

Duncan Forbes

Primary School



School Handbook
2009/10

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Special Points of Interest:

- Duncan Forbes Primary was established in 1977
- It is named after Duncan Forbes. He was a prominent figure of Jacobite history.
- Duncan Forbes Primary school is built on what was once the grounds of Culloden House, home of the Forbes family.
- Our school badge features the dovecote near to Culloden House
- The mural in our reception area represents Duncan Forbes of Culloden and Mary Rose of Kilravock.
- Culloden House is now a luxury hotel and Duncan Forbes Primary is situated at the centre of the residential area of Culloden



Duncan Forbes
Primary
Tel: 01463
791897

OUR SCHOOL AIMS

To provide a learning environment which stimulates and motivates our pupils to become successful learners.

We will do this by:

- delivering a broad and balanced curriculum in line with 'A Curriculum for Excellence'.
- providing a range of appropriate teaching and learning approaches
- making every effort to maximise pupil attainment
- good quality teacher / pupil interaction
- ensuring an appropriate pace of learning
- encouraging independent and creative thinking and personal responsibility for learning
- maximising the use of technology to support learning

To ensure all our pupils are effective contributors.

We will do this by:

- working in partnership and in teams
- by providing experiences in which our pupils take the initiative and lead
- encouraging parents to be involved in their child's learning and in the life of the school
- ensuring regular and purposeful communication with parents
- providing clear and well presented information about a wide range of aspects of the work of the school
- ensuring well-developed links with the Parent Council and Friends of Duncan Forbes
- ensuring that the school makes a strong contribution to the life of the community and vice versa

Our School Aims (continued)

To encourage all our pupils to become confident individuals.

We will do this by:

- promoting individual, family and community responsibility for health
- enabling all pupils to realise their full physical, psychological and social potential and to increase their self esteem
- planning and providing a coherent health education curriculum
- providing opportunities for pupils to assess risk and take informed decisions

To maximise opportunities which encourage pupils to become responsible citizens.

We will do this by:

- developing knowledge and understanding of the world and Scotland's place in it
- encouraging a sense of pride and identity with the school
- providing a welcoming, safe and attractive environment
- ensuring pupils, parents and staff are treated equally, with respect and in a fair and just manner
- ensuring that equality issues are discussed openly and constructively
- regular consultation with staff, pupils and parents
- celebrating ethnic, religious, cultural and linguistic diversity
- fostering positive relationships between staff, parents and pupils as well as with members of the wider school community
- ensuring high standards of pupil behaviour and social relationships which show concern and understanding for others

To enable all our staff to become successful learners.

We will do this by:

- ensuring that all staff members have a clear and well focused remit
- ensuring that each staff member has access to their entitlement to professional review and development
- providing a comprehensive induction programme for all new staff
- ensuring that the programme of continuing professional development reflects individual, school, council and national priorities

About the School

The current roll at Duncan Forbes is 276 pupils. At present there are 10 classes from Primary one to Primary seven. Classes are of mixed ability where whole class, group and individual teaching is carefully considered to meet the needs of all our pupils. The maximum class size is 33 in a single year class and 25 in a mixed year class (composite class).

In additions we have a nursery class for 3 and 4 year olds where we have space for up to 48 children. At present there are two nursery sessions, one in the morning and one in the afternoon.

The teaching areas are semi open plan with a number of classrooms sharing a communal working area. These shared open areas provide additional space which allows flexibility in our approach to learning and teaching. There are two main buildings plus an administration wing, our computer suite/music room and dining/gym hall.

For more information about the school please have a look on our website:

www.duncanforbes.highland.sch.uk

Parents who live outside our catchment area must make a placing request to the Area Education Office if they wish their child to attend Duncan Forbes. Please note that although a child, who lives outwith the catchment area, may attend our nursery or be in our Primary 7 class there is no automatic progression from nursery to Primary 1 or Primary 7 to Culloden Academy. Additional placing requests must be made at these transition stages.



If you would like further information about the nursery please contact : (01463) 791897. We will send you the nursery handbook by Return post.

The Head Teacher is Mrs Elaine Stewart. She is very happy to meet you to show you round and answer any further questions you may have about the school.



The Staff at Duncan Forbes

Your first contact with the school is likely to be with Mrs Fiona Gibb who runs the school office.

Our janitor is usually in the playground. His name is Mr Williams.

As a staff we do the best we can for each child in our care. Teaching staff plan and co-ordinate their work to ensure that effective teaching and learning remains a priority within the school.

Teachers are supported by a team of support staff consisting of 6 Support for Learning Auxiliaries, 4 Classroom Assistants, 2 Clerical Assistants and Children's Service Worker.

The support staff also provide supervision in the two playground areas.

Professional Support

The school draws on a wide range of other professionals to help support the children. It may be that you will meet some of them during your time with us. The professionals mentioned below visit the school regularly and welcome enquiries from parents. Please contact the Head Teacher, Mrs Stewart, if you feel your child would benefit from any of the services below.

Ms Shiona Alexander (Educational Psychologist)
Mrs C. Vernal (School Nurse)
Dr S. Watt (School doctor)
Mrs A. Birrell (Speech and Language Therapist)



Staff List 2009-10



P1/2 Mrs Louise Tolmie / Mrs Tessa Jones
P2 Mrs Carla Tunnicliffe
P3 Mrs Debbie Murray / Miss Siobhann Elrick
P3/4 Miss Nicola Brodie
P4 Mrs Mary McClelland
P5 Miss Fiona Jamieson
P6 Miss Caireen Lamont / Mrs Sandra Bell
P6/7 Mrs Fiona Brander / Mrs Laura Mathes
P7 Mrs Louise Jones / Mrs Susan Morrison

Class Contact Reduction Time

Mrs Muriel Pearson Music Mondays
Mr Ernest Hayes PE Tuesdays
Mrs Loraine Scott PE Thursdays

Support for Learning Teachers

Mr Ernest Hayes
Mrs Rosemary Campbell (Part Time)

Support for Learning Auxiliaries

Mrs Brenda Battison (Part Time)
Mrs Caron Duffus
Mrs Joanne Dickman
Mrs Maureen Foster (Part Time)
Mrs Liz Cronie (Part Time)
Mrs Mandy Vass (Part Time)
Mrs Pauline MacKenzie (Part Time)
Mrs Caroline Wilson (Part Time)
Miss Christine Oliver

Classroom Assistants

Mrs Alison Suttie
Mrs Caroline Wilson
Mrs Helen Benzies

Clerical Assistants

Mrs Fiona Gibb
Mrs Pauline McKenzie

Children's Service Worker

Mrs Yvonne Johnston



Nursery

Cluster Teacher	Mrs Lorna MacGregor
Early Years Worker	Miss Vicki Catto
Early years Auxiliary	Mrs Pam Austen

Visiting Staff

Strings Instructor	Mr Richard Lusher (Mondays am)
Active Schools sports Co-ordinator	Mr Miles Fuller



Janitor: Mr Donald Williams
Temporary Janitor: Mr Ross Stewart

Cleaning Staff: Mrs Elizabeth Brown
Miss Donna Brown
Mrs Senga Bell

Road Crossing Patroller: Mrs Lorraine Cook

Catering Staff:

Mrs Alison Forsyth
Mrs Dawn Scott
Mrs Fiona Calder
Mrs Wendy Woolley
Mrs Caroline Ratcliffe



The Curriculum

The curriculum at Duncan Forbes reflects the guidance given to schools in The Scottish Executive's 'Curriculum for Excellence'. Within our learning and teaching we hope to enable all our pupils to develop their capacities as successful learners, confident individuals, responsible citizens and effective contributors to society.

The curriculum is more than curriculum areas and subjects.

At all stages the curriculum will include learning through:

- The ethos and life of the school as a community
- Curriculum areas and subjects
- Interdisciplinary projects and studies
- Opportunities for personal achievement"



We aim to promote learning across a wide range

of contexts and experiences and equip our pupils with high levels of literacy, numeracy and thinking skills and support development of their health and wellbeing. Learning Support staff work alongside class teachers to plan for the best provision for individual pupils.

The Curriculum areas are....

- Health and wellbeing
- Literacy & English
- Numeracy & Mathematics
- Religious & Moral Education
- Sciences
- Technologies
- Social studies
- Expressive Arts

Assessment

Pupils are assessed in a variety of ways, eg. formal tests, informal observation and activity tasks on an on-going basis to enable effective evaluation and planning for learning and teaching. Assessment takes place within the normal classroom situation, thus allowing pupils to perform to the best of their ability.



National Assessments may be used in Reading and Mathematics to support the teacher's professional judgement of the level at which a child is working. Results of National Assessments appear in your child's report which is issued in June each year.

From time to time the Learning Support staff may also carry out assessments with individual children in order to identify the most suitable learning and teaching approached for that particular child. Parents are kept fully involved of any involvement with Learning Support staff.

Reporting to Parents

It is vital to your child's progress that he/she is supported by you throughout his/her education. We therefore set a very high priority on keeping you informed of the work your child is doing in school.

Parent - teacher meetings are held in October/November, an Open Afternoon is held in the Spring term and after you have received your child's report in June a further opportunity is provided to meet the class teacher.

There are also many opportunities to meet with school staff on an informal basis over the year which will enable you to keep up to date with the work going on in the school.

We also have an 'Open Door' policy and any parents who may have queries or concerns are asked to contact the school at any point in the school year and either myself or your child's class teacher will be happy to meet with you.

Parents at Duncan Forbes

We strongly believe that the best way to ensure success for the children is to work in close partnership with their parents.

To help us provide as best possible for all pupils we ask parents for essential information about their child/children at enrolment and again in August at the start of the school year. Should any information change during the school year then please let the school know so that we can keep our records up to date.



The Parent Council works in partnership with the staff for the benefit of all our pupils. The meetings are informal and open to all parents. If you have an interest in coming along then either contact the school or look out for dates of meetings in our monthly school newsletter.

We are happy to organise meetings or workshops for parents on any aspect of school life. Just let us know what you would like to know more about and we will do our best to accommodate your request. Our monthly newsletter has a parent response sheet which you can use to let us know your views and suggest improvements.

Religious and Moral Education

It is important to make children aware of the importance of the customs and values which underpin our society. It enables them to make sense of the world around them, while a code of conduct, which they consider just, provides them with security. As they grow up children may then make informed personal choices whilst respecting values and customs which differ from their own.

Younger children discuss and make simple moral judgements from stories. Older pupils are encouraged to identify moral dilemmas, offer an opinion on them and draw parallels between story situations and real life. In keeping with all world religions pupils are encouraged to foster a positive attitude towards the beauty and diversity of the natural world. Common values such as fairness, honesty and respect for others are reinforced through school rules, stories, drama, daily events and weekly assemblies.



The school adds to its resources for the study of major world religions annually and values visiting speakers and trips to provide real life experiences and a wider perspective of life.

Arrangements will be made for children whose parents wish to withdraw them from Religious Education

Weekly Assemblies are held in the school. Guest chaplains representing the churches within the Culloden area speak at our assemblies throughout the year.

Homework

Every child at Duncan Forbes gets homework to do throughout the week at a level appropriate to their age and stage of development. It is important that parents encourage a positive attitude towards homework by encouraging children to take a pride in their work and do their best.



Homework is considered beneficial for the following reasons:

- to consolidate work already covered in class
- to engender a positive attitude towards learning
- to develop pupils' self discipline, independence and organisational skills
- to inform and enable you to support your child in his/her school work

The Golden Rules

- Be gentle
- Be kind and helpful
- Work hard
- Look after property
- Listen to people
- Be honest

Promoting Positive Behaviour

We expect our pupils to behave in a responsible and courteous manner at all times. The Golden Rules underpin the school's code of conduct. These rules are discussed regularly with our pupils and rewards given to reinforce the value of thoughtful and considerate behaviour.

All members of staff work together to ensure the children are supported to do the right thing and take personal responsibility for their actions.

We encourage positive behaviour by 'catching' children being good and rewarding by, for example, praise, praise postcards, house points, certificates and Star Awards. We balance praise with sanctions when appropriate.



Normal sanctions for unacceptable behaviour might include

Verbal warning: Loss of House Points: Loss of Golden Time: Punishment exercise to be completed at home and signed by parents: Loss of privileges: Kept in during break or lunchtime completing a written exercise (parents would be informed of this): 'Time Out' in own class / area away from other children: 'Time Out' in another class: Time out with Head Teacher and parents notified.

The following examples of indiscipline would result in parents being immediately contacted: physical aggression, deliberate acts of vandalism, bad language, defiance, stealing, racial incidents, bullying, possessing weapons.

If a child has a problem with his/her behaviour we will keep parents fully informed of our concerns and will work hard to provide a suitable behaviour support programme to encourage and support the child in modifying his/her behaviour in a positive way. We also ask you to keep us informed should you have any concerns about your child.



The school is also exploring and developing the use of Restorative Practices in dealing with inappropriate behaviour. The emphasis is placed on repairing damage to relationships within the school community and encouraging the children to be involved in finding solutions to move forward in a positive manner.

CALM (Crisis and Aggression Limitation Management)

Some staff within the school are CALM trained in physical restraint techniques. In a situation where there is an immediate danger to other persons or the possibility of physical assault upon themselves staff may intervene physically. CALM training provides staff with the skills to make appropriate risk assessments of any such situation. If measures to diffuse the situation have not been successful and physical intervention is required the techniques used ensure there is no danger of the child being hurt. Parents would also be called immediately and be involved in planning and implementing next steps to resolve the situation.

Child Protection

From time to time incidents can occur within the school setting which cause concern and could indicate that a pupil is suffering from some form of abuse. In terms of Highland Child Protection Committee Inter Agency Guidelines, Education Service Staff **MUST** report such incidents to Social Work Services which can lead to a joint Social Work/Police Investigation. All agencies involved in Child Protection are obliged to make the welfare of children their paramount consideration and this will be the priority of Education staff.

More information about Child Protection Procedures within Highland can be obtained from the Child Protection Development Officer. Tel:01463 703483 or by viewing the policy on Highland Council's website - www.highland.gov.uk

Bullying



We understand bullying to be any ***persistent*** aggressive, threatening or other kind of behaviour which is ***deliberately*** intended to frighten or hurt another child. This type of behaviour is not tolerated at Duncan Forbes.

Unacceptable behaviour, including bullying, will be discussed with parents and addressed in a supportive way.

If your child tells you that he/she has been bullied in school it is very important that you let the Head Teacher know as soon as possible so that the incident can be investigated quickly. Children are encouraged in school not to suffer in silence and to tell an adult of their worries or concerns. We are keen that the victims of bullying are supported to ensure their self esteem and confidence grows strong enough for them to feel happy and secure again.

Children who are identified as having bullying type behaviour will also be supported. It is important they understand the adverse effect of their behaviour and how unacceptable it is. We recognise that bullies often have underlying problems of their own which they need to help to address. Parents will always be informed where we have concerns.

Adverse Weather

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



Some parents and pupils are often particularly concerned that important work may be missed, but this factor should not over-ride good judgement. Arrangements can be made regarding missing examinations or tests.

Detailed notes are issued to parents before onset of winter including details of our School Information Phone Line. This number should be kept close by the phone for ease of reference during the winter.

It is paramount that parents should advise the school office of an alternative address which can be used by their children in emergencies.



Local radio stations will issue news and weather bulletins conveying information regarding traffic conditions, school closures etc. While it is recognised that such transmissions may not cover all households and may be subject to re-scheduling in some circumstances, they will be helpful to many families. Parents are therefore advised to keep "tuned in" to be aware of ongoing road or school information updates.

Radio stations request that, since telephone lines are busy at such times, parents should not 'phone for advice but listen to appropriate broadcasts or 'phone the dedicated information line (number below).

DETAILS ABOUT LOCAL RADIO STATIONS/INFORMATION LINE

BBC Radio Highland	6.55 - 7.00 am	and	7.50 - 8.00 am
	12.55 - 1.00 pm	and	4.55 - 5.00 pm

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

Moray Firth Radio



Normal hourly bulletins will carry local information on weather, roads and conditions affecting schools. In severe conditions normal programmes will be interrupted to carry emergency bulletins.

Duncan Forbes School Telephone Messaging Service:

For the latest information in respect of Duncan Forbes please 'phone:
0870 054 6999 04 1940

Information about school closures can also be accessed on Highland Council's website:

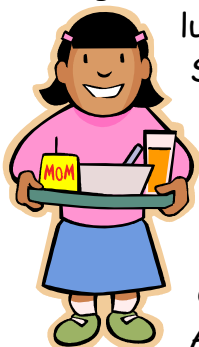
<http://www.winter.highlandschools.org.uk>

School Meals

Children attending Duncan Forbes School have various choices at lunchtime.

Some children prefer to go home and a crossing patroller is on duty in Keppoch Road to assist children during lunch breaks.

Seating is made available in the dining hall to children who prefer to bring a packed lunch from home.



School meals are prepared and served on the premises. The quality of the meals is high, with a vegetarian alternative available most days.

The emphasis is on providing the children with a quality, healthy and balanced meal. There are two sittings a lunch time, one for younger children and one for the older children. A school meal costs £1.65 per day or may be free in certain circumstances.

Application forms for a smart card are available from the office.

Money can be 'loaded' on to the card or credit in the case of free school meal entitlement.

If you would like to apply for free school meals please contact the school office, in confidence, for further information.

SMART CARD APPLICATION FORMS AVAILABLE FROM SCHOOL OFFICE.

School Uniform

All children attending the school are expected to wear school uniform. The school uniform consists of a sweatshirt, white polo shirt and dark trousers or skirt.

There are three different sweatshirts worn in school. Nursery has a green sweatshirt and P1-6 wear a purple sweatshirt. Purple is the main colour in the Culloden tartan. The school badge depicts the 18th century dovecote, found on Barn Church Road and highlights the school's connection with The Forbes Estate.

Primary 7 pupils wear a red sweatshirt. This colour makes them stand out from the crowd and helps younger children identify them as 'buddies' who will give them a helping hand. The badge on their sweatshirt indicates that they are Primary 7. The dove underlines the connection with the dovecote and is also a symbol of peace and hope. The linking hands indicates that Primary 7 children can be expected to be a "helping hand" to younger children in the school and also extend help to the wider community.

Our school uniform can be obtained from the National Schoolwear Shop, Academy Street, Inverness.

Application forms for a Clothing Allowance can be obtained from the school office or Education Office, in confidence.

The School Day

School times are as follows:

	Primarys 1 - 3
Morning	9.15 am - 12.15 pm
Afternoon	1.00 pm - 2.45 pm
Lunch Break	12.15 pm - 1.00 pm



Primarys 4 - 7
9.00 am - 12.35 pm
1.20 pm - 3.00 pm
12.35 pm - 1.20 pm

NURSERY

The Nursery offers places for four year olds and three year olds in either a morning session from 9.15am - 11.45am or an afternoon session from 12.30pm - 3.00pm

Regular liaison takes place between the Nursery and Primary 1 in the summer term.

Attendance

As parents it is your responsibility to ensure your child attends school. While poor attendance can affect a child's performance at school, your child should not attend if unwell. Please note that guidelines issued to the school / nursery state that any child who has been sick should not return to school until 48 hours has elapsed since their last bout of sickness. In the case of flu type illnesses your child should not return to school until all the symptoms have cleared. As infections and viruses spread rapidly in schools then hopefully, by following these guidelines, we can significantly reduce the spread and the number of children who are infected.

We also need to know about medical or dental appointments. Please collect your child from the school office for any appointments they need to attend during the school day.

Examples of authorised absence include:

- family bereavement
- education in another school
- judicial purposes
- sickness/ill health (including visits to doctor, dentist, optician, therapist etc)
- sporting/artistic events supported by the school
- school visits
- any other reasonable excuse authorised by the Head Teacher
-

Unauthorised absence is any absence not falling into the above categories. All absences should be preceded or followed by a note of explanation to your child's teacher. Any absence for which we receive no written explanation is recorded as unauthorised and eventually appears in the Scottish Executive figures as a truancy.

Unexplained Absences:

For the protection of all our children the school follows a Three Day Rule for Unexplained Absence.

On the first day of an unexplained absence the school office will endeavour to contact parents by telephone and request a reason for the absence. On the second day of an unexplained absence the school will continue to make vigorous attempts to contact the family. If no contact is established by the third day the school will arrange a home visit - if the child is not found and no satisfactory explanation is given the police will be informed.

Please help us by advising the school of any absences **IMMEDIATELY**.



Holidays

Holidays should be taken within the designated holiday periods if at all possible.

Where parents have no control over dates of their annual leave the Head Teacher can authorise absence from school for a holiday. This is a facility which should apply in exceptional circumstances only and the child should have a good attendance record otherwise. All parents must request permission from the Head Teacher for a term time holiday. Holidays taken during term time are registered as unauthorised unless there are mitigating family circumstances.

School holiday dates for 2010/11 are as follows:

OPEN

2010 Monday 16 August (staff only)
2010 Tuesday 17 August
2010 Monday 25 October
2011 Monday 10 January
2011 Tuesday 26 April

CLOSE

Friday 8 October
Thursday 23 December
Friday 8 April
Friday 1 July

May Day Monday 2 May 2011

In Service Days and February long weekend for 2011 have still to be confirmed and I will let parents know as soon as I have this information.



Home/School Communications

We consider that good communications between home and the school are most important.

At Duncan Forbes we make strenuous efforts to give home/school communication a top priority. The Head Teacher and class teachers welcome enquiries from parents and are happy to arrange to meet with parents at any time in the course of the school session.

We try to respond to the needs of all parents as far as possible. Parents are asked for their opinions and views by questionnaire on a regular basis. These views are then taken into consideration when we draw up our development plan for the following session.

We are fortunate in having an active Parent Council and this group provides an important link between parents and the school. Both have a vital role to play in promoting home/school links.

The present Chairperson of the Parent Council is Lucy McCulloch who can be contacted through the school office.



Each year we approach parents to ask for volunteers as classroom helpers. Parents regularly help us out by accompanying school trips, helping out in classes, working on developing school policies etc. We hope that during your time with us we can encourage you to become involved in the life of the school. We are sure you will enjoy the time you spend with us.

Development of Social and Cultural Values

From the earliest stages of the school the children are encouraged to develop an awareness of place and their responsibilities within society. Through the work of the class we develop a range of teaching and learning opportunities which will provide a focus for introducing local and Scottish issues and an examination of Scotland's place in the wider world.

Whilst we want the children to have a knowledge of the uniqueness of their Scottish and Highland heritage we fully recognise that Scotland's history has been played out against the stage of world events and that Scotland has a tradition of looking outwards and recognising the strengths and worth of other nations and heritages.

It is a priority for us to provide guidance on accepting everybody's individual worth regardless of race or creed and to promote equal opportunity for all at Duncan Forbes.

Any incident which could be regarded as racist in any way will be fully investigated by the school as soon as it is reported to us.

Racist incidents will be reported to the Education Authority.



Pupil Council

The Pupil Council is made up of two pupils from each stage in the Primary 4-7 classes. The Council meet regularly with the Head Teacher to discuss and take account of ideas and opinions of all the children in the school. They also work on projects to make the school a happy, attractive and hard working place for everyone, eg playground improvements, responsibilities of specific classes in the upper school, healthy lunches and playpieces.

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 and will not be passed on to any other organisation without your prior approval unless it is a legal requirement.



How to Get in Touch With Us:

Duncan Forbes Primary School
Keppoch Road
Culloden
Inverness
IV2 7NY

Tel: (01463) 791897
Fax: (01463) 794227

E-mail: duncanforbes.primary@highland.gov.uk

Both the Head Teacher and the Staff welcome you to the school and hope that your time with us will be both happy and successful.

We hope that you have found the information contained within this brochure to be of interest to you. It is only a starting point in your association with the school. Please do not hesitate to contact the school at any time if you require further advice and clarification.

Some Useful Names and Addresses

The Parent Council at Duncan Forbes

Chair: Mrs Lucy Mc culloch / Mr Bruce MacDonald
Secretary: Mrs Fiona Ryan
Staff Member: Mrs Sandra Bell

The Parent Council can be contacted through the school office. Have a look on our website for more information about them.

www.duncanforbes.highland.sch.uk

Secondary Education: Mr S Dowds, Rector, Culloden Academy

INFORMATION FOR PARENTS 2008 PRIMARY SCHOOLS

School: Duncan Forbes Primary School	Id No.: 270 - 5143624
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Budgeted Running Costs For Financial Year 2008-2009

School Roll at September 2007	279
Total School Running Costs at April 2008 (£)	771,356
Cost per Pupil (£)	2,765

Attendance And Absence For School Year 2007/2008

	Stage							
	P1	P2	P3	P4	P5	P6	P7	P1-7
Total Number of Possible Attendances(Pupil Half Days)	12,06 9	19,43 8	13,68 7	16,95 3	13,20 0	12,64 1	17,05 5	105,0 43
Percentage Authorised Absences	3.2	3.7	3.7	2.7	3.1	2.3	3.4	3.2
Percentage Unauthorised Absences	0.7	0.4	0.9	0.6	0.9	0.8	1.1	0.7

Minimising Overall Absence

	Absence recorded (2006/2007) Average number of half days absence per pupil	Absence recorded (2007/2008) Average number of half days absence per pupil
Absence	15.9	15.0

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.

INFORMATION FOR PARENTS 2008 PRIMARY SCHOOLS

Education Authority: Highland

Budgeted Running Costs For Financial Year 2008-2009

School Roll at September 2007	17,029
Total School Running Costs at April 2008 (£)	60,594,613
Cost per Pupil (£)	3,558

Attendance And Absence For School Year 2007/2008

	Stage							
	P1	P2	P3	P4	P5	P6	P7	P1-7
Total Number of Possible Attendances(Pupil Half Days)	823,218	879,569	901,186	901,018	1,019,376	986,524	958,200	6,469,091
Percentage Authorised Absences	4.6	4.2	3.9	3.8	3.8	3.9	4.1	4.0
Percentage Unauthorised Absences	0.4	0.5	0.4	0.5	0.5	0.4	0.5	0.5

Minimising Overall Absence

	Absence recorded (2006/2007) Average number of half days absence per pupil	Absence recorded (2007/2008) Average number of half days absence per pupil
Absence	17.1	17.1

PRIMARY SCHOOLS

National Data

Budgeted Running Costs For Financial Year 2008-2009

School Roll at September 2007	372,265
Total School Running Costs at April 2008 (£)	1,352,956,701
Cost per Pupil (£)	3,634

Attendance And Absence For School Year 2007/2008

	Stage							
	P1	P2	P3	P4	P5	P6	P7	P1-7
Total Number of Possible Attendances(Pupil Half Days)	18,444,479	19,145,177	19,526,465	19,941,323	20,669,987	21,017,565	21,092,362	139,837,358
Percentage Authorised Absences	4.3	4.1	3.8	3.8	3.7	3.7	3.8	3.9
Percentage Unauthorised Absences	0.9	1.0	1.0	1.0	1.0	1.0	1.0	1.0

Minimising Overall Absence

	Absence recorded (2006/2007) Average number of half days absence per pupil	Absence recorded (2007/2008) Average number of half days absence per pupil
Absence	18.0	18.6

