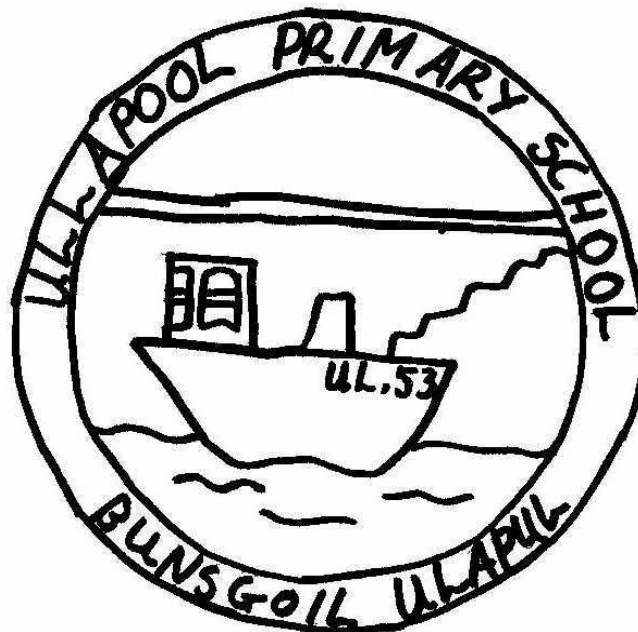


**ULLAPOOL PRIMARY SCHOOL**

**BUNSGOIL ULLAPUIL**

**PROSPECTUS 2011-12  
RO - SHEALLADH**

**Headteacher: Mrs Roisin Dickson**



**February 2011**

**Quay Street  
ULLAPOOL  
Ross-shire  
IV26 2UE**

**Telephone/Fon: (01854) 612535  
Fax/Facs: (01854) 613246  
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## Fàilte gu Bunsgoil Ullapuil

## Welcome to Ullapool Primary School

Welcome to Ullapool Primary School. I hope this handbook will give you some background information and a flavour of the rich experience awaiting your child at Ullapool Primary. We are proud to offer a Curriculum for Excellence in both Gaelic and English medium classes for children from 3 years of age through to Primary 7. While we value children as individuals, we work with them to build their confidence and skills as developing and responsible citizens. We encourage pupils to contribute to the life of their school and local community and to reflect on issues pertaining to the wider world. We consider that education is very much a partnership between home and school and wish to work with you to help your child realise his/her potential. We have a very active and supportive Parent Council which makes a significant contribution to the work of the school. Ullapool Primary is a Health Promoting School, supporting equal opportunity for all.

Please contact our school office, 01854 612535, to make an appointment to visit our school. I look forward to welcoming you to Ullapool Primary School.

Mrs Roisin Dickson, Headteacher

Fàilte gu Bunsgoil Ullapuil. Tha mi 'n dòchas gun toir an ro-shealladh seo fiosrachadh agus blas de na tha a' feitheamh air do phàisde tro 'n fhoghlam a gheibh iad ann am Bunsgoil Ullapuil. Tha sinn moiteil an Curaicealam -Mhathais a' thabhainn an dà chuid, ann am Beurla agus ann an Gàidhlig d' chlann bho aois trì bliadhna gu ruige clas a' seachd. Aig an aon àm 's tha sinn ag aithneachadh luach gach neach, tha sinn ag obair cuide riutha airson am fèin-creideas agus na sgilean aca a' bhrosnachadh gum bith iad nan saoranaich ciallach. Tha sinn a' toirt misneachd dhaibh a cur ri beatha na sgoile aca, a' choimhearsnachd ionadail agus ris an saoghal anns an fharsaingeachd. Tha sinn den bheachd gu 'eil foghlam a' tachairt le co-oibreachadh eadar an sgoil agus an dachaigh agus tha sinn a miannachadh obrachadh cuide riut airson 's gun dèan do phàisde cho math 's na tha nan comas aca a' dhèanamh. Tha Comhairle Pàrant againn a tha èasgaidh agus taiceil, a tha a' toirt co-thabhartas ri obair na sgoile. Se Sgoil Falainn a tha ann am Bunsgoil Ullapuil, a cuir air adhart Cothrom na Fèinne airson gach neach.

Cuir fòn gu oifis na sgoile, 01854 612535, airson àm fhaighinn airson tadhail air an sgoil againn.

Tha mi a' coimhead air adhart ri fàilte a chur romhad ann am Bunsgoil Ullapuil.

A' Bh. Ph. Róisín Dickson, Ceannard

## **Background**

The original school was built in 1929 to provide both primary and secondary education. In 1999 the High School relocated to a new building and in the same year our Gaelic and English nurseries opened. The primary school was refurbished in 2004 resulting in the bright and spacious building we enjoy today. Gaelic Medium classes were first established at Ullapool Primary in 1993 and continue to be an integral and vital part of our school.

Ullapool Primary School serves the area stretching from Aultguish in the south to Knockan in the north. Pupils enrolling for Gaelic Medium classes are accepted within the school transport routes.

## **School accommodation**

The main red sandstone building houses much of the school's accommodation, namely: offices, sick bay, canteen and school hall, classrooms, ICT suite and library. Our nurseries are in a self-contained unit with garden and we also have a music room, art room, meeting room and Rainbow Room all within the school grounds.

We make extensive use of the excellent local facilities on our door step. Pupils benefit from both the swimming pool and leisure centre as part of their weekly PE routine. We also use the local Drill Hall and enjoy a substantial playing field and extended school grounds including wildlife and vegetable gardens.

## **SCHOOL HOURS/UAIREAN SGOILE**

### **P1 - P7**

09:00 - 10:40

10:40 - 11:00          Interval

11:00 - 12:20

1220 - 13:15          Lunch

13:15 - 15:15

Pupils entering P1 in August attend mornings only for the first 2 weeks, finishing at 12:45pm.

Pupils in P1 to P3 have an afternoon interval. The time of this varies depending on the other activities of the day.

## **EDUCATIONAL AIMS / AMASAN FOGHLAIM**

The aims of Ullapool Primary School are to enable our pupils to become:

- Successful Learners
- Confident Individuals
- Responsible Individuals
- Effective Contributors

We will achieve this by:

- Offering a challenging and relevant curriculum to all pupils
- Equal opportunity in all activities
- Working in partnership with parents and provide them with regular information
- Use assessments to plan effective next steps in learning
- Promoting a healthy lifestyle throughout the school
- Promoting an ethos where all achievements are valued and celebrated
- Encouraging staff to keep their skills and knowledge updated
- Encouraging pupils to be responsible and proud of their school, community and environment.

## **CURRICULUM/CURRAICEALAM**

Ullapool Primary School offers a broad curriculum for children between the ages of 3 and 12 years. Our Curriculum for Excellence engages children in their learning by using their ideas and interests as well as active learning along side more traditional teaching strategies. To ensure that each child has the opportunity to fulfill his/her potential pupils are taught in both ability and social groups. This flexibility promotes both social and academic development. Pace and challenge, breadth and depth of study are important features of our curriculum.

## **GAELIC MEDIUM EDUCATION/FOGHLAM TRO MHEADHAN NA GÀIDHLIG**

Our Gaelic medium classes offer the same curriculum as the rest of the school, taught through the medium of Gaelic. Pupils are immersed in Gaelic during Primary 1 and Primary 2 to develop fluency. Reading and writing in English begins in P3. By P7 pupils in Gaelic medium classes are equally fluent in English and Gaelic, including reading and writing. Almost all children in our Gaelic medium classes come from non-Gaelic speaking homes. However, it is advantageous for children to hear some Gaelic in the home and so it is helpful if parents learn some basic Gaelic phrases to use at home. Please ask to visit our Gaelic classes where you can see the classes in action and speak to our staff. We are also happy to introduce you to other parents who can tell you about their personal experience of Gaelic medium classes.

## SCHOOL HOUSE SYSTEM

Pupils and staff are allocated to one of our 3 houses: Stac Pollaidh, An Teallach, and Suilbheinn. House points promote achievement and reward effort in all aspects of school life. House points are totalled each week and announced in assembly. House captains and vice-captains are elected each year and take a lead role in sporting events. Sports trophies and individual endeavour awards are presented at our end of year assembly in June to which parents are invited.

## SCHOOL MEALS/BIADH SGOILE

School meals are prepared on the premises and reflect our Health Promoting School status. Dinner tickets, currently £1.70 each, may be purchased on a Monday morning for the week ahead. Cash or a cheque is acceptable (payable to Highland Council.) Pupils should bring school dinner money to school in a sealed envelope marked 'School Meals,' stating their name and the amount of money enclosed.



Application forms for Free School Meals are available from the school office, in confidence, or from the local Highland Council Service Point.

## DRESS/AODACH

Our school dress is currently under review and further advice is to be issued by Easter. Please note that **all pupil garments (coats, sweatshirts, PE kit etc.) should be marked clearly with your child's name.**

## 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 staff must report such incidents to Social Work Services which can lead to a joint Social Work/Police Investigation.

All agencies involved in Child Protection are obliged to make the welfare of children their paramount consideration and this will be the priority for Education Service staff.

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 - Telephone (01463) 703483- Fax (01463 713237)*

**LIST OF STAFF:JANUARY 2011 / LUCHD-OBACH NA SGOILE:AM FAOILLEACH 2011**

Mrs Roisin Dickson                      Headteacher

Mrs J Macaskill                          Primary 1/2

Ms E Faber                                Primary 2/3

Mrs C Ellis, Principal Teacher      Primary 4/5

Miss J Mackay                          Primary 5/6

Mrs C Mason                              Primary 6/7

Miss M R MacNeil                      Gaelic P1/2/3

Ms C Mackenzie                        Gaelic P4/5

Miss C Macleod                         Gaelic P6/7

**NURSERIES**

Nursery Co-ordinator Teacher: Ms Liz Salvin

	<b>English</b>	<b>Gaelic</b>
Assistant:	Mrs Ailsa Strange	Miss Annabel Maclean
Auxiliary:	Miss Nicole Renwick	Miss Catriona Weston

**SPECIALIST TEACHERS/TIDSEARAN SPEISEALTA**

Piping Instructor                      Mr A Shilliday

Strings Instructor                      Ms R Sutherland

Learning Support                      Mrs A Girvan

Art                                         Mrs S Luyken

Clerical Assistant                      Mrs H Milne

Janitor                                    Mr D Murphy

Canteen Supervisor                    Mrs Rhona Haughey

Support for Learning Auxiliaries    Mrs M Maclean

Ms M Henderson

Mrs D Marr

Mrs F Lees

Classroom Assistants                    Miss E Strange

Mrs C Hamilton

Cleaning staff                            Mr Nigel Holmes

Ms Dora Orehovacki

Mr Andrew Dyer

**ULLAPOOL PRIMARY SCHOOL PARENT COUNCIL  
COMHAIRLE NAM PÀRANT BUNSGOIL ULLAPUIL**

**MEMBERS**

Chairperson            Lesley Strachan    Tel: 655331  
Vice-Chairperson    Alan Sears            Tel: 613288  
Treasurer:            Katherine Weekes    Tel: 612284  
Secretary:            Paul Driver            Tel: 613288

Sharon Hanna                            Martin Cunningham  
Ailsa Strange                            Christine Crook  
Tina Hartley                            Corrine Mackenzie  
Jeanette Taylor                        Colin Meek  
Aileen MacArtney

Advisers to Board: Roisin Dickson, Headteacher                            Tel: 612535  
                          Jean Urquhart, Councillor                            Tel: 612929

Co-opted Member: Pat Underwood, Northern Constabulary    Tel: 612017  
Teacher Member : Eva Faber                            Tel: 612303

The Parent Council members have either volunteered or been elected at the AGM in September to represent parents' views and support the work of the school. The Headteacher attends Parent Council meetings in a non-voting capacity, as do representatives from the teaching staff and the community police. There is usually one meeting each term and all parents are most welcome to attend.

Our Parent Council is actively involved in fundraising for the school and offers an online shopping scheme, [www.easyfundraising.org.uk/ullapoolschpc](http://www.easyfundraising.org.uk/ullapoolschpc). When using this facility a small percentage of the profit goes to the Parent Council. Any parents interested in taking on a fundraising event are very welcome to approach a member to discuss this.

**PUPIL COUNCIL/COMHAIRLE NAN SGOILEARAN**

All classes are represented on our Pupil Council each year. At meetings, issues affecting pupils are discussed and new ideas developed. The Pupil Council reports back to the wider school at assemblies and through their notice board.

# ULLAPOOL PRIMARY SCHOOL RULES

Reviewed June 2010

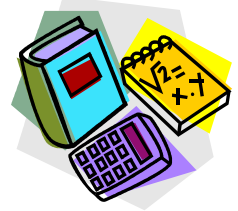
## Treat everyone with respect, consideration, fairness and politeness

- Be honest.
- Be prepared to share.
- Learn to apologise for mistakes and accidents.
- Listen to and obey instructions from all school staff.
- No swearing, bullying, punching or kicking.



## Make Ullapool Primary School a better place

- Take care of the school buildings and fixtures and keep the playground tidy.
- Look after other people's property and don't take it without their permission
- Put your name on all your own property and take care of it.
- Keep food and drink separate from school work.



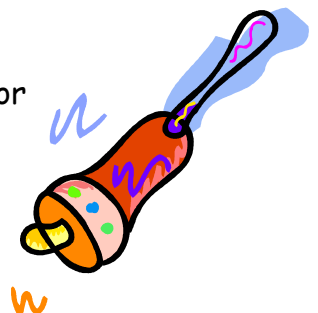
## Take pride in yourself and your appearance

- Take care of yourself and your own safety.
- Pay attention and try to work hard and do your best.
- Be neat and tidy and try to wear school clothes.




## Play and behave safely and sensibly at all times

- Don't throw stones or sand and only play with balls and snowballs on the pitch.
- Don't climb on the railings or walls of the playground.
- Don't "play fight".
- Stay in the playground unless you have permission to leave.
- Always walk quietly on the left side of corridors and hold the doors for others.
- Drink from plastic bottles or card cartons.
- Only wear stud earrings in school and wear no jewellery at gym.
- No drinking bottles in playground



## SCHOOL REGULATIONS/RIAGHAILTEAN SGOILE

1. Pupils are expected to maintain a high standard of work, conduct and courtesy at all times, both within and out with school, thus bringing credit to themselves, their parents and Ullapool School.
2. All pupils must be neat and tidy in appearance. Wearing the school sweatshirt is encouraged.
3. All pupils must be punctual and regular in attendance.
4. If your child is not well and will not be attending school, please let us know by 8:45am. On returning to school after an absence, pupils should bring a letter from his/her parent or carer giving the reason for and the duration of the absence.
5. No pupil may leave the school premises without the permission of the Headteacher and must report to the School Office both on leaving and returning.
6. All property and clothing must bear adequate identification markings. Money and valuables should not be brought to school unless absolutely necessary and must not be left in cloakrooms but may be handed to members of staff for safe keeping. The school cannot accept responsibility for lost articles of clothing, valuables, books or other property belonging to pupils.
7. Highland Council policy prohibits smoking  within school grounds.
8. Fighting and swearing amongst pupils is strictly forbidden.
9. All movement and behaviour within the school buildings and grounds and on the way to and from school must be orderly and have due regard to the rights and safety of others.
10. Any pupil causing deliberate damage to school property or equipment may lose privileges and parents asked to pay the cost of repairs.
11. Mobile phones and electronic games are forbidden in school. Where a pupil brings a phone to use after school, it must be handed to the class teacher for safe keeping.
12. The school is keen to work in partnership with parents to support the development and well being of the whole child. We ask you to ensure your child attends regularly, is punctual and gives attention to homework.



## SCHOOL TERM AND HOLIDAY DATES 2011/12 - CINN-LATHA TEIRM AGUS SAOR-LAITHEAN

### School Opens

2011 Monday, 15<sup>th</sup> August (Staff only)  
2011 Tuesday, 16<sup>th</sup> August  
2011 Monday, 24<sup>th</sup> October  
2012 Monday, 9<sup>th</sup> January  
2012 Tuesday, 17<sup>th</sup> April

### School Closes

2011 Friday, 7<sup>th</sup> October  
2011 Thursday, 22<sup>nd</sup> December  
2012 Friday, 30<sup>th</sup> March  
2012 Friday, 29<sup>th</sup> June

**Casual Holidays** Monday 13<sup>th</sup> February and Tuesday 14<sup>th</sup> February 2012

**May Day Holiday** Monday 7<sup>th</sup> May 2012

**In-Service Training Days** Monday 15<sup>th</sup> August 2011  
Monday 24<sup>th</sup> October 2011  
Wednesday 15<sup>th</sup>, Thursday 16<sup>th</sup> & Friday 17<sup>th</sup> February 2012

## **ENROLMENT/ CLÀRADH**

Enrolment for P1 usually takes place in February for the following August.

We welcome enquiries from families moving into the area. Please phone our office, in advance, to make arrangements to visit the school.

**For the attention of parents of newly enrolled children; Fiosrachadh do phàrantan chloinne air an ùr-chlàradh:**

- 1 Infant children should be collected from their line at 3.15pm, either by their parent or other named adult. Older children are dismissed from the school building by their teacher.
- 2 Children should have trainers/sandshoes (non-lacing type preferred), shorts and T-shirts for PE and games. Children may be excused from PE for medical reasons - please explain this in a written note to your child's teacher.
- 3 Before coming to school, it is helpful if children are able to tie their shoe laces, button their coats and go to the toilet on their own.
- 4 Please ensure all your child's belongings are labeled. Any clothing without a name found in school is kept for a short time in a lost property box in the main corridor.
- 5 When children return to school after an absence, please send a note of explanation to your child's teacher. This is essential for our school records.
- 6 Should parents of "Bus" children happen to be in Ullapool at the end of the school day, they are welcome to take their own child home at 3.15 p.m. Please let the teacher know.
- 7 It is helpful if schoolbooks are covered and kept clean. Parental cooperation is most helpful. Lost or damaged books must be paid for.
- 8 Parents are asked to ensure that their children are not in school before 8.45 a.m. There is no supervision of children before this time.
- 9 Please check your child's school bag each day for school newsletters, notes and homework from the class teacher. If you would like to receive school newsletters by e-mail, please pass your details to the school office.
- 10 Please contact the school office to make an appointment to see your child's teacher if there is a matter you wish to discuss. We are always happy to help.

## PUPIL'S RECORDS/CLAR-FIOSRACHAIDH SGOILEARAN

### a) Information/Fiosrachadh

Parents are asked to provide essential information when their child enrolls. It would be appreciated if parents would notify the school as soon as any of these details change. It is particularly important that parents inform the school of any change in emergency contact and medical needs.

### b) Pupils' Progress Records/Cunntas Adhartas Sgoilearan

This file contains a pupil's personal information and academic progress e.g. reports. If a pupil transfers to another school the Pupil Progress Record is forwarded to the new school. Parents wishing to view their child's PPR should make this request in writing to the Headteacher.

## LANGUAGE ARTS/SGILEAN CÀNAIN

In Language Arts we spend time speaking, listening, reading and writing. We hope pupils will become proficiency and confident in all these areas.

Within Curriculum for Excellence literacy and language is developed in all subject areas as well as a focus on basic reading skills, extension of vocabulary, creativity, literary appreciation, extracting information and comprehension.

### Speaking and Listening/Labhairt agus Èisteachd

Speaking and listening both play an important part in language development. In order to express their thoughts clearly, children have to search for the most suitable vocabulary available to them. Regular discussion with parents, teachers and other children will help them to achieve this. They must learn to listen attentively to what is being said and to carry out any instructions given. Sound preparation in speaking and listening lays a good foundation for written language and reading.

### Reading/Leughadh

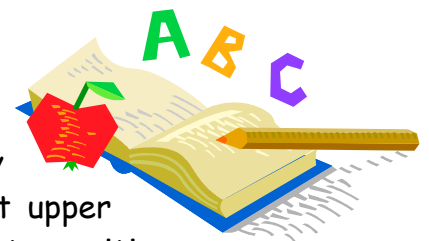
We aim to foster in every child the ability to read for enjoyment and information.

In the Gaelic Department, the phonic structure of the language is taught from the onset within a Gaelic immersion environment. Thereafter around P3 reading is carried out as in the English classes.

The school follows the Highland Literacy Policy. In the early years the "look say" method is used alongside the teaching of phonics. Towards the end of the P2 most children will be reading reasonably fluently, and as they progress up the school silent reading takes over from reading aloud. The Highland Literacy Project demands that pupils will read from a variety of text of different genre. They will work in small groups, discussing the text among themselves, and with the teacher. This fosters greater understanding of the text, and appreciation of the author's craft. Parents can play their part by encouraging children to read at home and by showing their own enjoyment in reading.

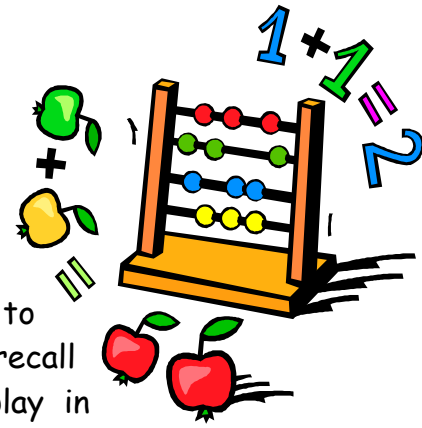
### Writing/Sgrìobhadh

In order to write successfully, pupils learn the rules of sentence construction, punctuation, spelling and grammar. At the early stages, writing will be based on the child's own experience. At upper stages children are introduced to a variety of writing forms - letter writing, reports, note taking etc.



## MATHEMATICS/MATAMATAIG

Children are encouraged to work with concrete materials until the essential concepts are established. This is followed by practice to check understanding. Children are taught to think logically, to understand number language, to appreciate pattern in number, to recall basic number facts and to be aware of the part mathematics play in ordinary, everyday living. In the Early Stages, pupils learn about the meaning of number and how it is made up. Pattern and sequence of number is taught.



In the Middle Stages, emphasis is placed on the consolidation of work already taught and great importance is placed on the understanding of place value. Addition, subtraction, multiplication and division are taught and used in problem solving. Money keeps pace with number. Children are taught how to estimate and measure time, weight, length, capacity and temperature in standard units. Practical activities in these precede formal recording.

Number work in the Upper Stages expands into more complex work in vulgar fractions, decimals, percentages, measurement etc. Extension books and work cards give the children the opportunity to use their acquired knowledge. ICT is used to give experience of databases and spreadsheets.

As in the previous stages, practical work and understanding precede formal calculations. Calculators are used where appropriate throughout the school but are not intended to substitute for calculation skills. Estimating, i.e. guessing an appropriate answer is one essential part of calculation. The skills of mental arithmetic are taught at all stages.

The school also encourages children to develop appropriate problem solving skills in mathematics, which are relevant to every day living. Problem solving helps children to articulate and apply their mathematical knowledge and skills.

## **PROJECT METHOD/PRÒISEACTAN**

Care is taken to ensure a balance between Social Subjects, Science and Technology. Initially these are centered on the everyday experiences and events in the life of the child - 'My Family', 'My School', - leading to the more advanced projects of the Upper Primary. The children discover information about their local environment, their own country and the rest of the world. They are made aware of conservation and pollution and the part the children should play in preserving what is best in our world.

Through projects, pupils are involved in activities through which they begin to appreciate how various skills are inter-connected. For example a project on mapping would include Geography, Maths and Science.

Projects are carefully chosen for the development of skills such as:

Researching - using books, maps, diagrams, fieldwork and the internet.

Recording - taping, videoing, writing, making maps, graphs, diagrams etc.

Interpreting Experiences - observing purposefully and thinking critically.

Relationships - co-operating and working with others.

Developing informed attitudes - backing up opinions with research and understanding.

## **HEALTH EDUCATION/ FOGHLAM FALAINNEACHD**

Children and young people should feel happy, safe, respected and included in the school environment. All members of staff have a responsibility to promote positive behaviour within the classroom and wider school community. Particular aspects of health and wellbeing are addressed through focused programmes in class eg food and health, PE. Pupils access age appropriate lessons on substance misuse and relationships throughout P1-P7.

## **INFORMATION & COMMUNICATIONS TECHNOLOGY/TEICNEOLAS FIOSRACHADH AGUS CONALTRADH**

Information and Communications Technology is an integral part of learning and teaching. ICT allows pupils to explore aspects of the wider world in the classroom and pupils also develop skills and competencies to use technologies now and in the future.

### **EXPRESSIVE ARTS/NA H-EALAIN CHRUTHACHAIL**



Music, Art, Craft, Drama and Physical Education make up the Expressive Arts. Here pupils are given opportunities to express themselves and explore the world in different ways. They encourage creativity and individuality and give the child opportunities to co-operate with others. Specialist teachers work closely with the class teacher, relating their programmes to the class project whenever practicable.

We are a Health Promoting School and set a high score on personal fitness. Our Active Schools Co-ordinator supports the school by providing additional sporting opportunities.



### **RELIGIOUS AND MORAL EDUCATION/FOGHLAM CREIDEAMH AGUS MORALTA**

During the year pupils learn about Christianity and other world religions to give them an understanding of their own community as well as wider society. We encourage children to ask questions and explore different outlooks, to respect others and their customs and to have their own opinions. Classes look at variety of festivals and traditions during the year.

Our assembly calendar also reflects the local community and wider world: faith groups, public services, environment, citizenship, values, school and individual achievements.

It is our aim that pupils develop positive attitudes, appropriate life skills, values and increase their capacity for personal responsibility and independence.

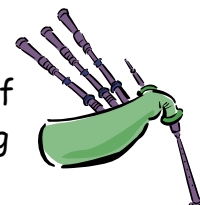
### **OTHER LANGUAGES/CÀNANAN EILE**

Children in upper stages begin to learn French before transferring to Ullapool High School.

## PIPING/PÌOBÀIREACHD

This is offered to interested pupils in P4 or P5 provided pupils show an aptitude for the instrument and provide their own chanter. Pupils learn to read music and to play all the exercises and scales needed for bagpipe playing.

When pupils have memorised a number of tunes they graduate to the goose (a bagpipe without drones.) This is preparation for blowing a full set of bagpipes which they will tackle when ready and depending on the availability of sets of bagpipes. At all stages pupils are encouraged to take part in chanter and piping events e.g. ceilidhs and competitions, to improve their performance.



Outwith school, pupils who reach the bagpipe stage are eligible for membership of the Ullapool and District Junior Pipe Band which undertakes social engagements throughout the North of Scotland during the summer months.



## STRINGS / TEUDAN

Strings tuition also begins in the Middle Stages. This is offered to pupils after an initial trial of any pupils showing an interest.

## EXTRA CURRICULAR ACTIVITIES/CUR-SEACHADAN

The School offers a range of extra curricular activities which take place at lunchtime or after school under the supervision of members of staff. Activities vary but currently include Netball, Scripture Union, Rugby, Gardening Club, Running Club and Scottish Country Dancing.



## SWIMMING/SNÀMH

The swimming pool in the Leisure Centre is used for a six week block of instruction. Lessons for each class are staggered throughout the third term. We look forward to the re-opening of the pool!



## **ILLNESS/ACCIDENT IN SCHOOL; TINNEAS /TUBAISTEAN SAN SGOIL**



Our First Aider will see to pupils' cuts and bumps at break and lunch times. If a pupil becomes unwell during the school day we will get in touch with the child's emergency contact and make arrangements for the child to return home.

When a pupil has a more serious accident it is school policy to call the doctor immediately, contact the parents and report the incident to the Education Office.

There are occasions when pupils have to go to Inverness for an x-ray and every effort is made to contact parent before setting off.

It is essential that you inform the school of anything affecting the health and well-being of your child so that we can offer the best possible care. It is also very helpful if the school is informed of any changes within the child's home circumstances as teachers are then better placed to consider the needs of the child during periods of change.

## **ASSESSMENT/PROGRESS REPORTS/OPEN EVENINGS MEASADH/CUNNTASAN ADHARTAIS/FEASGAIR FOSGAILTE**

The School operates a system of continuous assessment. The class teacher regularly assesses whether a particular concept has been mastered by checking the quality of oral and written work, practical assignments and oral and written tests. The results help to pinpoint any difficulties the pupil may have or inform the teaching process. Parents' Contact Evenings are usually held in the summer term to give parents an opportunity to discuss progress with the Class Teacher. Pupil reports are issued to parents in May to make them fully aware of their children's strengths and weaknesses.

## **HOMEWORK/OBAIR DACHAIGH**

All Primary classes receive homework on a regular basis from Monday to Thursday. This may consist of an activity, written work, reading or research.



Through setting homework we aim to:

- Encourage independence and good learning habits,
- Consolidate work taught in school and therefore raise attainment levels,
- Provide specific opportunities for parents to support their child's learning.

The time given to homework will vary according to the age/stage of the child and the task itself. However, infants should spend no longer than 20 minutes. Sometimes unfinished class work may be sent home and in addition to normal homework.

If homework is not done pupils will be asked to complete it at playtime. If this continues on a regular basis or if homework is of a consistently low standard, parents will be invited to discuss the situation with the class teacher.

## **LEARNING SUPPORT/TAIC IONNSACHAIDH**

It is considered that most children will have Additional Support Needs at some point during their time in school. This could be for very many different reasons, for example: able pupils who need to be challenged further, a prolonged period off school, friendship issues, a specific learning difficulty, a medical condition, family circumstances, low self-esteem.

In school we have 5 members of staff in our Support for Learning team who complement the responsibility of class teachers to meet the needs of *all* pupils in a variety of settings e.g. classroom, Room 7, library, outdoors etc.

If your child is considered to require an Individualised Educational Programme then this will be discussed with parents and pupils and reviewed on a regular basis.

## **ADDITIONAL SUPPORT NEEDS**

In Highland we use a Staged Approach to supporting children and young people with additional support needs. Our team of support staff works in conjunction with the class teacher to ensure all pupils are appropriately supported. If there is a particular concern about a pupil's progress the school will carry out a review in partnership with the pupil's parents or carers. Further support may be offered or sometimes it may be helpful to involve specialist teachers. The school can also access advice and input of the community paediatrician and the educational psychologist where appropriate. If a parent or carer is concerned about their child's progress in school it is usually best in the first instance to speak to the child's class teacher or the head teacher.

## **SCHOOL DEVELOPMENT PLAN/ PLANAICHEAN LEASACHAIDH NA SGOILE**

In line with local and Scottish Office guidelines the school produces "A School Development Plan" each year. This plan outlines developments and timescales that the school will be undertaking over the current and future sessions.

This plan is submitted to the local authority for approval. Copies of the plan are available for inspection from the school office.

### **ATTENDANCE/LATHAIREACHD**

Parents have a legal requirement to ensure their child's regular attendance at school. The Headteacher cannot give parents permission to keep their child off school - this must be a parental decision. Regular non-attendance will be followed up, initially by a letter home to parents.

Parents should phone school by 8:45am to advise the school office if their child is going to be absent.

#### **1. Absence Notes**

On return after an absence the pupil must produce for his/her Class Teacher a note dated and signed by the parent or guardian giving the reason for and the duration of the absence.

#### **2. Permission to leave School Premises**

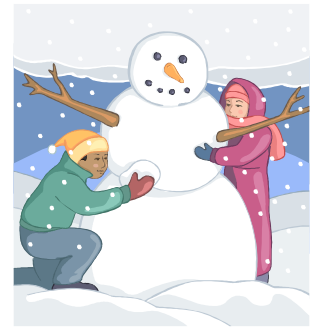
Pupils who have lunch in school (a school meal or a packed lunch) are not allowed to leave the school premises unless in exceptional circumstances when a letter from their parents must be produced. The parent must indicate in the letter that he/she accepts total responsibility for the child when outwith school premises.

Parents are encouraged not to take their children off school for holidays during term time.

## EMERGENCY CLOSURES/DÙNADH NA SGOILE ANN AN ÈIGINN

If the school has to close for any reason, a message will be put on the School's Telephone Messaging Service. Every attempt is made to make a decision by 8am. To access this message please phone:

- Highland Council Schools' Messaging Service: **0870 054 6999**
- Now enter Ullapool Primary PIN number **043200**



Alternatively, visit [www.Highlandcouncil.gov.uk](http://www.Highlandcouncil.gov.uk) and select school closures.

However, if the school has to close unexpectedly during the school day we will contact you or your emergency contact to confirm arrangements before sending your child home.



## SCHOOL TRANSPORT/BUSAICHEAN SGOILE

All pupils who reside over three miles from the school and all pupils **under eight years of age** who reside **over two miles** are eligible for school transport. Application forms are available from the school office. Pupils are required to behave in a sensible manner on school transport - if not, pupils may be requested to arrange alternative transport home. No unauthorised pupil may travel on the bus e.g. pupils going to a friend's house after school.

## PARKING/IONAD-PÀIRCIDH

The bus bays outside the school are reserved for the use of school transport. We would appreciate it if parents kept the bays clear of parked cars.

**PLEASE NOTE THAT THE STAFF CAR PARK AT THE REAR OF THE SCHOOL IS FOR SCHOOL STAFF ONLY.**

## **BEHAVIOUR/SMACHD**

The school promotes positive behaviour using praise, encouragement and incentives wherever possible. As children mature they take increasing responsibility for their behaviour.

The school complements the work of parents to help the child make good choices at home, in school and in the community.

Undesirable behaviour is discouraged by the following sanctions:

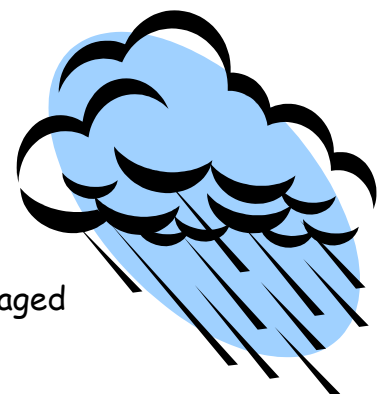
1. Verbal reprimand: In most cases a direct reprimand by the class teacher is effective. On occasions the Headteacher may speak to the pupil.
2. Withdrawal of privileges: pupils may stay in at play time.
3. Consultation with parents: If the problem is one of a serious nature, parents will be contacted and asked to come to school to discuss the matter and the necessary steps to be taken.
4. In extreme cases a pupil may be excluded from school for a limited period.

Staff expect high standards of behaviour from pupils in and out of class. Where it is felt necessary, letters are sent home to parents to inform them that their child has been misbehaving. If this begins to happen regularly, parents will be asked to meet with the class teacher or headteacher. In general, behaviour of pupils throughout the school is very good. However, occasionally pupils may require additional support to address their behaviour or attitude.

We presume parents wish to be informed if their child has been behaving in an unacceptable way. Conversely we appreciate parents informing us of any problems or difficulties their children may have before they become too serious.

## **WET WEATHER ROUTINE/DROCH SHÌDE**

1. Pupils will remain in their own classroom areas and be engaged in a sensible activity.
2. Play pieces may be eaten in the classroom provided that pupils are seated at tables and that they clear away any litter.
3. Two senior pupils will be allocated to each area to provide additional supervision.



## **HEALTH CARE/CÙRAM SLÀINTE**

### **Medical Inspections**

The School Nurse sees all new entrants and follows up any referrals by the school or parents. Eyesight and hearing tests are conducted in P3 and P5 and pupils may have a fuller medical inspection in P7 before transferring to High School. Parents are always invited to be present.

### **Head Lice**

Parents should be vigilant in looking for signs of infestation and if they discover that their child has head lice they should let the school know immediately. No longer does the school issue "Alert Letters" concerning outbreaks of head lice.

### **Psychological Service**

Some pupils may benefit from the advice of our Educational Psychologist. This specialist advice ensures that our pupils receive the appropriate support. Parents may also request that their child be seen by our Educational Psychologist, Mr James McTaggart.

### **Speech Therapy Service**

Pupils with speech difficulties may, with parental permission, be referred to the visiting Speech Therapist, Tracy Robson. Parents who consider their child may benefit from the input of the Speech & Language Therapist may make this request through the school.

## **PACKED LUNCHES/BOGSAICHEAN BÌDHE**

The following notes of guidance, issued by the Education Authority, take the form of strong recommendations designed for the safety and protection of pupils and parents are requested to carry out these instructions implicitly:

### **Guidance for Parents**

1. All food must be carried in a semi-rigid container with a secure lid, e.g. Tupperware, Ice-cream container or similar. Containers should be clearly marked with the name of the pupil.
2. Glass bottles or containers are not permitted under the Health and Safety Regulations.
3. Vacuum flasks containing hot liquids are not permitted because of the danger of scalding.
4. Water and beakers will be available in all dining areas.
5. Packed meals must be consumed in the area allocated within the school building.

The Authority cannot be held responsible for any loss or damage to packed meals or their containers. Pupils presently taking packed meals to school and wishing to change to school meals should give at least one week's notice.

## **PRIMARY/SECONDARY LIAISON CEANGLAICHEAN BUNSGOIL/ÀRDGOIL**

At the end of P7 most pupils transfer to Ullapool High School.

A number of teachers from Ullapool High School visit the primary school to meet pupils during the course of the year. Then in June P7 pupils from Ullapool Primary and the other "feeder" primary schools spend a week at the High School following an S1 timetable. This reassures pupils before the summer holidays.

More can be read about Ullapool High School at: [www.ullapoolhigh.highland.sch.uk](http://www.ullapoolhigh.highland.sch.uk)

## **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 2010 PRIMARY SCHOOLS

Education Authority: Highland

### *Budgeted Running Costs For Financial Year 2010-2011*

<b>School Roll at September 2009</b>	16,816
<b>Total School Running Costs at April 2010 (£)</b>	67,408,003
<b>Cost per Pupil (£)</b>	4,009

Key to symbols: The symbol ## indicates that the data are not available.

### *Attendance And Absence For School Year 2009/2010*

	Stage							
	P1	P2	P3	P4	P5	P6	P7	P1-7
<b>Total Number of Possible Attendances (Pupil Half Days)</b>	877,251	837,971	837,953	869,224	894,997	886,799	989,736	6,193,931
<b>Percentage Authorised Absences</b>	5	4.8	4.6	4.3	4.3	4.4	4.3	4.5
<b>Percentage Unauthorised Absences</b>	0.6	0.7	0.6	0.7	0.6	0.7	0.6	0.7

Key to symbols:

Asterisks (\*\*) have been inserted instead of figures for some schools and categories:

- Counts and percentages based on data for more than 0 but fewer than 5 pupils, because they could be misleading or lead to the identification of individuals.
- In other cases, it is not possible for the school to have any data for the category, for example, cases where the relevant year group roll figure is zero.

The symbol (##) indicates that the school has recently opened or merged with another school and this information is not available.

### *Minimising Overall Absence*

	<b>Absence recorded (2008/2009) Average number of half days absence per pupil</b>	<b>Absence recorded (2009/2010) Average number of half days absence per pupil</b>
<b>Absence</b>	17.5	17.7

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.

Key to symbols: The symbol (##) indicates that the data are not available or comparable with other years.

## INFORMATION FOR PARENTS 2010 PRIMARY SCHOOLS

<b>National Data</b>
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### *Budgeted Running Costs For Financial Year 2010-2011*

<b>School Roll at September 2009</b>	367,146
<b>Total School Running Costs at April 2010 (£)</b>	1,478,797,126
<b>Cost per Pupil (£)</b>	4,028

Key to symbols: The symbol ## indicates that the data are not available.

### *Attendance And Absence For School Year 2009/2010*

	Stage							
	P1	P2	P3	P4	P5	P6	P7	P1-7
<b>Total Number of Possible Attendance (Pupil Half Days)</b>	19,136,227	19,091,222	18,545,411	18,823,231	19,175,554	19,573,622	20,175,467	134,520,734
<b>Percentage Authorised Absences</b>	4.3	4.1	3.9	3.8	3.9	4	3.9	4
<b>Percentage Unauthorised Absences</b>	1.1	1.2	1.1	1.1	1.1	1.1	1.1	1.1

Key to symbols:

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- In other cases, it is not possible for the school to have any data for the category, for example, cases where the relevant year group roll figure is zero.

The symbol (##) indicates that the school has recently opened or merged with another school and this information is not available.

### *Minimising Overall Absence*

	Absence recorded (2008/2009) Average number of half days absence per pupil	Absence recorded (2009/2010) Average number of half days absence per pupil
<b>Absence</b>	18.3	19.4

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.

Key to symbols: The symbol (##) indicates that the data are not available or comparable with other years.

## INFORMATION FOR PARENTS 2010 PRIMARY SCHOOLS

<b>School:</b> Ullapool Primary School	<b>Id No.:</b> 270 - 5153522
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### *Budgeted Running Costs For Financial Year 2010-2011*

<b>School Roll at September 2009</b>	163
<b>Total School Running Costs at April 2010 (£)</b>	605,842
<b>Cost per Pupil (£)</b>	3,717

Key to symbols: The symbol ## indicates that the data are not available.

### *Attendance And Absence For School Year 2009/2010*

	Stage							
	P1	P2	P3	P4	P5	P6	P7	P1-7
<b>Total Number of Possible Attendances (Pupil Half Days)</b>	8,118	5,904	8,175	8,722	9,399	5,535	13,297	59,150
<b>Percentage Authorised Absences</b>	5.6	3.9	6.6	4.9	7.0	5.7	3.4	5.2
<b>Percentage Unauthorised Absences</b>	0.0	0.2	0.3	0.1	0.3	0.1	0.1	0.1

Key to Symbols:

Asterisks (\*\*) have been inserted instead of figures for some schools and categories:

- Counts and percentages based on data for more than 0 but fewer than 5 pupils, because they could be misleading or lead to the identification of individuals.
- In other cases, it is not possible for the school to have any data for the category, for example, cases where the relevant year group roll figure is zero.

The symbol (##) indicates that the school has recently opened or merged with another school and this information is not available.

### *Minimising Overall Absence*

	<b>Absence recorded (2008/2009) Average number of half days absence per pupil</b>	<b>Absence recorded (2009/2010) Average number of half days absence per pupil</b>
<b>Absence</b>	18.4	20.4

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.

Key to Symbols: The symbol (##) indicates that the data are not available or comparable with other years.

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