

Tarbat Old Primary School

The Setting of the School

The school is situated in the picturesque village of Portmahomack on the Tarbat Peninsula on the seaboard of Easter Ross. Portmahomack is a scenic fishing village with an attractive harbour and many interesting old buildings, a fine sandy bay in which bathing, sailing and windsurfing take place and with spectacular views over the Dornoch Firth to the Sutherland hills beyond. The climate is favourable, Tarbatness being the driest point in the whole of Scotland! The village stretches up the hill from the harbour to the school, which enjoys a panoramic location at the highest point in the village.

The school building was constructed in 1873 and was extended in 1964. A major renovation programme took place during 1991. The school grounds consist of a hard play area and a large playing field.

Inside, the school is bright and spacious. The main entrance leads into a generous cloakroom area where a variety of information and children's work is displayed. Toilets, school office, dining room/music area and kitchen are situated off the cloakroom.

From the cloakroom a short corridor leads to the gym hall which is equipped with a climbing frame and other equipment to allow a broad Physical Education curriculum to be taught. The gym is also used for drama, assemblies, concerts and other various activities.

Opposite the gym is the door which leads to the main teaching areas. These areas are of open plan configuration. The first area is the larger of the two, and provides very generous accommodation for one class. The school library is here and this gives the pupils easy access to both fiction and non-fiction material. The computer suite is situated here where the whole school has access to software and Internet facilities. At the far end of this area there is an area for art and craft work. A set of sliding doors lead through to the second teaching area. This is another light and generously sized room which also has a sink. This room leads into the nursery area.

Nursery Class

Our philosophy at Tarbat Old Primary is that education starts in the home, moves on to nursery, is continued in the primary school and developed for the rest of our lives. Therefore, nursery is crucial for linking what has been learned at home with the primary school. We believe that our policies and practices need to be developed in the nursery and then into Primaries 1-7.

We can cater for 16 children. The Nursery is staffed by a Nursery Assistant (qualified) and a Nursery Auxiliary. The Nursery Cluster teacher visits once a week. The Head Teacher manages the nursery, meeting with the children weekly as well as liaising with the nursery staff ensuring there is a whole school approach from nursery to Primary 7. The teacher for Primary 1 -3 is kept fully informed and has regular contact with the nursery children in the term before Primary 1. The nursery class runs 5 morning sessions a week from 9.00 until 11.30am. Children are eligible for nursery education from the term following their 3rd birthday. In addition to this parents have the option of paying £6.15 per session for their child immediately after their 3rd birthday if their birthday falls between 1st September and 29th February, until they are entitled to a funded place. Please consult our nursery brochure for more details.

All the areas in the school have extensive wall display areas where the children's work is displayed in an attractive way which gives value to their efforts and enables visitors to the school to see readily what the children are studying. There is also a Celebration of Success display where children's names are recorded after the Celebration Assembly on a weekly basis.

The visitor entering the teaching areas will notice that the children are working at a variety of tasks in a purposeful manner. The children are always willing to talk to visitors and there is always a very happy atmosphere in the school.

Tarbat Old Primary School Aims

At Tarbat Old Primary School we aim to:

- Provide a happy, caring environment where the views and contributions of all stakeholders are valued and acted upon and where all feel welcome
- Provide a challenging and stimulating education in line with Curriculum for Excellence through which all pupils are challenged and given appropriate support
- Recognise and celebrate a wide range of achievements in school and in the wider community to raise children's self esteem and confidence
- Encourage all children to work to the best of their ability and to realise their full potential in all areas of the curriculum
- Work in partnership with parents, the community and other agencies to maximise achievement and attainment for all
- Use a variety of current learning and teaching strategies to take account of the learning styles, talents and needs of every child
- Ensure appropriate continuing professional development and training for all teaching and non teaching staff for the benefit of pupils
- Establish high standards of behaviour and attendance and foster a sense of pride in selves, our school and community by promoting self respect, tolerance for others and equal opportunities

May 2010

Vision Statement:

"Working together in a happy environment to be the best we can be"

Developed by Parent Council and Pupil Council November 2008

Communication between home and school

Regular liaison between parents and teachers is essential. Parents are welcome to drop in at school any time to have a quick word with a teacher about any minor issue. If you wish to discuss a matter of greater importance which may need some time to be dealt with in depth, it is best to contact the school to arrange an appointment. Please try to arrange an appointment by telephone before 9am or after 3pm when the teacher will be able to make arrangements with you for your appointment.

In case of emergency, if you need to contact the school calling in, in person may be the quickest way to communicate with the school.

Newsletters are issued regularly, usually fortnightly and parents are asked to look out for these coming home in your child's school bag or by email.

If your child is absent, by law you are required to inform us that you know of the absence. A quick telephone message, email or a written note are recognised methods of communication. If you know your child will be absent then informing us beforehand would be helpful. In liaison with all our parents an absence policy was updated November 06. If we do not have prior knowledge of your child's absence a phone call will be made at 10am to the home.

Highland Council policy states that no family should go on holiday out with the official holiday periods unless there are special circumstances. All such absences are marked as 'unauthorised' and will appear in the annual statistics. Please speak with the Head Teacher if you are considering taking a family holiday during term time.

Two formal meetings between parents and class teachers are arranged during the course of the school year, one around October and the other in May. Parents are given the chance to notify the teacher in advance of any specific issues they wish to discuss at these meetings.

Complaints Procedure

From time to time parents may wish to make a formal complaint about a particular issue.

This should be done via the Head Teacher either by letter or by making an appointment to discuss the issue.

When the complaint is made the following action will be taken by the school -

- Any investigation will be carried out or evidence gathered immediately.
- The Class Teacher will be informed if the issue relates to a specific class.
- The school's response will be relayed to the parent either by letter, by a telephone call or by a further appointment with the Head Teacher, Class Teacher and parents and pupils.
- Formal documentation will be kept of each complaint and its resolution.
- We want to reassure parents that we take seriously any complaints and endeavour to resolve them as expeditiously as possible. If need be then subsequent meetings will be arranged in an effort to resolve the situation to everyone's satisfaction.

6.1 COMPLAINTS / ENQUIRIES PROCEDURE:

It is hoped that parents will have little or no reason to complain about either the standard of the education offered or the manner in which it is taught. On occasions parents may feel that they would like to discuss some matter regarding their child's education more thoroughly with either the class teacher or the Head Teacher. Parents are always welcome to make an appointment - please contact the School Office in order that a suitable time may be found for both parties. In the unlikely case of a failure to solve a problem, parents have the right to pursue the matter by contacting Mr Graham Nichols, the Area Education Manager at The Education Office, Drummuie, Golspie, KW10 6TA

Tarbat Old Parent Council

Mhairi Webster	Chair Person
Alison Munro	Vice Chair Person
Margaret Le-Gallez	Treasurer
Julia Rice	Co-opted member
Janice Cameron	Co-opted member
Susan Munro	Teacher rep
Gemma Stewart	Teacher rep
Eileen Henderson	Head Teacher
Karen Sellers	Clerk to the Council

The Parent Council is always ready to receive parental views on issues relating to the curriculum and general running of the school. Contact the chairperson or one of the parent reps if you wish to have an issue brought up at a meeting. This is a relatively new committee set up last year because of the Scottish Schools (Parental Involvement) Act 2006. Previously we had a School Board and Parent Teacher Association. At least one meeting a year includes representatives from the Pupil Council and some parents meet up with the Pupil Council.

Practical Information

SCHOOL HOURS

Nursery	9.00 - 11.30am
P1-3	9.00 - 2.30pm (P1 until 12.30pm for 1 st 2 weeks from August start)
P4-7	9.00 - 3.00pm
Session 1	9.00 - 10.35
Session 2	10.50 - 12.30
Session 3	1.15 - 2.30 or 3.00

Parents of children in Primaries 1 - 3 are asked to arrange to have their children collected at 2.30. However, those children in P1 - 3 who travel by school transport will remain in school and will be taken home when school finishes at 3.00. For this extra time, they will stay in their classroom and be allowed a play activity.

School transport

You will be entitled to school transport depending on how far away from the school you live and what age your child is. Contact the school for more information.

Emergency closure and emergency contacts

Parents are asked to provide the school with details of the family's arrangements should it be necessary to close the school early. These arrangements **must** include the **name** and **telephone number** of someone who can be contacted in an emergency, should the parents be unavailable. If a mobile phone is an emergency contact, it is **extremely important** that it is **switched on at all times**. It is vital that these details are kept up to date so please inform the school immediately of any changes. If severe weather occurs you can phone to find out if school will be open that day on **0870 054 6999 - 04 3110**, or log on to the website(see **Guidance notes on Adverse Weather at the back of this brochure**)

Fire Precautions

A fire drill is held termly so staff and children are all familiar with procedures. The school is equipped with an electronic fire alarm system, which is tested on a weekly basis by the Head Teacher or the janitor.

Library Van

The mobile library visits the school every third Thursday and P1 -7 have an opportunity and are encouraged to exchange books. The librarian comes into the classroom on a regular basis to encourage the children.

Lunch time arrangements

Children can go home for lunch, bring a packed lunch or have a school meal cooked on the premises. Those staying at school eat together and social skills are developed around the lunch tables.

Packed lunch boxes should be deposited in the canteen first thing in the morning. Please make sure that no glass bottles are included in the box.

Meals cost £1.75 per day which should be paid to the class teacher first thing in the morning. A menu is sent home with your child on a Summer/Winter 2 - termly basis so that you know in advance what the choice will be. If your child plans to have a school meal for the week then it would be helpful if you could pay the £8.75 at the start of the week.

If you are entitled to free school meals/clothing grant please make this known when you enrol so that we can give you the necessary form to complete. If you return the form to school the information can be faxed immediately.

All pupils remaining at school at lunch time must remain in the school grounds for safety reasons.

Medical and dental arrangements

Routine checks are made from time to time on aspects such as hearing and vision, usually by our visiting nurse, Jenny Denton. Advance notice is given and parents have the option of attending any appointments.

Please contact the school if you have any concerns regarding the health of your child as we can arrange for Mrs Denton to visit you at home or for you to come to the school.

We have access to the Speech and Language Therapist, who is able to advise both you and school of any therapy required for your child.

The mobile dental unit comes to the school regularly and you will be asked if you want your child to be seen by the dentist.

Is your child up-to-date with their vaccinations?

Children receiving out-of-home care, including at Nursery and Playgroup, have more opportunities to come into contact with infections, so it is especially important to make sure that they have had all the vaccinations due. It is never too late to have your child immunised. If they have missed one, you don't have to start the course from the beginning again. Contact your health visitor/GP for further advice.

School Clothing

It was agreed by parents in 2009 that all children should wear school uniform. Tarbat Old has a simple uniform consisting of white polo shirt and a navy blue sweat shirt, both embroidered with the school logo. These should be worn with plain, dark coloured bottoms. These garments are a cheap, smart and practical form of clothing, and other items which match these produce a very neat, pleasing effect. (As all children wear the uniform it is even more important that you label your child's clothes clearly!) As a rough guide, the polo shirt and sweatshirt bought together would be around £15. We do a large order in May and it will be ready to hand out before the end of the term. We will also do orders throughout the year if required.

Physical Education A change of clothing is expected for P.E.

Suggestions for indoor PE.

- Shorts
- T-shirt
- Gym shoes/trainers

Suggestions for outdoor PE.

- Joggers/shorts
- T-shirt/change of sweatshirt
- Trainers

All jewellery should be removed and long hair tied up.

Indoor Footwear

All children must have indoor shoes to change into each time they enter the building. Plimsolls are quite suitable. Shoes with velcro fastenings are often useful for younger children. Any other type of flat-soled shoe is acceptable for use indoors, but must be kept for that purpose only.

Each child should have a painting smock. Often an old shirt is suitable, provided the sleeves are not too long.

All items of clothing which the child is likely to remove during a day should be clearly labelled with his/her name. Children are not always able to identify their own clothing if found lying around, especially when all are encouraged to wear school uniform.

Equipment

Children will regularly take books, jotters or other equipment home to do their homework. We would ask you to ensure that your child takes great care of these. While pencils, rubbers, etc. are available most children prefer to use their own. These should be brought daily to school.

It is not suggested to bring in 'special' toys and games from home for obvious reasons. Please make sure that all such items are left at home.

Roll

The school roll fluctuates from year to year for a variety of reasons. Class structures consequently also vary from year to year.

At the start of session 2011/2012 the roll is 32 pupils, grouped in classes as follows:-

Primary 1 - 3	11
Primary 4 - 7	12
Nursery	9

STAFF LIST

TEACHING STAFF

Mrs Eileen Henderson (Head Teacher)

Mrs Susan Munro (Class Teacher)

Miss Gemma Stewart (Class Teacher)

VISITING STAFF(TEACHING)

Ms Clare McLelland (Support for Learning)

Miss Norma Swanson (PE)

Ms Clare Elliott (Nursery Cluster Teacher)

Ms Ann Martin (CCR)

NON-TEACHING STAFF

Mrs Dorothy Brauer (Secretary)

Vacant post (Classroom Assistant)

Mrs Alison Munro (Nursery Assistant Qualified)

Mrs Muriel Marshall (Nursery Auxiliary)

Mrs Anne Macdonald (Cook-in-charge)

Mrs Anne Duff (Kitchen Assistant)

Mrs Aneta Spence (Caretaker)

Mrs Debbie Ross (Strings Instructor)

SCHOOL CHAPLAIN

Rev. David Scott

School Curriculum

As with all schools in Scotland we are implementing Curriculum for Excellence. It is an exciting time in education where staff and pupils have been consulted and a real sense of purpose has been injected into the modern curriculum. We welcome the transition overlaps between nursery and secondary as the Curriculum for Excellence covers from ages 3-18.

Our timetables are flexible as we are aiming for the eight broad aspects of A Curriculum for Excellence but are monitored each term to ensure breadth and balance as well as progression.

Each pupil's attainment and achievement is monitored by the head teacher and discussed with the class teacher and/or Support for learning teacher to ensure pace of learning is as close a match as possible to each pupil.

We aim to give a broad range of experiences through the curriculum during the day and through extra curricular activities after school.

The subject areas offered are:

- Languages (which includes listening and talking, reading and writing and French)
- Numeracy and Mathematics
- Health and Wellbeing
- Social Studies
- Expressive Arts
- Religious and Moral Education
- Sciences
- Technologies

Within Curriculum for Excellence progression is indicated through curriculum levels:

Early level	pre-school and P1 or later for some children
First level	to end of P4, but earlier or later for some
Second level	to end of P7, but earlier or later for some
Third and fourth levels	S1 to S3, but earlier for some children
Senior phase	S4 to S6 and college or other means of study

LANGUAGE

In line with Curriculum for Excellence, our programme is designed to give our pupils opportunities to develop all aspects of language:

listening	talking
reading	writing

All aspects of language are considered to be important since the study of language is not only valuable for its own sake, but also a necessary prerequisite of all other areas of the curriculum. To make literacy meaningful it is taught across the curriculum. At all stages, the child is presented with a wide variety of material which is both interesting and enjoyable. The school participates in the Highland Literacy Project. This involves lessons in core reading, reading for information, exploring writers' craft, phonics, spelling and opportunities for reading for enjoyment. This is done in a structured and progressive manner using a variety of resources.

French

The children in P4-7 are taught French through games and activities. Throughout the day, some instructions will be given in French to enable the children to become accustomed to hearing a foreign language. The Highland Council Programme of Work is followed and links with Curriculum for Excellence.

MATHEMATICS

Within Curriculum for Excellence Numeracy and Maths are organised into three areas

1. Information Handling
2. Number, Money and Measure
3. Shape Position and Movement

From the early stages children will explore and apply mathematical concepts to understand and solve problems, explaining their thinking and presenting their solutions in a variety of ways. Whenever possible, the children will be shown the application of a concept learned in a real situation. Therefore much of the work will be of a practical and active nature. Learning without real understanding of the process tends to turn the pupils off when they come up against a different method. A balance of knowledge and skills should be embedded into the curriculum and developed across the curriculum. A range of resources are used to support this

Mental agility is an ongoing activity at each stage and is practised daily. Strategies to help children develop agility with numbers are encouraged.

All pupils are assessed in maths in an on-going basis; the children are involved in this process along with the class teacher.

HEALTH AND WELLBEING

Each year, through studies of a variety of health topics, the children are given opportunities to develop knowledge, understanding and skills which they need for mental, emotional, social and physical wellbeing now and in the future.

Learning through health and wellbeing enables children to:

- Make informed choices
- Experience challenge and enjoyment
- Experience positive aspects of healthy living
- Apply knowledge and skills to pursue a healthy lifestyle
- Make a successful move to the next stage of education

This is done through specific health and wellbeing lessons and also across the curriculum as appropriate and within the general ethos and life of the school.

Examples of health and wellbeing topics are:

- Food and Health
- Substance Misuse
- Mental, Emotional and Social Wellbeing

Where appropriate, input from people such as the police, nurse or dentist is requested.

Physical Education, Physical Activity and Sport

This is part of the Health and Wellbeing curriculum. The school provides wide ranging activities which suit all ages and abilities. In addition, every class in the school has swimming lessons at the local academy swimming pool. The aim is for the children to be confident in the water as soon as possible. Each class has 2 hours of PE timetabled weekly. We have a visiting specialist for P.E. each week.

Children are encouraged to be active and given opportunities to sample a range of activities throughout their time at Tarbat Old.

Tarbat Old Primary has maintained Health Promoting Status Level 4.

SOCIAL STUDIES

Environmental studies provide a means for children to find out about the world around them and their relationship with it.

The three main areas covered are:

- People, past events and societies
- People, place and environment
- People, society, economy and business

These have been organised by the school into cross curricular topics with a strong local and Scottish element which is built upon to look at the wider world. Examples of topics are:

Early / first level

- My Village
- Portmahomack Now and in the Past
- A Day in the life of...

Second level

- Local Industry
- A Country Beyond Europe
- Twentieth Century Scotland

We try where possible to integrate other curricular areas, eg health, language into our social studies topics.

SCIENCE

The school has developed topics through which children will meet the Science experiences and outcomes of Curriculum for Excellence. These are cross curricular topics giving children the opportunity to link areas of learning.

The areas covered are:

- Planet Earth
- Forces, Electricity and Waves
- Biological Systems
- Materials
- Topical Science

These have been organised by the school into topics such as:

- Little Green Fingers
- Myself
- Wonderful Water
- Brilliant Buggies
- Caring for Our Planet

The experiences and outcomes in science provide opportunities for children to develop and practise a range of inquiry and investigative skills

and to develop scientific analytical thinking skills. There is an emphasis on environmental issues throughout the science programme.

EXPRESSIVE ARTS

Through the primary school, the children will have the opportunity to express ideas and emotions based on first hand experiences of their surroundings.

The ideal opportunity presents itself in the expressive arts, through the enjoyment of music, art, drama and movement.

Frequently, the work undertaken will be linked to other curricular areas, eg. language or environmental studies.

Visiting teachers of these subjects will augment the class teachers' plans and also provide a wider range of skills as the child progresses through the school.

Art and Design

Art and design are important areas of our primary school curriculum. A wide variety of skills and techniques are tackled each year to give children experience of different mediums. Class teachers provide tasks, often related to pupils' direct observation and to the content of class topics.

Music

The school is fortunate in having the help of a weekly visit from a strings' instructor who gives tuition in violin and cello to those children who show an interest and ability. The Youth Music Initiative enables P1-3 to receive regular Kodaly singing and P4-7 to have regular instruction from Feis Ros. The classroom teachers co-ordinate their programme of work according to classroom topics to give progression in the skills of listening, singing, music making, as well as using a programme of study from Borders Council. Above all, enjoyment is the main concern.

Drama and Dance

The school makes use of the Out of Eden project to enable all children to work with an Eden Court outreach teacher on drama and dance. This is done in a block each year.

We also put on a Christmas play each year in which the whole school are involved, this combines drama and music and is enjoyed by all.

In addition to this drama and dance is included within the curriculum for each class.

INFORMATION TECHNOLOGY

The school has a digital camera and video camera and each class has a digital blue camera and an interactive white board.

All children have access to the computer suite located in the teaching area.

Class teachers teach and practise IT throughout learning and teaching in the curriculum and children are encouraged to think for themselves and use the internet for research.

RELIGIOUS AND MORAL EDUCATION

The main aim in this area of education is to help the child in the search for meaning, value and purpose. Other aims are to enable the children to develop positive self-image and to have good relationships with other people. A helpful and caring attitude to their own community and the world they live in is to be encouraged. Through selected stories from the Bible and other sources which illustrate religious and moral commitment, the aim is to increase knowledge of Christianity and other world religions.

We have a Minister, Mr David Scott who has regular contact during assemblies.

Assemblies

We hold one assembly a fortnight and this is led by the school chaplain, the Head Teacher or taken by one of the classes. We try to involve the classes in as many assemblies as possible throughout the year. The themes of the assemblies may be religious or moral.

Parents may wish to exercise their right to withdraw their child from a religious assembly if they wish. Please inform the school in writing if you do not wish your child to take part in assemblies.

Star Assemblies

These are held weekly and present an opportunity for classes to come together to celebrate success. The sharing of thoughts, ideas and feelings are considered to be important here. The life and work of the school will be reflected through the assemblies. The children choose the topics to celebrate success and certificates are given out weekly. Staff and pupils elect those eligible but over the course of the year everyone should get at least one certificate.

Homework

Homework is given weekly so that you can play an active part in what your child is learning in school. You are encouraged to come into school to see the text books, activities, etc. for yourself. Please feel free to make an appointment to discuss this with your child's teacher.

Also each night your child should read a book of their choice for at least 20 minutes. Books can be borrowed from school. You can also read from the internet, TV text, newspapers, magazine articles, games instructions, etc., etc. There is a straight forward reading record sheet that was decided on by staff, pupils and parents and should be completed Monday-Thursday.

Someone at home should see what has been done for homework and should sign the homework diary which every child should have. If you haven't been able to do the work for family reasons or your child was unsure what to do **that's ok - don't panic**. Just write in the diary to let the class teacher know.

For further information on homework ask to see the school's homework policy or speak to your child's teacher.

SUPPORT FOR LEARNING

Support for Learning Teacher

A Support for Learning teacher gives classroom assistance $\frac{1}{2}$ day per week. The teacher generally works alongside the class teacher, helping groups or individuals where necessary.

Classroom Assistant

There is one classroom assistant who helps the teacher in Primary 1-3. She is under the direction of the class teacher and will back-up the work of the teacher and give assistance where necessary.

Behaviour and Discipline

The school's discipline policy is based around the principle that people should be courteous to each other and should act in such a manner so as to keep themselves and others safe. During Circle Time discussions will be about rules, behaviour, being courteous and this is reinforced by the examples set by the staff, both teaching and non-teaching.

We try to stress positive rules rather than negative ones as laid out in our 'Golden Rules':

- Do be gentle
- Do be kind and helpful
- Do work hard
- Do look after property
- Do listen to people
- Do be honest

Children who do misbehave will be spoken to, first by the class teacher to find out what the underlying problem is - bad behaviour does not manifest itself for no reason. If there is no improvement the Head Teacher will speak to the child. You will be contacted by telephone or finally a letter will be sent to you asking to visit the school and discuss the situation with the class teacher and Head Teacher.

Persistent behaviour which shows disregard for the golden rules and/or the safety of others will be regarded as a serious matter and may, ultimately lead to exclusion, according to Highland Council procedures. We work hard at inclusion so that home and school see improvements. A School Liaison Group (core group comprising Head Teacher, School Nurse and the Educational Psychologist) has been formed which you may be asked to attend if your child is having difficulties.

Extra Curricular Activities

We are currently running lunch time clubs each Friday. These are organised into 4 week blocks based on what the children have requested. These are run by myself, Miss Stewart and Mrs Munro and pupils opt into one club for the 4 week block. A breakfast club is held on a Tuesday morning between 8.15am and 8.45am. The charge for this is 50p. There is no charge for children receiving free school meals.

Cycling

Children may cycle to school if parents are sure of their competence to do so. The bicycle must not be ridden in the playground to ensure the safety of all who use the playground. Obviously we encourage the wearing of a cycle helmet.

Cyclists entering the school grounds should dismount and enter through the pedestrian entrance to the playing field and take their bicycle round to the shed. This entrance is safer for cyclists than the gate at the top end of the school grounds.



TARBAT OLD PRIMARY SCHOOL
TELEPHONE INFORMATION SERVICE

GUIDANCE FOR PARENTS

Schools now have a dial-in service if there is a risk of closure due to adverse weather. This allows parents to listen to a recorded message from the headteacher.

When severe weather warnings are received your school will endeavour to keep the system updated. It is an enhancement to the present service and does **not** replace existing methods of giving out information, such as radio broadcasts, described in the schools Adverse Weather Guidelines.

There are other features of this service which may be available for your school. These are described below. (Note that this is an 0870 service and charges are slightly higher than normal. Currently (Nov. 2005) BT rates are approximately 8p per minute peak and 4p per minute cheap rate. However there is no queuing and an adverse weather call should last less than 1 minute.)

How to use the service.

- Dial Highland Council's access number - **0870 054 6999**
- Now enter your own school's pin number **04 3110**
You have two attempts to enter the pin number and you will be disconnected after a second failed attempt. If this happens, check the number and redial. If you still have a problem check with your school.
- You will now hear the school's name. Ensure that this is correct before going on.
- You will now be taken to the MAIN MENU where you will be given 4 options:

Press 1 to hear your school's message about the adverse weather for example whether or not the school is to close or if transport arrangements have been affected.

Press 4 to enter the pin number for another school within the authority. Parents may have children who attend different schools. This option allows you to move from one school's messaging service to another without having to dial in again. **Tain Royal Academy pin number is 04 1220**

USING OTHER FEATURES

Press 2 to send the school a NON-URGENT message e.g. that you cannot attend a PTA meeting. **Do not** leave an urgent message as the school cannot guarantee to pick up the message soon enough for action. For urgent messages, speak to someone directly. **This service may not be available initially - your school will inform you on this.**

Press 3 to hear general information messages

The school may use this as an additional way of informing parents about school events. Parents may hear up to ten messages with the most recent played first.

Adverse Weather – ECS Winter Weather Website

As you will be aware, the schools' PIN number service for adverse weather information has been running successfully for a number of years. However, with ever increasing access to ICT solutions, it is now appropriate for the Highland Council to expand its service to parents to include web based adverse weather information.

The Education, Culture & Sport Service, therefore, has now developed a new winter weather website, which parents will be able to log onto from home in order to access school closure information. There will be links to the website on both the Highland Council and the Highland Virtual Learning Community websites. You can access the winter weather website at the following web address: <http://www.schoolclosures.highlandschools.org.uk/> Please click on the relevant geographical area for local school closure information.

The winter weather website allows parents to access school closure information on the internet, thus reducing pressure on the very heavily used PIN number system. However, please note that schools will continue to update the PIN number facility as well as the new website. Our aim is to provide clear, unambiguous information to parents with regard to school closures during periods of adverse weather. I would therefore encourage you to use either the PIN number system or the new winter weather website in this expanded winter weather information system.

Please also remember that the local radio stations shown below will continue to provide regular winter weather updates with regard to school closures.

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

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.

Finally, please remember that it is ultimately 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 should therefore continue to use good judgement in deciding whether it is safe to send a child to school.

Head Teacher

However as Tarbat Old Primary is a small school it is just as easy and more personal to call directly. For general information, newsletters come out throughout the term to keep you up to date. You are encouraged to call us about any issue, no matter how small or great. We want there to be open lines of communication at all times.