

CANISBAY PRIMARY SCHOOL BROCHURE

Welcome to Canisbay Primary School.



Dear Parents,

A warm welcome to Canisbay Primary School.

In this brochure we hope to answer some of the questions you might have when your child comes to Canisbay Primary School.

The staff and I hope that, with yourselves, we may develop a partnership taking equal responsibility in giving your child good educational experiences.

Our ultimate aim is for your child to have a very happy secure seven years in Canisbay Primary School.

Yours sincerely,

Mrs. R Moodie
Head Teacher

INTRODUCTION

Canisbay Primary School is a rural primary school within Highland Region with a roll of 52 in primaries one to seven and 10 children in the nursery class (as at September 08). The school is situated in the north eastern corner of Caithness in close proximity to famous John O'Groats. There are records of schools in this area over two hundred years ago. These early schools were on different sites in John O'Groats, and in the neighbouring communities of Freswick and Brabster. The pupils of all of these communities have been progressively drawn under one roof, and the present school building was opened in September 1974 to replace the old school built in 1864.

There are three class teachers and one nursery coordinator teacher. The structure of the different classes in 2008/2009 is primary 1/2/3, primary 4/5, primary 6/7. In the Canisbay Nursery there were 2, three year old children and 8, four year old children. This organisation of the class groups can sometimes be changed due to the varying school roll and the size of individual year groups.

CATCHMENT AREA

The delineated area of the school extends from the Hill of Harley inland to Lower Gills. Appendix 8

All children resident in this area have a place ensured for them at this school.

Any parent living outwith the area can make a Placing Request to the Education Authority. Application forms and procedural details are available from the school office.

FACTUAL INFORMATION

Address of Education Department.

Divisional Education Office
Rhind House,
West Banks Avenue,
Wick
KW1 5LZ

Tel. No. 01955 602362

Canisbay Primary School
Canisbay
Caithness
KW1 4YH

Tel. No. 01955 611337

E-mail canisbay.primary@highland.gov.uk

Stages Covered: Nursery to Primary 7

Roll as at September 2008: 52

Head Teacher: Mrs. R. Moodie

Details of other members of staff can be found in Appendix 2.

SCHOOL AIMS

Canisbay School aims to –

- To foster a happy, secure and stimulating environment which will encourage all children to attain their full potential, academically, socially and in all aspects of their life, leading to a school environment of which everyone can be justifiably proud.
- Instil an awareness of others' needs and feelings and encourage good citizenship and self discipline within the school and in the immediate community and beyond
- Implement 5—14 guidelines at an appropriate pace, with a view to raising attainment across the curriculum and equipping every child with skills and knowledge for adult life.

- Improve the health and wellbeing of the pupils and staff and thereby raise attainment and improve their quality of life.
- Foster closer links with parents in a variety of ways.
- Encourage care for the environment, locally and on a wider scale.
- Maintain links with the wider community and develop them where possible.
- Ensure equal opportunity for all and uphold racial equality.
- Provide a balanced and varied curriculum using a variety of teaching methods and learning processes taking into account the needs and abilities of every child.
- Make provision for staff development which is appropriate to each member of staff and which reflects whole school needs.

ENROLLING YOUR CHILD AT CANISBAY SCHOOL

Any parent who wishes to enrol their child in Canisbay School is very welcome to visit us.

Transition arrangements for new P1 entrants, commencing in August are as follows:-

In January enrolment notices will be advertised in the local paper and a date will be given to parents to come along to school and formally enrol their children and meet the Head Teacher. We ensure that all relevant forms are given to parents prior to this enrolment and along with the forms parents must also bring a copy of their child's birth certificate.

The Primary 1 teacher will spend some time in the nursery during the summer term. In June the children will be invited into school for 3 mornings to familiarise themselves with their classroom and surroundings. This will give the new pupils an opportunity to get to know their teacher and their class before they start school in August.

New P1 pupils starting in August will not have any half days.

Any parent wishing to enrol a child during term time should make an appointment to see the Head Teacher. At this meeting arrangements will be made to let the child see round the school and meet the new teachers, etc.

TRANSITION ARRANGEMENTS – SECONDARY EDUCATION

Pupils from Canisbay School generally move on to Wick High School to complete their secondary education. There is close liaison with Wick High School in order to make the transition for our pupils as smooth as possible. In June of each year there are two induction days for primary 7 pupils at Wick High School. On these days they are introduced to their guidance teacher and have an opportunity to meet their new classmates and experience their new timetables. Arrangements can be made for additional visits if so required for pupils with additional needs.

VISITS TO THE SCHOOL

Parents are very welcome to visit the school at anytime. Please make an appointment if you wish to speak to a class teacher or the head teacher. This will ensure that the person you want to speak to is available.

ORGANISATION

School Day

Primary 1, 2 & 3	9.15 a.m. to 2.45 a.m.
Primary 4 – 7	9.15 a.m. to 3.15 a.m.
Lunch Break	12.30 p.m. to 1.15 p.m.
Morning Interval	10.45 a.m. to 11.00 a.m.

Nursery times are given in the nursery information booklet.

SCHOOL TERMS AND HOLIDAYS

The dates for the current session are given in Appendix 3.

IN-SERVICE DATES

Full time teachers and non-teaching staff have 6 in-service days throughout the school year. On these occasions the school is closed for pupils. The first in-service day is the first day of the school year in August. The dates for the remaining 5 days are given in Appendix 3.

OTHER DATES

Parents receive a regular newsletter, which details forthcoming events and dates.

SCHOOL CLOTHING

Though we do not have a school uniform as such, in order to develop a feeling of belonging and pride in the school we encourage pupils to wear the school sweatshirt and polo shirt at all times. These sweatshirts, polo shirts and t-shirts are available for purchase through the school office. These items display the school logo. Pupils are expected to wear school sweatshirts for all events and visits outwith the school. Pupils are also encouraged to wear school sweatshirts on a daily basis.

INDOOR SHOES

All children are required to have a pair of suitable indoor shoes for wearing in school. These may be the same shoes for P.E. if desired. To save time in the cloakroom and to prevent shoes from going missing children are encouraged to have a shoe bag in which to keep their shoes. Shoe bags can be purchased from the school office at a cost of £2 each.

Shoes and clothing should all be marked with the pupil's name.

P.E. KIT

For P.E. all children must wear shorts or track suit trousers, and a polo shirt or t-shirt. Soft shoes must also be worn. Please make sure the shoes are in good condition - black plimsolls are ideal. It is recommended that children bring their kit in to school on a Monday and take it home on a Friday.

No jewellery is to be worn for P.E., games or swimming lessons.

SCHOOL CLOTHING GRANTS

If parents are in receipt of Income Support, Job Seekers Allowance (income based) or Working Families Tax Credit, the Education Authority will consider financial assistance towards the cost of purchasing essential clothing/footwear to enable each child to attend school. Application forms for the school clothing grant are available from the school and the Divisional Education Office.

SCHOOL IMPROVEMENT PLANNING

In order to ensure that we move forward and keep up with educational developments the whole staff is involved in a programme of professional development activities. Along with the 6 in service days we also have a programme of continuing professional development throughout the session. This means that on a planned basis, teachers meet from 3.30 – 5.00 to discuss, plan and develop the curriculum.

In order to help us decide what we work on we have to consider the stated aims of the school. Any work we undertake is intended to help us achieve these aims.

We have to consider very carefully how we move forward as there are many areas we could work on and too few hours are available. We also have to take cognisance of Scottish executive and Local Authority priorities. As a staff we agree a School Improvement Plan. This helps us decide how our money will be spent and how much time we will devote to each area of the curriculum.

We are also interested in what you think about the work we undertake and from time to time we will send home a questionnaire or survey about an area of our work or about the school. It would help us a lot if you could find time to fill these in and return them to school. We value your views and we will take them into account when we work on our developments. Pupil's views are sought through the work of the pupil council and the eco committee. Parents may also be invited to take part in working parties to work on developments.

The School Improvement Plan is presented to and approved by the Quality Development team each year. A full copy of the most recent plan is available in the school for any one who wishes to have one.

A Standards and Quality Report is issued to parents.

CURRICULUM

We aim to ensure that what we teach is both interesting and varied. Our curriculum is based on the Scottish Executive Education Department 5-14 guidelines and Highland Council Policies. However we are currently in a transition phase for undertaking the new Curriculum for Excellence which will bring about major changes. The areas of the curriculum will become:- Science, Languages, Mathematics, Social Studies (including Scottish History), Expressive Arts, Health and Wellbeing, Religious and Moral Education and Technology. We are part of a continuous process, which sees the child move from nursery through to secondary school. The current areas of the Curriculum we cover are:

- English
- Mathematics
- Religious and Moral Education
- Environmental Studies – Technology and ICT
- Expressive Arts
- Personal and Social Development
- Modern Language in the Primary School
- Health Education

Teachers spend a lot of their time planning. This means that we present the children with a wide variety of planned experiences and activities. All children develop at different rates and we place great emphasis on children's progression. We have tried in this brochure to give you a flavour of what we do in school.

5-14 GUIDELINES

Currently the 5 - 14 guidelines lay out 6 levels of attainment by which pupil progress can be measured over the 5-14 years. These levels are:

- | | |
|------------------|--|
| • Level A | should be attainable in the course of P1-3 by almost all pupils |
| • Level B | “ “ by some pupils in P3 but most in P4 |
| • Level C | Should be attainable by most children over the course of P4-6 |
| • Level D | “ “ by some pupils in P5-6 but most in P7 |
| • Level E | “ “ by some pupils in P7/S1 but most in S2 |
| • Level F | Should be attainable in part by some pupils, and be completed by a few pupils, in the course of P7-S2 |

As you can see children will not progress from one level to another over one year. Some children will attain a level earlier than stated above. Some, for many reasons, will not attain the level within these years. It is important to remember that children progress according to their ability and needs.

The guidelines on Personal and Social Development are not set out in levels but deal with aspects of a child's development under the headings of Self-Awareness; Self-Esteem; Inter Personal Relationships and Independence and Interdependence.

The Curriculum for Excellence brings with it a change to levels and when they are attained.

ENGLISH LANGUAGE

We plan to give children a balance of experience across the 4 areas.

- Listening
- Talking
- Reading
- Writing

We encourage parents to take time to listen to their children read and read to their children on a regular basis. You can encourage your child to read for pleasure and talk to them about the books they read.

The Highland Literacy Project provides guidelines to help support your child.

MATHEMATICS

Great emphasis is given to mental agility and the development of strategies for coping with mental maths. The areas we cover in maths are:

- Number, Money and Measurement
- Shape, Position and Movement
- Information Handling
- Problem Solving and Enquiry

ENVIRONMENTAL STUDIES

Environmental Studies is a vehicle for studying the environment. Within our Environmental Studies programme we currently provide a balance of the following areas:

- Science
- Social Subjects
- Technology
- Health Education
- Information Communication Technology

Our main objectives are that teachers plan carefully for the experiences given to children and that we ensure a progression, from nursery to primary 7, building each year on what the children have gained the year before.

Information Communication Technology is a fast developing area. Children will learn about using the computer and other technologies, they will also use these technologies to help them learn about other areas of the curriculum. There are many issues involved in the development of children's and teacher's computer skills, to ensure best use is made of these resources. There are also issues to consider in the safe use of the internet. All children and parents/guardians are required to sign a permission slip regarding use of the internet.

EXPRESSIVE ARTS

Expressive Arts play an important role in the children's education. Through Art and Design children will use various materials, techniques and media to develop skills and express ideas and feelings.

Drama provides an opportunity for children to express feelings, work in groups, solve problems and work co-operatively. Through movement, mime, role-play and improvisation children will have many opportunities to express themselves and develop a sense of audience.

In Music children will experience a range of skills which will involve singing, creating music, investigating sound and playing tuned and untuned percussion instruments.

In Physical Education children will have the opportunity to develop skills in gymnastics, dance and games.

Throughout the session children attend swimming lessons at Wick Swimming Pool. These are as follows:- Terms 1 and 4 on a Monday morning.

Please see newsletters for the dates and details of the rota as not all children will attend every week. Parents are asked to pay a specific amount per pupil for each trip to the pool to cover transport costs.

RELIGIOUS AND MORAL EDUCATION

The aspects developed in Religious and Moral Education are:

- Christianity
- Other World Religions
- Personal Search

We have a Religious Education programme based on the Fife Guidelines. The Canisbay School chaplain visits the school on a regular basis and leads school assemblies. These ensure we meet our responsibilities in terms religious observance which is part of the Christianity aspect of the programme.

RELIGIOUS OBSERVANCE

This is an expression of Christian worship. It is developed through our assemblies.

Parents reserve the right to withdraw their children from Religious Education and/or Religious Observance after such a request is submitted in writing.

PERSONAL AND SOCIAL DEVELOPMENT

The area of personal and social development permeates the curriculum. As part of our Health programme, our approach to positive behaviour management and religious education, we are dealing with children's personal and social development. The 5-14 guidelines currently set out advice on the development of the following areas:

- Self Awareness
- Self Esteem
- Inter-Personal Relationships
- Independence and Inter-dependence

HEALTH EDUCATION – CANISBAY SCHOOL IS A HEALTH PROMOTING SCHOOL

As a health promoting school we understand the importance of working together with our pupils, parents and the wider community. We strive to create an ethos of respect, participation, responsibility and fairness for all. We aim to encourage all pupils and staff members to give of their best and to build on their achievements. We aim to adapt and develop our policies and plans to meet the needs of the school and wider community. As a health promoting school we understand the important effect that improving the health and well being of our pupils and staff will have on raising attainment, fulfilling potential and improving the quality of life.

Canisbay School was awarded a level 4, the highest level, of Health Promoting Status in 2005

ASSESSMENT, RECORDING AND REPORTING

Teachers are continually assessing children's work in a variety of ways. Some assessments will be formal (e.g. a test) and some will be informal (e.g. observation/discussion). As part of our assessment programme some children in P2-P7 will be given a National Test in Mathematics and English Language. These tests will be given when the class teacher has looked at all the on-going classroom assessments and has judged that the child is ready to move from one level to the next.

Children are given certificates to take home when they have passed the next level.

There is opportunity for each child's progress to be viewed twice a year at parents' events. These take place in term 2 and term 4. Parents are informed of pupil progress formally through the pupil report which comes out in May.

Parents should feel free at any time to ask for a parent/teacher interview if they have any concerns over their child's progress. If a class teacher has any concerns the school will contact the parent at the earliest opportunity.

The 5–14 Curriculum and A Curriculum for Excellence

The Scottish curriculum is currently going through a transition phase to move into A Curriculum for Excellence which will develop a streamlined curriculum for 3-18 year olds and implement new approaches to assessment.

The purposes of the curriculum are to enable all young people to become:

- successful learners
- confident individuals
- effective contributors
- responsible citizens.

A Curriculum for Excellence will be based on seven principles which will underpin all the learning experiences of children and young people throughout their 3-18 education.

Timescales

The school session 2008/09 has been set as a year of transition, implementation, preparation and development with ongoing professional development for teachers and implementation of A Curriculum for Excellence. The Experiences and Outcomes, currently in draft form should very soon be published as final documents with which we can begin implementation.

If you would like more information on A Curriculum for Excellence you visit www.ltscotland.org.uk and follow the links.

We also have draft copies in school if you would like to view these.

ADDITIONAL SUPPORT NEEDS

If a class teacher has any concerns over a child's learning the school will contact the parent and together we will decide the way forward for the child. We have a limited amount of time from an Additional Support needs teacher and it may be appropriate for this teacher to give some input for a period of time. It may be that we decide that the class teacher best meets the child's needs with advice from the ASN teacher. If any child is deemed to be particularly able we will consider how this child's needs are best met through a professional discussion with the class teacher and the parents.

The school's policy is to support the education of all pupils regardless of needs, along with their peer group, in the normal classroom situation. Individually targeted work at a level accessible to the child and designed to support learning progress, will normally be provided by the class teacher with the support of any other additional support personnel involved with the child.

It may be that we need to involve other agencies, e.g. Education Psychologist, Speech and Language Therapist, etc. to help us determine the specific nature of a child's need and to help us plan the way ahead. If this is the case parental permission will be sought before we progress.

HOMEWORK

We believe in a partnership between home and school. Part of this partnership is the support parents give to their children when they are asked to do work at home. The school policy on homework is currently under review and will be made available to parents when it is completed.

OUTDOOR AND EXTRA CURRICULAR ACTIVITIES

Outdoor activities such as netball and football are very much governed by the weather and pupils are more involved in these during the summer months.

We very much rely on the availability of staff and parents to help us run extra-curricular activities and we are very grateful to those who give up their own time to do this. If any parent has a particular skill and feels that he/she could run an after school activity, contact should be made with the head teacher in the first instance. The Active School Co-ordinator also offers after-school clubs.

Classes are often taken out as part of their environmental studies topic. Arrangements for all trips are made within the policy and guidelines given by Highland Council. Any Off Site Excursion must have the approval of the Head Teacher and parents are required to complete permission forms which will be sent home prior to any excursion. Cycling Proficiency is completed with P6 or P7 pupils by a qualified parent volunteer.

BEHAVIOUR MANAGEMENT

To ensure that we have a school in which both children and staff are happy we have to have an accepted standard and code of behaviour. Encouraging appropriate behaviour is the joint responsibility of parents and school staff.

We have a behaviour management policy, which gives teachers a framework to work within. To enable us to work successfully within that framework, we need to have the support of the home. Children have to see that the teachers and those at home are working together and they agree a common approach to dealing with any behavioural issues.

We have a relaxed and pleasantly industrious atmosphere in which pupils are able to function without fear and give of their best. We always emphasise the positive approach to discipline, that of encouragement, praise and good example, rather than the negative one of punishment and criticism. The teacher uses many incentives but the main aid to discipline in the school is the support of parents. If the child sees that home and school intend to work in partnership there is much more likely to be a positive response to any sanctions we may have to impose.

Children are taught the "Golden Rules".

Do be gentle	Don't hurt anyone
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 listen to people	Don't interrupt

These rules cover all areas of school life. The staff remind the children of these rules in many ways and they are displayed in classrooms and around the school. It would help greatly if you could discuss these Golden Rules with your child as they apply to everyday life as well as to school.

Our behaviour policy will be made available to all parents and anyone who wishes to discuss any aspect of the policy should contact the head teacher.

BULLYING

It would be unrealistic to say that bullying will not occur at Canisbay School. Bullying can and will occur in every establishment.

The important thing is that we have a way of dealing with bullying and that children are aware of what they should do if they feel they are being bullied.

We have a full Anti-Bullying Policy and this is made available to every parent who wishes a copy.

All children and parents are given an anti-bullying leaflet, which highlights the main parts of the policy. This is to help children to remember what to do if they feel they are being bullied.

ATTENDANCE

Although it is generally known that parents are legally responsible for ensuring that their children attend school regularly, the school has a duty to put this on record. Punctuality is important.

It is really important for parents, whose children are absent due to illness or for other valid reasons to contact the school as soon as possible and before 9.30a.m. On enrolment at Canisbay School parents will be expected to sign an agreement appendix 1. This agreement will include the following:

- Parents will be responsible for the safety and well being of their children whilst they are not in the school
- Parents will be responsible for providing the school with suitable emergency contact numbers and ensure that these numbers are kept up to date (at least termly)

School procedures for reporting your child's absence follow Highland Council's Inter Agency Child Protection Guidelines. As such if your child is to be absent for any reason a telephone call must be made to the school informing the staff of the reason for the absence.

Although it is educationally undesirable for parents to withdraw children from school during term times for family holidays, we do realise that for some parents this action is unavoidable. In these cases parents often ask for schoolwork to take away with them. Under local authority guidance it is not school policy to provide work in these circumstances.

Schools have been asked to set targets for improved attendance – please see appendix 7.

HEALTH CARE

The school Health Team, working in partnership with parents and teachers, carries out assessments to ensure the best level of health for all schoolchildren.

Primary 1 (Aged 5 years)

Parents are asked to return a completed Health Questionnaire. The School Nurse/Doctor will pick up on any issues arising from these questionnaires and arrange for interviews for specific parents. Checks on vision, hearing, height and weight are carried out in primary one.

Primary 7 (Aged 11 years)

All parents are asked to return a completed health questionnaire, following which height, weight and vision are checked. Opportunity to discuss health problems with the School Nurse is offered.

Children with an identified health need may be seen more frequently.

Dental checks may also be done with some children as part of an annual survey.

THE ORAL HEALTH EDUCATOR

The Oral Health Educator visits the school once a year to educate children in the need for dental hygiene. This may involve disclosing tablets for which permission will be sought.

CHILD ILLNESS /ACCIDENT

If, in the case of illness, a child is considered unfit to remain in school every effort will be made to contact the parents/guardians, failing this, the Emergency Contact. If no one is available the child is kept in school until contact is made. In the case of an accident the school will make contact as above but if necessary call an ambulance in the case of a serious emergency.

All accidents, which are not considered minor, have to be recorded and parents will be informed if their child has had an accident at school.

SPECIFIC MEDICAL CONDITIONS OF CHILD

Information on any conditions/allergies should be given at enrolment. If a child has to have medication administered in school a Health Care Plan will be advised. This will detail when, where and how medication is to be administered along with details of the child's condition.

APPOINTMENTS

Pupils are not allowed out of school during school hours without permission. It is hoped that wherever possible appointments with the family doctor/dentist will be made outwith school hours.

TRANSPORT

Free transport is available to children living within the school's delineated area if they are under eight years of age and live more than two miles walking distance from the school, or are eight years of age and live more than three miles walking distance from the school. However, they may be expected to walk part of the distance to and from the school transport pick up point. Children living closer to the school than the above distances may apply for a concessionary seat on school transport.

Transport starts at Freswick at 8.20a.m.

Forms to apply for transport are available from the school and should be returned to the school. Included is a copy of the Regional Guidelines for parents of pupils using School Transport. Please read these guidelines carefully as they offer important guidance.

SCHOOL MEALS

It is the Authority's policy to provide meals and facilities for the consumption of packed lunches in all schools where these are required. School lunches are provided by Highland Catering Services and are well balanced with a good selection of fruit and vegetables being available. School meals are cooked on the premises and are served in the school dining hall. Packed lunches are accommodated there also.

Menus will be issued to all families in the school.

Free school meals are available to all pupils whose parents receive Income Support or Job Seekers Allowance (Income Based). Application forms can be obtained from the school office or the Education Office, Rhind House, Wick.

INSTRUMENTAL TUITION

Selection for lessons is made when vacancies occur. This normally happens at the primary 4/5 stage. Children are tested by the instructor, who makes the final selection. A contribution towards the cost of lessons is charged at the current rate. Should your child be selected for instrumental lessons, no charge will be made if you are in receipt of Income Support, Job Seekers Allowance (Income Based) or Working Families Tax Credit.

PARENT COUNCIL

The Scottish Schools (Parental Involvement) Bill received Royal Assent in June 2006. It introduced a new system of Parent Councils to replace School Boards.

Our Parent Council office bearers are:- Chairperson-Mrs Diane Kennedy, Secretary-Mrs Sally Mowat and Treasurer-Ms Irene MacGregor.

The Parent Council hold a minimum of 4 meetings during the school year to which all parents are welcome to attend.

The Education Department maintains an electoral roll of parents for each school in Highlands.

Highland Council Contact for School Boards / Parent Councils:

Ron MacKenzie
Head of Support Services
Education, Culture & Sport Service
Glenurquhart Road
Inverness
IV3 5NX

Tel: 01463-702805

E-mail: ron.mackenzie@highland.gov.uk

SCHOOL AND COMMUNITY LINKS

Canisbay School is very fortunate in enjoying the strong support and interest of the local community and this is regarded as being of great importance.

We have strong links with the school chaplain and the school supports a range of charities.

