

# *Dalneigh Primary School*



## *Handbook 2011/12*

*Head Teacher – Shona Mackinnon*

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*Dear Parents*

*May I take this opportunity to welcome you as the parent of a new child, to Dalneigh Primary School. Starting school will be both exciting and challenging for your child. Please do not hesitate to contact us to discuss any issues that you may have.*

*I would genuinely encourage all parents to come to school regularly in order that you may share in your child's education and successes.*

*This handbook explains most aspects of school life for your information. Please keep it for future reference.*

*I look forward to getting to know you and your children over the coming months.*

*Yours sincerely*

*Shona Mackinnon  
Head Teacher*



# School Aims



## *Our School Aims are:-*

- ❖ Provide a broad and balanced programme of work, through which each child should achieve his/her full potential.
- ❖ Further raise levels of attainment by providing more effective stimulating learning and teaching environment to ensure pupils realise their full potential academically and socially.
- ❖ Continue to build on our positive ethos of wider achievement by regular monitoring of progress, and then in turn celebrating our successes.
- ❖ Develop an awareness of citizenship and active health promotion by motivating a responsibility in children and staff alike.
- ❖ Meet the needs of all staff in order to maintain professional standards through continued professional development and staff development and review.
- ❖ Provide equal opportunities for all staff and pupils taking account of cultural, social and religious backgrounds.
- ❖ Nurture a close working partnership with parents and the wider community as well as external agencies for the benefit of all pupils.



# *About Dalneigh Primary School*

Dalneigh Primary School was officially opened in 1954. The school is within easy walking distance of all parts of Dalneigh, the Caledonian Canal, Eden Court Theatre and the town centre. The catchment area, for interested parents is available from the school office.



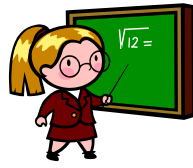
## *School Accommodation*



The building houses two large nursery rooms, nine classrooms, a gym, library and general purpose areas. Round the school are extensive grounds, both grass and hard surfaced.



# The Staff



Head Teacher  
Deputy Head Teacher

Principal Teacher

Class Teachers

Mrs Shona Mackinnon  
Mrs Lynne Lambert

Miss Kathleen Mackinnon

Mrs Lynne Lambert  
Miss Kathleen Mackiionon  
Mrs Catherine Sutherland  
Mrs Lydia Black  
Miss Murdina Riddle  
Mrs Irene Sherriffs  
Miss Marion Service  
Miss Morag Thomson  
Mr Daniel Torok  
Mrs Martine Kelly

Learning Support Teachers

Mrs Sandy Smith  
Mrs Fiona Hewitson

Classroom Assistants

Mrs Reay McGill  
Mrs Laurie Maciver  
Mrs Catriona MacDonald  
Mrs Wendy Kelsey  
Mrs Alison De Venney

Learning Support Auxiliaries

Mrs Jean Morrison  
Mrs Carol Cadger  
Mr Ian Stewart  
Mrs Sheena Clark

Nursery Staff

Mrs Jill Morrison  
Ms Pat Bevans  
Mrs Susan MacIver

Children's Services Worker

Mrs Jill Paxton

Janitor

Mr Alex Hooper

Clerical Assistant

Mrs Diane Martin



# Enrolment



Parents are invited to enrol their child each February. Advertisements are placed by the local authority in the press in January and February giving details of how to enrol. Your child must reach the age of 5 by the end of February 2012 in order to be enrolled this session.

Details of enrolment week in Dalneigh Primary School will be posted on the Nursery notice board and the parent's notice board within the school .

*\* Birth certificates must be provided*

# School Hours



Primary 1, 2 & 3  
Primary 4, 5, 6 & 7

9.00am - 12.15pm  
9.00am - 12.30pm

1.00pm - 2.30pm  
1.15pm - 3.00pm



# Health Care



At some point during their first year at primary school, all pupils will have a medical examination by the school medical officer. Parents are invited to be present during this examination and may use this as an opportunity to discuss their child's health.

The Health department also provides routine health screening throughout the child's school career, especially covering dental, sight and hearing care.

It is very important that parents inform the school if their child has any condition which might affect their performance and / or require special attention or consideration. Please inform us as soon as possible if there is anything we should know about your child's health.

Dalneigh Primary School has been awarded "Health Promotion", at the highest level 4 status. Free fruit is provided on a daily basis for all primary 1 & 2 children. Our School Nutrition Action Group provides a low cost healthy snack every day. A menu is available in the main foyer.

Toilet facilities for all children are modern, clean and bright. Water thermostats are in operation at all sinks. The toilets are thoroughly cleaned every day.

## *Illness During School Time*



If a pupil becomes unwell during the school day, the parents are contacted in order that treatment may be agreed. It is therefore very important that details of an emergency contact be provided. Where such contact proves to be impossible and the child's condition worsens, medical attention will be sought. Please ensure that emergency contact details are kept up-to-date. These forms are issued to all children at the beginning of every session.



# *Absence from School*



Parents should inform the school, by telephone or letter, of any need to withdraw a pupil from school during normal school hours.

It has now become necessary for parents or guardians of children absent from school through illness, to telephone the school as close to 9.00am as possible on the first day of their absence. This is school policy.

After a period of absence, the child is required to bring an explanatory letter to his/her teacher. This is a policy of the Highland Council.

# *School Meals*



School meals are prepared and delivered to the school by 11.45am. The catering staff serve the children their meal which currently costs £1.75. Money for school meals is collected on Mondays or the first weekday the school is in session for the following week. The preferred method of payment is by cheque, made payable to 'The Highland Council.'

Menus are sent out to parents at the start of session. The menus run on a 4 weekly rota with a vegetarian option available every day. The options are varied and healthy. Fruit juice, water and milk are available for the children to drink. The children are supervised by members of staff whilst they eat.



# School Uniform



We are really proud of our uniform, and the children all make an effort to wear it every day. Please ensure all your children's clothes are named.

The Dalneigh School uniform is a white polo shirt and red sweatshirt with black or grey trousers or skirt. We sell uniforms in the school at the following prices:-

Sweatshirt	£9.00
Hoodies	£12.00
Fleeces	£14.00
Gym Kits	£7.00 (red t-shirt and black shorts in red gym bag)

All children need a pair of indoor shoes to wear in school and for gym.

# Positive Behaviour



Positive behaviour is expected at all times in Dalneigh Primary. We encourage respect and consideration for others at all times. Children are rewarded regularly for good behaviour. If children do not behave positively, it will be dealt with by staff. If inappropriate behaviour continues, it will be brought to the attention of the Depute, or Head Teacher, who then will contact parents.

Further information is available in our Promoting Positive Behaviour Policy.



# *Dalneigh Parent Council*



The Parent Council exists:

- ◆ Because parents are important and make a real difference to children's learning - when parents are involved children and young people do better and achieve more
- ◆ To work together with everyone involved in school life - parents, learners, teachers, school staff and the wider community - to support the school
- ◆ To make sure that all parents have a say in their children's education - and are able to express their views and wishes
- ◆ To build links and involve parents with the wider learning community - nurseries and pre-school groups, other schools and services
- ◆ To listen to what parents want the Parent Council to do and report back to the Parent Forum on your activities and how they can get involved.



# *The Curriculum*



## Learning and Teaching

We plan to make sure that all our children have access to an active, enterprising learning environment. Staff regularly plan together, evaluate their own performance and assess the children's learning in order to build on their experiences. Please contact the school if you would like more detail on how the curriculum is broken down.

# *Child Protection*



Very rarely incidents can occur within the school setting which cause concern. Part of the Head Teacher's role is a duty of care to all her pupils. In rare cases, it may be necessary to follow Highland Council Child Protection guidelines which may lead to inter-agency investigation. More information on child protection procedures within Highland can be obtained from the school.

