



Hilton Primary School



Handbook

CONTENTS

Page 4	Staff
Page 5	School Day Term Dates School Meals
Page 6	School Fund Holidays during Term Time
Page 7	Catchment Area The Building, its History and Facilities
Page 8-11	Early years Aims of the School
Page 12	Celebrating Success Communication between Parents and the School
Page 13	Newsletters Transfer to Secondary School Area Education Manager
Page 14	How Parents Can Help the School Homework Attendances and Absences
Page 15	Medical and Other Professional Services Support for Learning Children's Progress and Assessment Staff Meetings and In-Service Training Children at Intervals
Page 16	Dress Code
Page 17	Lost Property Fire Precautions Road Safety Discipline and School Rules
Page 18	Bullying
Page 19	Child Protection First Aid and Accidents Emergency Contacts Extra Curricular Activities
Page 20	Telephone Information Services – Guidance for Parents regarding Adverse Weather Conditions Budget information



**Hilton Primary School
Temple Crescent
INVERNESS
IV2 4TP**

**Tel: 01463 230435
Fax: 01463 243788**

Dear Parent

I hope you will find this booklet interesting and informative, it contains information about the school and the work that we do. If you need any further information, please do not hesitate to contact me.

A copy of the booklet is made available to the parents of all children entering the school for the first time, or on request to any parents who are considering placing their child in this school.

Partnership with parents is central to the life and work of Hilton Primary and I hope that you will find this handbook useful in encouraging and enhancing your involvement in the partnership between home and the school.

We aim to make starting school for the first time or transferring from another school as smooth as possible and we work hard to help the children settle into the routine of the class and school.

Yours sincerely

Ian Kyle



Pupil Council

Every month one pupil from each class attends a meeting with the Head Teacher and the Depute Head Teacher where they can provide suggestions that they would like to see happening at their school.

School Meals

School meals are provided for those children who require them. Money for meals, currently £1.50 per meal, is normally paid in advance on the first day of the week. Where children have not purchased tickets, food can be paid for in cash on a daily basis. We have an excellent Cook who prepares delicious meals on the premises.



As with other Education Authorities, the Highland Council provides free school lunch for those who are entitled. Application forms are available from the School Office and on completion are returned to:

The Client Officer
Catering and Cleaning Services
33 Harbour Road
INVERNESS
IV1 1UA



Free meals can only be supplied where application has been made and authorisation given.

Menus are displayed and copies sent home with children.

Packed lunches may be brought to school by children and provision is made for children to eat them in the Dining Area. During summer months P7 children can eat their packed lunch outside. For Health and safety reasons we discourage the children from taking glass bottles into school.

All meals are supervised by the Head Teacher and Depute Head Teacher. All class teachers accompany the children to the lunch hall and make sure the children are settled.

Breakfast Club

Breakfast Club runs every morning from 8.30am until 9.00am. The cost is 50p and children can have cereal, toast, juice or milk and fruit. If there are more than two children in the family the maximum charge is £1.00.





School Fund

Children are invited to bring a donation of 50p at the beginning of each term for the School Fund. This helps fund little “extras” within the school.

Holidays during Term Time

Ideally parents should try to fit their holidays in with school holidays. However, it is appreciated that some people often have to take their holidays at unseasonable times. Parents should be aware that absences exceeding a few days begin to interfere seriously

with a child’s progress, as well as causing disruption to the Class Teacher, who must then devote additional time and energy trying to make up the leeway by the absence.

Parents should therefore consider carefully requests for holiday leave and make their requests in writing at least 1 week beforehand.



Catchment Area – Placing Requests for Primary School and Secondary School Enrolment

Although your child may attend the Nursery Class at Hilton you may live outwith the school’s catchment area. There is no automatic progression from the Nursery class to the P1 class. If you wish your child to attend the primary stages at this school you will need to apply in writing for a placing request to the Area Education Manager, Area Education Office, 13 Ardross Street, Inverness, IV3 5NS. There is no guarantee that your placing request will be granted.

Although your child attends this school you may live outwith the catchment area of our associated secondary school – Inverness Royal Academy. If you wish your child to attend Inverness Royal Academy you will need to apply in writing for a placing request to the



Area Education Manager, Area Education Office, 13 Ardross Street, Inverness, IV3 5NS.

The Building, its History and Facilities

The Main Building opened in 1957, has eight classrooms. These are used by children in Primaries five, six and seven. Two of the classrooms house our Nursery. The community room is also in the main building.

This building also contains the Main Hall used for Assemblies, Concerts, PE etc., and has a Dining Area serviced by Highland Catering Services who prepare meals in the kitchen adjacent to the Hall. Situated near the main entrance is the admin section comprising Head Teacher's Office, Secretary's Office, Janitor's Office and the Medical Room which is used by the visiting School Doctor, Nurse and Dentist.



The Extension Building opened in 1972, has nine classrooms. These are used by children in Primaries one to four. There is also a GP Room, Library and a Noisy/Quiet Room.

Early Years

The school offers Nursery provision for 3 and 4 year children. There are 3 entry points for the Nursery for 3 year old children – August, January and April. Further information can be obtained by contacting the school.



Aims of the School

We aim to:-

1. Create an ethos of achievement through promoting and developing whole school approaches to support the raising of levels of attainment in all aspects of the curriculum and to establish high standards in behaviour and attendance.
2. Deliver the curriculum as described in the publications: A Curriculum Framework for children 305 and Curriculum and Assessment in Scotland: National Guidelines 5-14.
3. Offer a caring, friendly environment to foster and develop harmonious relationships where the rights of the individual are valued and where children are



- enabled to develop to their potential and where opportunities are equal for all.
4. Ensure that principles of inclusion and equality influence the life and work of the school.
 5. Work in partnership with parents and the wider community in order to improve children's learning experiences.
 6. Promote the physical, social, spiritual, mental and emotional health and wellbeing of staff and to encourage their professional and personal development.
 7. Work with others in identifying and meeting the health needs of the whole school and its wide community.

The curriculum

Our endeavour at Hilton primary is to enable the children to become;

- **Successful learners**
- **Confident individuals**
- **Responsible citizens**
- **Effective contributors**



We aim to achieve this through the delivery of a wide ranging curriculum under the key headings below.

Expressive Arts

Learning through the expressive arts enables children and young people to:

- express themselves in different ways and be creative
- experience enjoyment (and contribute to other people's enjoyment) through creative and expressive performance and presentation
- develop important skills specific to expressive arts and also transferable skills
- develop an appreciation of aesthetic and cultural values and ideas

Health and wellbeing

Learning through health and wellbeing enables children and young people to:

- experience positive aspects of healthy living and activity for themselves
- develop the knowledge and understanding, skills, abilities and attitudes necessary for their physical, emotional and social wellbeing now and in their future lives
- make informed decisions in order to improve their physical, emotional and social wellbeing
- apply their physical, emotional and social skills to pursue a healthy lifestyle
- make a successful move to the next stage of education.



Language

Learning through the languages area of the curriculum enables children and young people to:

- develop their ability to communicate their thoughts and feelings and respond to those of other people
- develop the high level of skills in listening, talking, reading and writing which are essential for learning, work and life
- use different media effectively for learning and communication
- develop a secure understanding of how language works, and use language well to communicate ideas and information in English and other languages
- exercise their intellectual curiosity by questioning and developing their understanding, and use creative and critical thinking to synthesise ideas and arguments
- enhance their enjoyment and their understanding of their own and other cultures through literature and other forms of language
- develop competence in different languages so that they can understand and communicate.



Mathematics

Learning through mathematics enables children and young people to:

- develop essential numeracy skills, including arithmetical skills which allow them to participate fully in society
- develop a secure understanding of the concepts, principles and processes of mathematics and apply these in different contexts, including the world of work
- have an understanding of the application of mathematics, its impact on our society past and present, and its potential for the future

From early in life, numbers, patterns and shapes intrigue children and often form part of their play. As they develop, they learn to count, measure and calculate, and apply these skills to analyse and solve problems in different contexts. Children can be highly



motivated by rewarding and successful experiences in mathematics. Features of learning and teaching in mathematics include:

- understanding of the purposes of the mathematical processes they are learning
- learning in depth to ensure development of understanding of the concepts
- development of secure skills in applying processes
- making imaginative, effective use of technologies, resources, and teaching approaches
- the placing of the ideas and applications in relevant contexts
- problem solving as an integral part of all learning and teaching in mathematics.

RME

Learning through religious and moral education enables children and young people to:

- develop a knowledge and understanding of Christianity and other world religions and recognise religion as an important expression of human experience
- explore moral values such as wisdom, justice, compassion and integrity
- investigate and understand the responses which religions can offer to questions about the nature and meaning of life
- develop the skills of reflection, discernment, critical thinking, and deciding how to act when making moral decisions
- develop their beliefs, attitudes, moral values and practices through personal search, discovery and critical evaluation, and make a positive difference to the world by putting their beliefs and values into action.

Sciences

Learning through the sciences enables children and young people to:

- investigate their environment by observing, exploring, investigating and recording
- demonstrate a secure understanding of the big ideas and concepts of science
- make sense of evidence collected and presented in a scientific manner
- recognise the impact science makes on their lives, on the lives of others, on the environment and on culture
- express opinions and make decisions on social, moral, ethical, economic and environmental issues informed by their knowledge and understanding of science

The curriculum includes:

- **Our living world:** including
 - the diversity of living things, the uniqueness of being human and the importance of cells
- **Our material world:** including
 - uses and properties of materials, sustainability, the chemistry of life processes and the applications of chemistry in society
- **Our physical world:** including
 - harnessing and using energy sources, motion and travel on land, sea, air and space
 - the development of communication systems.





Social Studies

Learning through social studies enables children and young people to:

- broaden their understanding of the world by learning about human activities and achievements in the past and present, political, social and environmental issues, and the values underpinning their own society and other societies
- develop the capacity for critical thinking, through accessing, analysing and using information
- form their own beliefs and view of the world and develop their understanding of different values, beliefs and cultures
- establish firm foundations for lifelong learning and, for some, for further specialised study and careers.

People in the past: including

- people in societies
- people and events in the past



People in place: including

- people and landscapes
- people and communities



People and society: including

- society and the economy
- decision-making in a democracy

Technologies

Learning through technologies enables children and young people to:

- develop an understanding of technologies and their impact on society - in the past, present and future



- apply knowledge, understanding and practical skills to design and create products, processes and solutions that meet needs in play, work and daily life
- gain the confidence and skills to embrace and use technologies now and in the future
- evaluate technological processes and products critically and constructively, taking account of cultural, ethical, environmental and economic factors

Celebrating Success

Celebrating the successes of the children within school is an important aspect of school life. We have fortnightly assemblies led by Chris Watt, Children's/Youth Worker from Hilton Church. Children in Primary one to three have a weekly reward service and children in primary four to seven have a fortnightly Celebration.



Chris is pictured with Bob, who is an occasional guest at our assemblies.

Communication between Parents and the School

The Head Teacher welcomes parent's enquiries and visits to the School and will arrange parent/teacher interviews when necessary. In order to make this arrangement work smoothly, parents should first make an appointment through the School Office by phoning or writing.

Where parents feel that the matter is of such urgency that they need to come immediately, they should call at the Head Teacher's office before approaching the Class Teacher in the classroom.

When special announcements have to be made about variations in times, transport, meals, safety regulations, educational outings etc., this is done by letter.

There are normally two Parents evenings per session. They are preceded by the issue of reports.

Special arrangements are made for New Entrants to visit the school before admission date and "Introductory Talks" for parents are arranged. There is a Welcome Meeting which all parents of New Entrants are invited to come along to and this is normally held in May/June, and there is a Curricular Meeting, normally held in September/October.



Newsletters

The School keeps parents informed about what is happening in school through monthly Newsletters.

Transfer to Secondary School

At the end of Primary 7, children for this school normally transfer to:

Inverness Royal Academy
Culduthel Road
INVERNESS IV1 2AD
Tel: 01463 222884

Area Education Manager

Mr Hector Robertson is the Area Education Manager for Inverness of which Hilton Primary School is a part. He can be contacted at;

Area Education Office
13 Ardross Street
INVERNESS
IV3 5NS
Tel: 01463 663800



How Parents Can Help the School

If we are to succeed in enabling your child to fulfill their potential we need your assistance and support. You can help your child and us by:-

- Spending time talking to your child, discussing homework, shopping, excursions etc.
- Encouraging your child to read for pleasure.
- Reading daily to young children.
- Providing your child at home with material to stimulate interests – e.g. books, paint, crayons, musical instruments, construction materials etc.
- Playing games with your child.
- Promoting good study habits at home.
- Taking your child to places of educational interest.
- Developing the skills involved in everyday tasks such as writing letters, shopping, caring for animals and plants etc.

Homework

A certain amount of homework is an essential part of a child's life. It serves to inform parents on a day to day basis about what their child is doing at school and also enables children to consolidate work done in school. The type and amount of work required of the child varies



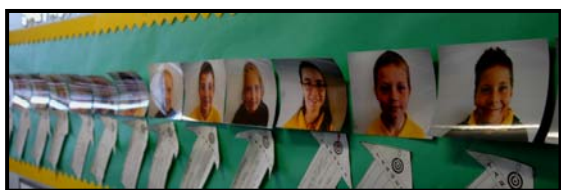
according to his/her age and ability, but should never take longer than 20-30 minutes.

Attendances and Absences

Parents should note that they are legally responsible for the regular attendance of their children.

All absences – e.g. dental or medical appointments, should be cleared with the school beforehand. When such appointments are made for a pupil during school hours, the school should be informed beforehand and arrangements made for the child to be collected and returned to school either by a parent or a responsible adult.

Under no circumstances will the children be allowed out of school for such appointments unless they are collected.



Unauthorised Absence

Parents are requested to contact the school before 9.30am if your child is going to be absent from school that day and give some indication of length of absence saving parents having to phone each day.

The school will telephone your home/contact number by 10.30am should your child not appear in class on any particular day and the Class Teacher has not been notified of any absence.

Medical and other Professional Services

Routine medical examinations are carried out by the School Doctor. Parents are always invited to be present at these examinations.

Dental inspections are carried out on a regular basis by the Area Dental Officer. No dental treatment is given to children in school, but parents may be advised to seek treatment for their child.

A team of colleagues from health, social work and the wider Education department help us to meet the individual needs of children within the school. If we need to make a referral to any of these agencies, we always ensure that we have your consent.

Support for Learning

From time to time children are identified by the Class Teacher as being in need of extra help with a particular aspect of school work. They are referred to the Support for Learning Teachers on the staff. The additional help is given in class alongside the other children but can also be given individually or within small groups. Sometimes, children are referred to an Educational Psychologist for further assessment but only after consultation with parents.

Children's Progress and Assessment



Assessment of children's progress is undertaken by the Class Teacher on an ongoing basis. In line with current National Guidelines, when the class teachers considers that your child has reached a particular level in reading, writing or mathematics the children undertake a National Assessment to verify the teacher's view.

Progress Reports are sent home twice a year, after which an opportunity is given to parents to discuss their child's report with the Class Teacher.

Staff Meetings and In-Service Training

Staff Meetings are a vital part of the school organisation, when staff meets to discuss matters of school policy, curriculum and administration affecting the whole school. These meetings are normally held at the end of the school day.

At present, 5 days are set aside during term time for activities relating to Staff In-Service Training. These days are decided by the Highland Council and are notified to parents by letter.



Children at Intervals

Except for those going home for lunch, all children must remain within the school grounds at interval and lunchtimes.

Children are expected to spend intervals out of doors unless weather conditions are such that this is not possible. At the discretion of teachers, children may sometimes be allowed to remain in the school building during intervals. In severe weather, the schools Severe Weather Policy will be implemented when all children remain in class or designated areas.

At lunchtime there is a Video Club which runs from 1-1.15pm for younger children who find lunchtime long. Playground games are available for all children.



Dress Code

The policy of the school is to encourage pride in appearance and engender a sense of belonging. With these aims in mind, the wearing of school colours is strongly encouraged. Almost all of the children at Hilton wear school colours and we are very grateful to parents for their support with this. The school colours are available for purchase throughout the year at the National Schoolwear Centre at 25, Academy Street, Inverness

The wearing of football colours is discouraged. Articles of clothing, including jackets should be clearly marked with your child's name in order that we can quickly match clothing to its owner. The school cannot be responsible for the loss of any items.

We encourage the children to wear:

- Hilton sweatshirt/polo shirt
- White or blue shirt/blouse with Hilton School tie
- Black, navy or grey trousers or skirt.

As a thank you to the children for wearing school uniform, we have a 'Dress Down Day' on the last day of term, where children are allowed to come to school dressed as they please.

As all classrooms are carpeted, a change of footwear for classroom use is essential.

For PE, children should have shorts, t-shirt and gym shoes/trainers. Again, we would discourage the wearing of football colours.



Indoor Shoes

We encourage children to take pride in the cleanliness and tidiness of the school. In order to avoid muddy floors and damage to carpets we ask that every child have a pair of gym shoes or trainers for indoor use only. Again these should be clearly marked.

Lost Property

Any losses of property should be reported to the Class Teacher or the Janitor to whom any items found should be given. Lost property is kept outside the main school office.

The School cannot accept responsibility for items lost unless they have been given to a member of staff for safe-keeping, but nevertheless, every effort will be made to trace any missing items.

Fire Precautions

Teachers are familiar with evacuation procedures and will instruct the children accordingly. Fire practices are held once a term and the warning systems and emergency equipment are checked annually.



Road Safety

Parents are asked to co-operate in ensuring that children understand the importance of following the instructions of the School Crossing Patrols and cross only at the proper crossing point.

Discipline and School Rules

Children are expected to have respect for other children, members of staff, school equipment and the School Building.

Effective discipline in school is important to ensure that children feel safe and secure.

We encourage:

- Self-discipline rather than enforced discipline.
- Harmonious relationships based on mutual respect between staff and children.
- Co-operation rather than confrontation between parents, children and staff.

Across the school we aim to promote positive behaviour, and encourage the children to follow our Golden Rules.

Our Golden Rules are;

Do be gentle	Do not hurt anybody
Be kind and helpful	Do not hurt peoples feelings
Do work hard	Do not waste your or other peoples time
Do look after property	Do not waste or damage things
Do listen to people	Do not interrupt
Do be honest	Do not cover up the truth

However, it is important that when children break the Golden Rules that any sanctions are understood by children, parents and teachers.

When behaviour gives us significant cause for concern we will always contact you to discuss this with you. Sanctions used are a loss of privileges or exclusion from school.

Bullying

We are aware that bullying, in its various forms, can cause anxiety and unhappiness for those subjected to it and we have a policy and procedures to help prevent and, where necessary, deal positively with the problem. Essentially this involves:

- Alerting staff to the need for vigilance.
- Advising children on appropriate action, if threatened.
- Using opportunity within the curriculum to lead children to understand the unacceptability of bullying behaviour.
- Inviting the co-operation of parents, as appropriate.



Our message is “If you are being bullied – tell someone.”
Racist behaviour of any kind is not acceptable and will not be tolerated. We have a school policy which deals with both the perpetrator and the victim. If children are on the receiving end of racist behaviour – we need to know!



Child Protection

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 Council Child Protection Committee Inter-agency Protection Guidelines, Education Service Staff must report such incidents to Social Work Services which can lead to a joint Social Work/Police investigation.

All agencies involved in Child Protection Procedures within Highland can be obtained from:

Mrs Susan MacLaren
Child Protection Development Officer
Highland Child Protection Committee
Kinmylies Building
Leachkin Road
INVERNESS
01463 703483

First Aid and Accidents

First aid equipment is available in the Medical Room. Minor cuts and bruises are treated by the School Auxiliaries. In instances where children are more seriously injured they will be taken to Raigmore Hospital. In such instances, every effort is made to contact the parent immediately.

Emergency Contacts

Parents are asked to provide the school with emergency contacts and telephone numbers for children in case of illness etc., during parents absences from home. It is important that parents explain this arrangement to their child, to save children unnecessary anxiety.



Extra Curricular Activities

The school is involved in various activities according to the age and ability of the children.

- All P6 children go swimming for at least 10 sessions per year.
- Children in the senior classes may be involved in school teams playing football, netball, hockey, basketball, cross country, cheerleading and athletics.



TELEPHONE INFORMATION SERVICE GUIDANCE FOR PARENTS ADVERSE WEATHER CONDITIONS

Hilton Primary School has 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 Headteacher.

When severe weather warnings are received, the school will endeavour to keep the system updated. It is an enhancement to the present service and does NOT replace the existing methods of giving out information, such as radio broadcasts.

Please note that this is an 0870 service and charges are slightly higher than normal. However there is no queuing and an adverse weather call should last less than one minute.

How to use the service:

- **Dial Highland Council's Access No. 0870 054 6999**
- **Now enter the school's pin number 04 2210 – you have two attempts to enter the pin number and you will be disconnected after the second failed attempt. If this happens, check the number and redial. If you still have problems check with the 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 and you should press 1 to hear the school's message about the adverse weather.

When weather conditions are poor:-

Local radio stations issue news and weather bulletins on traffic conditions and school closures. Transmissions may not cover all households and may be subject to re-scheduling but should be helpful. Parents are advised to remain "tuned in" to ongoing road weather, or school information updates.

Broadcast Times

BBC Radio Highland

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

In extreme conditions Radio Highland will interrupt Radio Scotland transmissions, usually on the hour, to carry emergency bulletins.

Moray Firth Radio

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



