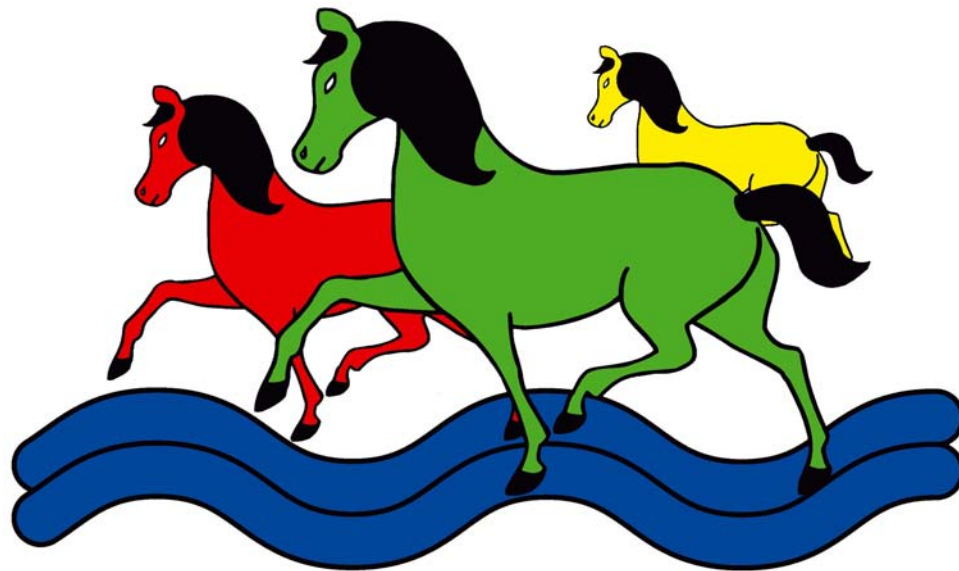


# MERKINCH PRIMARY SCHOOL



## HANDBOOK

2010

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Merkinch Primary School  
Telford Road  
Inverness  
IV38HY  
Tel:01463 232962  
Fax:01463 239635  
E mail:merkinch.primary@highland.gov.uk

Dear Parent/Carer

Welcome to Merkinch School.

We hope you find this booklet useful and informative. During your child's time in the school we will do our best to provide your child with a happy and rewarding primary education, planned to provide skills and knowledge on which to build to become lifelong learners.

We at Merkinch Primary look forward to your interest and support over the next few years during which time your child will be a valued member of the school community. Parents, staff and pupils are encouraged to work in partnership to develop strong links between home and school. By taking an active interest in your child's work both in school and at home and participating in the life of the school you will help your child to make the best possible progress. We have an "open door" policy which invites you to telephone or visit if you have any concerns about your child's education.

This handbook provides you with information about the school but it cannot describe the caring, purposeful and inclusive environment that Merkinch staff have created in school, we do hope that this is something you can experience when you visit Merkinch Primary.

If you require further information please do not hesitate to contact the school.

Yours faithfully

Fay Broadley

## Headteacher



Merkinch School was opened in 1876 and serves the South Kessock, Carse and Merkinch areas. In 1984 the school was renovated and refurbished. These alterations were carried out with care and consideration for the architectural style and quality of the original building. In January 2007 the new Merkinch School Nursery extension was opened. The school is therefore a mixture of traditional and modern architecture.

Merkinch School serves an area bounded by the River Ness, the Caledonian Canal and Telford Street, providing primary education for virtually all the children within the Merkinch Area and nursery education for children in their pre-school year.

The school is laid out in four separate Areas each having their own entrance cloakroom and toilets. The school has a large playground, playing field and attractive school garden. Primary 1 children have their own separate playground area. All outside areas are supervised by the Janitor, Headteacher or Depute Head and support staff during morning break and at lunchtime.

### **Merkinch Primary School Aims**

- To develop all children to become *Successful Learners, Confident Individuals, Effective Contributors and Responsible Citizens*.
- To provide a broad balanced curriculum in line with curriculum for excellence, ensuring enjoyment and challenge, to enable all children to achieve their potential.
- To maintain a positive ethos to support the health and well being of all children and staff.
- To work in partnership with parents, outside agencies and the community.

Reviewed January 2010

## Merkinch School Staff

Headteacher

Mrs Fay Broadley

Depute Headteacher

Mrs Tracy Sinclair

Principal Teacher

Mrs Linda Lynam

Principal Teacher

Mrs Jenny Sculthorpe

### Class Teachers

Miss W Barclay

P1

Miss E Rennie

P1

Mrs S Tracey

P1/2

Miss L. MacDonald

P2

Miss K Garraway

P3

Mrs K Cideris

P3

Mr D. Eadie

P4

Mrs P. Black/Ms A. Young

P4/5

Mrs M. Campbell

P5

Miss N. Jackson

P6

Mrs L. Lynam

P7

Mrs L. Spink **CCR/Management Cover**

Mr I Grandison **PE**

### Classroom Assistants

Mrs L. Tracy

Ms E. Gough

Mrs J. MacFarlane

Mrs C. Macrae

Vacancy

### Support for Learning Auxiliaries

Mrs L. Rennie

Mrs M. Gair

Mrs H. Wallace

Mrs S. Bremner

Mrs A. MacDonald

Mrs U. Gebicke

Ms J. Dyer

Mrs J. MacFarlane

Mrs A. DeVaney

### Support for Learning Teachers

Mrs C. Stevenson

Mrs G. Bruce

Ms S. MacAlpine

### Children's Service Worker

Yvonne Doherty

Eilidh Bell

### Clerical Assistants

Miss J. Syta

Mrs A. Koetsier

### Nursery

Mrs K. Cox Co-ordinator Teacher

Mrs B. McWilliam Nursery Assistant

Mrs M. MacLennan Nursery Assistant

Mrs Sheila Knott Nursery Auxiliary

### Janitor

Mr S. Flaherty

## The School Day

P1-P3            9.00 - 2.30  
P4-P7            9.00 - 3.00

Break time 10.30 - 10.45 - P1 - P3 and 10.45 - 11.00- P4 - P7

Children may bring a snack for break but as we are a Health Promoting school, no sweets, please! The school tuck shop, operated by our School Nutrition Action Group, sells toast, fruit, and other healthy snacks along with bottles of water.

We encourage children to drink water throughout the day and a bottle of water can be kept on a child's desk, however this must only be plain water. Fizzy drinks are not allowed in school at any time.

## Lunchtime Arrangements

Lunch breaks are ordered by Area within the school as follows

<b>Area A</b>	Primary 1, Primary 2	<b>12.00 - 12.45</b>
<b>Area B</b>	Primary 2, Primary 3	<b>12.15 - 13.00</b>
<b>Area C</b>	Primary 4, Primary 5	<b>12.30 - 13.15</b>
<b>Area D</b>	Primary 5, Primary 6, Primary 7	<b>12.45 - 13.30</b>

## Home Lunches

The majority of pupils stay for School lunch or bring a packed lunch however parents may choose to take their child home for lunch.

To ensure that there is no misunderstanding about arrangements for the care of pupils during lunch time, any parent wishing a child to go home for lunch must inform the school by letter or by phone.

**All pupils will remain in school at lunchtime unless the school has been informed differently by letter or phone**

If a pupil is to go home every day, one letter at the beginning of the school year will be sufficient. Pupils, whose parents have chosen to have them home for lunch, are in the care of their parents during the lunch break.

### School Lunches

Pupils are expected to pay for all meals they intend to eat that week on the Monday of that week. Payments for meals paid for but not eaten due to absence are carried forward as a credit.

Free Meal application forms may be collected from the School Office.

School meals are cooked on the premises and the children are encouraged to select and eat a nutritious meal from the choice available each day. Menus are provided by Highland Council to encourage a healthy lifestyle and copies are sent home each term. Every effort is made to accommodate any child who, for medical reasons requires a special diet. The dining area is supervised by school staff.

### Packed Lunches

As we are a Health Promoting School it is expected that packed lunches will provide a healthy and balanced meal. Water, milk or fruit juice can be provided to drink.

### School Dress Code

All pupils are expected to wear Merkinch school uniform

- Green or grey sweatshirt with school badge
- Green or grey hoodies with school badge
- Plain grey or black trousers or skirts
- White or grey shirt, blouse or school polo shirt - **no football or sports shirts except for PE lessons**
- Comfortable, well fitting shoes. High heels, platform soles and shoes with little support (strappy sandals) are not permitted.

**The sweatshirts, polo shirts, hoodies and school bags may be purchased from the school.**

The school is warmly heated so it is desirable that children are able to remove a 'layer' such as a jumper when necessary. Suitable outdoor clothing should be worn as whenever possible break and lunchtimes will be spent outside in the playground. All school clothing should be clearly marked with the child's name.

**For gym days all children must have shorts and tee shirts which can be kept in their tray in school.**

## PUPIL'S SCHOOL HOLIDAY DATES 2010 - 2011

	<b>Closes at 3.00 on -</b>				<b>Reopens at 9.00 on -</b>			
School Opens for pupils					Tuesday	17	August	2010
October Holiday and in-service	Friday	8th	October	2010	Tuesday	26th	October	2010
Christmas Holiday	Thursday	23 <sup>rd</sup>	December	2010	Monday	10th	January	2011
Feb. Holiday and in-service	Friday	11th	February	2011	Monday	21st	February	2011
Easter Holiday	Friday	8 <sup>th</sup>	April	2011	Tuesday	26th	April	2011
May Holiday	Friday	29th	April	2011	Tuesday	3rd	May	2011
June in-service	Friday	3 <sup>rd</sup>	June	2011	Tuesday	7th	May	2011
Summer Holidays	Friday	1st	July	2011				

## Promoting Positive Relationships

Merkinch Primary promotes a positive behaviour policy using praise and a range of rewards including stickers, golden time, house points and awards to reward positive behaviour.

Our golden rules, which have been developed by staff and pupils and supported by parents, are at the core of the school.

### **Our Golden Rules**

Be helpful and kind

Be polite and friendly

Be responsible

Work hard

Be the best you can be

Our Golden Rules:

- apply across the whole school
- are **positively** reinforced by **all** staff
- are reinforced through Golden Time

### **Golden Time**

Golden Time takes place in each Area on Fridays with all staff offering an activity which children choose at the start of the week.

All children have 40 minutes Golden Time each week. If a child is breaking a Golden Rule a warning should be given, then, if behaviour persists, time is lost and a token will be put on the rule broken, it can be earned back by following the **same** rule.

Any behaviour incidents are dealt with promptly by staff and management, with parents being kept fully informed.

## Curriculum

The Scottish Curriculum is moving towards A Curriculum for Excellence covering all children from 3-18 and aiming to enable all young people to become:-

**Successful learners with** • enthusiasm and motivation for learning • determination to reach high standards of achievement • openness to new thinking and ideas

**Confident individuals with** • self respect • a sense of physical, mental and emotional wellbeing • secure beliefs • ambition

**Effective contributors with** • an enterprising attitude • resilience • self-reliance

**Responsible citizens with** • respect for others • commitment to participate responsibly in political, economic, social and cultural life

Children will follow a broad curriculum with expectations for learning in Expressive Arts, Languages and Literacy, Health and Wellbeing, Mathematics and Numeracy, Religious and Moral Education, Sciences, Social Studies and Technologies.

Interdisciplinary projects are being undertaken and opportunities are being sought to encourage and celebrate a wide range of achievement for pupils as well as striving for high levels of attainment.

**Literacy** is at the heart of learning and Merkinch Primary is embedding the Highland Literacy Project strategies within our learning and teaching. Pupils are taught the skills they need to successfully develop their reading, writing, talking and listening skills co-operatively. All these skills are reinforced across the curriculum.

Your support as parents is invaluable in helping your child achieve their potential. Parents are kept fully informed of developments taking place in school through regular newsletters, parent open days and interviews and through the Parent Council.

## **ASSESSMENT**

Assessment is an important and integral part of the learning and teaching process. It is part of the process of planning, when account is taken of the pupils' previous experience; and part of teaching, as the teacher and pupil constantly monitor the effectiveness of learning and teaching.

In Merkinch School we encourage the active involvement of pupils in their own learning from entering Nursery as 4 year olds to moving on to High school at the end of P7. As children enter P1 we build on the Active learning they have been undertaking in Nursery. We share learning intentions with pupils so they are clear about what is to be learned and what success would be like. This encourages pupils to be actively involved in their learning, identifying and setting their own targets and evaluating their own success. In Primaries 4-7 the children set these targets in their Personal Learning Plan which are shared with parents.

## **Homework**

It is generally accepted that Homework can make positive contributions to the learning of individual pupils. Homework is given to consolidate class work and does not involve new, unfamiliar skills which have not been taught. Children will sometimes be asked to carry out some research or collect information in connection with their project.

## **Parent/ Teacher Consultation**

You will be invited to attend parent/teacher consultation interviews at which you will be able to discuss your child's progress with the class teacher. Open Days are held when parents and friends are invited to visit the school and view the work on display in the classrooms. A full written report is issued early in June. Parents are invited to use the Parent's response sheet to raise points for discussion

Parents are regularly invited to attend their children's performances in school assemblies.

If you have any urgent concerns please don't wait for the parent / teacher interviews, contact your child's Class Teacher, or Headteacher, immediately and the matter will be addressed promptly.

### **Parent Council**

Merkinch Parent Council was set up in 2007 to represent the views of all parents in the school. For additional information about the role of the Council or to become involved contact:

- Chair Ashley Moore
- Secretary Fiona Fraser
- Treasurer Sandra Vanzetta

Contact details available in school.

### **Medicine to Pupils**

Staff are not authorised to administer medicine to pupils. In the event of it being essential that a pupil be given medicine during school hours parents are asked to arrange that they or another responsible adult bring the medicine to school and administer it when required.

Medicine which the parent is satisfied the child can take unaided e.g. inhalers for asthma, may be brought to school and given to the Class Teacher for safe keeping.

Medication or treatment which the School Doctor wishes the school to supervise or administer will be subject to an agreed written protocol.

### **Getting it Right for Every Child**

Staff in school are part of a multi agency approach to ensure that all children are Safe, Healthy, Achieving, Nurtured, Active, Respected and included.

Merkinch Primary School is an inclusive school catering for a wide range of educational needs. In the case of educational needs relating to behavioural and/or learning difficulties, the class teacher and members of the Support for Learning Team provide support. Support staff and Class Teachers work in close co-operation with children of all abilities across the curriculum. Where a child's needs cannot be met by school staff alone discussions are held with partner agencies such as Health or Social Work as appropriate. A single shared assessment is carried out to ensure the child's needs are met. Before consultation with other agencies can take place parents are fully consulted. Solution Focused meetings are held to which parents and children are invited. Parents are consulted and kept fully informed. There is regular monitoring of support programmes and liaison meetings.

## **CHILD PROTECTION**

All Highland Schools have child protection policies and procedures in place. These procedures are part of the Highland Inter-Agency Child Protection Guidelines and are agreed by all agencies working with children.

If the school has a child protection concern about a child the Head Teacher has the duty to contact Social work Services to obtain further advice or assistance with the matter.

A referral to social services does not necessarily mean that a child is being abused or neglected. What it does mean is that the Head Teacher is very concerned about the child's welfare and recognises that some support may be required for the child and family.

If you have any concerns about a child in the community you can contact the Head Teacher, local social work office, police station or health professional for advice and guidance.

You can also telephone 01463 703488.

## **Attendance at school**

As you know your child must attend school regularly and it is your responsibility to make sure this happens. The School must record accurately if your child is in school or not.

### **Emergencies**

1. If your child is too unwell to come to school
2. If your family were to suffer a sudden emergency e.g. a death in the family.

In an emergency you should inform the school as soon as possible that your child will not be in School and why.

### **Non emergencies**

1. If your child has a medical appointment
2. If your child has an appointment involving Courts or Children's Panel Hearing
3. Other important family events

In a non- - emergency you must inform the School before the absence and **ask for permission**

### **Family Holidays**

It is Highland Council policy that family holidays must be taken during school holidays. The only exception would be if:-

- a parent's employment forced holidays to be taken out with school holiday dates.

Family holidays will only be counted as authorised absences if the Head Teacher has given permission and permission can only be given in exceptional circumstances.

Parents are asked to bear these guidelines in mind when booking holidays

### **Contacting School**

As you have probably read in the press there have been incidents when children have gone missing and it has gone unreported for some time because the parent assumed the child was at school and the school assumed that the child was ill at home. To ensure that we do everything we can to protect the children who attend Merkinch School the procedures for reporting children absent from school are as follows.

It is your duty as a parent to inform the school that your child is going to be absent from school or late arriving and you are expected to give the school an explanation for that absence or late arrival.

- **You can phone the school on 01463 232962**
- **You can send a note (not a verbal message) with a brother, sister or friend.**
- **You can call at the school**

Parents should inform the school **before 09.00** on each day of absence or lateness.

Attendance Registers will be marked by 09.05 and sent to the Attendance Officer. If a pupil is not present and there is no explanation then the following action will be taken:-

- 1. The School Attendance Officer will attempt to contact the parent by phone using the numbers supplied. Parents will be informed that their child is not present in school.**
- 2. Messages will be left on answer machines but parents must contact the school to acknowledge that they have received the message.**
- 3. If no contact can be made then the school may report the child as missing to the Area Education Office, Police and / or Social Work Services.**

This may sound drastic but I'm sure you will understand that the alternative of having a child missing and unreported is unacceptable.

All instances of absence and lateness are recorded on the School's database. Parents may ask for a printout of their child's attendance record at any time.

## GUIDELINES FOR PARENTS OF PUPILS TRAVELLING TO SCHOOL DURING ADVERSE WEATHER CONDITIONS

The decision as to whether a pupil should attempt to travel to school in adverse weather conditions, whether by transport or by foot lies with the parents. While recognising that education should be interrupted as little as possible, the Education Authority accepts that in severe weather conditions the safety of the pupils is paramount.

### **How to access Merkinch Primary School Emergency Information**

- Phone emergency hotline

**0870 054 6999, Merkinch PIN 04 2600**

- Look out for notices on School windows
- Listen to local radio stations who will issue news and weather bulletins conveying appropriate information regarding traffic conditions, school closures, etc. While it is recognised that such transmissions may not cover all households, and may be subject to re-scheduling in some circumstances, they will be helpful to many families. Parents are therefore advised to remain 'tuned in' to be aware of ongoing road or school information updates.

### **BBC Radio Highland:**

6. 55 - 7. 00 am	7. 50 - 8. 00pm
12. 55 - 1. 00 p.m.	4. 55 - 5. 00pm

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

### **Moray Firth Radio:**

**Normal hourly news bulletins will carry local information on weather, roads and conditions affecting schools**

In severe conditions normal programmes will be interrupted to carry emergency bulletins.

Radio stations request that, since telephone lines are busy at such times, parents should not phone in for advice but listen to appropriate broadcasts.

## **EMERGENCY CONTACT**

Parents are asked to ensure that the school has an **up-to-date** note of the name, address and telephone number of the person they wish to nominate as their child's emergency contact. This person will be contacted if the school is unable to contact the parent in the event of an emergency e.g. the child being ill. The child will be sent to the emergency contact address in the event of the home being empty and the school having to close early.

- Please ensure that your child knows the name and address of the emergency contact.
- Please inform the school of any changes to details of emergency contacts

## **Primary 7 Pupils Transition to High School**

If your child attends this school but you live **outside** the catchment area of the Inverness High School, you will have to make a placing request for your child to attend there. Your request should be in writing to the Area Education Manager, 13 Ardross Street, Inverness. The request should arrive before the 15<sup>th</sup> March of the year your child transfers to Secondary School.

If you live **in** the catchment area for Inverness High School but you wish your child to attend a different secondary school you will have to make a placing request for your child to attend there. Your request should be in writing to the Area Education Manager, 13 Ardross Street, Inverness. The request should arrive before the 15<sup>th</sup> March of the year your child transfers to Secondary School.

## Appendix1 ScotXed School Handbook Insert Transferring Educational Data About Pupils

Education authorities and Scottish Government have 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 Scottish Government 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 Scottish Government itself.

Why do we need your data?

**In order to make the best decisions about how to improve our education service, Scottish Government, 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.

### Data policy

The ScotXed programme aims to support schools and Local Authorities by supporting the collection, processing and dissemination of statistical information required for planning, management and monitoring of Scottish education services.

A subset of this information is passed to Scottish Government for research and National Statistics publications. Education data within Scottish Government is managed effectively by secure systems and is exploited as a valuable corporate resource, subject to confidentiality restraints. As part of its data policy, Scottish Government will not publish or make publicly available any information that allows individual pupils to be identified, nor will data be used by Scottish Government to take any actions in respect of individuals. Data is held securely and no information on individual pupils can or would be published by Scottish Government.

The individual data collected by Scottish Government is used for statistical and research purposes only. We hope that the explanations contained on the ScotXed website will help you understand the importance of providing the information.

### 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)).

Scottish Government 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 Scottish Government, 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 Scottish Government.

### 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, 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>.

## Appendix 2

## INFORMATION FOR PARENTS 2009 PRIMARY SCHOOLS

### National Data

#### **Budgeted Running Costs For Financial Year 2009-2010**

School Roll at September 2008	368,411
Total School Running Costs at April 2009 (£)	1,454,313,470
Cost per Pupil (£)	3,948

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

#### **Attendance And Absence For School Year 2008/2009**

	Stage							
	P1	P2	P3	P4	P5	P6	P7	P1-7
Total Number of Possible Attendance (Pupil Half Days)	18,770,340	18,657,477	18,947,576	19,308,118	19,728,279	20,392,937	20,734,700	136,539,427
Percentage Authorised Absences	4.1	4.0	3.7	3.6	3.7	3.7	3.7	3.8
Percentage Unauthorised Absences	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0

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**

	Absence recorded (2007/2008) Average number of half days absence per pupil	Absence recorded (2008/2009) Average number of half days absence per pupil
<b>Absence</b>	18.6	18.3

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.

## Appendix 3 INFORMATION FOR PARENTS 2009 PRIMARY SCHOOLS

Education Authority: Highland

### *Budgeted Running Costs For Financial Year 2009-2010*

School Roll at September 2008	16,954
Total School Running Costs at April 2009 (£)	65,492,706
Cost per Pupil (£)	3,863

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

### *Attendance And Absence For School Year 2008/2009*

	Stage							
	P1	P2	P3	P4	P5	P6	P7	P1-7
Total Number of Possible Attendances (Pupil Half Days)	834,249	840,416	874,520	906,856	888,768	1,008,417	978,095	6,331,321
Percentage Authorised Absences	4.6	4.3	3.9	3.9	3.9	4.0	4.0	4.1
Percentage Unauthorised Absences	0.5	0.6	0.5	0.5	0.5	0.5	0.5	0.5

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*

	Absence recorded (2007/2008) Average number of half days absence per pupil	Absence recorded (2008/2009) Average number of half days absence per pupil
Absence	17.1	17.5

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

## Appendix 4 INFORMATION FOR PARENTS 2009 PRIMARY SCHOOLS

<b>School:</b> Merkinch Primary School	<b>Id No.:</b> 270 - 5140420
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### *Budgeted Running Costs For Financial Year 2009-2010*

<b>School Roll at September 2008</b>	267
<b>Total School Running Costs at April 2009 (£)</b>	885,977
<b>Cost per Pupil (£)</b>	3,318

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

### *Attendance And Absence For School Year 2008/2009*

	Stage							
	P1	P2	P3	P4	P5	P6	P7	P1-7
<b>Total Number of Possible Attendances( Pupil Half Days)</b>	14,430	18,744	15,396	17,284	11,404	11,910	9,022	98,190
<b>Percentage Authorised Absences</b>	5	5.9	6.3	6.8	5.6	8.3	6	6.3
<b>Percentage Unauthorised Absences</b>	2.5	2.1	1.1	1.7	1.7	1.3	2.2	1.8

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 (2007/2008) Average number of half days absence per pupil</b>	<b>Absence recorded (2008/2009) Average number of half days absence per pupil</b>
<b>Absence</b>	29	31.9

## Appendix 5 Attainment in National Assessments

### School Attainment Summary

#### Percentage of pupils attaining or exceeding minimum levels

Reading	P2	P3	P4	P5	P6	P7	P 3,4,6,7
2006 - 2007	18%	53%	42%	90%	54%	63%	52%
2007 - 2008		52%	57%	74%	87%	51%	59%
2008 - 2009	10%	48%	50%	41%	63%	71%	56%

Writing	P2	P3	P4	P5	P6	P7	P 3,4,6,7
2006 - 2007	30%	56%	55%	93%	31%	70%	52%
2007 - 2008		61%	40%	83%	42%	37%	46%
2008 - 2009	54%	45%	54%	41%	47%	17%	44%

Maths	P2	P3	P4	P5	P6	P7	P 3,4,6,7
2006 - 2007	60%	78%	53%	82%	49%	78%	55%
2007 - 2008		96%	67%	91%	75%	49%	72%
2008 - 2009	66%	90%	72%	34%	57%	63%	72%

## **APPENDIX 6                      PARENT COMMENT SHEET**

It is our aim to make this Handbook an interesting and informative document which is easily read.

In order to improve the handbook, we must have some feedback from you, the readers!

Please feel free to make honest and constructive comments.

**1. Does the booklet fulfil its purpose? yes [ ] no [ ]**

**If [no] please state how it could be improved.**

**2. Are you provided with sufficient information? yes [ ] no [ ]**

**If [no] please state any other information you think should be included.**

**3. Are parts of the booklet unclear in their meaning? yes [ ] no [ ]**

**If [yes] please state which pages are unclear.**

**4. Any general suggestions ?**

Signed .....

Thank you for taking the time to complete this sheet.

Please return it to school.







