

THE HIGHLAND COUNCIL

ALVIE
PRIMARY
SCHOOL



January 2010

FOREWORD

WELCOME TO ALVIE PRIMARY

Dear Parent,

May I take this opportunity to welcome you as the parent of a new child at Alvie Primary School.

All staff at the school work hard towards creating a happy, relaxed learning atmosphere where all children are encouraged to participate in the life of the school, to work hard and to strive to achieve the best possible for themselves. This handbook is designed to give you all the information you require for your child starting school. I hope that you find it useful and that you and your child enjoy being part of Alvie.

In Alvie Primary School we aim:

- 1 To make pupils, parents and staff feel welcome, safe and valued as individuals.**
- 2 To encourage children to become successful learners, confident individuals, responsible citizens and effective contributors.**
- 3 To motivate children to feel a responsibility for and an appreciation of their school, community, environment, heritage and culture.**
- 4 To create equal opportunities and inclusion for all pupils.**
- 5 To give each child has the opportunity to feel challenged and to realise their full potential within an environment where quality is valued.**
- 6 To work with parents for the benefit of all the pupils.**
- 7 To promote health, well-being and happiness throughout our school community.**
- 8 To further professionalism, planning and teamwork amongst all the staff.**
- 9 To provide opportunities for all staff to undertake relevant staff development.**
- 10 To maintain high standards and where possible to raise standards of attainment and achievement for all children.**

BASIC INFORMATION

POSTAL ADDRESS:	ALVIE PRIMARY KINCRAIG By KINGUSSIE PH21 1ND
TELEPHONE:	01540 651238
HEAD TEACHER:	Mrs HILARY BROWN
CLASS TEACHERS:	P1/2/3 Mrs A. PRESSEY P3/4/5 Mrs J. BECKLEY (4 days) / Mrs BURR (1 day) P6/7 Mrs H. BROWN (3 days) / Mrs P. BURR (2 days)
CLASSROOM ASSISTANT: SCHOOL SECRETARY:	} Mrs A. McLEAN
SCHOOL CROSSING GUIDE: LEARNING SUPPORT AUXILIARY:	} Mrs L. DONNELLY
CATERING ASSISTANT:	Mrs BRENDA MACDONALD
SCHOOL CLEANER:	Mrs A. BROWN
VISITING SPECIALISTS:	
<ul style="list-style-type: none">• P.E. (Tuesday afternoon & Thursday morning)• MUSIC (Friday afternoon)• PIPING (Friday afternoon)	Mrs J. DOUGLAS Miss E. JACK Mr L. BARCLAY
PRESENT ROLL:	52 Pupils from P1-7
PARENT COUNCIL:	Mrs K. CHRISTIE (Chairperson) Mrs L. DONNELLY (Treasurer) Mrs S. KENNEDY Mr D. KINNEAR Mr S. SWAN Mrs A. THOMAS

SCHOOL DAY

Times:

P1-3	P4-7
8.50 - 10.45	9.00 - 10.45 (doors open at 8.50am)
11.45 - 11.00 Playtime	10.45 - 11.00 Playtime
11.00 - 12.30	11.00 - 12.30
12.30 - 13.25 Lunch	12.30 - 13.30 Lunch
13.25 - 14.30	13.30 - 15.15

N.B. P1 pupils attend for morning only for first two weeks.

Office Hours:

Monday 9am – 4.45pm

Wednesday: 11.30 am – 4.45pm

Friday: 12.30pm – 4.15pm

We also have an answering machine which is switched on when the office is not manned and checked regularly throughout the day.

- **DESCRIPTION**

Alvie School is situated near the village of Kincaig. It serves an area extending from Loch Insh to Loch Alvie.

The School building is more than 100 years old but recent renovations have made the interior spacious and bright. All of our pupils are accommodated in the main building. The portacabin houses our dining area and is also used throughout the curriculum.

The school has all the modern resources required for present day learning.

Outside there are extensive grounds for games. Although there is no school hall, we are fortunate enough to have access to Kincaig Community Hall for P.E. and for concerts.

- **FACTUAL INFORMATION**

STARTING SCHOOL

The Head Teacher will be pleased to meet parents who are considering moving into the area and who wish to enrol their children.

Parents of children who will be starting school for the first time are invited to enrol their children early in February each year. The dates and times for enrolment are advertised in the local press. Parents are invited to an information evening for all new P1 parents before the start of the new session. New P1 pupils and their families are also invited to attend our sports day in June.

TRANSFER TO SECONDARY SCHOOL

Children transfer to Kingussie High School at the end of P7. (Head Teacher Mr John Tracey, tel. N° 01540 661475). The associated primary schools are Alvie, Aviemore, Kingussie, Newtonmore, Dalwhinnie and Gergask.

There is good liaison between the primary and secondary staff and every effort is made to ensure that the transition for pupils is as smooth as possible.

AREA EDUCATION MANAGER

The Area Education Manager is Mr Hector Robertson. At present Mr John Bruce is Acting Area Education Manager. He can be contacted at: *Area Education Office
13 Ardrross Street
Inverness
IV3 5NS (Tel: 01463 663800)*

- **LIAISON WITH PARENTS**

COMMUNICATION

Throughout the year we try to keep you informed of all the events and activities relevant to your child. It is essential therefore that you do check your child's school bag regularly as you cannot rely on a child remembering to hand over any notes. You may, if you wish, receive newsletters by email. However, please note that permission slips are sent by schoolbag mail.

There is also a school notice-board on the school Portakabin where newsletters and community items of interest are displayed.

If, as a parent you become concerned about your child's progress at school, emotionally or academically, you should arrange to discuss your concern with the class teacher or head teacher as soon as possible so that we can try to work together to improve the situation.

Please remember that if you have any worries or concerns, no matter how small, you are welcome to contact the school. I am always available by appointment should you wish to discuss a matter with me. At all times when the office is unmanned and teachers are in class, the answering machine is on and is checked at playtime, lunchtime and at the end of the day.

HOW PARENTS CAN HELP THE SCHOOL

In order to help your child reach their full potential we need your support and assistance.

You can help your child and us by:

1. Spending as much time as possible talking with your pre-school child about daily routines, community events, trips etc.
2. Developing the skills involved in everyday tasks such as shopping, caring for animals and plants etc.
3. If your child shows an interest in letters and words, discuss those with her/him, pointing out similarities and differences. Use letter sounds, e.g. 'd' for dog."
4. Please do not teach your child to write letters or numbers at the pre-school stage even if he/she is keen to do so. Instead he/she should be encouraged to draw pictures or to make circular shapes by moving his pencil or crayon in an anti-clockwise direction.
5. Encouraging your child to read for pleasure and reading daily to young children.
6. Providing your child with materials to stimulate interests e.g. books, paints, crayons, musical instruments, construction materials etc.

PARTNERSHIP WITH PARENTS AND PROFESSIONAL SUPPORT AGENCIES

The school draws on a wide range of other professionals to support the children at school. All the professionals mentioned below welcome enquiries from parents and can be contacted via the head teacher.

- Educational Psychologist: Mr James MacTaggart
- School Nurse: Mrs J. Johnson
- Community Paediatrician Associate Specialist: Dr Clare Livingston
- English as Another Language Teacher: Mrs J. McBryde
- Social Work Department: Mrs Wendy Lowrie
- Children's Service Worker: Miss K. Cameron
- Community Police Constable: Mr M. Hilliard
- Kincaig Under 5's Playleader: Mrs E. Sinclair

It is acknowledged that there exists in the school and local community a wide range of expertise and useful experiences. We, as a staff, are happy to welcome any parent or member of the community who would contribute to aspects of the children's personal and social development. This might take the form of an informal talk to the children, a visit to a place of work i.e. local farm. Perhaps you would be prepared to work in collaboration with the music teacher in the tuition of a musical instrument or help in the school garden. We also encourage any parent who would like to give a regular voluntary commitment to help in class with activities such as maths and language games. Please contact the school if you are interested, or speak to a member of the School Board or of the PTA. **NB. All adults who have contact with the children in school time are required to be Disclosure Scotland checked.**

Although we do not have a school nursery, we have formed strong links with the Kincaig Under 5's playgroup which runs four days a week.

Our school nurse, community PC, Active School's co-ordinator and culture co-ordinator visit the school regularly to work with pupils and staff.

PARENT COUNCIL

We are fortunate to have a Parent Council. Meetings are normally held at least once a term. The Parent Council for this school consists at present of parent members whose names are given in the 'basic information' section at the beginning of this handbook. All parents are welcome to attend meetings.

Details of Parent Council functions are available from Council Members or from the Headteacher. Please feel free to ask.

Agenda and minutes of meetings are sent home to all families.

SCHOOL FUND

The School fund exists to supply pupils with those extras which the Education Authority, especially in days of educational economies, cannot provide. Some typical uses are: subsidising many kinds of pupils' travel (to places of educational interest, sports meetings etc.), buying library resources etc. The School Fund is funded solely by fundraising in the school. This includes sales of school photographs, concerts and other activities as relevant.

- **CURRICULUM & ASSESSMENT**

Parents are welcome to view our school Development Plan which is written annually and shared with Parents. An annual Standards and Quality report is also published and shared with parents on our website and paper copies as required.

CURRICULUM

The main areas of the 5-14 curriculum are Language, Modern Language (French), Mathematics, Environmental Studies, Expressive Arts, Religious and Moral Education, with Personal and Social Education and Health Education.

As each child has varying needs, appropriate group, class and individual teaching methods are practised throughout the school.

LANGUAGE

The four aspects of language are listening, talking, reading and writing. Although all four are of equal importance, in the early stages greater emphasis is placed on listening and talking.

When children start school in P1 they are introduced to the school's reading scheme, taught phonics and introduced to common words through games. Children at all stages are encouraged to read a wide variety of reading materials and to make use of the three weekly visit from the library van and the Scholastic Bookclub which is operated at the school.

We also give our pupils opportunities for talking and listening over a wide range of activities, from informal group discussion to the delivery of formal speeches.

MODERN LANGUAGES

Children in the upper stages are also taught French. French is taught through games and activities and conversational French covers colours, numbers, simple phrases, weather etc.

MATHEMATICS

The children learn to work with the number processes, practise essential skills and master basic facts. A programme of daily mental numeracy is in operation throughout the school. Children across all stages also measure, estimate, keep time, study shapes and handle information. They are also given opportunities for practical activities, problem-solving and enquiry, calculator and computer activities.

ENVIRONMENTAL STUDIES (Society, Science and Technology)

If your child tells you that they are doing a “project” or “topic” at school this will be the area that teachers refer to as Environmental Studies.

The aim of the Environmental Studies is to give children a greater knowledge and understanding about the social environment, the living environment, past and future environments or the physical environment. They are finding out information focused on aspects of Social Subjects, Information Technology, Science, Technology. We try to ensure that there is a continuity, balance and progression in our Environmental Studies work. Visits and field trips far and wide are often an important part of their studies. Children will be taught the necessary skills of selecting and recording ideas, planning and researching, observing and testing ideas.

Children are also encouraged to make regular use of the school computers and Roamer in their information technology work. Children at all stages of the school follow a progressive computer skills programme and pupils also learn keyboard skills.

EXPRESSIVE ARTS

Music, art and design, drama and P.E. are covered in this aspect of the curriculum.

- **Music:** We are fortunate to have the services of a weekly specialist teacher, when children are given the opportunity to listen, respond to musical work, perform and create their own pieces, and to attend the performances of others. Alvie pupils also enjoy giving concerts for their families and friends and attending The Badenoch and Strathspey Music Festival. In addition, through the Youth Music Initiative, Primary 1/2 have regular blocks of music from a visiting specialist using the Kodaly technique and Primary 5 to 7 have blocks of traditional music from Fèisean nan Gàidheal.

Pupils are offered chanter and violin instruction. Tuition fees are required. More information about Musical Instruction is available on request from the school.

- **P.E.:** Throughout the session Alvie pupils are given the opportunity to take part in games lessons, gymnastics, small apparatus work and dance with the P.E. specialist. We also involve ourselves in inter-school activities as appropriate. In the autumn term, pupils in Primary 6 and 7 are given a six week block of water sports at Loch Insh Water Sports Centre. This is provided free of charge by the centre. In the spring term upper school pupils are given the opportunity to ski/snowboard in the Cairngorms with other schools in the area. Primary 4 children have a block of swimming, usually in

the Spring term. As a result the children develop their personal fitness, and physical skills and positive attitudes towards health and fitness are encouraged.

- **Art and Design:** A whole school programme introduces the children to the techniques of model-making, painting and drawing using various materials. Children are encouraged to develop their ability to invent, design, create and appreciate the work of a variety of artists.
- **Drama:** Throughout the year Alvie pupils are aided in the development of a range of dramatic skills and techniques by their class teacher. Concerts are also performed for parents or other classes. They are also encouraged to attend plays and concerts in the local community and we have a regular Christmas trip to the pantomime. We also use the services of the Eden Court Drama Specialist for a block of work annually.

RELIGIOUS AND MORAL EDUCATION

Children are expected to show tolerance and respect for those with a different cultural background. Their Religious Education covers the study of the world religions and encourages all pupils to become familiar with the beliefs, values and practices held by others.

School assemblies are held weekly. Our school chaplain visits the school on a regular basis, usually fortnightly.

PERSONAL AND SOCIAL DEVELOPMENT

There are many ways in which we provide opportunities for developing self-awareness, self-esteem and responsibility as well as caring for and sharing with others. We have house teams at Alvie and all pupils belong to a house group. Older pupils are appointed captains and vice-captains and have special responsibilities. Teachers give house points for aspect of citizenship. The winning team is regularly rewarded.

Pupils in Primary 5 to 7 may apply to become Playground Pals with responsibilities in the playground to ensure that pupils are playing happily and safely and to keep an eye on playground equipment. They are interviewed and receive training for the post.

New entrants to Primary 1 are allocated their own buddy, usually a primary 3 or 4 pupil to help them in the classroom and playground over the first few weeks.

A positive behaviour approach, where good behaviour, effort and sensitivity are rewarded, is also in place. A 'star of the week' is nominated from each class by the class teachers. The pupils receive a certificate and various privileges decided by staff and pupils. Every child is 'star' at least once every session.

Children may talk about "Circle-time" where games are played and pupils are supported in their discussion of feelings and conflict in a safe environment. This is a process that encourages children to believe that they are worthwhile people, enables them to discover more about themselves - their strengths, feelings and preferences as well as discovering more about their peers.

Pupils from P2-7 are elected as pupil councillors. These pupils have more responsibility and a greater role in the decision-making process within the school. Meetings are held monthly, minutes are displayed on the classroom notice-board and read out at assemblies. The Pupil Council run a shop where pencils, rubbers etc. may be bought.

We also have an Eco Committee in school, consisting of elected pupils from Primary 3- 7, members of staff and representatives of outside agencies, such as the Highland Council Ranger.

Our active Junior Road Safety Officers hold competitions and regular assemblies on Road Safety issues throughout the year.

Pupils in P7 also have a residential experience with other children from Dalwhinnie, Gergask and Newtonmore primaries in the autumn term.

HEALTH EDUCATION

At Alvie Primary we adopt a positive approach to health education and seek to become a happy health promoting school. At present pupils from P1-2 are offered free fruit three times a week and all children and staff are encouraged to recycle.

Children at all stages follow a progressive health programme. We also provide relationships and sexual health education which presents facts in an objective, balanced and sensitive manner within a framework of sound values. Great care is taken to emphasis the importance of relationships based on love and respect. Pupils are encouraged to appreciate the value of stable family life, including the responsibilities of parenthood, partnerships and marriage. The programme conforms to National and Highland Council guidelines. We consult parents about our sexual health programme and make available information about it before is delivered.

ASSESSMENT, RECORDS AND REPORTS

The pupils' work is continually monitored and assessed and all teachers keep a careful record of pupils' progress throughout the session. When children are ready they will also be tested in Maths, Reading and Writing with the National Assessments.

As a guide it is expected that:

Level A should be attainable in the course of P1-3 by almost all pupils

Level B should be attainable by some pupils in P3 or even earlier, but certainly by most in P4

Level C should be attainable in the course of P4-6 by most pupils

Level D should be attainable by some pupils in P5-6 or even earlier, but certainly by most in

P7

Level E should be attainable by some pupils in P7-S1, but certainly by most in S2

Parental interviews are held in November and March each year when parents are welcomed in to the school to speak to their child/children's class teacher and discuss their progress.

Written reports for each child are sent out in June.

We also have an Open Afternoon towards the end of the session when parents and family members are invited in to the school to look at the children's work in the school and garden, view the items purchased thanks to fundraising efforts and also gain 'hands on' experience of I.T. equipment if they wish to do so.

Pupils' records are sent to Kingussie High School at the end of Primary 7.

SUPPORT FOR LEARNING

For many years now, it has been government policy to integrate children who have special education needs in mainstream schools.

Pupils with specific learning difficulties are given work suited to their individual needs by the Support for Learning Teacher.

If a child is experiencing severe physical and/or learning difficulties in school, an educational psychologist may be required to give a thorough assessment in order that extra help can be provided. This would not be done without parents being advised beforehand.

HOMEWORK

This is moderate for all pupils, usually Monday to Thursday. Homework for P1 and 2 pupils usually involves reading and/or a short follow-up activity. Older pupils will normally receive spelling, maths and language work. Reading for pleasure is also encouraged at this stage as reading preparation is not normally given. A personal project is also given termly to P5-7 pupils, over a longer period, usually 3 to 4 weeks.

- **SCHOOL RULES & DISCIPLINE**

DISCIPLINE / ANTI-BULLYING POLICY

Please see separate policy for full details.

SCHOOL RULES

These are kept to a minimum, but are necessary to ensure the safety of pupils and property.

1. At no time will the pupils leave the school grounds without permission.
2. The school grounds must be kept tidy using litter bins.
3. Pupils awaiting transport must stay within school grounds.
4. During wet weather intervals, pupils can remain in their class with supervision on the understanding that they occupy themselves quietly.
5. On no account will pupils play in the toilets, or tamper with the fittings.
6. In the playground pupils are not allowed to spoil the games of others intentionally. Playground Buddies supervise younger children in the playground. Children are encouraged to play together.

All children are expected to follow our 'Golden Rules' which are displayed throughout the school.

- ◆ **Do** be gentle, **don't** hurt anybody.
- ◆ **Do** be kind and helpful, **don't** hurt people's feelings.
- ◆ **Do** be honest, **don't** cover up the truth.
- ◆ **Do** work hard, **don't** waste time.
- ◆ **Do** look after property, **don't** waste or damage things.
- ◆ **Do** listen to people, **don't** interrupt.

Children are reminded about these rules on a regular basis.

UNIFORM

When the children take part in school activities e.g. concerts and trips, it is nice to see them wearing their bottle green sweatshirts with the school logo to promote the school identity. These can be purchased at the school. Mrs McLean will be happy to assist you during office hours (see page 3).

Children should bring gym shoes or similar to wear inside the building.

A gym-kit of a tee-shirt, shorts and gym-shoes should be left in the school. Gym bags with the school logo are also available and can be purchased at the school. Paint-shirts can also be left. **All clothes should be labelled.**

ASSISTANCE FOR THE PROVISION OF CLOTHING AND FOOTWEAR

The Authority operates a scheme of provision to ensure that a pupil is sufficiently and suitably clad to take full advantage of the education provided. Eligibility is related to parental income. Parents who wish to apply should complete an application form which is available from the Head Teacher.

PERSONAL ITEMS IN SCHOOL

Please ensure that all items - school bags, shoes, sweatshirts, coats and personal belongings are clearly labelled and easily identifiable to the owner.

We request that mobile phones are not brought to school and we cannot take responsibility for loss and damage. If you should wish your child to bring a mobile phone to school to cover a particular **emergency situation**, the phone must be switched off during the school day

ABSENCES

All absences have to be explained in a note to the school. We also ask that you telephone the school in the morning if your child is going to be absent. If you do not phone us by 9.15am we will phone you to ensure that your child is safe. As part of a national drive we are now encouraged to reduce unnecessary absences as much as possible. Highland Council does monitor absences and we are required to send our figures in to the Office.

Absence due to illness is unavoidable. Requests for absence for any other reason e.g. appointments with the doctor or dentist should be made to the Head Teacher. After a period of absence from school a parents' note should be handed to the class teacher on the first day back.

HOLIDAYS DURING SCHOOL TIME

We ask that parents should carefully consider requests for term-time holiday leave. **Please note that authorisation for term-time holidays can no longer be given by the Head Teacher.** Absences of this nature will be recorded as unauthorised. However should you decide to take a holiday during term-time, the Director of Education requests that you confirm this in writing to the Head Teacher. Please note that absences of more than a week begin to interfere seriously with a child's educational progress, requiring additional time and energy to make up the leeway created by the absence when the child returns to school. A copy of the holiday calendar is distributed to families at the start of the school year and can be accessed at www.highland.gov.uk.

HOLIDAY WORK

Now and again the school receives requests for work to be taken away while the children are on holiday. In our experience this is not good practice. It is far better that your child goes on holiday with you and has a thoroughly enjoyable time without having to worry about work. We find that when the child returns to school they are rested and highly motivated to continue with their studies and so work hard. For the infants it is worth taking some reading to keep up with their group, and if you wish advice please consult class teachers. For children at other stages taking some recreational reading is a good idea, and also compiling a scrap-book about the holiday. This has the advantage of being a reminder of the holiday, and is something which can be shared with friends at school.

CONSENT FOR TRIPS

Highland Council policy stipulates that parents using their car for school transport on a voluntary basis, must inform their insurance companies. **We may rely heavily on voluntary transport for school trips during the session i.e. sports, dramatic productions etc.** This enables the children to attend local events, keeping our transport allocation for trips further afield.

- **PUPIL CARE, WELFARE & SAFETY**

MEDICAL CARE

P1 and P7 are screened by our School Nurse, Mrs Jan Johnson, for general health care, hearing, vision, height and weight. Specific problems are dealt with by Dr Jane Austin, our Community Paediatrician Associate Specialist.

Routine dental examinations are carried out on children who are not registered with a dentist in the area.

Please note that as medical records are confidential to the School Doctor and Nurse, it is vital that you inform the school if your child has any health problems which may have to be dealt with within the school.

If your child needs on going medication such as an inhaler, written permission should be given at the beginning of each session or when the condition is first diagnosed (see below).

ADMINISTRATION OF MEDICINES

Alvie Primary School aims to meet the needs of, and provide equal opportunities for, all the pupils. In trying to fulfil this aim it is accepted that some children may require to take medication in order that they can continue to attend school. **Please note however that the administration of medicines is primarily the responsibility of parents and the administration of them by education staff is on a voluntary basis.**

The following points are included to clarify the position:

- ◆ If your child requires medication during school hours arrangements for its administration should be agreed between the parents and the school.
- ◆ Any medication to be administered in school should be clearly marked with the pupil's name, brought to the school by the parent/guardian and should be delivered to the head teacher with a note of consent.

A child may only take medication (including non-prescription) if the parent/guardian has given written permission. (Exceptions to this include inhaler – see above)

- ◆ It is the responsibility of the parent/guardian to check that medication is not out of date, that there is sufficient quantity in school, that it is renewed as necessary and that any unused supplies are uplifted for disposal.
- ◆ It is the responsibility of parents/guardians to advise the school in writing of any alteration to the prescribed dosage of medication.
- ◆ Parents/guardians may consider their children to be responsible enough to carry and administer their own medication. In this event the school must be given full written details of the condition/illness from which the child suffers along with written details of the medication to be taken and the self administration routine.
- ◆ Parents/guardians must advise the school in writing if their child is subject to any known allergic reaction e.g. to food stuffs which the child may come into contact with in the course of the school day. Medical information will of course be treated confidentially.

CHILD PROTECTION POLICY

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 the 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, IV3 8NN – Telephone (01463) 703483- Fax (01463 713237)*

SCHOOL LIAISON GROUP

From time to time the school liaison group meets to consider how best to support the needs of specific pupils.

This group includes staff (usually from management), Support for Learning, Educational Psychologist as well as staff from Child Health and Social Work services.

It is important that such staff are able to share information in order to co-ordinate planning and delivery of services – the aim being to provide optimum support to children and families.

Should there be any personal/family information that you would not want to be shared in such circumstances, please let the Head teacher know at the earliest opportunity.

DATA PROTECTION

Any information you have supplied/any information gathered from or about pupils will be used only for the purpose for which it was provided and any relevant procedures following from this.

This data will be maintained in accordance with the Data Protection Act 1998 and will not be passed onto any other organisation without your prior approval unless this is a legal requirement.

ACCIDENT / ILLNESS

Parents will be contacted if their child is unwell or involved in an accident. Parents normally make arrangements to collect pupils. Failing that the Emergency contact may be used if the child feels seriously unwell. **For this reason it is important that you inform the school if there are any changes in your circumstances or your emergency contact number changes.**

HEAD LICE

Head lice are a reality of life today. The School Nurse no longer examines children's hair. Parents are asked to be very careful in examining their children's hair for head lice, and informing the school if they find them. An information leaflet on head lice is sent out to all families annually. Please contact the school should you need further advice.

SAFETY

Pupils need to be reminded regularly not to leave the school grounds to collect a stray ball. They must come and ask a teacher to fetch it.

Children are also advised to take care in the wild area where it can often be slippery underfoot. **Parents are asked to be extremely careful when dropping off or collecting pupils from the playground and to ensure that their children are well away from the turning area before they leave the grounds. Children should be picked up from the security gate nearest the school if they are going home by car. Children should play at the front of the school in the morning when they are dropped off as this is a safe area. Children should access the front of the school via the security fence not across the car park.**

We are happy for pupils in P1-3 and their parents to wait at their cloakroom door. The security gate should remain shut at all times. It goes without saying that as the car park is very busy throughout the school day that pre-school pupils should be kept under close supervision at all times in the school grounds and encouraged to follow the same school rules as their siblings. Note also that as the car

parking area is very small, parents should aim to vacate it as soon as they can so that staff, delivery vehicles and the school bus can enter the premises safely.

Obviously it is also greatly appreciated if access to staff parking is kept clear **at all times**.

We do ask parents to inform the school if they are going to be delayed when collecting their children at the end of the school day (though as you will note the office is not manned on Tuesday or Thursday afternoon.)

We remind children to come back into the school if their parent / a responsible adult has not come to collect them and we would appreciate it if parents could stress this point to their children too.

For safety reasons the following items are not allowed in school:

- Marbles ;
- Weapons of any sort ;
- Pen knives.

Annually we have Junior Road Safety Officers (JRSO) from P6 or 7 to remind children about safety issues and all teachers assist them with their duties.

SECURITY

Entry to and exit from the school at the start and the end of the day for pupils is via the infant, senior or Portakabin cloakrooms. These doors are controlled by our timed security system. At times other than breaks entry to the school is by the main school entrance by the library and the front of the school. This involves a short walk around the school. Please press the 'visitor' button and the door will be opened for you. All pupils are reminded that if they are late this is the only means of access to the school.

WET WEATHER

Apart from more distant pupils who rely on public transport or parents' car, parents are requested that in bad weather, pupils do not arrive before 8.50 a.m. Teachers are not responsible for the children until the school day begins.

SNOW / BAD WEATHER

Please ensure that the children are dressed appropriately for winter weather. Snowballing and sledging are not allowed in the school playground. Highland Council has produced a helpful set of guidelines for parents of pupils travelling to school during adverse weather. These are distributed to the pupils in the winter months. In the event of adverse weather the school will advise parents of normal local arrangements for school transport and any special arrangements in the event of adverse weather. For pupils using school transport, parents should advise their children on how long they should wait at the pick-up point for their transport. This will depend on the prevailing weather conditions and the availability of shelter at the pick-up point. During adverse weather conditions no pupil is expected to

wait longer than **twenty minutes** past the normal pick-up time. (See Highland Council 'Travelling to School During Adverse Weather' appendix at the back of this handbook -Yellow sheet.)

We also have a school info line which offers a telephone messaging service. To enquire about school closures in times of adverse weather phone the following Highland Council number: **0870 054 6999** and then when prompted enter the school's own pin number: **04 1380**.

The school requires an alternative address and telephone number, which should be as close to the school as possible, for each pupil in case the school has to be closed at short notice or for emergencies. These addresses are reviewed annually.

FIRE RULES

These are displayed in a prominent place in each room. Fire drills are conducted termly.

• **SERVICES & PAYMENTS**

SCHOOL MEALS

Two course meals are delivered from Aviemore School canteen. The current cost is £1.65 per day / £8.25 per week. Highland Contract Services stipulate that lunch money must be paid in advance. For this reason we would appreciate it if lunch money could be brought to the catering assistant on Monday morning, preferably in a sealed envelope with your child's name, class and amount written clearly on the front.

Two choices of lunch are given daily. Primary 7 pupils take orders in the morning and phone them to Aviemore canteen. A copy of the menu is given to all parents.

Application forms for free school meals can be obtained from the school. Please note that free meals cannot be supplied during the period between an application form being submitted and a permission being granted.

Children who bring packed lunches are accommodated in the canteen. In the interest of safety, glass containers and hot liquids are not permitted.

Children may go home for their lunch. If you wish to do so, please inform the class teacher and ensure that they return in time for the start of the afternoon lessons at 1.30 p.m.

TRANSPORT

School transport is provided for pupils under 8 who live more than 2 miles from school and for older children who live more than 3 miles away. However, because of the lack of pavements and street lighting that many children below these qualifying distances have to face, it is still well worth-while applying if you believe you have special circumstances in your favour. Application forms are

available from the school on request. The office will then send a letter to you indicating that your child can travel on the bus. Please note that **all parents who wish their children to travel on the bus should obtain a transport application form from the school which must be returned to the Education Office in Kingussie**. If you have a query about school transport please feel free to contact the school or the Education Office in Kingussie (01540 661009).

Pupils in P1-3 will remain in the classroom until 3.15 p.m. They are encouraged to sit quietly occupied (drawing, reading etc.) or play.

For children who walk to school, a pavement runs from the village out to the school and our crossing patroller is on duty to see children safely across the road. However as there is no safety barrier between the crossing patroller's hut and the school gate, children do have to enter the school grounds by walking on the road.

Please advise your child/children that if they enter the school by that entrance that extreme care should be taken.

We also have warning lights fitted so that motorists can be aware before they reach the school that children may be crossing. The speed limit at this time is 20mph.

In the summer months children may use their bikes to come to school if their parents feel they can use them safely on the main road. There is a bike-shed where bikes can be stored. Only children who are in P7 and have taken cycling proficiency should be coming to school by bike without adult supervision.

We hope that your child has a rich and rewarding primary school experience at Alvie Primary School.

Hilary Brown
Head Teacher

APPENDICES

- ❖ Information for Parents 2009 Blue pages
- ❖ Travelling to School during Adverse Weather Green pages

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
Absence	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 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 Attendance s(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

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 2009 PRIMARY SCHOOLS

School: Alvie Primary School	Id No.: 270 - 5145120
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Budgeted Running Costs For Financial Year 2009-2010

School Roll at September 2008	50
Total School Running Costs at April 2009 (£)	191,691
Cost per Pupil (£)	3,834

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)	2,616	2,650	**	3,382	3,744	2,650	**	18,690
Percentage Authorised Absences	16.9	3.6	**	5.2	5.6	2.9	**	5.8
Percentage Unauthorised Absences	1.3	1.2	**	1.4	2	2.5	**	1.7

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

	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	21.5	28.5

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.

**HIGHLAND COUNCIL EDUCATION, CULTURE AND SPORT SERVICE
GUIDELINES FOR PARENTS**

TRAVELLING TO SCHOOL DURING ADVERSE WEATHER

It is the responsibility of parents or carers to decide if a pupil should attempt to travel to school, by transport or on foot, in adverse weather conditions. The Education Authority encourages full attendance at school but in severe weather conditions the safety of pupils is much more important. Parents and pupils are often concerned that important examinations may be missed, but this should not over-ride good judgement. Schools normally make alternative arrangements for missed examinations.

The school updates its procedures for adverse weather closure annually, therefore:-

- **parents** should advise schools of an alternative address, as close as possible to the school, which may be used by their children in emergencies.
- **the school** will advise parents of normal local arrangements for school transport and any special arrangements in the event of adverse weather.
- **the school** will establish a system of communication with parents and transport operators and ensure that parents are fully informed of the arrangements. This may include an 0870 telephone information service, details of which will be issued separately. The website www.schoolclosures.highlandschools.org.uk will also be updated with information for individual schools.

When weather conditions are poor:-

- **Local radio stations** issue news and weather bulletins on traffic conditions and school closures. Transmissions may not cover all households and may be subject to re-scheduling but should be helpful. Parents are advised to remain "tuned in" to ongoing road weather, or school information updates.

Broadcast times

BBC Radio Highland

6.55 am - 7.00 am 7.50 pm - 8.00 pm

12.55 pm - 1.00 pm 4.55 pm - 5.00 pm

In extreme conditions Radio Highland will interrupt Radio Scotland transmissions, usually on the hour, to carry emergency bulletins. Nevis Radio will carry bulletins at roughly ten minute intervals between 7.00 am and 8.00 am and Lochbroom FM at quarter-hour intervals between 7.15 am and 8.45 am.

Moray Firth Radio

Normally hourly news bulletins and half-hourly summaries will carry local information on weather, roads and conditions affecting schools. In severe conditions normal programmes will be interrupted more frequently to carry emergency bulletins.

Please do not telephone local Radio for advice but listen to appropriate broadcasts.

For pupils using school transport

- Parents should advise their children on how long they should wait at the pick up point for their transport. This will depend on the prevailing weather conditions and the availability of shelter at the

pick-up point. During adverse weather conditions no pupil is expected to wait longer than twenty minutes past the normal "pick-up" time.

- Parents should note differences between **contract** vehicles and **public service** vehicles. Drivers of **contract** vehicles are advised not to drop off children where there is any doubt that they may not safely reach home or other place of shelter. Drivers of **public service** vehicles must travel their normal routes and cannot make special provision for the individual pupils.
- Where parents are concerned about weather conditions at "drop-off" points, they should contact the school as early as possible.

When weather conditions are poor, parents should arrange to have children met at the "drop-off" point, especially where public service transport is used.