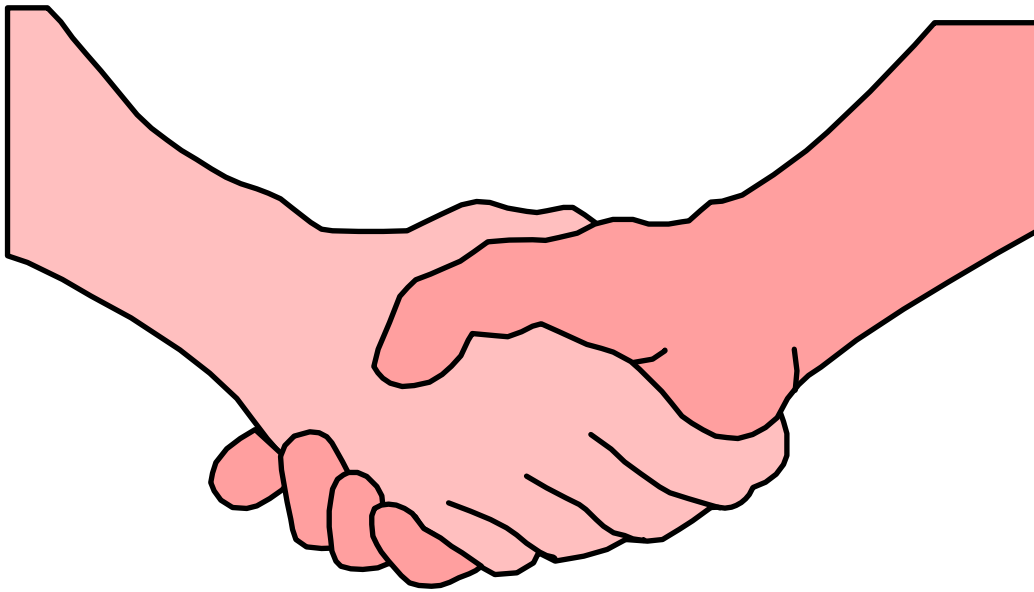


# **Bun Sgoil An Aodainn Bhain**



**Edinbane Primary School**

Brochure December 2009-2010

**Brochure December 2009-2010**

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Bun-sgoil An Aodainn Bhain  
Aodann Ban  
An t-Eilean Sgitheanach

Edinbane Primary School  
Edinbane  
Isle-of-Skye

IV51 9PW  
Tel: 01470 582 229

## **Foreword / Ro-ràdh**

Dear Parent / A Phàrant Chòir,

Welcome to Edinbane Primary School, Skye. We are a small, rural school situated in the middle of Edinbane village about 15 miles north of Portree.

The purpose of this handbook is to provide you with as much information as possible about the school. For example: facilities available, organisation of the school day, school aims, curriculum, work and assessment.

If you have any queries regarding any aspect of the school or you wish to visit, please phone to arrange an appointment.

We benefit greatly from working in partnership with parents and we look forward to meeting you.

Yours sincerely,



Dolly McInnes (Mrs)  
Head Teacher / Ceannard

***Edinbane Primary School is a non-denominational school, which caters for children from Nursery to Primary 7 age inclusive. We have one nursery class and two English classes. The school's catchment area includes Greshornish and Kildonan.***

We seek to provide a school of which pupils, teachers, parents and the community as whole can be proud which will encourage and motivate our children to develop skills, positive self image and confidence to participate fully in the wider community beyond home and school.

We aim to:

**1. Provide a broad and varied curriculum in line with 3-18 Council and National Guidelines and A Curriculum for Excellence through**

- broad and balanced programmes of work based on the guidelines.
- provision of a curriculum related to the needs and interests of the children to enable them to become successful learners, confident individuals, responsible citizens and effective contributors.
- timetables which give appropriate time and emphasis to each curricular area.

**2. Raise pupils' attainment and maintain high standards in attendance and behaviour through**

- creating an ethos of achievement with high expectations of all.
- regular monitoring of progress and achievement.
- appropriate use of praise to motivate and give recognition.

**3. Ensure a coherent and progressive approach to learning and teaching through**

- good planning, organization and use of resources within the school and its surrounding area.
- the matching of teaching processes to pupils' learning needs.
- the provision of a variety of learning and teaching methods.
- Regular assessment and reporting of children's progress.

**4. Ensure inclusive practice throughout the school through**

- the promotion of good health, personal morality, resilience, self-awareness and esteem.
- the development of friendships and relationships.
- the development of positive attitudes and beliefs.
- the development of leisure and recreational interests, creativity, ambition and enterprise.
- valuing all children and responding to the many diverse abilities, backgrounds, interests and needs.

**5. Provide a pleasant, friendly and secure environment in which learning can take place through**

- encouraging pupils to have a sense of pride and identity in the school and the community.
- promoting good relationships between staff and pupils.
- effective partnerships between the school, PTA and the wider community.
- promoting strong home-school links, working in close partnership with parents, for the benefit of each child.
- creating opportunities for all pupils.

**6. Make the best possible use of staff, accommodation and resources to benefit the children through**

- encouraging professionalism of staff through team work and Continuing Professional Development and Review.
- effective display, organisation and accessibility of resources.

**7. Provide effective management and leadership through**

- effective planning
- continuous monitoring and self-evaluation.
- professional competence and commitment.

**8. Promote and develop the Gaelic language and foster an awareness of the Gaelic culture through**

- offering opportunities for all pupils to learn Gaelic.
- Promoting participation in Gaelic activities e.g. The Mod.

Last reviewed February 2007.

## **Staff / Luchd-obrach**

Head Teacher	Mrs. D. McInnes
Teacher E5/6/7	Miss R. McCord
Teacher E1/2/3/4	Miss. J. Neil
Class Contact Reduction Teacher	Mrs. H. Hunter
Support for Learning Visiting Teacher(consultation)	Mrs. M. Moir
Visiting Art Teacher	Mr. G. Walker
Visiting P.E. Teacher	Mrs. J. McGuire
Visiting Music Teacher	Mrs. M. Strachan
Classroom Assistant	Mrs P. Ikin
Nursery Assistant	Mrs. J. Stretch
Nursery Auxiliary	Mrs. M. Clutsom
Nursery Co-ordinator Teacher	Mrs. E.A. MacLeod
Piping Instructor	Mr. I.R. Finlayson
Clerical Assistant	Mrs. L. MacPherson
Dining Supervisor	Mrs. L. MacFarlane
Cleaning Operative	Ms. M. Byth

## **School Hours / Uairean na Sgoile**

Pupils' Day	Morning / Madainn	Afternoon / Feasgar
	9.00am - 10.30 am	1.15 pm – 3.15pm P4-7
	10.45am - 12.15 pm	1.15pm - 2.20pm P1-3
		2.20pm - 2.35pm Break P1-3
		2.35pm - 3.15pm P1-3

Primary 1 pupils will attend school for the whole day from the start of the new session.

## **Office Hours / Uairean Oifis**

During term time the Head Teacher will be in school from 8.00am – 5.30pm Monday – Friday and can be contacted at Edinbane Primary (582229), Dunvegan Primary (521307), or mobile 07768032663.

Mrs MacPherson will be in the office all day Monday, Wednesday and Thursday.

## **Facilities and Accommodation / Goireasan agus Togalach**

Our school premises consists of:

- the main building which has a ramp at one door, two classrooms, a kitchen, a canteen which doubles up as the Nursery facility, an office, girls' and boys' toilets, staff toilets and two walk in storage cupboards
- the playground which is tarmac immediately round the school leading into a grassed area

- a small garden which the parents helped to landscape, the garden has a cairn which has a time capsule inside it to commemorate the year 2000.

### **Staff, School Roll and Organisation of Classes/ Luchd-obrach, Àireamhan is Clasaichean**

Edinbane Primary is a two teacher school with visiting teachers of Music, Art, P.E. and Support for Learning.

The present roll is 24 - 12 (P1-4) & 12 (P5-7)

The school day is divided into three main periods, two in the morning and one in the afternoon.

Whole class, group and individual teaching methods are used to allow all aspects of the curriculum to be covered.

A Nursery has been established and at present there are 4 children attending. There are 5 sessions a week from 9.00am – 11.30am. We have a separate Nursery brochure.

### **Lets / Màl**

The school premises are available for let outwith school hours to any organisation, group or individual. Application forms and details of charges for lets can be obtained from the Head Teacher on request.

This year the following groups use the school:

- Community Council.

### **Enrolment / Clàradh**

Children who have reached their fifth birthday by the following February are eligible to start school in August. Parents are invited to enrol their children for Primary 1 during enrolment week which is usually in February. The Headteacher will need to see the child's birth certificate at enrolment.

Early in the Summer term we have a meeting with parents to familiarise them with the infant timetable and some of the resources which will be used. We give a brief outline of the targets and activities pupils will be involved in.

Dates are set at this meeting for nursery induction visits to the school and infant staff will visit the nursery in the summer term.

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

## **Transfer to Secondary / A' dol dhan Àrdsgoil**

Pupils transfer to Portree High School after completing their P.7 year.

In the spring term prior to transfer, profiles are completed by the school and sent on to the High School.

During the summer term two members of staff from Portree High School visit the school and meet with P.7 pupils. The P.7 pupils also spend two days at the High School during the course of this term and parents are invited to attend an open evening at the High School.

Pupils' records are transferred to the High School at the end of the Summer term.

Any queries related to the High School can be made to:

Ms Catherine MacDonald

Head Teacher,

Portree High School,

Portree,

Isle of Skye,

IV51 9ET

## **Liaison with Parents / Conaltradh ri Pàrantan**

Regular newsletters are provided to keep parents informed of school activities. Open parents' meetings are held to discuss current issues affecting the school. We have Open Afternoons during the 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> terms. Parents are welcome to make appointments to see class teachers at any time during the school year.

## **Parent Council**

The Parent Council supports the school in a variety of ways.

The minutes of the Parent Council meetings are posted on the information board in the entrance hallway to the school and on the nursery noticeboard.

## **Parental Support / Taic do Phàrantan**

We welcome support from parents in helping at school based events and in providing transport for outings.

We request all parents who are willing to transport pupils to school related events to check with their insurance company that they are covered for this.

We have to request that any parent or volunteer who has access to children through coaching/training or transporting them to swimming or other school related events completes a 'Disclosure' form. This will be processed by the Scottish Criminal Records Office.

## **Homework / Obair Dachaigh**

We welcome parental involvement with homework. It keeps you informed of what your child is working on in school and it ensures that homework is completed satisfactorily. Each pupil has a homework diary for your reference as well as their own and can be used as a communication link between home and school. Our policy is to give regular homework to reinforce classroom learning and older pupils will be expected to undertake some research work of their own from time to time. Here is a rough scale for the time spent on home study Monday to Thursday night:

Primary 1	15mins
Primary 2&3	15mins
Primary 4&5	20-25mins
Primary 6&7	30-35mins

## **Assessment / Measadh**

We assess pupils' progress continuously through: observation; discussion; sampling children's work; check-ups and setting short tests regularly.

This informs us of the next steps in each pupil's learning and informs them and their parents how they are getting on.

We use diagnostic tests to determine a pupil's strengths and weaknesses. This enables us to adjust learning programmes accordingly.

National Assessments are used to establish attainment against 5-14 levels in Reading, Writing and Mathematics. The completed assessment papers will be kept in the pupil's personal file which is held in the Head Teacher's office.

The attainment targets are detailed below.

Level A	should be attainable in the course of P1-P3 by almost all pupils
Level B	should be attainable by some pupils in P3 or even earlier, but certainly by most in P4
Level C	should be attainable in the course of P4-P6 by most pupils
Level D	should be attainable by some pupils in P5-P6 or even earlier, but certainly by most in P7
Level E	should be attainable by some pupils in P7-S1 but certainly by most in S2
Level F	should be attainable in part by some pupils, and completed by a few pupils, in the course of P7-S2

We are using Highland Council's forward planning formats which incorporate a column to record assessment and teachers' evaluations.

## **Reporting / Aithisgean Parents' Meetings/ Coinneamhan Pharantan**

Twice a year, usually in November and May, parents are invited to meet with their child's teacher to discuss progress.

In November, teachers complete a written interim report on each pupil which enables us to track progress. Pupils write a self evaluation report and this is sent home along with the teachers' reports.

A fuller report will be issued to parents in June and copies of both reports will be kept in the pupil's file. The June report gives information related to Curriculum for Excellence and the Four Capacities – Successful Learners, Confident Individuals, Effective Contributors and Responsible Citizens. Included in the June report is a section for pupil's comments and one for parent's comments and it is helpful if this is returned before the parent/teacher meeting as it helps to set a focus for discussion. If you have any concerns about your child you are welcome to contact the school at any time.

## **School Policies / Poileasaidhean na Sgoile**

School policies have been drawn up on the main curricular areas and issues such as anti-bullying, administration of medicines, race equality and child protection. These are kept on file and are available to any parent who requests a copy.

## **Curriculum for Excellence / Curraicealam airson sar-mhathais**

Curriculum for Excellence aims to:

- focus classroom practice upon the child and around the **four capacities** of education - successful learners ; responsible citizens; effective contributors; confident individuals
- simplify and prioritise the current curriculum
- encourage more learning through experiences
- create a single framework for the curriculum and assessment 3-18.

We will be moving towards implementing revised curriculum areas which are broken down into experiences and outcomes. In drawing up the experiences and outcomes, learning in each curriculum area has been reviewed and updated to emphasise the contributions it can make to developing the four capacities.

The principles which the curriculum is based on are – challenge and enjoyment; breadth, progression, depth, personalisation and choice, coherence and relevance.

The revised curriculum areas are: Sciences; Languages; Mathematics; Expressive Arts; Social Subjects; Technologies; Health and Wellbeing; Religious and Moral Education.

The curriculum levels will be revised and these are indicated below for numeracy, literacy and health and wellbeing.

Level	Stage:
Early	Pre-school and P1
First	To the end of P4, but earlier for some children
Second	To the end of P7, but earlier for some children
Third and Fourth	S1-S3, but earlier for some. The fourth level broadly equates to SCQF level 4.
Senior Phase	S4-S6

We will continue to work from our current 5-14 guidelines as Curriculum for Excellence is being implemented.

### **5-14 Guidelines / Stiùireadh 5-14**

Curriculum guidelines have been produced by the Scottish Office to cover all areas of the curriculum. The guidelines set out the main features of each curricular area as a number of broad attainment outcomes. Within each outcome is listed a number of strands or aspects of learning which pupils will experience.

The 5-14 curriculum is based on a set of principles applicable to all pupils: breadth, balance, coherence, continuity and progression.

Curriculum for Excellence experiences and outcomes are currently being developed for all areas of the curriculum.

### **Curriculum / Clàr-oideachaidh**

#### **Language / Cànan**

Listening, Talking, Reading and Writing are identified as the four main outcomes in the 5-14 guidelines.

**Listening:** Pupils will have experience of listening individually and in groups and to respond in different ways. We aim to - increase a pupil's concentration span; their aural discrimination; their ability to follow instructions and directions and their enjoyment of listening to stories and to other speakers.

**Talking:** Pupils will have opportunities to talk to and be listened to by other members of their group, by their teacher and by other adults. They will be encouraged through role-play, drama and discussion to develop fluency and clarity of expression and to express ideas and opinions confidently.

**Reading:** Pupils will learn the basic skills of reading through the use of a structured and progressive scheme. They will be introduced to reading through a whole story approach and will build up an initial sight vocabulary through a variety of methods. They will be

introduced to initial sounds to develop their phonic skills. As pupils gain confidence in their ability they will be encouraged to read for enjoyment from the class library. We aim to - develop comprehension and understanding; develop reference skills and the ability to locate information; equip them with the ability to interpret and evaluate what they read and to help them to enjoy reading.

We are involved in the Highland Literacy Project which is based on practice proven to be successful in equipping pupils, of all abilities, with the skills and motivation necessary to become improved and more enthusiastic readers. This will complement and follow on from the good practice already established in our school.

Writing: The various types of writing fall into three headings-

Functional writing e.g. letters and reports

Personal writing e.g. own experiences and ideas

Imaginative writing e.g. creating stories and poems.

To enable pupils to carry out the writing tasks they will be taught the technical skills involved ie. punctuation, grammar and spelling and will be encouraged to develop a fluent and legible handwriting style.

Language resources currently in use:

Reading Schemes: Heinemann Storyworlds, New Ginn 360.

Language Schemes: Nelson English, Password English, English Alive, Spelling Made Easy, Nelson Spelling, Nelson Handwriting.

### **Mathematics / Matamataig**

The 5-14 Mathematics guidelines identify two main areas –

- a) Problem Solving and Enquiry
- b) Concepts, Facts and Techniques.

There are four main attainment outcomes-

- a) Problem Solving and Enquiry
- b) Information Handling
- c) Number, Money and Measurement
- d) Shape, Position and Movement

We aim-

- To offer a balanced maths programme
- To develop pupils' mathematical skills to their full extent
- To offer pupils' opportunities to learn to use and apply these concepts in a variety of contexts
- To equip pupils with problem solving and investigative skills.

Pupils will be involved in a range of experiences - discussion, practical work, consolidation and practice, problem solving and investigations. They will be grouped according to ability and will work cooperatively and independently when appropriate. Maths resources currently in use: Heinemann; OUP Mental Maths Skills and Strategies.

### **Information and Communications Technology / Teicneòlas Fiosrachaidh is Conaltradh**

We have 2 PCs in the P1-3 classroom and 2 in the P4-7 classroom along with two laptops. There is a SMARTBOARD in each room and both classes have access to the Internet through a school network.

### **Environmental Studies / Eòlas Àrainneachd**

The Environmental Studies guidelines cover three main components: Social Subjects consisting of People and Place, People in Society and People in the Past; Science and Technology. Aspects of these components can be taught through individual lessons but are mostly covered through topic studies. Topics are chosen to ensure a balance across these areas and they bring together the main ways in which pupils learn about the world. We aim to provide stimulating experiences from which children can learn: through first-hand experiences; co-operation with others; visits; visitors; radio; television; computers and books.

The Environmental Studies curriculum provides a rich context for developing the knowledge, understanding and skills necessary to interpret experience.

### **Expressive Arts / Na h-Ealain**

There are four main areas in Expressive arts- Music; Art; Drama and Physical Education. We aim to encourage and stimulate each child's imagination to explore, interpret and enjoy their environment whilst developing their creative potential. We offer each child the opportunity to acquire the confidence and skills to give expression and form to their feelings and to appreciate the feelings expressed by others.

Visiting staff timetable- Mrs. Strachan (Music) 9 visits a year.

Mr. Finlayson (Chanter) an afternoon a week. These lessons cost £30 per term. If you are in receipt of Income Support then there is no charge.

Mr. Walker (Art) 10 visits between August and February.

Mrs. McGuire (PE) 17 visits a year.

Visiting teacher time is used as non class contact time for the class teacher.

There is no Visiting Teacher of Drama specialist and class teachers plan and deliver this area of the curriculum independently. We benefit from the visits of Kati Kozikowska, our drama outreach worker.

## **Health / Slàinte**

Our school health programme includes studies of personal relationships, the influences of behaviour and lifestyles and their effects on health and well-being; the nature and effects of personal growth and development; local and global environmental factors which can influence health and the well-being of individuals and communities.

We aim to provide pupils with health related knowledge which they can use to make informed decisions about lifestyles.

Parents will be consulted about sensitive health issues.

## **Personal and Social Education / Foghlam Pearsanta is Sòisealta**

Personal and social development is a fundamental aspect of the education of the whole child. It is essentially concerned with the development of life skills. All aspects of a child's experience at home, in school and outwith school contribute to personal and social development.

Our pupils are taught to recognise that they are part of the school community and ultimately part of the wider community and that they have responsibilities within that community. We aim to develop citizenship skills and expect pupils to show respect for others and be kind and considerate. As they mature they are encouraged to take a more active role in promoting good behaviour.

We have regular whole school gatherings when we promote school values and discuss subjects such as road safety; litter; incidents of kindness and unkindness.

We have set up a 'pupil council' which gives pupils an opportunity to have their views on general school issues considered.

## **Discipline / Modh**

Most incidents of misbehaviour are minor ones and can be dealt with in the school context. We have 'Golden Rules' which all pupils are expected to follow.

Should a problem arise which needs to be brought to the attention of parents they will be invited to the school to discuss the matter. The support and co-operation of parents will be sought in resolving any problems. Should a parent be concerned that their child is unhappy at school please contact the Head Teacher immediately so that we can act together to address the matter.

## **Religious and Moral Education / Fohghlam Creideimh is Moraltachd**

We aim to help pupils appreciate moral values such as honesty, justice, fairness, concern and respect for others and to understand and develop their own beliefs within the framework of recognising Christianity as the major religious tradition of this country. Pupils will be provided with opportunities to develop an understanding of, and respect for, people of other faiths e.g. Buddhists, Moslems, Hindus, Jews and people who adopt a non-religious stance for living.

Local ministers, Rev. J. MacLean and Pastor Gary Wilson and Geoff McKee visit the school regularly to deliver Religious Observance which makes an important contribution to pupils' spiritual development, increases their understanding of religious practices, promotes the ethos of the school and provides opportunities for individual reflection on spiritual and moral concerns.

Parents have the right to withdraw their child from religious activities if they wish.

## **Gaelic / Gàidhlig**

Basic Gaelic is taught by the P1-4 teacher in both classes. We aim to teach children the vocabulary for the following themes: colours, numbers, parts of the body, family, school, home and clothes. Vocabulary is introduced through songs, games, stories and simple sentences.

## **French / Frangais**

P5-7 are all introduced to basic French. They will be taught to recognise and respond correctly to simple forms of personal language.

They will be taught the vocabulary of numbers, colours, days, weather, classroom objects and furniture, body parts and simple expressions.

## **Support for Learning / Taic Oideachaidh**

The Support for Learning Teacher, Mrs. Moir, visits school on a consultation basis only. All pupils can experience difficulties in learning at some time or may require extension work to achieve their potential. Our Support for Learning teacher offers class teachers support in meeting each child's needs either by providing resources or offering advice. Parents are encouraged to take an active role in all aspects of their child's education and will be consulted if there are concerns about their child's progress.

The Class Teacher along with advice from the Support for Learning Teacher will plan programmes of work and continuously monitor progress.

If a programme of work differs greatly to that being offered to others in the group or class, an Individualised Educational Programme will be devised in consultation with all concerned.

## **Educational Psychologist / Inntinn-eòlaiche an Fhoghlaim**

Mr. Bob Leadbetter is a Senior Educational Psychologist and he is based in the Education Office, Portree.

If the school, in consultation with the parent, considers that a child's significant and continuing difficulties in learning require advice, a referral to the psychological service will be made. The educational psychologist will then meet with parents and assess the child in the school. A course of action and advice will be recommended.

## **School Liaison Groups / Buidhnean Ceangail na Sgoile**

School Liaison Groups have been set up to facilitate the best possible support for children and families. This involves Education, Social Work and Health Services working closely together. During meetings general issues will be discussed and occasionally there may be a need for agencies to meet within one school to discuss meeting the needs of an individual pupil. In such cases the parents/carers and child (if appropriate) will be invited to these discussions.

## **Child Protection / Dìon Chloinne**

From time to time incidents 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 staff must report such incidents to Social Work Services which can lead to a joint Social Work/Police investigation. At times this might involve information being passed to these agencies without immediate reference to a pupil's parents or guardians.

The Head teacher is the designated person in Edinbane Primary who has responsibility for Child Protection issues.

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 service staff.

More information about Child Protection Procedures in Highland can be obtained from:

The Child Protection Committee,

Kinmylies Building,

Leachkin Road,

Inverness,

IV3 8NN

Tel: 01463 703483

Fax: 01463 713237

## **Attendance/Absence / A' frithealadh na sgoile/Ma bhios tu far na Sgoile**

If your child is absent through illness, please phone the school in the first instance and send a note in immediately your child returns to school. This note should detail your address, the reason for absence and be dated and signed.

If you wish your child to be off school for any reason e.g. for a dental appointment you should notify the Head Teacher/Class Teacher in advance.

If your child is absent and no explanation is given the absence will be marked as unauthorised. It is Council policy not to authorise holidays taken within term time.

## **Health Care / Slàinte**

**Medicals:** All new entrants will receive a medical questionnaire. The school doctor will then decide whether the child should have a medical examination during primary one. Parents are invited to be present at this examination. The same procedure applies to primary seven pupils.

**Nurse:** The school nurse visits the school from time to time. Should you wish to contact her please phone the school.

**Dentist:** The school dentist visits the school periodically. All children are examined and parents are notified if their child requires treatment. Parents can choose to have this treatment carried out by the school dentist or by their own family dentist.

**Speech Therapist:** Parents will be consulted if their child requires speech therapy.

**Injuries:** When a child is injured at school they will be administered to by any member of staff who is on the scene. If it is felt that the injury is serious then the parents will be informed and arrangements made to take the child to the Medical Centre or a Doctor will be called. All staff have received training in First Aid.

**Medical Requirements:** If your child has any medical requirements please inform the school. If medication has to be administered by the school please could you inform us in writing detailing what has to be done and giving us permission to do so.

**Road Safety:** Every effort is made by staff to develop good habits in road safety with all of our children. Primary 7 pupils have cycling proficiency training in the summer term.

**Fire Drill:** Fire drills are carried out once a term and children are taught to respond quickly and calmly. In the event of a real emergency where the school building has to be evacuated, children will be escorted to Edinbane Village Hall. Once there, the Emergency Planning Officer and the Area Education Office would take responsibility for giving out information, contacting parents and arranging transport.



Free Fruit: Primary 1/2/3/4 receive a free portion of fruit or fruit drink three times a week. This initiative is part of the 'Healthy Living Campaign' launched by the Scottish Executive.

### **School Transport / Còmhdhail**

Children under the age of 8 years who live more than two miles from the school are entitled to free transport.

Children who are 8 years and over are entitled to free transport if they live more than 3 miles from the school.

Application forms for school transport may be obtained from the school or the Area Education Office.

### **School Uniform / Èideadh na Sgoile**

We encourage pupils to wear a blue school sweatshirt with the Edinbane Primary badge printed on it, a white blouse/polo shirt/shirt and dark trousers/skirts. We will arrange for the sweatshirts to be ordered during the summer term so that pupils will have them for the start of the new school year. Prices start at £8.

Pupils are asked to look as smart as possible at all times.

Clothing assistance - if you are in receipt of Income Support; Income-Based Job Seekers Allowance; Child Tax Credit, but not in receipt of Working Tax Credit, and income of less than £15,575; Support under Part VI of the Immigration and Asylum Act 1999 your child is entitled to free school meals. Application forms are available from the school.

P.E. - Pupils are requested to have shorts, t-shirt and a change of trainers or gym shoes. Please could your child's articles of clothing be identified by a name tab or their name written in permanent ink on the clothing's own labels. Thank-you, this helps us return 'lost' property.

### **Emergency Arrangements / Èiginn**

In the case of an emergency it is helpful for the school to have an up to date contact number and a second contact for each pupil. At the beginning of each school year we will send out a form which you can fill in with the relevant information. Please let us know as soon as possible if you change your mobile phone number.

In the event of an early closure due to bad weather or power cuts, every effort will be made to contact parents. If parents cannot be contacted then the second contact name will be informed. We have a Telephone Messaging Service and in the event of severe weather or circumstances preventing the school from opening the Head Teacher will update this service by 8am. Please phone **0870 0546999** and enter the school's pin **041990** to access this information.

## **School Fund / Maoin na Sgoile**

The Parent Council organise fund raisers throughout the year and money raised is used to purchase equipment and items for use in school. Commission is earned from the sale of photographs and books.

The school fund is used to finance transport to school related events e.g. swimming and the dance festival, trips, Christmas parties, visiting drama groups and visits to other schools for workshops. The accounts are audited annually and a statement submitted to the Highland Council.

## **Extra-Curricular Activities / Cur-seachadan**

Our pupils join other schools for shinty training.

## **Links With The Community**

Visits are made to the local pottery and walks are taken round the local environment. We perform a concert once a year in the Village Hall which is open to the community.

## **Photographs**

At the beginning of each school year we will ask you to complete permission slips for allowing your child's photo to be used in school displays, newspapers and on the Internet. If a parent does not want their child videoed e.g. during a school concert they must advise us of this.

## **Area Education Officer / Oifigear Foghlaim na Sgìre**

Mrs Rosemary Bridge,  
Area Education Office,  
Elgin Hostel,  
Portree,  
Isle of Skye  
IV51 9EE  
Tel: 01478 613697

Lochaber Office  
01397 707350

## **Area Education Manager / Oifigear Foghlaim na Sgìre**

Mr John Ritchie  
Area Education Office  
Castle Street,  
Dingwall  
Tel: 01349 868242

## DATES FOR YOUR DIARY 2009/2010

Monday	5 <sup>th</sup> January, <b>2009</b>	School Opens
Wednesday	11 <sup>th</sup> February	School Closes
Wednesday	18 <sup>th</sup> February	School Opens
Friday	27 <sup>th</sup> March	School Closes
Tuesday	14 <sup>th</sup> April	School Opens
Monday	4 <sup>th</sup> May	Day Off
Thursday	2 <sup>nd</sup> July	School Closes
Tuesday	18 <sup>th</sup> August	School Opens
Friday	9 <sup>th</sup> October	School Closes
Thursday	29 <sup>th</sup> October	School Opens
Wednesday	23 <sup>rd</sup> December	School Closes
Monday	11 <sup>th</sup> January, <b>2010</b>	School Opens
Thursday	11 <sup>th</sup> February	School Closes
Thursday	18 <sup>th</sup> February	School Opens
Friday	26 <sup>th</sup> march	School Closes
Monday	12 <sup>th</sup> April	School Opens
Monday	3 <sup>rd</sup> May	Day Off
Friday	2 <sup>nd</sup> July	School Closes
Tuesday	17 <sup>th</sup> August	School Opens

## Transferring Educational Data About Pupils

Education authorities and the Scottish Executive Education Department (SEED) collected data about pupils on paper forms for many years. We now work together with schools to transfer data electronically through the ScotXed programme. Thus SEED has two functions: acting as a 'hub' for supporting data exchange within the education system in Scotland and the analysis of data for statistical purposes within the Scottish Executive itself. What pupil data is collected and transferred?

Data on each pupil is collected by schools, local authorities and SEED. The data collected and transferred covers areas such as date of birth, Scottish Candidate Number (SCN), postcode, registration for free-school meals, whether a pupil is looked after by his/her local authority, additional support needs including disability and English as an Additional Language (EAL), and attendance, absence and exclusions from school. The SCN acts as the unique pupil identifier. Pupil names and addresses are not passed to SEED. Your postcode is the only part of your address that is transferred for statistical purposes, and postcodes are grouped to identify 'localities' rather than specific addresses. Dates of birth are passed on as 'month and year' only, again to ensure that individuals are never identified. Data is held securely and no information on individual pupils can or would be published by SEED.

Providing national identity and ethnic background data is entirely voluntary. You can choose the 'not disclosed' option if you do not want to provide this data. However, we hope that the explanations contained in this message and on our website will help you understand the importance of providing the data.

Why do we need your data?

In order to make the best decisions about how to improve our education service, SEED, education authorities and other partners such as the SQA and Careers Scotland need accurate, up-to-date data about our pupils. We are keen to help all our pupils do well in all aspects of school life and achieve better examination results. Accurate and up-to-date data allows us to:

- plan and deliver better policies for the benefit of all pupils,
- plan and deliver better policies for the benefit of specific groups of pupils,
- better understand some of the factors which influence pupil attainment and achievement,
- share good practice,
- target resources better.

Your data protection rights

The collection, transfer, processing and sharing of ScotXed data is done in accordance with the Data Protection Act (1998). We also comply with the National Statistics Code of Practice requirements and other legislation related to safeguarding the confidentiality of data. The Data Protection Act gives you the right to know how we will use your data. This message can give only a brief description of how we use data. Fuller details of the uses of pupil data can be found on the ScotXed website ([www.scotxed.net](http://www.scotxed.net)).

SEED works with a range of partners including HM Inspectorate of Education and the SQA. On occasion, we will make individual data available to partners and also academic institutions to carry out research and statistical analysis. In addition, we will provide our partners with information they need in order to fulfil their official responsibilities. Any sharing of data will be done under the strict control of SEED, which will ensure that no individual level data will be made public as a result of the data sharing and that these data will not be used to take any actions in respect of an individual. Decisions on the sharing of data will be taken in consultation with colleagues within and outwith SEED.

Concerns

If you have any concerns about the ScotXed data collections you can email the Senior Statistician, Peter Whitehouse, at [Peter.Whitehouse@scotland.gsi.gov.uk](mailto:Peter.Whitehouse@scotland.gsi.gov.uk) or write to The ScotXed Support Office, SEED, Area 1B, Victoria Quay, Leith, EH6 6QQ. Alternative versions of this page are available, on request from the ScotXed Support Office, in other languages, audio tape, braille and large print.

Want more information?

Further details about ScotXed are available on the ScotXed website, [www.scotxed.net](http://www.scotxed.net), which contains a section on 'frequently asked questions' at <https://www.scotxed.net/jahia/Jahia/lang/en/pid/220>.

## INFORMATION FOR PARENTS 2008 PRIMARY SCHOOLS

<b>School:</b> Edinbane Primary School	<b>Id No.:</b> 270 - 5126320
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### *Budgeted Running Costs For Financial Year 2008-2009*

<b>School Roll at September 2007</b>	20
<b>Total School Running Costs at April 2008 (£)</b>	123,958
<b>Cost per Pupil (£)</b>	6,198

### *Attendance And Absence For School Year 2007/2008*

	Stage							
	P1	P2	P3	P4	P5	P6	P7	P1-7
<b>Total Number of Possible Attendances(Pupil Half Days)</b>	**	**	**	**	**	1,900	**	7,569
<b>Percentage Authorised Absences</b>	**	**	**	**	**	12.6	**	6.4
<b>Percentage Unauthorised Absences</b>	**	**	**	**	**	0.0	**	0.0

### *Minimising Overall Absence*

	Absence recorded (2006/2007) Average number of half days absence per pupil	Absence recorded (2007/2008) Average number of half days absence per pupil
<b>Absence</b>	14.9	25.2

Where schools have 9 openings per week, please note that all local authority and national figures are based on 10 openings per week, and so are not directly comparable.

## INFORMATION FOR PARENTS 2008 PRIMARY SCHOOLS

Education Authority: Highland
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### *Budgeted Running Costs For Financial Year 2008-2009*

School Roll at September 2007	17,029
Total School Running Costs at April 2008 (£)	60,594,613
Cost per Pupil (£)	3,558

### *Attendance And Absence For School Year 2007/2008*

	Stage							
	P1	P2	P3	P4	P5	P6	P7	P1-7
Total Number of Possible Attendances(Pupil Half Days)	823,218	879,569	901,186	901,018	1,019,376	986,524	958,200	6,469,091
Percentage Authorised Absences	4.6	4.2	3.9	3.8	3.8	3.9	4.1	4.0
Percentage Unauthorised Absences	0.4	0.5	0.4	0.5	0.5	0.4	0.5	0.5

### *Minimising Overall Absence*

	Absence recorded (2006/2007) Average number of half days absence per pupil	Absence recorded (2007/2008) Average number of half days absence per pupil
<b>Absence</b>	17.1	17.1

## INFORMATION FOR PARENTS 2008 PRIMARY SCHOOLS

National Data
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### *Budgeted Running Costs For Financial Year 2008-2009*

School Roll at September 2007	372,265
Total School Running Costs at April 2008 (£)	1,352,956,701
Cost per Pupil (£)	3,634

### *Attendance And Absence For School Year 2007/2008*

	Stage							
	P1	P2	P3	P4	P5	P6	P7	P1-7
<b>Total Number of Possible Attendances(Pupil Half Days)</b>	18,444,479	19,145,177	19,526,465	19,941,323	20,669,987	21,017,565	21,092,362	139,837,358
<b>Percentage Authorised Absences</b>	4.3	4.1	3.8	3.8	3.7	3.7	3.8	3.9
<b>Percentage Unauthorised Absences</b>	0.9	1.0	1.0	1.0	1.0	1.0	1.0	1.0

### *Minimising Overall Absence*

	Absence recorded (2006/2007) Average number of half days absence per pupil	Absence recorded (2007/2008) Average number of half days absence per pupil
<b>Absence</b>	18.0	18.6