

Spean Bridge Primary



School Brochure 2011

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Head Teacher's Letter

Dear Parents

I am very pleased to welcome you and your child to Spean Bridge Primary School. We look forward to a long and lasting friendship and partnership with you. The purpose of this brochure is to give you as much information, in an easily digestible form, about our school.

Home, school and community are powerful influences on your child and by working together we can ensure that your child is given a well-structured, varied and sound education. In this rapidly changing technological age it is important that we provide an educational experience which is relevant to his present and future needs. To help us to do this we would much appreciate your help in the following ways:

- * talk to your child about his schoolwork. Show an interest and encourage your child to give of his best.

- * teach your child to respect our school and its values. Show him that you trust and support it.

- * it would be particularly helpful if on entering school your child has certain skills and knowledge.

- : be able to take care of his own toilet needs
- : be able to cope with buttons, zips and laces
- : know how and when to use a handkerchief
- : know his name, address, date of birth and telephone number.
- : be able to cope with a knife and fork or his own packed lunch.

You are most welcome to get involved in the life of the school. We have an elected School Board and the PTA meet regularly. We rely on parents to transport children for extra curricular activities such as football and skiing. Please do not hesitate to come forward and express your opinions and offer your services at any time.

Finally thank you for taking the time to read this brochure. The school staff look forward to a happy and successful partnership in the future with you and your child,

Yours sincerely

Kate MacGillivray

Associate Head Teacher

Spean Bridge Primary School

General Information

School Address

Spean Bridge Primary School
Spean Bridge
PH34 4EU.

School Roll - currently 90 pupils

School Hours - 9am - 10.45am,
11.05.m - 12.25pm,
1.30pm - 3.15pm
P1-3 finish at 2.45pm

Telephone 01397 712914

Nursery Roll - currently 33

Fax 01397 712984

Nursery Hours - 9.00am - 11.30am
12.30pm - 3pm

E-Mail speanbridge.primary@highland.gov.uk

School Staff

Mrs KM MacGillivray - Head Teacher

Mrs H Bamber - Teacher P1-3

Ms E. MacLachlan -Teacher P6/7

Mrs L. Ross - Acting Teacher P2/3

Mrs E. Weld-Moore - Teacher P4-6

Mrs R Cant - Teacher P2/3

Mrs D Shepherd - Class Contact Reduction Teacher
Ms. F. Walker - Learning Support

Mrs A. Hyde - Nursery Co-ordinator Teacher

Miss K. Thomson - Woodwind

Mrs L. Weir - Clerical Assistant
Assistant

Mrs S Latto - Nursery

Miss Laura Gordon - Nursery Aux & Classroom Assistant
Mrs B Grieve - Support Teacher

Miss J Stevenson - Nursery Aux

Mrs J Matheson - Clerical

Assistant Mrs G Craig - Learning Support Aux

Rev. D MacQuarrie - School Chaplain
Chaplain & RC Instruction

Father T Wynne - School

Mrs C. MacLeod - Cook

Associated High School

Mrs R Cameron - Catering Assistant

Lochaber High School

Mr J. MacLeod - Janitor

Camaghael

Mr S Andrews - Janitor

Fort William

Mr A MacDonald - Mitie Facilities Manager



We aim to enable our children and staff to achieve their potential as motivated, caring individuals within a purposeful and stimulating environment.

We aim to enable pupils to realise their full potential and maximise achievement through the provision of a wide, balanced and differentiated 3-5 and 5-14 curriculum.

We aim to maintain a positive, secure and caring place of learning where pupils can develop their abilities to work as individuals, as independent learners and in larger groups responding to the contributions and needs of others.

We aim to work closely with parents for the benefit of the pupils.

We aim to motivate pupils to care about their school, community and environment.

We aim to develop community spirit, understanding and tolerance in our society through fostering in each child a sense of self esteem and of their worth in society.

Our School

Description

Our new building is situated on the A86 at the eastern end of the village of Spean Bridge. The large entrance hall leads to the administrative area, medical room, disabled toilet, boys' and girls' cloakrooms, toilets and showers, gym hall and main teaching area. Our nursery classroom with a self-contained outside play area has a separate entrance. The main teaching area consists of four classrooms, a learning support room, store room and a large general purpose area which houses the school library. The gym hall has been built to satisfy the standards set by Sport Scotland. The kitchen and dining area are connected to the gym hall by a sliding wall.

Transport

Transport is provided for children under eight years of age who live out with the two mile boundary and for children over eight years of age who live out with the three mile boundary of the school. Transport forms must be completed at enrolment.

Pupil Welfare

If a child becomes ill during the school day, the Head Teacher will contact either the parents or the child's Emergency Contact to arrange for the child to be uplifted from school and taken home. It should be noted that teaching staff cannot be released from duty to transport children home. It is important that your child knows his Emergency Contact well and that this person is normally available if you cannot be contacted. If you need to keep your child off school for any reason, you should inform the school by telephone, before 9am on the first day of the absence, and send an absence note on his/her return. The School currently operates an early warning system whereby all absences are recorded by 9am on a daily basis. If your child is likely to be off for more than three days, we would be grateful if you would let us know. The general health of the pupils is monitored by the school dentist, doctor and nurse who visit the school on a regular basis. Any parent who wishes to be informed before their child is examined should notify the head teacher.

Equipment, Resources and Facilities

The school is well equipped with a great variety of resources that are required to deliver the 3 -18 curriculum. All classes have access to the Internet through the school network. An extensive library of software, videos and books is being constantly updated. The P.E. Store contains gymnastic equipment and kits for football, hockey, netball, basketball, athletics, badminton and tennis. Our central store has maths, science, art, design and technology equipment. We have outdoor and indoor games equipment for break and lunch times.

Uniform

The school uniform is as follows: - royal blue sweatshirt, grey skirt/trousers, white shirt/blouse. Sweatshirts with the school logo are available at certain times of the year from the school. We also ask that the children come to school suitably dressed for protection against the elements - waterproof jackets and sensible footwear. It would also be helpful if each child carries daily a pair of shoes, trainers or slippers for indoor use only. Shorts, tee-shirts and gym shoes must be worn for P.E. and all jewellery must be removed for this lesson.

Homework

Homework is regularly given to all pupils, but the type of homework may vary from class to class and pupil to pupil. We ask that parents co-operate with this aspect of work - reading preparation, spelling, mental arithmetic or reinforcement of work done in the class. Homework set by the teacher will be geared to the needs of the individual pupil.

Parents' Meetings

We keep in touch by regular newsletters, and with a more detailed newsletter once a term, which keeps parents up-to-date with events both in and out of school. Parents are invited to the school for Parents' Evenings twice a year, when they are given the opportunity to see work done by all the classes in the school. Appointments are made with parents and members of staff to discuss pupil progress at these times. Parents are also welcome to make appointments with staff at any time if they wish to discuss any particular problem. Information evenings are held when interest is expressed or the need arises.

Emergency Closure

In the event of the school closing early, all parents will be contacted by telephone or personally by a member of staff. If parents are not available, then the child's emergency contact will be notified. It is important that your child knows where to go if this situation arises. We rely on the good sense of outlying parents to notify us if weather conditions begin to deteriorate during the winter months so that we can make arrangements for their children to be taken home before roads become impassable. Similarly we will contact parents if there is any doubt on our part regarding transportation of pupils to or from school.

If the school has to be closed before children arrive, information will be available on the schools information service (see following page) and there will also be an announcement on Nevis Radio.

Information is also available on the internet at the following website:-

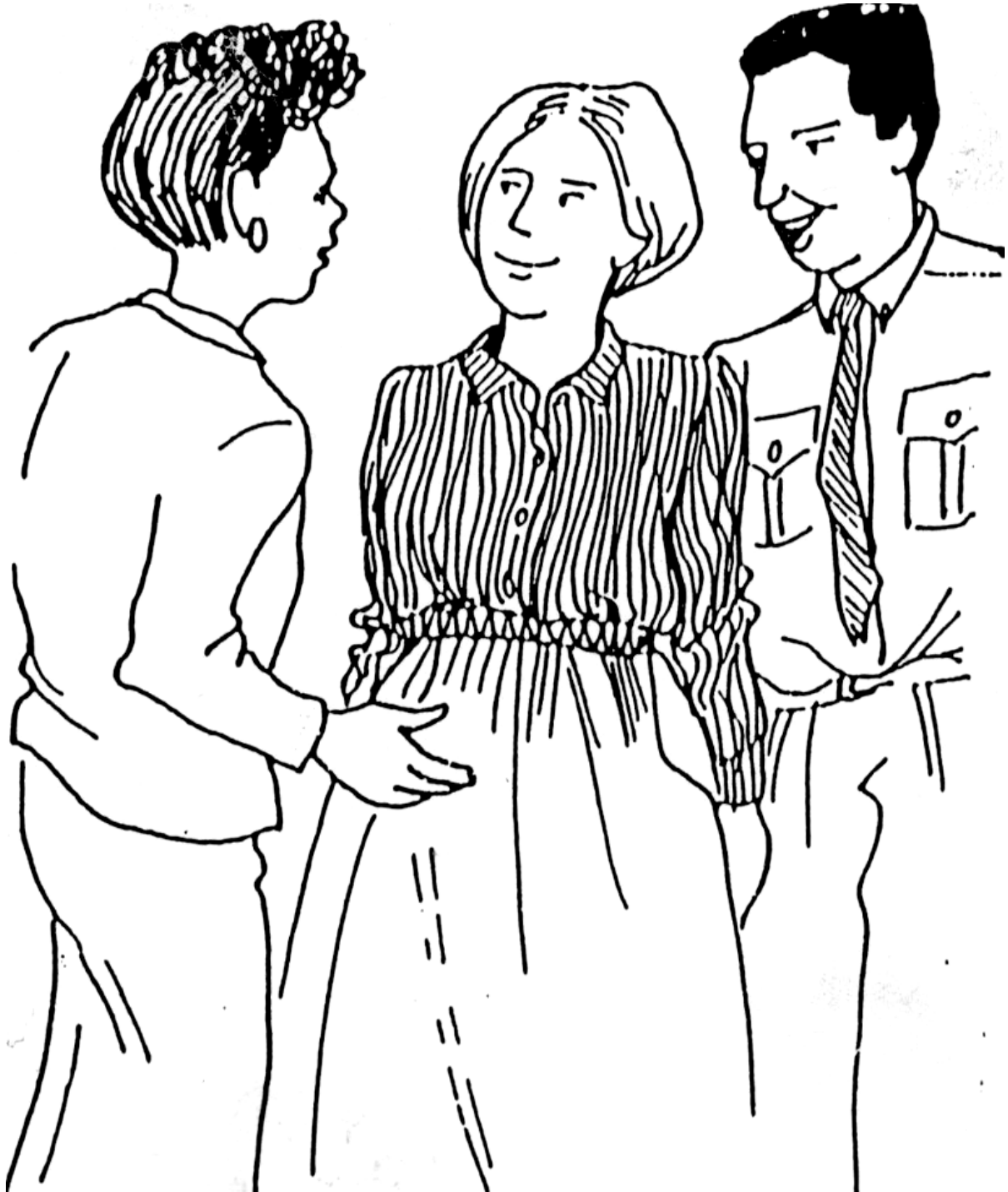
www.schoolclosures.highlandschools.org.uk

Community Links

The children are encouraged to learn about and appreciate their local area through their Social Studies and Sciences programmes. Where it is feasible, the pupils are taken out into the community to find out about their environment. Villagers join us at our school services at the end of the Christmas and summer terms. School concerts provide occasional entertainment and the children contribute to village ceilidhs and concerts. The local nurse and policeman are regular visitors to the school.

PTA

A PTA meets regularly to raise funds for the school. These meetings are open to any interested parents.



SPEAN BRIDGE SCHOOL - TELEPHONE INFORMATION SERVICE

GUIDANCE FOR PARENTS

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

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

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

How to use the service.

- Dial Highland Council's access number - 0870 054 6999
- Now enter your own school's pin number 04 2320

You have two attempts to enter the pin number and you will be disconnected after a second failed attempt. If this happens, check the number and redial. If you still have a problem check with your school.

- You will now hear the school's name. Ensure that this is correct before going on.
- You will now be taken to the MAIN MENU where you will be given 4 options:

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

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

USING OTHER FEATURES

Press 2 to send the school a NON-URGENT message e.g. that you cannot attend a PTA meeting. **Do not** leave an urgent message as the school cannot guarantee to pick up the message soon enough for action. For urgent messages, speak to someone directly.

Press 3 to hear general information messages

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

School Meals

School meals are cooked on the premises and served in the canteen in one sitting from 12.30 p.m. until approximately 1.00 p.m. Dinner money is paid every Monday morning, directly to the cook, and costs £1.70 per day. The meals may be paid either in cash or by cheque made payable to *The Highland Council*. Regardless of the method of payment, money must be sent to the school in a sealed envelope with your child's name and the amount of money enclosed clearly written on the envelope. We would also very much appreciate the correct amount of money being sent.



If your child prefers to bring a packed lunch to school, it should be carried in a plastic container and shatterproof flask with his/her name on it. Glass containers should not be used under any circumstances. Packed lunches are eaten in the school canteen along with the children taking school meals and the sitting is supervised by School Staff. Families who are entitled to free school meals because they are in receipt of Family Income Support should ask for the relevant form at the school.

Spean Bridge Primary School Parent Council (School Council)

The school has a very supportive Parent Group which meets regularly.

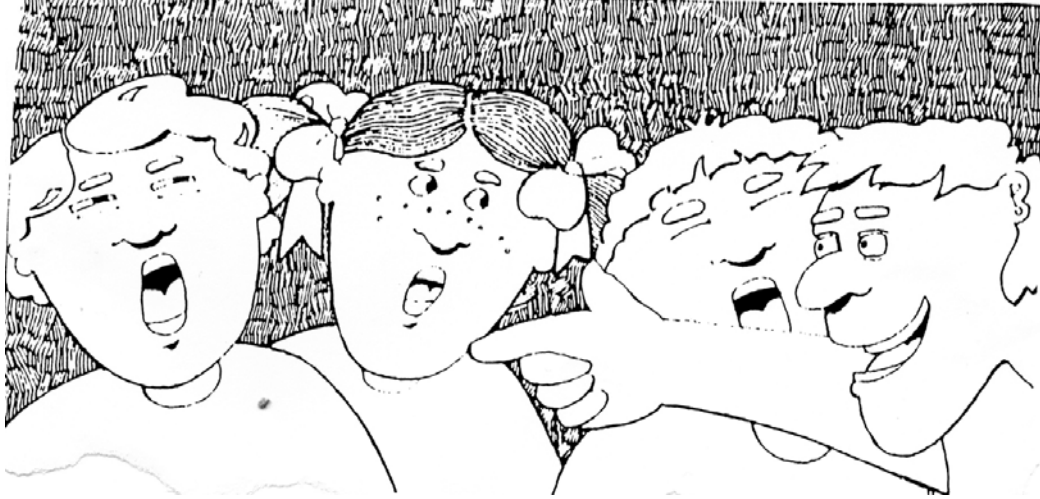
The members of the Group are :-

Mrs. Kate MacGillivray (Head Teacher)
Mrs. Lorna Weir
Mr. Stephen MacIntyre
Mrs. Catherine MacDonald
Mrs. Zafira Clark



Bullying - A Positive Response

It is important that all children know that both home and school care about bullying, and that the children know that they can speak out freely and confidentially if they are being bullied, and that an affective course of preventative action will be taken. The main message for everyone is that prevention is better than cure. Positive steps taken at the onset of witnessed or reported bullying will help to combat the problem. We look forward to a positive partnership with all our parents to resolve any situation which may occur.



In educating your child we try to create within our school a pleasant atmosphere, which is relaxed but purposeful, and where the pupils work conscientiously and co-operatively with everybody, whether staff, parent, helper or fellow pupil. We encourage mutual trust, respect and confidence. We treat each other with respect and courtesy and do what we can to be sympathetic and take into account individual needs such as learning difficulties, social problems or cultural aspects. In fostering these attitudes we hope to help all children to work to achieve their potential.

Behaviour which is contrary to our code of conduct is not only upsetting, it is extremely disruptive and time-consuming. It affects not only the undisciplined child, but also the whole school. It wastes precious teaching time. Any behaviour which does not fit our code of conduct is unacceptable and various strategies will be adopted to help any child who cannot participate effectively in our school life, whether in the playground or in the classroom

Code of Conduct

In order to create a secure and positive and stimulating environment for our children, we all follow this code of conduct.

* We treat everybody with care and respect; we are polite and kind to each other at all times.

* In the playground we only play games which are safe and enjoyable. Some games can hurt our friends - games like British Bulldogs, Tripping, Toy Fighting and any other similar games, which involve any degree of force or violence, cannot be played in this school.

* We do not touch others except in a kind way and only if we are invited to do so, or if it is part of an enjoyable, safe game.

* We set a good example to each other by being helpful to each other whenever we can.

* We look after our bodies by exercising and eating healthy food.

* Climbing on walls, trees, fences and gates can be dangerous. We do not climb on them.

* We always stay within the school grounds unless permission is given by a teacher to leave. Our school is a safe place.

* We all help to look after our school building. We make it a pleasant and happy place to come to every day.

* We take care of our books, games and equipment - they are there to help us and to give us pleasure.

* We care for our environment - we keep the playground free of litter at all times.

Discipline

Every pupil is made aware of the school rules and the reasons for having them. We encourage self-discipline along with tolerance and consideration for other people and their property. We look to a happy and co-operative partnership with parents in the pursuit of the highest standards of personal conduct. In maintaining discipline, a series of steps will be taken by staff if there is a breach of discipline.

* Verbal warnings will be issued in the first place, to inform the child that his behaviour is unsatisfactory.

* Any pupil(s) who persistently misbehave after several verbal warnings may find themselves isolated within class for a short time. Please note that Parents will be informed of this situation.

* Children who continually misbehave may find that they lose privileges in school i.e. positions of trust, loss of free time, loss of extracurricular activity.

Every Friday afternoon all children have the opportunity to earn 'Golden Time' This reward system is operated by all staff throughout the school, giving children up to a maximum of 40 minutes free play.

Star Students, Star Writers & Champion Readers are chosen from each class on a weekly basis and Celebration Awards are given out each term at our School Assemblies.

Child Protection

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

In terms of Highland Child Protection Committee Inter-agency Protection Guidelines, Education Service members of 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.

More information about Child Protection Procedures within Highland can be obtained from the *Child Protection Development Officer, Mrs Susan MacLaren, Highland Child Protection Committee, Kinmylies Building, Leachkin Road, Inverness, IV3 8NN - Telephone (01463) 703483- Fax (01463 713237)*

The Curriculum

The knowledge, skills and attitudes we are teaching.

This school uses The Curriculum for Excellence experiences and outcomes as outlined by Highland Council Guidance, to provide an appropriate curriculum for each and every child in the school.

The Curriculum for Excellence is a cross-curricular approach to teaching through the following eight curricular areas :

Expressive Arts
Health and Wellbeing
Languages
Mathematics
Religious and Moral Education
Sciences
Social Studies
Technologies



The School Improvement Plan stating the areas of the curriculum which are being developed is available for any parent.
Please contact the Head Teacher if you would like a copy.

Languages

The Languages curriculum consists of Literacy and English, and Modern Languages (French).

The four broad areas of Literacy are Listening, Talking, Reading and Writing.

Language activities in this school have the following purposes:

Listening -

- to obtain information and respond appropriately;
- to establish relationships and interact with others;
- to appreciate the feelings of others;
- to reflex upon ideas, experiences and opinions;
- to gain imaginative and aesthetic pleasure.

Talking -

- to convey information;
- to establish relationships and interact with others;
- to express feelings;
- to present, share, clarify and reflect on ideas, experiences and opinions;
- to give imaginative and aesthetic pleasure.

Reading -

- to obtain information and respond appropriately;
- to appreciate the feelings of others;
- to reflex upon ideas, experiences and opinions;
- to gain imaginative and aesthetic pleasure.

Writing -

- to convey information;
- to express feelings;
- to order, clarify, record and reflect on ideas, experiences and opinions;
- to give imaginative and aesthetic pleasure.

As language is the principle medium of learning and instrument of thought, and since it is basic and essential to all other areas of the curriculum, we concentrate on teaching and developing these skills. During their years at Spear Bridge Primary School, these skills are taught and developed in a variety of stimulating ways. The children are given frequent opportunities for oral expression through the use of poetry, drama, debating, informal discussion and story telling. Most of our language work, both oral and written stems from project work. Much effort is aimed at helping the pupil to produce good writing in a variety of forms - diary, note taking, reporting, letter writing, storytelling etc. To enable the pupil to express himself legibly on paper we use the Nelson Handwriting Script and also encourage the pupil to use the computer for word

processing. The computer keyboard is introduced in Nursery. We follow the Highland Literacy Project and use a variety of reading material.

Mathematics

The Mathematics curriculum can be defined in the following 14 areas:

Estimation & Rounding
Number & Number Processes
Multiples, Factors & Primes
Fractions, Decimals and Percentages
Money
Time
Measure
Mathematics - Its Impact on the World, Past, Present and Future
Patterns & Relationships
Expressions & Equations,
Properties of 2D Shapes & 3D Objects
Angles, Symmetry & Transformation,
Data & Analysis,
Ideas of Chance & Uncertainty

Mathematical activities in this school are to develop knowledge, understanding and skills in these areas.

Mathematics is closely structured with each new idea building on preceding ones. The school uses the Tee-Jay Mathematics Scheme. Tee-Jay Mathematics is an activity-based scheme which encourages the children to see that mathematics is a vital part of the world in which they live. It helps the children keep abreast of the changes in our technologically centred world. Computers and calculators are introduced at an early stage in teaching mathematics. They are tools for learning but they do not replace understanding.

Social Studies

The Social Studies programme is mainly taught through a class topic and covers the following areas :

People, Past Events and Societies
People, Place and Environment
People in Society, Economy and Business

Sciences

The Sciences programme is also mainly taught through class topics and covers the following areas :

Planet Earth
Forces, Electricity and Waves
Biological Systems
Materials
Topical Science

Technologies

The Technologies programme covers the following areas :

Technological Developments in Society
ICT to Enhance Learning
Computing Science
Food and Textiles
Craft and Design

The school uses the Badger ICT programme throughout the school, and this well-structured approach ensures the pupils have a sound understanding of ICT skills by the time they leave P7. ICT also permeates the curriculum in all areas.

The school also uses the Highland Council Programme of Technology.

Expressive Arts

The Expressive Arts curriculum covers the following areas:-

Art and Design

- The school uses the Borders Art Programme, which follows a carefully structured approach to learning the key skills of art and design. The programme introduces these skills at a fundamental level in P1, and builds on this knowledge through to P7.

Participation in Performances and Presentations through Drama, Dance and Music -

Apart from the theory of music, the children are taught to use a wide range of tuned percussion instruments. Children also get the opportunity from P4 onwards to learn to play a musical instrument depending in the availability of instruments. Instructors in violin, cello, woodwind and brass visit the school on a weekly basis.

The pupils are strongly encouraged to take part in school productions, talent shows and music festivals.

Health and Wellbeing

The Health and Wellbeing curriculum covers the following areas :

Mental, Emotional, Social and Physical Wellbeing
Planning for Choices and Changes
Physical Education
Food and Health
Substance Misuse
Relationships, Sexual Health and Parenthood

We have a gym hall which is equipped with a good range of PE equipment - both large and small apparatus and a large, grassy outdoor area. Each class has at least one session of physical education per week and often more. The children take part in team games (i.e. volleyball, basketball, football, rounders) dance (modern and country), athletics, gymnastics, swimming and skiing.

Religious Education and Moral Education

Spean Bridge Primary School is a non-denominational school. All of the children meet for a weekly assembly, with the head teacher and sometimes our school chaplain, and each class, including nursery, leads the assembly at various times throughout the year.

The Religious and Moral Education curriculum can be defined in three broad areas:

Christianity
Other World Religions
Development of Beliefs and Values

The aims of Religious and Moral Education are to help pupils to:

- * develop a knowledge and understanding of Christianity and other world religions and to recognise religion as an important expression of human experience;
- * appropriate moral values such as honesty, liberty, justice, fairness and concern for others;
- * investigate and understand the questions and answers that religions can offer about the nature and meaning of life;
- * develop their own beliefs, attitudes, moral values and practises through a process of personal search, discovery and critical evaluation.

Parents who do not wish their children to attend RE lessons should contact the Head Teacher to arrange for exclusion.

Multi-Cultural and Anti-Racist Education

The school:

- is opposed to all forms of prejudice and discrimination;
- provides equality of opportunity through its ethos and working practices;
- promotes understanding and respect for other people's cultural identity and beliefs;
- aligns itself with the Education Service's "Anti-racist and Multi-cultural Guidelines for Primary and Nursery Schools"

The school ensures that these values are continually reinforced with the pupils through our assemblies, and as part of the curriculum.

Assessment, Record Keeping, Reports

Assessment is geared towards establishing what the pupils have achieved individually. The evidence to provide these assessments is collected formally and informally over a period of time. Assessment activities are identified at the planning stage of a block of work and may involve oral work, written work, observation of practical activities and self-assessment. All these methods of assessment may be carried out during the year and records kept to focus on what the pupil can do as well as establishing weak areas. Through these various methods of assessment we diagnose strengths and weaknesses, and so are able to match work to the child's developments and needs. A pupil may be referred to the Educational Psychologist, after consultation with parents and teacher, if

further assessments are thought to be necessary. The learning support teacher will provide extra material and help which may be requested by the class teacher to help individual and groups of children. Pupil reports are issued at the end of the year and relate to all aspects of the child's education.