

# Tongue Primary School



# Brochure 2011/2012

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Dear Parents

This brochure is intended to provide information about the school and how it is organised. It covers a number of points relating to the school, staff and pupils. Having read it, you may feel there are questions you wish to raise. Please do not hesitate to arrange an appointment if you wish to discuss anything further. I hope you find this document to be both interesting and informative.

Tongue Primary School is situated 13 miles west of Bettyhill and 40 miles north of Lairg. The school was built in 1965 and consists of three classrooms (an infant room, an upper primary room and a Gaelic Medium Unit) an office, staff room, cloakrooms, canteen and kitchen.

### **School Address / Seòladh na Sgoile**

Tongue Primary School  
TONGUE  
By Lairg  
Sutherland  
IV27 4XL

01847 611208

Bun-sgoil Thunga  
TUNGA  
Luirg  
An Cataibh

### **Staff / Luchd-Obrach**

Miss M Melville – GM Teacher and Head Teacher  
Mrs D Pritchard – P1-7 Class Teacher

Along with the teaching staff, there is one SEN school auxiliary, a school secretary, a classroom assistant, a cook and a cleaner.

## Our vision, values and aims

Tongue Primary School aims to provide, in partnership with parents and the wider community, a quality education so that all pupils are able to reach their full potential within a caring, secure environment.

### Values

- ▣ To provide a safe and welcoming place for all
- ▣ To promote justice, equality and fair treatment for everyone
- ▣ To allow all pupils to achieve the success and self respect they deserve

### School Aims

1. To provide a secure, stimulating and varied environment for learning.
2. To enable all children to develop their capacities as successful learners, confident individuals, responsible citizens and effective contributors through ACfE.
3. To be aware of and respond to individual differences, linguistic backgrounds, experiences, interests and talents.
4. To encourage social skills, co-operation and tolerance for the beliefs and views of others.
5. To work closely with parents for the benefit of pupils.
6. To create an ethos in school where children's success is recognised and applauded and this in turn motivates the children to feel responsibility for the school, the community and the environment.
7. To ensure that the school is an integral part of the community by inviting parents and members of the community into school and by bringing the school and wider community together for social and educational events.
8. To ensure that all staff have opportunities for continuing professional development.
9. To actively promote Health through the curriculum and whole school ethos.

### **School Aims / Amasan na Sgoile**

1. A bhith a' toirt àite inntinneach, brosnachail san ionnsaich iad dhan chloinn.
2. A bhith a' dèanamh cinnteach gum bi am pàiste agus ceithir comasan foghlaim aig cridhe na h-obrach san t-seòmar-teagaisg. 'S iad sin:
  - luchd-ionnsachaidh soirbheachail;
  - daoine misneachail;
  - poball cùramach;
  - luchd-pàirteachaidh èifeachdach
3. A bhith mothachail gu bheil eachdraidh eadar-dhealaichte aig gach pàiste a thaobh cànan, eòlas, ùidh is sgilean agus a' coinneachadh riutha sin.
4. A bhith a' brosnachadh sgilean sòisealta, co-obrachadh agus fulangas do chreideamh agus do bheachdan chàich.
5. A bhith ag obrachadh còmhla ri pàrantan airson math na cloinne.
6. A bhith a' brosnachadh na cloinne gu bhith a' gabhail uallaich airson na sgoile, na coimhearsnachd agus na h-àrainneachd.
7. A bhith a' dèanamh cinnteach gu bheil an sgoil mar phàirt dhen choimhearsnachd le bhith a' fiathachadh phàrantan is dhaoine eile dhan sgoil agus le bhith a' toirt na sgoile agus na coimhearsnachd còmhla ann an cùisean sòisealta is foghlaim.
8. A bhith ullachadh cothroman airson Leasachaidh Proifeiseanta.
9. A bhith sinn brosnachadh Slaint

### **Visiting Teachers/ Tidsearan Siubhail**

Full time members of staff are supported by visiting specialists:

Mrs A Campbell – Art

Miss S Comrie – PE

The minister visits the school once a term to take a Bible Class, this is optional at the discretion of parents. He also participates in assemblies on Christian festivals.

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

When a child is found to be experiencing difficulty, the parents will be informed and an appropriate course of action taken.

Pupils may be assisted within the classroom situation or may be removed on occasions for a short period of intensive study.

### **Health/ Slàinte**

Additional visitors to school include the dental hygienist, nurse/health visitor, school doctor.

The dental hygienist visits every term and all pupils participate in a daily tooth-brushing programme.

The school nurse examines each child when they start school and again before they leave. Parents will be notified in advance. Checks on sight and hearing are made in the intervening years so that any problem can be followed up.

### **Parent Council**

Mrs Karen Henderson, Chairperson

Mrs Lorna McPhail – Secretary

Mrs Joni Gray – Treasurer

Mrs Isobel Macleod – Member

Ms Carol Macleod – Member

Ms Joanie Mackay – Member

Mrs Dorothy Pritchard – Teacher Representative

### **Visits and Telephone Calls/ Tadhal is Fònadh**

As the Head Teacher is committed to teaching a class, parents are asked to arrange visits and telephone calls to take place outwith school hours if this is possible.

### **The School Day/ Latha na Sgoile**

Pupils P1, 2 and 3	9.00 – 3.15 (Mon)
Pupils P1, 2 and 3	9.00 – 2.30 (Tues – Thurs)
Pupils 4 – 7	9.00 – 3.15 (Mon – Thurs)
All Pupils	9.00 – 2.00 (Fri)
Lunch Break	12.30 – 1.15

Transport is only available for children in the Infant Class at 3.15. Children who live locally are expected to be picked up at 2.30.

### **School Meals/ Biadh na Sgoile**

School meals are cooked on the premises and we are proud of the high standard, they are available at a cost of £1.70 per day. Lunch money should be paid on a daily basis or on Monday of each week for that week. A four week cycle of menus is in operation and these will be issued at the beginning of the new session. Pupils whose parents are in receipt of Income Support are entitled to free school meals. Application forms for free school meals are available from the school and should be returned to the Education Office on completion.

Packed lunches may be brought and eaten in the dining room, but tins, glass lined flasks and glass bottles are not allowed. Children bringing packed lunches are expected to eat the contents of their packed lunch box.

### **Transport/ Còmhdhail**

Transport is provided for children under 8 years of age who live more than 2 miles from the school and for children aged 8 years and over who live more than 3 miles away.

Parents who drive their children to school are reminded that only in exceptional circumstances should vehicles cross the bridge. The only vehicles permitted are staff and those providing official school transport.

Cycling - Children are permitted to bring cycles to school.

If any changes are to be made in transport arrangements on a specific occasion e.g. one child visiting another and not taking their usual place in the bus/car you must inform the driver and the class teacher. This will avoid any unnecessary confusion.

### **Emergency Contact/ Adverse Weather/ Èiginn/ Droch Shìde**

As it is sometimes necessary to contact parents during the school day due to illness or emergency closure, it is necessary to provide the Head Teacher with the name, address and telephone number of someone the parent wishes contacted should they themselves be unavailable. It is even more convenient if the emergency contact is someone who lives close to the school. It is reassuring to the individual pupil if he/she is familiar with the procedure, so it is helpful for him/her to know who is to be contacted and where they will be going should there be any reason for them going elsewhere due to an emergency. Should you change your emergency contact, please remember to inform the school. A dial-in service is now available, (Tel 0870054 6999 then the caller will be prompted to enter the pin number – 043160) parents may use this for information if there is a risk of adverse weather. The winter weather website is:  
[www.winter.highlandschools.org.uk](http://www.winter.highlandschools.org.uk).

Regarding adverse weather conditions – children are not expected to wait more than 20 minutes past the pick up time for school transport. You will be contacted by 'phone if the school is closed due to weather conditions or other factors e.g. power cuts. The decision to send a child to school in adverse weather lies with the parent.

### **Contractors:**

Mrs T Gunn	Talmine 601318
Mrs E Reid	Tongue 611304
Mrs A Beattie	Tongue 611381

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

Transport makes extra curricular activities difficult and therefore, whenever possible, activities are carried out within the school day. P1-P4 pupils participate in games with the Active Schools Co-ordinator weekly. After school activities held include Craft Club for P5-P7 pupils in the Christmas term and ICT classes for P7 in the summer term.

### **Attendance/ A'Frithealadh na Sgoile**

Parents are expected to ensure that their children attend school regularly and should inform the school via phone or e-mail if their child is absent. After any absence a note of explanation should be sent to the class teacher. All absences not authorised by the Head Teacher or not due to illness or clinic appointments will be recorded as unauthorised. Highland Council has looked closely at practices regarding pupil absence and has introduced the Three Day Rule for unexplained absence as part of a review of pupil safety. New parents will receive information about this when a child starts school. **When your child is absent please contact the school office by 9.30am. If there is an unexplained absence we need to know that your child is safe at home.**

### **Homework/ Obair Dachaigh**

A limited amount of homework is given throughout the school but at no time is this excessive. Additional homework may include that work which has not been completed during the school day, or work to allow pupils to catch up after a period of absence. It is hoped that parents will express interest and will offer encouragement. Parental support is particularly welcome in this area of the curriculum.

Children may from time to time bring home a Homework Sack. These packs are provided as an opportunity for you to work with your child at home.

### **First Aid/Slainte**

Only minor cuts and abrasions can be treated in school and it is policy to contact parents (or the emergency contact) when the injury seems more serious. If parents are unavailable a member of staff will take the pupil to the local surgery. At all times staff will act in the best interests of sick or injured pupils.

## Curriculum for Excellence/Curraicealam airson Sar-mhathais

Curriculum for Excellence aims to help every learner develop knowledge, skills and attributes for learning, life and work. These are encapsulated in the four capacities - Successful Learners, Confident Individuals, Responsible Citizens and Effective Contributors.

<p style="text-align: center;"><b><u>Successful Learners</u></b></p> <ul style="list-style-type: none"><li>• Succeed in our learning, fulfil our potential and celebrate achievement</li><li>• Are open to new ideas</li><li>• Develop appropriate ICT skills</li><li>• Develop independent learning as an individual or as part of a group</li><li>• Develop creative thinking</li></ul>	<p style="text-align: center;"><b><u>Confident Individuals</u></b></p> <ul style="list-style-type: none"><li>• Ask lots of questions</li><li>• Develop respect and awareness of self and others</li><li>• Strive to achieve personal goals</li><li>• Are able to make healthy choices</li><li>• Develop independence</li></ul>
<p style="text-align: center;"><b><u>Responsible Citizens</u></b></p> <ul style="list-style-type: none"><li>• Promote tolerance and sensitivity to others' beliefs and cultures</li><li>• Are good representatives of the school and community</li><li>• Make informed choices and decisions</li><li>• Respect buildings and belonging of our school and community</li><li>• Develop an understanding of our changing environment</li></ul>	<p style="text-align: center;"><b><u>Effective Contributors</u></b></p> <ul style="list-style-type: none"><li>• Solve Problems</li><li>• Develop a keen sense of team work and demonstrate initiative</li><li>• Work closely with parents and staff to succeed in learning</li><li>• Work well with local and international groups</li></ul>

### **Language/ Cànan**

Talking, listening, reading and writing are all part of language. We aim (a) to teach each child to read with fluency, accuracy and understanding of material appropriate to their age and personal interest and (b) to provide experiences where a wide range of communication skills can be practised and used in a variety of situations.

### **Mathematics/ Matamataig**

The main areas taught are number, money, measurement, shape, position and movement, time, information handling and problem solving. We ensure that each child covers a common core of mathematics, that he/she has a wide experience of basic number facts and is able to apply acquired mathematical skills to real life situations. Children will also learn to use calculators.

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

Environmental studies involves developing an awareness of the child's own world through exploration and investigation.

This may be achieved through the study of history, geography, science, technology and health. It will also encompass maths, language, music and art. Topics for exploration may include elements from each of these areas, others may stay within a particular area, but it is the aim of the school to provide an equal coverage of the subject areas during the academic year.

### **Expressive Arts/ Na H-Elain**

It is our aim to develop in each child – sufficient skills, knowledge and control to be able to express himself confidently and with a personal sense of achievement in several art forms, e.g. Music, Art, PE and Drama. The subjects are taught by the class teacher and are enhanced through the expertise of the visiting teachers.

### **Eco Schools/Eag-sgoiltean**

Environmental awareness and action are an intrinsic part of the life and ethos of our school community. We are part of the Eco-schools programme – an international initiative designed to encourage whole school action for the environment.

### **Crofting Connections/Ceanglaichean Croitearachd**

Crofting Connections is an educational project, which will enable over 1,200 young people aged 5 to 16 living in remote rural communities throughout the Highlands & Islands to learn about crofting past, present and future. As a school we are actively involved.

Set against major environmental and social challenges, crofting has a unique role to play in inspiring young people to think global, and act local.

### **Religious Education/ Foghlam Creideimh**

Development of Spiritual, Moral, Social and Cultural Values.

In Religious Education we aim to give children a knowledge of Bible stories, an awareness of the Christian heritage and an understanding of the place of religion in the development of the country's history, society and culture. This provides opportunities to discuss and develop an understanding, tolerance, a caring attitude to others and to share interests. The school has a strong tradition in encouraging cultural aspects and Highland Heritage, participating and performing in community events, e.g. Feis, Mod etc.

Children receive religious education in Christianity and Other World Religions according to the National Guidelines. Parents can withdraw their children if they wish.

Lessons in the context of topic work regularly include moral and social behaviour. The school rules are agreed by the whole school and learning to co-operate is a major feature of each day.

The School Chaplain visits the school on a regular basis.

### **Special Education Needs/ Feumalachdan Sònraichte**

The school has the service of the Educational Psychologist who assesses and provides support for children requiring the provision of Special Education Needs.

At present the support services in addition to the Educational Psychologist are:

Speech Therapist

Occupational Therapist

## **Gaelic Medium Education**

The opportunity to learn in the Gaelic Medium is offered at Tongue. In many other areas in Scotland this type of education has been highly successful. Children go through an immersion phase in their first two years in which they soak up the Gaelic language. As they progress through primary a mixture of Gaelic and English is spoken. Further discussion and details can be sought by contacting the Head Teacher.

### *Language*

The function of a Gaelic Medium school in the immersion phase is, initially, to help the child transfer the skills already acquired in one language to a second language, Gaelic. The proportion of time devoted to the language alters as the pupils get older. In P3 some 90% of the language would be in Gaelic and the remainder in English. This will change as the pupils move up through the school when in P7 60% would be in Gaelic and 40% English.

### *Learning and Teaching*

In learning to speak Gaelic, children will start by learning some common courtesy phrases. There is an important stage in the immersion process during which children build up a passive understanding of Gaelic but are reluctant, or unable, to speak the language to any great extent.

This latent phase is an integral and important part of the process and should not cause concern.

Children are praised for all attempts to speak the language and this will encourage them to the first steps. Many factors influence the pace at which children in immersion programmes move out of the latent phase and being to use Gaelic actively, including aptitude, the extent of Gaelic which is used in the home or community, the size of class and whether they have been to Gaelic nursery.

### *Parent's Role*

The role of all parents is important in motivating and supporting their children throughout school. They should be encouraged to read stories to their children even if the stories are read in English. Showing an interest in their children's progress in reading, even when they do not understand it all, will greatly encourage their children in learning a new language. Parents are encouraged to buy or borrow Gaelic books, tapes and videos for their children where these are available.

## **Gaelic Medium Education / Foghlam tro Mheadhan na Gàidhlig**

Tha Foghlam tro Mheadhan na Gàidhlig ga thabhann ann an Tunga. Tha seo air soirbheachadh gu mòr ann an sgìrean eile air feadh Alba. Tha a'chlann gam bogadh sa chànan sa chiad dà bhliadhna. Mar a tha iad a' gluasad suas tron sgoil, tha Gàidhlig agus Beurla gan cleachdadh. Tha an Clas Gàidhlig a-nis ga theagasg sa Ghàidhlig a' mhòrchuid dhen ùine.

### *Language / Cànan*

'S e amas Foghlam tro Mheadhan na Gàidhlig aig an ìre bogaidh am pàiste a chuideachadh gu bhith a' cleachdadh nan sgilean cànan a tha aige mu thràth a chleachdadh san dara cànan, Gàidhlig. Tha an ùine a tha na sgoilearan a' cur seachad sa chànan ag atharrachadh mar a tha iad a' fàs nas sine. Ann am P3 bhiodh aon 90% dhen chànan sa Ghàidhlig agus an còrr ann am Beurla.

Atharraichidh seo tron sgoil agus ann am P7 bidh 60% ann an Gàidhlig agus 40% ann am Beurla.

### *Ionnsachadh is Teagasg*

Ann a bhith ag ionnsachadh Gàidhlig a labhairt, tòisichidh a' chlann le abairtean modha simplidh. Tha àm cudromach san ìre bogaidh nuair a tha a' chlann a' tuigsinn na Gàidhlig ach chan eil iad deònach, no comasach, air mòran a labhairt.

Tha seo na phàirt nàdarra is chudromach dhen phrògram agus cha bu chòir dha dragh a dhèanamh do dhuine.

Tha a' chlann air am moladh airson gach oidhirp a nì iad air labhairt agus bheir seo misneachd dhaibh gus a' chiad cheumannan a ghabhail. Tha iomadh nì a' toirt buaidh air dè cho luath 's ghluaiseas clann tron phrògram bogaidh gu bhith a' cleachdadh na Gàidhlig, nammeasg comas, na tha de Ghàidhlig san dachaigh no sa choimhearsnachd, an àireamh sa chlas agus co-dhiù bha iad ann an sgoil-àraich Ghàidhlig.

### *Pàrantan*

Tha àite sònraichte aig gach pàrant ann a bhith a' brosnachadh agus a' toirt taic dhan chloinn aca fhad 's a tha iad san sgoil. Bu chòir am brosnachadh gu bhith a' leughadh sgeulachdan dhan chloinn fiù 's ged a b' ann am Beurla. Bidh e na mhisneachd dhan chloinn a bhith ag ionnsachadh cànan ùr ma bhios pàrantan a'

gabhail ùidh nan adhartas ann an leughadh ged nach deaghadh aca fhèin air an cànan a leughadh idir.

Tha pàrantan air am brosnachadh gu bhith a' ceannach leabhraichean Gàidhlig, teipichean agus bhideothan no gam faighinn air iasad.

### **Gaelic Medium Nursery/ Sgoil-Àraich Ghàidhlig**

There is no Gaelic Medium Nursery at present but facilities are in place if parents wish their child to have Gaelic pre-school provision.

### **Computers/ Coimpiutairean**

We have 10 computers in school. Four of these have internet access, which is supervised. All pupils use them for information, maths and language activities

### **Assessment/ Measadh**

Pupils are continually assessed by their teacher in order to ascertain progress and diagnose difficulties.

Detailed progress report sheets are issued in late May, giving time for you to consider the report and prepare any questions you wish to ask before our Open Afternoon. If you feel it necessary to consult the class teacher at any other time, please do not hesitate to arrange an appointment.

A Parents' Evening is held in January/February to discuss progress. An appointment system operates and you will be informed of the date and time. There is also an Open Afternoon for parents, friends and people in the Community during the last week in June.

### **Discipline/ Modh**

Pupils are expected to conform to acceptable standards of behaviour with particular regard to the well-being of people and property. Misdemeanours of a minor nature will result in a reprimand from the Class or Head Teacher. Parents will be contacted if the Head Teacher feels the offence has been serious or a child is continually misbehaving.

We do not encourage children to hit back. If a child is hit or is being teased or taunted, children are told to inform a member of staff and the perpetrator loses the right to play outside. If at any time your child is being bullied please inform the Head Teacher and the matter will be dealt with promptly.

School rules are discussed at length with the pupils as a part of their social development. It is hoped that this approach encourages the children to consider the importance of rules and to appreciate that school rules exist with their own safety in mind.

### **Uniform/Clothing/ Éideadh/Aodach**

The school has adopted a school uniform. Sweatshirts/ fleeces/sweaters in navy, t-shirts/polo shirts in navy, white or blue and trousers in navy, grey or black. Sweatshirts, etc can be available to order with the school badge. Pupils should bring shorts or tracksuits and suitable footwear for PE. All pupils must own a fleece or sweatshirt with the school badge which should be worn on school trips and outings. Pupils should not wear make-up, nail varnish or temporary tattoos to school.

Pupils are expected to play outside during break and lunchtime so should come to school dressed appropriately (eg waterproof jacket).

Pupils should not have hair obstructing their vision and long hair must be tied back for PE and Swimming Lessons.

### **Child Protection/ Dìon Chloinne**

From time to time incidents occur within the school setting which cause concern and could indicate that a pupil is suffering some form of abuse.

In terms of Highland Child Protection 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 of 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 IV3 8NN – Telephone 01463 703483 or Fax 01463 713237*

### **School Trips/ Cuairtean Sgoile**

Children often go on local field trips during good weather. Permission forms should be returned promptly as failing to do so could result in a child being unable to accompany the class.

P7 children may have the opportunity to go on an activity trip lasting 3 – 4 days, accompanied by the Class Teacher. This trip also involves P7 children from other schools and is good preparation for trips offered in secondary education.

### **Swimming/ Snàmh**

P1 – 7 have two four week blocks of lessons at the North Coast Pool in Bettyhill in the Autumn and Summer Term.

### **New Entrants/Sgoilearan Ùra**

Children due to start school at the beginning of the new session should be enrolled at the times in the advertisement which appears in the local press in early February.

New entrants are then invited to attend school on specified dates to enable them to meet their teacher and fellow pupils. These dates are in late May or early June

There are many ways in which parents can help prepare their child for school. Children can be encouraged to look upon books as a source of pleasure. They can also be encouraged to use pencils or crayons and may even be familiar with colours before they arrive at school.

It is, however, important that young children starting school are able to do the following:

Go to the toilet unaided and recognise any belongings they may bring to school  
Fasten their coat and shoes

Parents wishing to enrol pupils during the session should call at the school to obtain information and make arrangements.

### **Transfer/A'Dol a Sgoil Eile**

Children from Tongue Primary School generally transfer to:

Farr High School

BETTYHILL

By Thurso

Caithness KW14 7SS      Head Teacher: Mr J Johnston      Tel 01641 521217

School Calendar/Deitichean Na Sgoile 2011~2012

<b>Open</b>	<b>Close</b>
Monday 15 August 2011 (Staff Only)	
Tuesday 16 August 2011 (Pupils)	
Monday 24 October 2011 (Staff Only)	Friday 7 October 2011
Tuesday 25 October 2011 (Pupils)	Thursday 22 December 2011
Monday 9 January 2012	Friday 30 March 2012
Tuesday 17 April 2012	Friday 29 June 2012

May Day – Monday 7 May 2012

2 Days Casual Holiday - Monday 13 February and Tuesday 14 February 2012.

<b>REGIONAL CLOSURES – In Service Training</b>	
The first day back after the summer	Monday 15 August 2011
The first day back after the October break	Monday 24 October 2011
Three days following the February mid-term break	Wednesday 15, Thursday 16 and Friday 17 February 2012

### [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

<b>School:</b> Tongue Primary School	<b>Id No.:</b> 270 - 5110327
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### *Budgeted Running Costs For Financial Year 2010-2011*

<b>School Roll at September 2009</b>	26
<b>Total School Running Costs at April 2010 (£)</b>	161,739
<b>Cost per Pupil (£)</b>	6,221

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>	**	**	**	**	**	**	**	9,480
<b>Percentage Authorised Absences</b>	**	**	**	**	**	**	**	5.1
<b>Percentage Unauthorised Absences</b>	**	**	**	**	**	**	**	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 (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>	8.9	23.4

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>Education Authority:</b> Highland
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### *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

### *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>	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.

	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.

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:

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 (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.