receipt of Income Support and Job Seekers Allowance, Child Tax Credit but not WTC. Application should be made to the Catering, Highland Council and the form for both free meals and clothing grant is available from the school or from the Education Centre, Castle Street, Dingwall.

Packed lunches are eaten in the hall during cold weather and outside in the garden during warmer weather.
Drinks - glass bottles and cans are discouraged as they can be dangerous.

The children run 'Fruiturama' a fruit tuck shop, which encourages them to eat fruit at school instead of sweets and crisps. A variety of fruit is always available at a present cost of 15p.

UNIFORM

School Uniform consists of red school sweatshirts and red or white polo shirts. Dark red fleeces, winter jackets and woolly hats are also available, all featuring the school logo. These are ordered through the school. Children need gym shoes or trainers, shorts and a change of top for P.E.

Part of the child's social education is in remembering change of shoes, P.E. kit, covering of books, homework etc. With the older pupils this becomes a matter of self-discipline. The need is to impress on the children to remember things themselves, and to look after and respect other people's property and time.

HEALTH

Children are given medical check-ups at regular intervals by the school doctor and health visitor. Eye and hearing tests are also carried out. Parents have the opportunity to be present at the examination. The policy on administering medicines is appended at the end of the prospectus.

ILLNESS AT SCHOOL

If a child feels unwell then he/she will come to the staff for help. If this illness is affecting their work then we will contact you, the parent, by telephone - in case of a parent without a phone we will inform the emergency contact number.

Should your child suffer from a medical condition it is imperative that the school is notified immediately and told of any problems that may arise. This information will be kept confidential. Any medicines to be taken must be accompanied with a note explaining the use and dosage instructions, and be brought into school by an adult.

ABSENCE FROM SCHOOL

For absence, or intended absence, from school a note is required - **Highland Region insists on this issue**. If your child is going to be absent please phone the school before 9 a.m. If your child is absent and the school does not hear from you we will telephone you by 9.30 a.m. to confirm the absence. Parents wishing to remove their child from school during term time to go on holiday must request the permission of the Head Teacher. Parents wishing to take their children out of school for an appointment must arrange to collect their child from the school building.

CHILDREN'S WELFARE

Behaviour and Discipline:

The aim of the school in discipline is to encourage good behaviour and to point the children towards self-discipline and respect for others.

The discipline and welfare of the children during class times is at first the class teacher's responsibility. Some points to be borne in mind, however:-

The school alone cannot foster good attitudes. The behaviour and progress of your child will depend on three things;

1. The character and nature of your child.
2. The interest of you, the parents.
3. The school's supervision

Children generally, will behave well if they feel a sense of achievement, are free from worries and know that what they do or don't do will be recognised by adults.

Children will sometimes get into arguments, caper and do the wrong things. The school is firm but fair in its approach, and hopefully sorts out problems in a positive way, insisting on honesty and apologies if required. Punishment, when given, will be for persistent bad behaviour.

Serious misbehaviour and enforcement of attendance will be dealt with in accordance with the policy of Highland Council.

EQUAL OPPORTUNITIES

All the children, whether male or female, are given equal opportunity to take part in all areas of the curriculum.

LIAISON WITH PARENTS AND COMMUNITY CONTACT

I am always pleased to hear from any parent who has a particular concern or worry to express, however small. It is helpful if you can telephone and make an appointment first but if that is not possible, I am usually available before school starts.

PARENT/TEACHER SCHOOL CONTACT

Parents' evenings are organised throughout the school year. During these evenings parents can speak to the class teacher and discuss their child's/children's progress. Parents can also

The Parent Council may be contacted through the school on:-
01381 600465 or by emailing
cromarty.primary@highland.gov.uk

CURRICULUM

AIMS OF THE SCHOOL:

1. To provide a secure, creative, stimulating environment in which children can mature and gain confidence, expressed (for example) through their ability to work increasingly independently.
2. To develop each pupil to the best of his/her ability in all areas of the curriculum (modelled on the current 5 -14) curriculum guidelines)
3. To foster an environment of mutual respect leading to a tolerance of all races, religions and ways of life.
4. To provide professional/personal development for staff according to identified needs when and where possible.
5. To continue to raise standards of achievement in all areas of the curriculum.
6. To ensure that each child has an equal opportunity to access all areas of the curriculum and that learning and teaching is carried out in a variety of ways.
7. To involve the parents and community in aspects of the children's development

EDUCATION IN PRIMARY 1

We are very fortunate that the P. 1 classroom is very spacious. This is very helpful because it allows for special areas to be set up. These include a library corner, sand and water play area, painting and modelling area, house/drama corner and listening table.

These are essential areas in an infant classroom as they allow the child to play constructively with other children and in turn, will hopefully extend their spoken language.

Reading is an important part of a child's education. Children begin to read at different times - no two children are the same. Please do not get anxious if, as the year progresses, your child has not begun to read. He/she will read when they are ready. When a child takes home a reading book, parents can help by listening to them.

As well as reading, number, mathematics, spoken and written language, creative movement, music and games are also developed.

SOME HELPFUL HINTS

It would be very helpful for the Primary 1 teacher if all clothes, e.g. jackets, jumpers and shirts were labelled with your child's name as I'm sure you appreciate the similarity of children's clothes. Also elasticated gym shoes at this stage are preferable to lace-up ones.

In June, before the children begin school, we arrange two afternoons during which the children get an opportunity to come into school and familiarise themselves with their new surroundings and with their teacher.

HOMEWORK

The giving of homework to children is essentially a matter for the class teacher. It usually consists of a piece of research work, some reinforcement work or some reading. Parents can help by taking an interest in any work which has been taken home. It will show the child that school and home work closely in their education.

At the beginning of each session you will be given a letter about the amount of homework you may expect your child to receive and how you can help.

ASSESSMENT

Throughout their Primary School years the children are assessed periodically. Assessment is necessary so that we, as educators, can determine a child's work progress and consequently are able to structure programmes of work suited to individual needs.

Assessment is carried out in different ways. First of all there is continuous assessment - that is observation of each child's everyday work - this is a very valuable method of assessing children's work. From time to time, however, children are assessed after they have completed a particular topic. This type of assessment is diagnostic - that is, it diagnoses any strengths, weaknesses and difficulties that a child may be experiencing. This is paramount so that any remedial help or separate programmes of work may be given.

At certain periods we utilise a Standardised Reading Test which highlights specific types of reading, e.g. reading for main ideas and understanding the sequence of events in a story. Again, this is a diagnostic test and is very important for the teacher when planning further

work. As well as assessing the academic work we, as teachers, also assess the children's social and moral development i.e. how he/she behaves with other children in a variety of situations. Does he/she show patience and tolerance towards others? Does he/she show respect for others; honesty, truthfulness? Has he/she developed a sense of right and wrong etc?

Assessment is also a part of the 5 - 14 guidelines which have been issued by the Scottish Office Education Department.

When a child is deemed by the teacher ready to move onto the next level in learning in Mathematics or Language then an assessment will be given. This involves four Maths booklets and four Language booklets which the children enjoy doing. Any parent may ask the teacher at what level their child is working. The levels will also be indicated on the report cards.

Should you be concerned about your child's work, please call the school when we can arrange a mutually convenient time for you to talk to the class teacher.

Some pupils periodically experience difficulties in language work or mathematics or require to be 'stretched' academically. To assist the class teacher with this work, we have a Learning Support Teacher - Mrs. M Campbell. This extra help may involve taking the child out of the classroom or it may mean that the Learning Support Teacher goes into the classroom and works with the class teacher.

Sometimes it may be necessary, after full consultation with their parents, to refer certain children to the Child Guidance Service. An assessment is then carried out which will identify the precise nature of their difficulties and will advise us of the exact remedial help required.

SOCIAL DEVELOPMENT AND EXTRA CURRICULAR ACTIVITIES

SOCIAL DEVELOPMENT:

The children are expected to always show consideration towards others, care for their property and to show respect for the belongings of others. By encouraging the children to take part in out of school activities we are hopefully able to ensure that the children are aware of other people and their needs.

We try to have fundraising events through the year for charitable causes and have established links with Malawi and Zambia.

EXTRA CURRICULAR ACTIVITIES:

The children are encouraged to compete in sports for the sake of enjoyment. Good sportsmanship is admired. The school joins annually the Ross Primary Sports Association and this enables us to enter a number of activities which they run. We also take part in football events run by the Soccer Sevens Association. Cross-country is practised from January to March during school time. All children are welcome to come.

CHILD ABUSE

Guidance on the above as issued by Highland Council.

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

In terms of Highland Child Protection 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 Staff.

More information about Child Protection Procedures within Highland can be obtained from;

Child Protection Officer
Highland Child Protection Committee
Kinmylies Building
Leachkin Road
Inverness
IV3 8NN
01463 703483

EARLY AND EMERGENCY CLOSURES

During adverse weather conditions it may be necessary to close the school early. Intimation of this will be relayed via Moray Firth Radio, BBC Highland Radio and Radio Scotland at regular intervals so it is advisable to tune into these stations. There is also an 0870 telephone information service which you can access. Our number is: 0870 - 04 -1770

This service provides you with information about the above. Because during the course of the day, should weather conditions worsen, the children may have to be sent home early, the school must have on record, an emergency address to which the children can go should you be out.

In the event of a fire in the school the children assemble in classes on the Links. In the event of anything like this happening the children would not be allowed home until parents were contacted by the Education Office.

