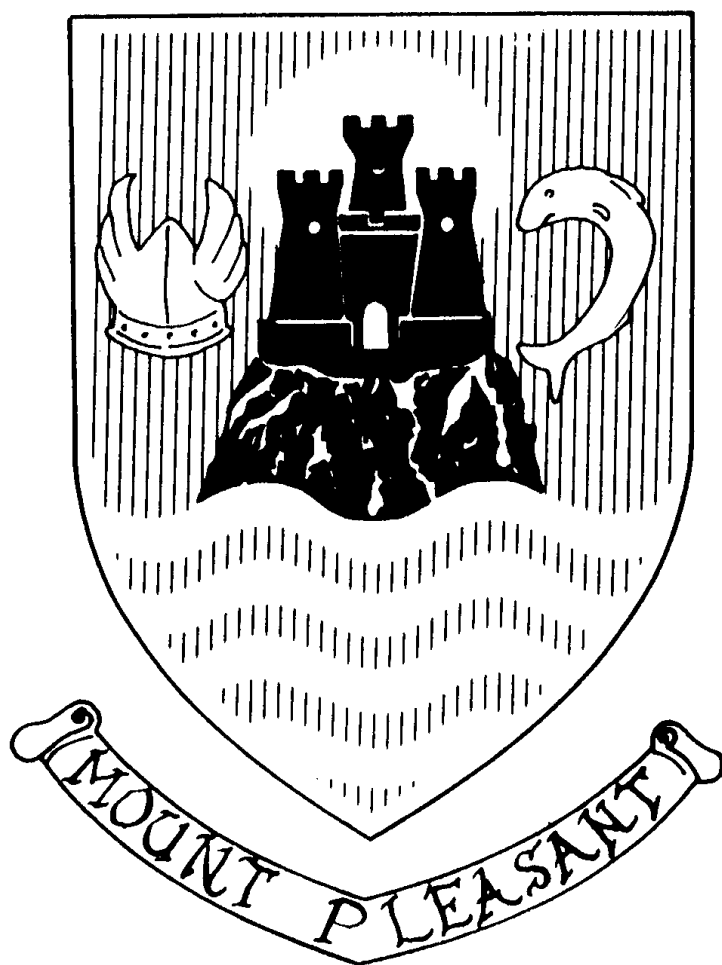


Mount Pleasant Primary School



HANDBOOK 2011

www.mountpleasant.highland.sch.uk



A NOTE FROM THE HEAD TEACHER

Welcome to Mount Pleasant Primary School. If this is your first contact with the school I hope you find the contents of this handbook helpful and informative. For those of you who are receiving this guide for the second, third or even fourth time you will find many changes inside as the school moves forward and adapts to the changing times and the new and challenging Curriculum. I hope that you will see and understand how we are taking the school forward and will join us and help us on our Journey to Excellence.

Should you have any questions regarding the topics covered in the handbook, or any other aspect of school life or your child's education, please do not hesitate to contact the school.

MISS SUZANNE FRASER
Acting Head Teacher
Mount Pleasant Primary School

MESSAGES FROM OUR HOUSE CAPTAINS

I like Mount Pleasant because it is very friendly and welcoming to new students. The education is good as it is fun and exciting. All the teachers are very kind and friendly as well.

By Issy

Mount Pleasant is a good school because it is eco friendly and the teachers make it fun to learn also it has the biggest football pitch out of all the schools! The teachers have good discipline and there's a massive stage to perform on.

By Dean

Mount Pleasant is a good school because you will get a good education and you learn a lot. We have the biggest football pitch out of all the schools. The cooks make nice food.

By Conor

I like Mount Pleasant because all the teachers are really kind and friendly. Most of the activities are fun and teachers are always there to help us. Everyone in Mount Pleasant is welcoming to new pupils.

By Romy

Mount Pleasant is a great school because you get the right education and discipline. The school is effective in many particular ways and the cooks make good food. I'm also glad we have a football pitch!

By Marc



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OUR AIMS AND VALUES

MISSION STATEMENT

Mount Pleasant Primary School and Nursery strives to equip children with all the qualities necessary to thrive in a changing society and admits no obstacle as sufficient to prevent achievement.

VALUES

Every child, every family and every member of staff will be supported within our community of learners. Every classroom will demonstrate our values and beliefs in all aspects of its life.

AIMS

1. Mount Pleasant Primary School and Nursery aims to be a happy and dynamic learning environment in which pupils are encouraged to achieve their full potential. Every member of our school community should be treated equally and with respect.
2. Learning and caring are at the heart of school and nursery activities, both formal and informal. We aim to promote a positive attitude to learning, to encourage pupils to be proud of their school, to celebrate their own efforts and achievements and those of others and to feel that all their contributions are valued.
3. Through effective learning and teaching we aim to raise attainment by providing a variety of challenging experiences that cater for all our pupils' needs and prepare them to take an active role in their life long learning.
4. We want our pupils to become active and caring citizens who respect the needs and feelings of members of their own community and understand the responsibility they have within the wider community. Our pupils are encouraged to be involved in the community and we welcome members of the community into school. We value the contributions they make and the example they set in providing positive role models.
5. We value the role parents play in encouraging pupils to become independent and enthusiastic learners. With open and honest dialogue we will work together to support our pupils and provide good quality resources to enhance their learning.
6. We aim to provide a professionally fulfilling environment for all staff, teaching or ancillary. All staff are encouraged to work together as an effective team within an atmosphere of mutual support. Opportunities for professional development are given a high priority.
7. We aim to work closely with other agencies in order to meet the needs of every child and, with them, help overcome obstacles to learning and successful development.



INFORMATION ABOUT THE SCHOOL

INTRODUCTION

Mount Pleasant Primary School was built in 1966. The location of the school is a very pleasant one overlooking Thurso River and the Harbour. There are magnificent views of the Pentland Firth, the Orkney Islands and the Old Man of Hoy, Thurso East and Thurso Castle and much of the town of Thurso.

The school is fortunate in having good-sized classrooms, a large assembly hall with stage, a gymnasium, a library and a music room. Within the main building we also have a Nursery and a Resourced Base. The building by the main gate houses an independent Gaelic Medium Nursery. There is a generous tarmac area around the school and a large grass area with two junior size football pitches. Throughout the school year children have opportunities to experience and explore our enclosed Nature Garden.

At present there are 182 mainstream pupils and 2 pupils in the Resourced Base. The nursery, which has a capacity to take 30 children in the morning and 30 in the afternoon currently has 20 am and 17 pm.

The Nursery operates five mornings and five afternoon sessions per week with mixed groups of three and four year olds. Nursery brochures are available from the school office on request.

Enrolment for P1 usually takes place in February each year and is publicised in the local press. To enrol at any other time of year, please contact the school to arrange an appointment with the Head Teacher.

P7 pupils transfer to Thurso High School. The High School is supplied with relevant information about each pupil's progress, along with any other information, which may help to ease the transition from primary to secondary education. During June of each year pupils are issued with a Thurso High School Guide and there are opportunities for both pupils and parents to visit the High School.



SCHOOL NAME AND ADDRESS

Mount Pleasant Primary School	<i>Telephone:</i> -	01847 893419
Castletown Road	<i>Fax:</i> -	01847 892601
THURSO	<i>Email:</i>	mountpleasant.primary@highland.gov.uk
Caithness		
KW14 8HL		

USEFUL ADDRESSES AND TELEPHONE NUMBERS

Thurso High School (Rector - Dr F Grant)	<i>Telephone:</i> -	01847 893822
Ormlie Road		
Thurso		

ECS Manager, Caithness, Sutherland and Easter Ross - Mr G Nichols
Area Education, Culture and Sport Offices
Drummuie
GOLSPIE

Telephone: 01408 635338

School Medical Officer
Caithness General Hospital
Wick
Telephone: - 01955 605050

Educational Psychologist
Rhind House
Wick
Telephone: - 01955 602362

Dentist	Pennyland (school dentist)	01847 894018
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School Nurses	Mrs E Arrowsmith	01847 893442
	Mrs Y Mackintosh	01847 893442



STAFF LIST

<u>Name</u>	<u>Position</u>
Miss S Fraser	Acting Head Teacher
Mrs J MacKintosh	Depute Head Teacher (Maternity Leave)
Mrs C Firth	Acting Principal Teacher
Miss C Fisher	Teacher (Maternity Cover)
Miss D Mackay	Teacher
Miss L Ramage	Teacher
Mrs L McLean	Teacher
Mrs L Geddes	Probationer Teacher
Miss V Waddell	Teacher
Mrs I McGregor	Resourced Base Teacher
Mrs C Gunn	Nursery Teacher
Mrs I Mackay	Additional Support Needs Teacher
Mrs R Ross	NCC Teacher - Technology
Mrs E Best	NCC Teacher - Health and RME
Miss L Farquhar	Classroom Assistant
Mrs L Warner	Classroom Assistant
Mrs A Page	Classroom Assistant
Mrs E Elder	Additional Support Needs Auxiliary/Classroom Assistant
Mrs E Wares	Additional Support Needs Auxiliary/Classroom Assistant
Mrs J O'Kane	Additional Support Needs Auxiliary
Mrs K Chambers	Additional Support Needs Auxiliary
Mrs F Malcolm	Nursery Assistant
Mrs D Boulton	Nursery Auxiliary
Mrs Y Craigie	Nursery Auxiliary
Mrs L McIntosh	Resourced Base Additional Support Needs Auxiliary
Mrs L Farquhar	Resourced Base Additional Support Needs Auxiliary
Mrs A Buchanan	Resourced Base Additional Support Needs Auxiliary
Mrs D Hickey	Strings Instructor
Mr K Gunn	Piping Instructor
Mrs H Geddes	Secretary
Mr B Smellie	Janitor
Mrs C Manson	Cook in Charge
Mr K Russell	Active Schools Co-ordinator
Mr P McGregor	Crossing Patroller



GENERAL INFORMATION

SCHOOL TIMES

	MORNING	AFTERNOON
P1-3	9.00 am-10.40 am, 10.55 am-12.35 pm	1.30 pm-2.40 pm
P4-7	9.00 am-10.40 am, 10.55 am-12.35 pm	1.30 pm-3.10 pm

All classes have a morning interval from 10.40 am until 10.55 am

CROSSING PATROL

A School Crossing Patroller on the Castletown Road serves the school. The patroller is on duty at the following times and pupils should not cross the road to school until he arrives:-

8.35 am-9.15 am
12.30 pm-1.45 pm
2.35 pm-3.25 pm

If, for any reason, the crossing patroller is not in place then children should not cross the road but return to the school or to home.

SCHOOL YEAR 2011-2012

SCHOOL CLOSES

Friday, 7 October 2011
Thursday, 22 December 2011
Friday, 30 March 2012
Friday, 29 June 2012

SCHOOL OPENS

Tuesday, 16 August 2011
Tuesday, 25 October 2011
Monday, 9 January 2012
Tuesday, 17 April 2012

February long weekend - The school will be closed to pupils on Mon 13 Feb and reopens on Monday 20 February 2012

May long weekend - The school will be closed to pupils on Monday, 7 May 2012.



IN-SERVICE TRAINING 2011-12

Staff meet regularly throughout the year at Curriculum Development Meetings. These sessions are organised to allow staff to take forward the developments in the School Improvement Plan.

In addition to these meetings and to enable teachers to take part in more intensive training sessions dates are set aside for In-service training either in school or in other venues in Highland Region.

The following are the In Service dates for the session 2011-2012.

Monday, 15 August 2011

Monday, 24 October 2011

Wed, Thurs, Fri 15, 16 and 17 Feb 2012

SCHOOL MEALS/CLOTHING GRANTS

School meals are served in the Main Hall at 12.35 pm. Supervision is provided by a member of the SMT, an auxiliary and Janitor. A four weekly menu is displayed in the office area, in each classroom and pupils receive a copy home. Should a child require a special diet, on medical grounds or for certain matters of conscience, every effort is made to accommodate such a request.

At present the cost of a school meal is £1.70. Free school meals/clothing grants are available to children of families who receive any ONE of the following:-

- Income Support;
- Income-based Job Seekers Allowance
- Any income related element of Employment and Support Allowance
- Child Tax Credit but **NOT** in receipt of Working Tax Credit **and** an income below £16,190 (as assessed by Inland Revenue)
- Child Tax Credit **and** Working Tax Credit, and an income below £6,420 (as assessed by the Inland Revenue)
- If you are 16-18 years old and receive any of these benefits in your own right then you can claim for yourself
- If you are an asylum seeker receiving support under part VI of the Immigration and Asylum Act 1999.

Forms are available from the school office. These forms are for both free school meals and clothing grants.



PACKED LUNCHES

Packed lunch boxes should be clearly marked with the pupil's name. No glass containers, fizzy or canned drinks or flasks of hot soup are allowed as part of a packed lunch. Lunch boxes should be transported in a separate bag to avoid leaky containers destroying schoolbooks. Leaflets containing ideas for a healthy lunchbox are available from the school office on request.

TUCK

Pupils can purchase toast, bottled water and fruit juice at break time.

As part of Highland Council Health for Life initiative children in Primaries 1 and 2 are given a variety of fruit three days a week.

SCHOOL CLOTHING

We strongly encourage the wearing of school uniform by all children during the normal school day, during school excursions and when representing the school at special occasions such as the Caithness Music Festival. The school colours are black and yellow and the school uniform is as follows:

School sweatshirt, hooded sweatshirt and polo shirt, black/grey trousers or skirt

A stock of all uniform items is on sale from the office. In addition to the above items we also have house team t-shirts and hats bearing the school shield. We also sell reflective bands, swim bags and gym kit/shoe bags. An up to date price list is on display on the school notice board in the reception area. Order forms are available from the school office or to download from the school website.

Clothing should be comfortable and safe. Parents should bear in mind that children are outside for some considerable time at interval and lunchtime and ensure children are dressed appropriately for Caithness weather.

Some families, depending upon their level of income, may be eligible for a clothing grant. Forms of application are available from the school and should be returned to your local Service Point or school office where proof of benefit should be provided. See the section on School Meals for further information.



TRANSPORT

Free transport to school is available for children living within the delineated area of the school:

- if under eight years of age and over two miles from school,
- or are eight years of age and over three miles walking distance from the school.

Application forms for free transport are available from the school or from the Education, Culture and Sport Offices, Rhind House, Wick.



SCHOOL RULES AND DISCIPLINE

WHAT TO BRING TO SCHOOL

Children should arrive in school each day with homework books or jotters they require. They should also have their own pencil, eraser, pencil sharpener and a few coloured pencils if desired. Ideally this should all fit in one pencil-case. Other items required, such as calculators, compasses etc will be provided by the school.

All children require shorts, t-shirt and gym shoes for PE. Since this kit is also used for other activities, we ask that this is kept in school. All kit should be clearly marked with the pupil's name and stored in a suitable bag. We have drawstring nylon bags available to purchase in House Team colours from the school office. As we now have carpets throughout the school children are required to change into soft shoes at the beginning of the day, gym shoes ideally double up as soft shoes to avoid extra unnecessary expense for parents.

NAMING/LOSS OF PROPERTY

It is of enormous help if all belongings, especially items of clothing, are marked with the pupil's name. It is extremely difficult to trace unnamed items.

Any loss of property should be reported promptly to the class teacher or janitor. Children finding items in school should hand them in to the class teacher or janitor to allow them to be claimed. Lost items are stored in the 'Lost Property Box' in the main hall. **Any unclaimed lost property is donated to local charity shops at the end of each school term.**

BULLYING

There may be times when children are being bullied or believe that they are. It is important that parents, who are concerned about possible bullying incidents, contact the school at the earliest opportunity to discuss the problem. At Mount Pleasant we have an Anti-Bullying Policy, which clearly details the action that will be taken and how all children concerned may be supported to ensure incidents are not repeated.



BEHAVIOUR AND DISCIPLINE

A high standard of discipline is expected of pupils within, and out with the school, when taking part in school related activities. Children are encouraged to show respect and consideration for people and property and to accept responsibility for their own behaviour.

Each child is made aware of the school rules which should be obeyed. The co-operation of parents is essential to encourage pupil's self discipline and sense of honesty, fair play and mutual respect.

When incidents of bad behaviour do occur, the following are examples of the sanctions which may be imposed, depending on the seriousness of the incident: -

- Non verbal cues eg silence, disapproving look
- Quiet word/rebuke
- Stern reprimand/threat of punishment
- Written punishment
- Withdrawal of privileges
- Detention at breaks
- Behaviour modification programme/behaviour diary
- Removal from classroom for a short time
- Exclusion from school (a last resort only used for very serious offences)

If a pattern of bad behaviour seems to be building up, or the incident is very serious, the Head Teacher will contact parents to seek a joint approach to the problem. Co-operation between home and school usually results in an improvement in behaviour and can prevent more serious action by the school. Details of discipline procedures can be found in the school's Discipline Policy.

In the playground there are two simple rules which underpin everything else:

Be safe in the playground and help everyone else to be safe.
Enjoy the playground and help everyone else to enjoy it.

SCHOOL GROUNDS

Pupils should not arrive in the school grounds before 8.40 am. Access to the school building will not normally be given before 9.00 am as there is limited adult supervision before then. However, children who need to book a school lunch will be given access to the kitchen area to do so.



In bad weather children should spend as short a time as possible in the playground before school and during breaks. We would ask parents to plan their child's arrival in school to be as close to the opening time as possible. Only limited supervision is available for children who stay in school for a school lunch or a packed lunch.

When the weather allows, children play in the playground under the supervision of the janitor and support auxiliaries, who have had training in playground games.

Children who have a packed lunch or school lunch **must not** leave the playground during the lunch hour and **no child** should leave the school playground during morning interval.

If a child is required to return home or to attend an appointment during the school day the school office should be notified and the child collected from the office by a parent or responsible adult.

In the interest of security, parents should **not** approach their own child or any other child in the playground. Parents should always make arrangements with the office if they need to make contact with their child during the school day and children should be met/collected at the school office **not** directly from their class.

ABSENCES/APPOINTMENTS DURING THE SCHOOL DAY

Parents/carers must inform the school of the reason for absence of their child(ren) on the first day of absence. If no contact has been made then the school has a responsibility to contact parents to find out the reason for the absence, this is in line with Highland Council policy. **If the school cannot make contact with the parents/carers within three days then the school has an obligation to pass this information to Social Services, Area Education Manager and the Police.** This procedure is strictly adhered to.

When it is necessary for children to be removed during the school day for medical or dental appointments **then the school should be advised in advance.** Children who have to leave during the day **must**, in the interests of safety be collected from the office area by a parent or responsible adult, known to the child. **Parents must not remove their children from school without first informing the school office staff.**

Highland Council discourages the practice of taking children out of school for holidays and parents should give careful consideration to the disruption in their child's education before removing them from school in term time. Pupils find it difficult to try to catch up work missed. This also puts additional unnecessary stress on the child. Schools are required to set targets for improving attendance and this information can be found in Appendix 1.



CAR PARKING

Parents are requested **not** to use the staff and visitors car park at the front of the school as a drop off point for children. Children are not permitted to cross the car park or the turning area used by the Resourced Base transport. Parents should use the parking area on the opposite side of Castletown Road in Castle Terrace and the children cross at the Crossing Patrol. Children should be encouraged to walk to school or parents may choose to drop children a short distance from the car park to encourage healthy walking habits and ease congestion in the drop off car park.

Parents collecting children during the school day can use the staff and visitors' car park, as there will be no Crossing Patrol available during the school day.



CURRICULUM AND ASSESSMENT

At the present time our school, like all other Scottish schools, is moving towards the implementation of a Curriculum for Excellence, the new Scottish 3-18 Curriculum. This will see the features of the 5-14 Curriculum quickly replaced with new and exciting approaches. Some of the most significant changes are described below:

Levels A-E, which we have been so used to using will vanish. They will be replaced with new and unifying grouping of levels more suitable to a continuous curriculum from 3-18. These levels will be:

Early Level:	Nursery to P1
First Level:	P2-P4
Second Level:	P5-P7
Third Level:	S1

These are the levels against which we will start to report to you, as parents, from 2010-11.

The Curriculum will also be shaped slightly differently. Subjects will now be grouped as follows:

- Mathematics and numeracy
- English and literacy
- Health and wellbeing
- Expressive Arts
- Sciences
- Social subjects
- Religious and moral education
- Technologies

This new curriculum aims to better prepare children for the challenges of the future and places a far greater emphasis on not just acquiring skills but being able to use them effectively and creatively. It places literacy, numeracy and health and wellbeing at the heart of the curriculum.

At Mount Pleasant School we are already well underway with the changes that will be necessary.



However, we continue to aim to plan and deliver a broad and balanced curriculum which will ensure our children achieve their full potential. Children are taught using a variety of teaching methods, in small groups, individually or as a whole class depending on the activity or on the needs of the children involved. The four capacities of 'A Curriculum for Excellence' are linked to Assessment is for Learning and through this children are encouraged to be active participants in their learning and apply collaborative strategies to reflect on their progress.

ADDITIONAL SUPPORT

Many children display signs of difficulties at some stage in their schooling. For some these difficulties are mild, or restricted to one small area of development. For others, the difficulties can be complex and of a more serious nature. In supporting pupils with any difficulties we follow a staged approach.

Most difficulties will be identified, initially by the class teacher, who will identify short term strategies to support the child. If these difficulties continue the class teacher will discuss these with the Additional Support teacher and a programme of work will be decided upon as well as a timescale for review. As part of this programme, the child or group may receive additional input from a member of the Additional Support team. Parents will be informed and advised as to how they may be able to support their child.

If it is found that considerable differentiation of the class work is required, a Support Plan may be drawn up for a child. All those involved will take part in the consultation process.

Additional Support is for all pupils, and children who excel in some way are just as likely to receive input from the Additional Support team.

The type and level of support will vary according to the individual but will normally be carried out within the classroom or in a small group, unless there is a specific reason why this would be inappropriate.

REPORTING TO PARENTS

Pupils' progress is reported to parents in June in a written report. Parents' Evenings are usually held in November and March when verbal reports are given and work can be examined and discussed in detail. Parents who are concerned about their child's progress at other times may contact the school to discuss the matter with staff. Where children have additional support needs there will be regular meetings and reviews.



PUPIL CARE, WELFARE AND SAFETY

ILLNESS

If a pupil takes ill at school he or she should, in the first instance, tell the class teacher who will inform the school office. The parent or emergency contact will be notified and a responsible adult, known to the pupil, should collect the pupil from the school office.

In cases of emergency medical services will be contacted and, if necessary, the child will be transported to the nearest Health Centre or Hospital. Parents will be contacted at the earliest opportunity.

MEDICAL CONDITIONS

Any medical condition likely to affect your child's learning or well being must be notified to the school. Our First Aiders are trained to deal with various medical conditions.

MEDICATION/INHALERS

Teachers **are not obliged** to administer medication to children and it is preferred that parents make arrangements to ensure they are able to administer medication to their own children. Where this is not possible some members of staff are willing to carry out this duty on a voluntary basis. Any medication should be delivered to and collected from the school office by an adult. **Children should not transport medication to and from school.** A pro forma for written instructions is available from the school office. This **must** be completed and signed by a parent/carer. Any medication must be in its original container. All medication, other than inhalers for P1-3 pupils, is stored in the school office area.

It is essential that children who require inhalers have them in school every day. Children should be aware of maximum dosages. Arrangements are in place for inhalers to be stored in classrooms for P1-3 pupils for easy access during the school day. To encourage independence P4-7 pupils carry their own inhalers. An additional inhaler may also be kept in school in case of emergencies if parents request this. **Parents are responsible for ensuring their child has an inhaler for out of school activities such as school trips, swimming etc.**

Parents should take note of the expiry date of any medication to be kept in school for a period of time to ensure it does not go out of date.



HEALTH AND WELFARE

Parental permission is sought in advance to allow the school nurse to examine pupils in P1 and P7. Parents may be present at the examination if they wish.

At Mount Pleasant we are lucky enough to have a tooth brushing scheme for Primaries 1 and 2. Children are encouraged to brush their teeth after they have eaten their lunch. Mrs Miller supervises the brushing which takes place in the girls' gym changing room during lunch break. This is carried out once parental permission is given.

HEAD LICE

From time to time some pupils may suffer from outbreaks of head lice. Effective treatment is available from the local Chemist. If you are in doubt regarding the condition please ask the school for a leaflet about head lice. The school nurse has advised us that the most effective method of combating head lice is regular fine combing.

Should a member of staff discover a child with head lice the parents of that child will be informed immediately. All communication regarding this problem will be treated in the strictest confidence. Alert letters are no longer allowed to be issued to parents.

ADVERSE WEATHER/SCHOOL CLOSURE PROCEDURES

From time to time it may be necessary to close the Nursery and/or school. This would usually only happen if the heating should fail or in severe weather conditions when it may be unsafe for pupils or staff to attend.

We have three methods of informing parents of school closures. The first is by using Moray Firth Radio who regularly provide up dates of school closures throughout Highland and Moray. The second is by using the messaging service provided to all schools in Highland. Parents are issued with an information leaflet, usually in the first week of the second term. This leaflet provides parents with a telephone number (0870 054 6999) and a pin number (042640) to use to find out up to date information. The final method is the winter weather website - www.winter.highlandschools.org.uk.

Should it be necessary to close the school during the school day it is essential we have emergency contact information for every child. It is the parents/carers responsibility to ensure such information held by the school is kept up to date and that we are informed in writing of any changes at the earliest opportunity.



FIRE SAFETY

Regular Fire Drills are held in school to ensure all pupils and staff are familiar with the school's evacuation procedures.

HIGHLAND COUNCIL CHILD PROTECTION POLICY

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

More information about Child Protection Procedures within Highland can be obtained from the *Child Protection Development Officer, Highland Child Protection Committee, Kinmylies Building, Leachkin Road, Inverness, IV3 8NN - Telephone (01463) 703483, Fax - (01463) 713237*

ACCESS TO PERSONAL RECORDS

Parents will have ready access to the files and records of their own children, but will not have access to information about any other child.

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



SCHOOL ACTIVITIES

HOUSE CAPTAINS

All children are members of House Teams. Boy and Girl House Captains are elected from P7 and are given responsibility for organising a range of events during the year. They are also members of the Pupil Council.

PUPIL COUNCIL

A Pupil Council is established in the school. The Council members are voted for by their classmates. The Council meets regularly throughout the school year under the guidance of the Head Teacher and these meetings are minuted. The purpose of the Council is to encourage the children to be involved in the running of their school, putting forward their ideas for improvements and solutions to problems.

ECO COMMITTEE

The Eco Committee comprises representatives from P4-7. The members are voted for by their classmates. The Committee meet regularly throughout the year under the guidance of the Head Teacher. There are also staff and parent members on the Committee. The Committee who have been awarded a "Silver Flag" from Eco Schools Scotland aim to achieve a green flag over the next year or two.

SNAG

The School Nutrition Action Group (SNAG) comprises of two pupil representatives from primaries 4-7, the cook in charge and is led by the Head Teacher. The SNAG look at ways to encourage children to eat healthier foods and organise themed lunches.

SCRIPTURE UNION

Volunteers provide lunch time sessions fortnightly for P5-7 pupils throughout the year.



SPORTS

Sports Day is organised annually by the staff and all children are encouraged to participate in a variety of events. Parents are invited to attend.

The school takes part in many sporting events over the year. There are inter-school competitions for football and netball, which the P6-7 pupils are encouraged to take part in.

The local Active Schools Co-ordinator, Kenny Russell, organises the following sporting activities.

- Fitness checks for P7 pupils
- Rugby for all age groups
- Highland Games
- Dance Workshops
- Inter-school Swimming Gala
- Athletics
- Football
- Aerobics
- Shinty

EDUCATIONAL VISITS

Opportunities are provided for pupils to take part in educational visits and excursions. These vary in type according to the age of the pupils, with our youngest pupils participating in short local visits while senior pupils are given the opportunity to take part in residential visits of up to a week in length. Parents will be sent a form providing information about the trip and seeking their permission. Occasionally, parents will be asked to contribute towards the cost of transport etc but, wherever possible, these costs are met from school funds.

PRIMARY 7 RESIDENTIAL TRIP

The Primary 7's have an opportunity to go on a week long residential trip. This year they are going to Fairburn Activity Centre near Beauly where they will experience a variety of outdoor activities.

CAITHNESS MUSIC FESTIVAL

Mount Pleasant Primary participates in the Caithness Music Festival in June every year. This can range from school choirs to individual solos, poetry reading and differing music categories.

For all excursions pupils are required to wear school uniform.



WORKING WITH PARENTS

VISITS TO SCHOOL

Parents are always welcome to visit the school to discuss any aspects of their child's educational experience. Appointments can be arranged with the office if parents wish to meet with teachers or the Head Teacher.

Parents' Evenings are held twice a year and give parents the opportunity to have a ten minute appointment with their child's class teacher. These are held in November and March.

A security system is in operation and all visitors can access the school by ringing the visitors' bell at the main entrance. While children are in school there is no other access to the building.

NEWSLETTERS

Newsletters are issued regularly by the school. School newsletters are generally given to the eldest child in each family in school. This school-bag mail is intended to keep parents up to date with holiday dates, pupil achievements, school events etc. **It is therefore extremely important that parents make a habit of checking children's school-bags for these newsletters.**

EMERGENCY CONTACT

Minor emergencies may arise such as a fall in the playground or gym. Parents are all too aware that children can become ill quite quickly. For these reasons it is essential the school is able to contact a parent, or an appointed emergency contact, at any time during the school day. The school will issue Emergency Contact Forms annually to keep records up to date and we ask that parents inform us as soon as possible of any change in circumstances.

No child will be sent home without either a parent or emergency contact being informed and asked to come to the school to collect the child. In the case of an emergency, medical services will be contacted and if necessary the child will be transported to the nearest Health Centre or Hospital as appropriate. Parents will be contacted at the earliest opportunity.



HOMEWORK

One of the most important aspects of homework is the link it provides between home and school, enabling parents to see their child's progress with class work. Homework is useful in encouraging pupils to pace their work and to develop the study habit, approximately half an hour each evening should suffice. Homework should be done in a quiet, comfortable place, away from distractions such as television. For older children it may involve research associated with ongoing classroom work.

Although some homework can be tackled independently, we would encourage parents to show interest in their child's work and assist or encourage them, as they feel appropriate. A parent or responsible adult must sign all homework.

PARENT COUNCIL

The Parent Council is a group of parents selected by members of the Parent Forum to represent all the parents of children at a school. The type of things a Parent Council could get involved in include:

- Supporting the work of the school;
- Gathering and representing parents' views to the Head Teacher, education authority and HMIE;
- Promoting contact between the school, parents, pupils, providers of nursery education and the local community;
- Fundraising;
- Being involved in the appointment of senior staff.

We are lucky enough to have a very active Parent Council who support the school. The AGM is held during the first term in the school year.

COMMENTS/COMPLAINTS

We hope you will enjoy your child's time at school and welcome comments or suggestions, which could help us to improve our service. However, we are aware that difficulties can occur from time to time and if you feel you have reason to complain then please contact the school office and arrange an appointment to speak to the Head Teacher.



TRANSFERRING EDUCATIONAL DATA ABOUT PUPILS

Education authorities and Scottish Government have collected data about pupils on paper forms for many years. We now work together with schools to transfer data electronically through the ScotXed programme. Thus Scottish Government has two functions: acting as a 'hub' for supporting data exchange within the education system in Scotland and the analysis of data for statistical purposes within Scottish Government itself.

WHY DO WE NEED YOUR DATA?

In order to make the best decisions about how to improve our education service, Scottish Government, education authorities and other partners such as the SQA and Careers Scotland need accurate, up-to-date data about our pupils. We are keen to help all our pupils do well in all aspects of school life and achieve better examination results.

Accurate and up-to-date data allows us to:

- plan and deliver better policies for the benefit of all pupils,
- plan and deliver better policies for the benefit of specific groups of pupils,
- better understand some of the factors which influence pupil attainment and achievement,
- share good practice,
- target resources better.

DATA POLICY

The ScotXed programme aims to support schools and Local Authorities by supporting the collection, processing and dissemination of statistical information required for planning, management and monitoring of Scottish education services.

A subset of this information is passed to Scottish Government for research and National Statistics publications. Education data within Scottish Government is managed effectively by secure systems and is exploited as a valuable corporate resource, subject to confidentiality restraints. As part of its data policy, Scottish Government will not publish or make publicly available any information that allows individual pupils to be identified, nor will data be used by Scottish Government to take any actions in respect of individuals. Data is held securely and no information on individual pupils can or would be published by Scottish Government.



The individual data collected by Scottish Government is used for statistical and research purposes only. We hope that the explanations contained on the ScotXed website will help you understand the importance of providing the information.

YOUR DATA PROTECTION RIGHTS

The collection, transfer, processing and sharing of ScotXed data is done in accordance with the Data Protection Act (1998). We also comply with the National Statistics Code of Practice requirements and other legislation related to safeguarding the confidentiality of data. The Data Protection Act gives you the right to know how we will use your data. This message can give only a brief description of how we use data. Fuller details of the uses of pupil data can be found on the ScotXed website (www.scotxed.net).

Scottish Government works with a range of partners including HM Inspectorate of Education and the SQA. On occasion, we will make individual data available to partners and also academic institutions and organisations to carry out research and statistical analysis. In addition, we will provide our partners with information they need in order to fulfil their official responsibilities. Any sharing of data will be done under the strict control of Scottish Government, which will ensure that no individual level data will be made public as a result of the data sharing and that these data will not be used to take any actions in respect of an individual. Decisions on the sharing of data will be taken in consultation with relevant colleagues and individuals within and outwith Scottish Government.

CONCERNS

If you have any concerns about the ScotXed data collections you can email the Senior Statistician, Peter Whitehouse, at Peter.Whitehouse@scotland.gsi.gov.uk or write to The ScotXed Support Office, Area 1B, Victoria Quay, Leith, EH6 6QQ. Alternative versions of this page are available, on request from the ScotXed Support Office, in other languages, audio tape, braille and large print.

WANT MORE INFORMATION?

Further details about ScotXed are available on the ScotXed website, www.scotxed.net, which contains a section on 'frequently asked questions' at <https://www.scotxed.net/jahia/Jahia/lang/en/pid/220>.

BUDGETED RUNNING COSTS

The tables in the Appendix show the budgeted running costs for Mount Pleasant Primary School, for Highland and for Scotland.



Appendices



INFORMATION FOR PARENTS 2010 PRIMARY SCHOOLS

School: Mount Pleasant Primary School	Id No.: 270 - 5101425
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Budgeted Running Costs For Financial Year 2010-2011

School Roll at September 2009	178
Total School Running Costs at April 2010 (£)	686,647
Cost per Pupil (£)	3,858

Key to symbols: The symbol ## indicates that the data are not available.

Attendance And Absence For School Year 2009/2010

	Stage							
	P1	P2	P3	P4	P5	P6	P7	P1-7
Total Number of Possible Attendances (Pupil Half Days)	9,300	10,602	10,584	7,554	9,880	9,672	8,106	65,698
Percentage Authorised Absences	6.0	5.3	3.5	3.5	2.8	5.6	6.2	4.7
Percentage Unauthorised Absences	0.4	0.5	0.4	0.2	0.5	0.9	1.3	0.6

Key to Symbols:

Asterisks (**) have been inserted instead of figures for some schools and categories:

- Counts and percentages based on data for more than 0 but fewer than 5 pupils, because they could be misleading or lead to the identification of individuals.
- In other cases, it is not possible for the school to have any data for the category, for example, cases where the relevant year group roll figure is zero.

The symbol (##) indicates that the school has recently opened or merged with another school and this information is not available.

Minimising Overall Absence

	Absence recorded (2008/2009) Average number of half days absence per pupil	Absence recorded (2009/2010) Average number of half days absence per pupil
Absence	17.8	20.0

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.

Key to Symbols: The symbol (##) indicates that the data are not available or comparable with other years.



INFORMATION FOR PARENTS 2010 PRIMARY SCHOOLS

Education Authority: Highland

Budgeted Running Costs For Financial Year 2010-2011

School Roll at September 2009	16,816
Total School Running Costs at April 2010 (£)	67,408,003
Cost per Pupil (£)	4,009

Key to symbols: The symbol ## indicates that the data are not available.

Attendance And Absence For School Year 2009/2010

	Stage							
	P1	P2	P3	P4	P5	P6	P7	P1-7
Total Number of Possible Attendance s(Pupil Half Days)	877,251	837,971	837,953	869,224	894,997	886,799	989,736	6,193,931
Percentage Authorised Absences	5	4.8	4.6	4.3	4.3	4.4	4.3	4.5
Percentage Unauthorised Absences	0.6	0.7	0.6	0.7	0.6	0.7	0.6	0.7

Key to symbols:

Asterisks (**) have been inserted instead of figures for some schools and categories:

- Counts and percentages based on data for more than 0 but fewer than 5 pupils, because they could be misleading or lead to the identification of individuals.
- In other cases, it is not possible for the school to have any data for the category, for example, cases where the relevant year group roll figure is zero.

The symbol (##) indicates that the school has recently opened or merged with another school and this information is not available.

Minimising Overall Absence

	Absence recorded (2008/2009) Average number of half days absence per pupil	Absence recorded (2009/2010) Average number of half days absence per pupil
Absence	17.5	17.7

Where schools have 9 openings per week, please note that all local authority and national figures are based on 10 openings per week, and so are not directly comparable.

Key to symbols: The symbol (##) indicates that the data are not available or comparable with other years.



INFORMATION FOR PARENTS 2010 PRIMARY SCHOOLS

National Data

Budgeted Running Costs For Financial Year 2010-2011

School Roll at September 2009	367,146
Total School Running Costs at April 2010 (£)	1,478,797,126
Cost per Pupil (£)	4,028

Key to symbols: The symbol ## indicates that the data are not available.

Attendance And Absence For School Year 2009/2010

	Stage							
	P1	P2	P3	P4	P5	P6	P7	P1-7
Total Number of Possible Attendance (Pupil Half Days)	19,136,227	19,091,222	18,545,411	18,823,231	19,175,554	19,573,622	20,175,467	134,520,734
Percentage Authorised Absences	4.3	4.1	3.9	3.8	3.9	4	3.9	4
Percentage Unauthorised Absences	1.1	1.2	1.1	1.1	1.1	1.1	1.1	1.1

Key to symbols:

Asterisks (**) have been inserted instead of figures for some schools and categories:

- Counts and percentages based on data for more than 0 but fewer than 5 pupils, because they could be misleading or lead to the identification of individuals.
- In other cases, it is not possible for the school to have any data for the category, for example, cases where the relevant year group roll figure is zero.

The symbol (##) indicates that the school has recently opened or merged with another school and this information is not available.

Minimising Overall Absence

	Absence recorded (2008/2009) Average number of half days absence per pupil	Absence recorded (2009/2010) Average number of half days absence per pupil
Absence	18.3	19.4

Where schools have 9 openings per week, please note that all local authority and national figures are based on 10 openings per week, and so are not directly comparable.

Key to symbols: The symbol (##) indicates that the data are not available or comparable with other years.



Appendix 4

Uniform Price List

Black/Yellow Sweatshirts with stitched logo:

Sizes 3/4-11/12	£8.00 each
Sizes XS-XXL	£9.50 each

Black Hooded Sweatshirt with stitched logo:

Sizes 5/6-11/12	£9.00 each
Sizes XS-XXL	£14.00 each

Black/White Poloshirts with stitched logo:

Sizes 3/4-11/12	£7.50 each
Sizes SM-XXL	£8.50 each

House Team T-Shirts:

Child Size	£4.50 each
Adult Size	£5.00 each

Black Wool Hats £3.50 each

Fluorescent Arm Bands £1.00 each

Swim Bags £3.00 each

Shoe Bags £1.50 each

School Bags (in house team colour) £4.50 each