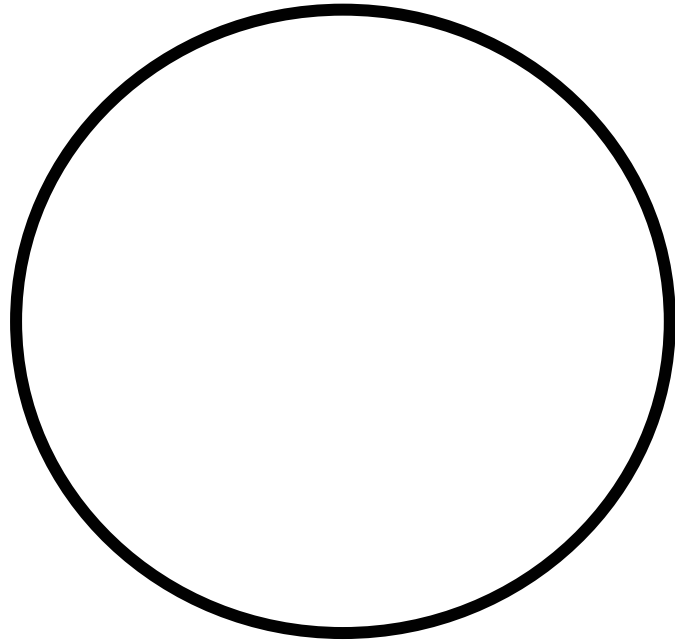


**Castletown
School**



Caithness

**School
Handbook**

Introduction

Welcome to the Castletown School Handbook.
We hope it will acquaint you with procedures and practices in our school.

The Handbook has been prepared in a fully indexed format to assist with your search for relevant information. It is intended to be a 'living' document with updated information issued as appropriate for insertion into your handbook. For example, Section 1 contains information relevant to the current school session and will be updated at the start of each school year.

The handbook cannot hope to cover all questions you may have, especially those of a day to day nature, therefore we welcome visits by parents. Staff will be pleased to discuss any problems you may have regarding your child's progress, behaviour or activities at the school. As all the teaching staff have class commitments, it would be most convenient if you could first telephone to make an appointment at a time to suit all concerned.

Liaison between home and school is essential at all times to ensure we work together to achieve the full potential of your child.

To minimise cost to the school, we would be grateful if the Handbook could be returned to the school at the end of Primary 7 or at any time in the event of transfer to another school or area.

HOW TO CONTACT THE SCHOOL

<i>Address</i>	<i>Ms Sheila Malcolm - Head Teacher</i> Castletown School CASTLETOWN By Thurso Caithness KW14 8UA
<i>Telephone</i>	01847 821256
<i>Facsimile</i>	01847 821256

Should you have cause for concern about any aspect of your child's progress, behaviour or any other matter involving the school, please do not hesitate to contact us immediately. The sooner a problem is identified, the easier it is to deal with.

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1 Basic Information Yearbook Session 2008/2009

1.1 SCHOOL MANAGEMENT

Head Teacher

Ms Sheila Malcolm

The Head Teacher is responsible throughout the school for administration, curriculum and pastoral matters. Class teachers are directly responsible to the Head Teacher for the welfare and discipline of the children in their classes.

1.2 SCHOOL HOURS

	Primaries 1 – 3	Primaries 4 – 7
Morning Session	09.00 to 12.40	09.00 to 12.40
Interval	10.40 to 11.00	10.40 to 11.00
Afternoon Session	13.35 to 15.15	13.35 to 15.15
Interval	14.25 to 14.55	

1.3 SCHOOL ROLL

<i>Primary School</i>	142
<i>Nursery</i>	17

1.4 STAFF LIST

1.4.1 Full Time Teaching Staff

Nursery Assistant	Mrs Elizabeth McGinley	Nursery
Nursery Auxiliaries	Mrs Patricia Gunn	

Class	Teacher	Room Number
Primary 1	Mr Kevin Cormack	1
Primary 2	Mrs Audrey Mackay	2
Primary 3	Mrs Lindsay Coghill & Miss Debra Coghill	3
Primary 4	Mrs Beverley Hughes	4
Primary 5	Miss Gillian Lumsden (Probationer)	5
Primary 6	Miss Susan Watson	10
Primary 7	Mrs Linda Williams	11

1.5 VISITING TEACHERS

Subject	Teacher
Learning Support	Mrs Alison Brims
P.E.	Mrs Rachel Mennie
Music	Mrs Susan Rodgers
Technology	Mrs Rona Ross

1.5.1 Support Staff

Learning Support

Auxiliaries	Mrs Sarah Rice
	Mrs Sara Davidson
	Mrs Jackie Sutherland
	Mrs Anne Bertram
Classroom Assistant	Mrs Julie McMillan
Secretary	Mrs Lynne Hartley
Janitor	Mr David Kirk
Senior Cleaner	Mrs Dolly Macleod
Cleaner	Mrs Valerie Magee
Cleaner	Miss Catherine Macleod

1.5.2 School Meals Staff

Cook	Mr Andy Green
Kitchen Assistants	Mrs Shona Fraser

School Meals:

All meals are cooked on the premises. Menus are formulated by dieticians with careful note of sugar, fat and salt content. Children have two choices of main course, and fruit or yoghurt is always available as an alternative desert. The menu is issued to all families. Packed lunches are also accommodated in the dining hall.

School lunch costs £1.65 per day. When paying by cheque, it should be made payable to Highland Council, with the school, child's name and class and the name and address of the person who signed the cheque written on the back.

Milk, toast and fruit are available at morning interval. The costs are: milk 15p, toast 10p and fruit 5p.

Entitlement for Free School Meals are provided on the basis of applicants being in receipt of A. Notice of Entitlement: B. an Income Support Book/Form: C. Tax Credits Award: D. Home Office/Immigration Office form. Application forms are available at school.

1.7 TERM AND HOLIDAY DATES 2008/2009

SCHOOL OPENS

Tuesday 19th August 2008
Wednesday 29th October 2008
Monday 5th January 2009
Wednesday 18th February 2009
Tuesday 14th April 2009
Tuesday 5th May 2009
Tuesday 18th August 2009

SCHOOL CLOSES

Friday 10th October 2008
Friday 19th December 2008
Wednesday 11th February 2009
Friday 27th March 2009
Friday 1st May 2009
Thursday 2nd July 2009

1.7.1 In Service Days – Pupils do not attend

Monday 18th August 2008
Monday & Tuesday 27th & 28th October 2008
Thursday 12th February 2009
Tuesday 17th February 2009

1.7.2 Session 2008/2009

Commences on Monday August 18^h 2008 for the staff and Tuesday August 19th 2008 for pupils.

1.8 PARENT COUNCIL

The School Board and Parents, Friends and Teachers Association have been replaced by the Parent Council. Parent Councils play an active role in supporting parental involvement in the work and life of the school, while also providing opportunities for parents to express their views on children's education and learning.

The main functions of the Parent Council are to:

- Support the school in its work with pupils and parents
- Represent the views of parents
- Promote contact and communication between the school, parents, pupils, the community, nursery and other providers

The Parent Council members for 2008/2009 session are as follows:

Chairperson

Mrs Sara Campbell
Telephone 01847 821109

Treasurer

Mrs Barbara Kennedy
Telephone: 01847 851374

Secretary

Mrs Shona Kirk
Telephone: 01847 821736

2 About our School

2.1 Aims of the School

- Advance curriculum, principles and ethos towards ‘A Curriculum for Excellence’ capacities ensuring the development of responsible citizens, confident individuals, successful learners and effective contributors.
- Develop ‘Assessment is for Learning’ school status following local and national guidelines and initiatives.
- Health Promoting School ethos maintains highest priority and is continually advanced.
- Sustain an ethos of achievement and attainment where high standards are expected and success is celebrated.
- Promote the concept of Citizenship within the school community and wider area, endorsing inclusion and valuing diversity.
- Engender positive behaviour and high levels of self-esteem, encouraging self-discipline and a caring attitude towards others.
- Raise standards of attainment within the framework of 5-14 National Guidelines, National priorities, ‘Assessment is for Learning’ and ‘A Curriculum for Excellence’ ensuring breadth, balance, coherence, continuity and progression are maintained.
- Equip pupils with the foundation skills, attitudes and expectations necessary to prosper in a changing society.
- Support and develop staff and thus the ability to deliver a high quality curriculum, in accordance with local and national priorities.

2.2 CASTLETOWN SCHOOL

Castletown lies on the North Coast of Caithness, about five miles east of the town of Thurso on Dunnet Bay. The village owes its existence to the Caithness Flagstone Industry and dates to the beginning of the nineteenth century, when Sheriff Traill established a Pavement Works at Castlehill and built the associated Castletown Harbour. Several of the workers’ cottages still exist along the main street. Although the Flagstone Industry has now gone, Castletown is still a centre for industry as it is home to Icotech, the largest manufacturers of freezers in Europe.

After being situated initially in the Traill Hall, a new school was provided in 1875 by the Orlig School Board. A Higher Grade Department was added, and although threatened with closure as early as 1935, it was not until 1966 that the senior department actually closed.

The school now has a playgroup, nursery class and seven primary classes. It has a separate gymnasium as well as a school hall, with a stage, and rooms available for art and music. The older part of the school is now home to the Nursery, the Playgroup and CASPER, the after school care club. The CASPER room is utilised by the school, nursery, playgroup and a Mother and Toddlers group during school hours.

The school has a large area of tarmac and a large grass area for the children to use at playtimes and for sports activities. The children, with the help of the local Country Ranger, have developed a Wildlife Area, which is situated at the bottom of the pitches, containing a pond, trees and a flowerbed. We also have a picnic area, with tables, benches and a willow bower. The children enjoy playing in the sand and bark pits located in this area. A local artist assisted the children in developing large wall murals, which further enhance this area.

A plan of school buildings and room allocations is shown in Appendix 1.

2.3 SCHOOL CATCHMENT AREA

Pupils are normally drawn from the area bounded generally by the settlements of Dunnet, Lochend, Reaster, Tain, Durran and Claredon. This delineated area is shown in Appendix 2

Parents living outside this area who wish their children to attend Castletown Primary School may submit an application to the Area Education Office. The appropriate Placing Request Form can be obtained from the school office. The Area Education Officer will inform them whether a place at the school is available for their child. Provided there are no additional funding implications, such requests are normally granted.

The same procedure applies to those parents wishing their children to attend a school outwith the catchment area for Castletown Primary School.

2.4 ENROLMENT

Children commencing the Nursery or in Primary 1 should be enrolled at the school after the announcement appears in the local newspapers advising parents to do so. This usually appears towards the end of January.

Children whose 5th birthday falls between 1 March of that year and the last day of February of the following year may be admitted to school. However, parents may make a request for postponement for a child who has not yet reached 5 years of age by the start of the school session. There is no statutory obligation for parents to enrol children who will reach age 5 by 28th February 2010. They are merely invited to do so. A parent who feels that their child would have difficulty coping with school from August 2009 need not enrol the child. There is, however, a statutory obligation that enrolment must take place for the following session. You should contact the Head Teacher for further information. Parents are required to bring the birth certificate of the child being registered when they visit the school

The school will send out further information about the starting arrangements for the children. To enable the children to adjust to their new environment they will have transition sessions during their time in Nursery. This will be explained at meetings with parents of Nursery children.

2.5 TRAVELLING TO/FROM SCHOOL

The children are regularly reminded of the correct procedure to follow when crossing a road, both by the school staff and visits from the local policeman. We try to train the children to use the safest possible ways to enter the school and ask the help of the parents in this task.

Please refer to village map shown as Appendix 3 and plan of School car park and entrances as shown in Appendix 4.

No child should ever cross the entrances to the car park. Children coming from the direction of the main part of the village should enter the school by the path at the side of the gymnasium. Children coming from the other direction should enter the school grounds by the small gate at the front of the school.

If parents bring their children to school by car, they should take their children to the opening in the fence so that they walk along the path by the side of the gymnasium. **The children should not be left to walk across the car park. Moving vehicles in the car park prove a great danger to the safety of the children.**

Children having to cross the Main Street should not do so directly at the T- junction near the garden centre. We advise that the child should cross the road away from the bend to Dunnet so that the traffic has a clearer view of them, and they have a better view of the approaching traffic.

Children coming to school on the buses must use seat belts when provided on the bus.

They must remain in their seats during the whole journey and not move about while the bus is moving. The bus will stop at the front of the school for children to disembark.

Children departing school by bus, form a group and are checked by staff, at the infant corridor. They are escorted onto the buses.

School bus timetables are given in Appendix 5 for reference.

2.6 VISITING THE SCHOOL AND SECURITY

The school has been fitted with a security system controlling access/exit via all external doors during normal school hours. Visitors to the school must report to Reception (door at 'arches') where entry is controlled by a video entry system.

Visitors are requested not to park in front of the school but to use the car park and enter the school grounds via the small wicket gate at the south end of the car park.

2.7 ATTENDANCE

For your child to gain the maximum benefit from school, he/she needs to attend each day of the school year if at all possible. Any absences from school, however short, have a detrimental effect on a child's learning. Lost teaching and learning time cannot be made up however willing parents are to help complete work at home.

Parents must inform the school of the reason for any absence of their children. Any planned absence such as a medical appointment should be notified by letter in advance.

The Highland Council have developed the Three Day Rule For Unexplained Absence of Pupils.

DAY 1: First day of unexplained absence of pupil. The school will endeavour to make contact by telephone or e-mail to parents, carers or emergency contacts informing them that the child is absent and requesting a reason for absence. If no contact can be made with the parent/carers or emergency contacts this will be noted by the school.

DAY 2: Second day of unexplained absence of pupil. The school will make vigorous attempts to contact a carer or family member by telephone or e-mail. If no contact can be made on the second day of absence this will be noted by the school.

DAY 3: Third day of unexplained absence of pupil. If no contact is established, schools with support staff will arrange a home visit to check the situation. If the child is not found and

no satisfactory explanation is given for absence, the police will be notified of the child's non-attendance. The police will treat this as a missing persons alert.

Parents are responsible for their children's prompt attendance at school. Lateness not only disrupts the class but it also means the child will be missing a part of his/her education.

Parents are requested to take their family holidays during school breaks and not to withdraw their children from school during term time.

Parents should be aware that the school is now formally required to report any unauthorised absences, i.e. absence without a good reason, to the Education Office.

Examples of authorised absence include:

- Family Bereavement
- Education in another school
- Judicial purposes
- Sickness/ill health (including visits to the doctor, dentist, therapist etc.,)
- Sporting/artistic events
- School visits
- Any other valid reason authorised by the Head Teacher

2.8 EMERGENCY CONTACT

We ask all parents to complete an emergency contact form at the start of each school year. This gives us home details and details of a person to get in touch with if you are not available. This information is treated as confidential and will not be divulged outside the school.

If a child is unwell or has been involved in an accident we try to contact parents or emergency contact as soon as possible. It is therefore very important that all emergency contact forms are returned to school speedily. Please ensure that the school is informed of any change of address, telephone number, etc.

2.9 EMERGENCY ARRANGEMENTS FOR SCHOOL CLOSURES

Whenever practicable the school will endeavour to give advance notice of any impending closure. On occasions, however, the school may be forced to close at short or zero notice due to severe weather, power or heating failure.

The decision as to whether a pupil should attempt to travel to school in adverse weather conditions, whether by transport or by foot, lies with the parent. **You are encouraged to read the Education Authority policy guidelines on travelling to school in adverse weather conditions as shown in Appendix 6.**

In the event that the school has to be closed during the school day the Emergency Closure Procedure will be invoked and all parents will be contacted.

Parents must ensure that the school is advised of any changes to address, telephone number or emergency contact details immediately they occur.

2.10 SCHOOL UNIFORM

- It establishes a sense of identity with the school
- It encourages a sense of team spirit
- It is smart and practical
- It removes the pressure of always having to wear the ‘right label’
- Clothing grants are available for the purchase of uniform items

The school is proud of its smart red uniform and pupils are expected to wear the main items. Following a lead from the High School, and having gauged parent opinion, uniform is now a standard requirement for all pupils.

A range of school uniform is available for purchase via the school office where samples are on display and a limited stock of items held. All items carry the traditional Castletown School ‘Okie’ logo.

The main items are:

- School Polo Shirt – Red
- School Sweatshirt with logo
- School Fleece
- Dark Trousers or Skirt

All clothes and possessions should be marked clearly with your child’s name or initials. Our Lost Property boxes are often full of unmarked clothing which we have been unable to return to the rightful owners.

2.11 SCHOOL NOTICEBOARD

Parents are asked to regularly peruse the school notice board, which is located in the Reception entrance foyer (main door at school ‘arches’). Information regarding school activities is regularly updated, together with agendas and minutes from the Parent Council.

2.12 SCHOOL ASSEMBLIES

The School is non-denominational. In its religious observances, the school aims to engender humanity, compassion and caring attitudes in our pupils towards themselves and others. Morning assemblies are held once a week. The minister of Orlig Free Church of Scotland acts as chaplain to the school.

Individual classes also take turns to make a presentation of a theme to their fellow pupils on a regular basis.

Our assemblies also act as a focus for our positive behaviour system, with good work and behaviour being rewarded by presentation of badges and certificates.

Every day at all stages in the school children are encouraged to develop a sense of self and social responsibility.

In addition to weekly Assemblies, End of Term Services are normally held in the local Churches where parents and friends are warmly invited to attend.

2.13 SLIPS, TRIPS, FALLS AND MEDICATION

Minor cuts and bruises will be dealt with by a trained First Aider. Any injury of a more serious nature, suspected or otherwise, will be referred to the local doctors' surgery or to the Casualty Department at Dunbar or Caithness General Hospital, and parents will be contacted immediately. Pupils requiring hospital treatment will be accompanied until a parent arrives at the hospital.

All accidents, apart from those of a minor nature, are recorded in the Accident Book.

It is most important that the school is kept advised of any important medication being taken by a child, or of any known medicinal or food based allergies.

Children on medication should not take medicines to school without the prior knowledge and permission of the Head Teacher.

The school is unable to administer medication without your formal consent and the completion of a Medical Consent Form. This must then be approved by the Head Teacher.

2.14 CASPER CLUB

Castletown After School Play, Education, Recreation Club offers quality childcare service before and after school and during school holidays and In-service days.

Opening Hours

7.00 – 8.50 am

3.15 – 5.30 pm

For further information phone 01847 821500

2.15 INVOLVING PARENTS IN THE SCHOOL

All parents want the best for their children. We encourage as much parent participation in school life as possible.

We have a small group of parent helpers who keep our Libraries really tidy, work with classes, accompany classes on trips and help with a variety of extra curricular activities. All parents assisting the school are Disclosed by the Authority.

Additional volunteers are always most welcome!

3 Curriculum

3.1 CURRICULUM

The curriculum is divided into 5 main areas, namely Language, Mathematics, Environmental Studies, Expressive Arts and Religious, Health and Moral Education. The Scottish Office has provided National Guidelines for the teaching of each of these subjects to pupils aged between 5 and 14 years, that is from P1 in primary school to S2 in secondary school. Each subject strand has 5 attainment levels labelled from A to E, these levels being attained at different stages:

- Level A: should be attained in the course of P1 – 3 by almost all pupils, most in P2

- Level B: should be attainable by many pupils in P3 or even earlier, but certainly by most in P4
- Level C: should be attainable by many in P5 but certainly in P6
- Level D: should be attainable by many pupils in P6 or even earlier but certainly by most in P7
- Level E: should be attainable by some pupils in P7/S1 but certainly by most in S2

Children will undertake National Tests in Reading, Writing and Mathematics, when they have successfully completed the programme of work specific to level.

The acquisition of Language and Maths skills is seen as essential for all pupils and especially in the early stages, great emphasis is put on reading, writing and numeracy. Extra support is put in to early stage classes to make sure the children have the best possible start in school. The school follows programmes devised by Highland Council for many aspects of the curriculum, these may be viewed at www.highlandschools-virtualib.org.uk

The Curriculum is at present in the process of significant change. Assessment is for Learning (AifL) developments have greatly influenced how the Curriculum is delivered, with an emphasis on Learning and Teaching. www.ltscotland.org.uk
The recent publication of A Curriculum for Excellence guidelines on re-structuring various aspects of the curriculum will shortly commence implementation.
www.curriculumforexcellencescotland.gov.uk

3.1 LANGUAGE

The language programme is based, at present, on 5-14 Language Guidelines. The main components are Talking, Listening, Reading and Writing. All classes follow the Highland Literacy Project recommendations and structure, with Oxford Reading Tree and Treetops as well as a wide range of non-fiction supporting language development. The children work at differentiated levels according to their ability.

Primary 3 to Primary 7 are involved in an Accelerated Reading Programme, where their reading age is assessed and they are encouraged to participate in a programme of reading and assessment at their individual level. This programme has been proven to significantly improve children's reading capabilities and performance.

All P6 and P7 pupils are taught French.

3.2 MATHEMATICS

The mathematics programme is based on 5-14 Mathematics Guidelines with Scottish Heinemann Mathematics forming the main resource. This maths scheme puts great emphasis on direct, interactive teaching methods and the development of strong mental maths, strategies and proficiency.

3.3 EXPRESSIVE ARTS

Expressive Arts involves Music, Drama, Art and Physical Movement. Visiting teachers make a valuable contribution to this area of the curriculum, and class teachers provide an interesting and appropriate programme based on the 5-14 National Guidelines.

3.4 RELIGIOUS, MORAL AND HEALTH EDUCATION

Castletown Primary School is a non-denominational school. The Religious Education programme is based on the 5-14 National Guidelines and develops Personal Search, Christianity and knowledge of Other World Religions.

Moral Education focuses on Citizenship and developing positive attitudes towards others, respecting and valuing differences. Every child is encouraged to develop a high level of self-esteem, recognising their individual value in society.

Health Education deals with physical, emotional and social aspects of healthy development. A full programme, covering all aspects at every stage, has been developed by Highland Council and is used throughout the school.

3.5 DEVELOPMENT OF SOCIAL AND CULTURAL VALUES

Children are encouraged from an early age to be aware of their place and responsibility within society. Through the work of the class they will look at local and Scottish issues and examine Scotland's place in the wider world.

We want the children to learn to appreciate their immediate environment and the uniqueness of our Highland and Scottish culture. However, we fully recognize that Scotland has always been as outward looking country and our history has been interlinked with many other countries and cultures. We recognise the strengths and worth of other countries and heritages and ensure that the pupils appreciate this too.

It is as priority for us to accept everyone's individual worth regardless of race or creed and to promote equal opportunity for all in Castletown Primary School.

3.6 ENVIRONMENTAL STUDIES

The school has developed a programme of topics that follow the 5-14 National Guidelines in Environmental Studies. These topics provide children at each stage with an appropriate experience of Science, Social Studies and Technology. Children will be given opportunities to develop skills in Information and Communications Technology and also utilise ICT as a tool for enhancing learning in other curricular areas.

3.7 ASSESSMENT AND REPORTING TO PARENTS

Teachers are constantly monitoring the children's progress as they work in their classes. From time to time more formal testing is carried out to give confirmation that a child has achieved a specific level.

National Tests in reading, writing and mathematics will be administered when the teacher considers the child to have reached a level as stated in the 5-14 guidelines. These tests will be used to verify that the teacher's assessment of your child's attainment is accurate.

A written report at the end of the session informs parents of progress in relation to 5-14 Attainment Outcomes. The report will give an overall assessment of attainment in Language and Mathematics and a more general report on attainment in Environmental Studies, RMHE and Expressive Arts. There will be comment on the pupil's strengths and development needs.

A pupil profile will be kept for each child, which will contain samples of work throughout the current and previous school year.

Parents have the opportunity to come in to school to discuss their child's progress with the teacher. Parents' evenings are organised twice in the session. The meetings are usually held over two evenings and parents are normally given a ten minute appointment.

Parents are always welcome to make an appointment to see a member of staff or the Head Teacher if they are concerned about their child, at any time during the school year.

3.8 SUPPORT FOR LEARNING

The Learning Support Teacher, Auxiliaries and Classroom Assistants are available to support pupils who require extra assistance in their learning. Many pupils experience some form of learning difficulty in the course of their education. Most of these difficulties can be successfully addressed in general class situation.

The school has a Learning Support Policy for children who require long term extra support. Where special needs are identified, an Individual Learning Programme is formulated and specific long and short term targets are discussed and agreed with parents.

3.9 HOMEWORK

Aims

- To encourage partnership between home and school.
- To reinforce and consolidate class work.
- To develop your child's self discipline and promote a positive, responsible attitude to work.
- To extend your child's knowledge beyond what is learned in class.

Please remember children often work best in a quiet, calm atmosphere away from any distraction like television.

Content

In the early stages of school, much of the homework will be related to the development of reading. As children progress through the School they will be set a variety of activities with which parents can help, for example:

- Reading and new vocabulary, learning poems, sounds, practising writing, spelling, tables, consolidating maths and language work done in class, music, etc..

Approximate duration

The time required to complete homework will vary depending on the child and the work set. As a guide, in the early stages homework should not normally exceed 20 minutes, rising to 30 minutes by P7.

Some pupils may also require spending extra time completing work not done in school due to lack of effort or attention.

Please initial child's homework or reading marker as an indication to class teacher that you have checked work.

4 School Policies

4.1 CHILD PROTECTION - CARE AND WELFARE POLICY

The school has a comprehensive policy covering all aspects of child protection, care and welfare. This policy adheres to Highland Council's directives.

From time to time incidents can occur within the school setting which cause concern and could indicate a pupil is suffering some form of abuse.

In terms of Highland Child Protection Committee Inter-agency Guidelines, staff must report such incidents to Social Work Services.

4.2 BEHAVIOUR POLICY

We expect all pupil's in Castletown Primary to behave in a responsible and courteous manner. The school puts great emphasis on developing positive attitudes and acceptable behaviour. All staff work together in a positive and consistent way to encourage good behaviour.

Pupils are encouraged to take responsibility for their own actions and all classes discuss behaviour issues in Circle Time. We encourage positive behaviour through incentive schemes in the classroom, with rewards for good work and behaviour given out at assembly.

The school follows a set of Golden Rules:

- Do be gentle
- Do be kind and helpful
- Do work hard
- Do look after property
- Do listen to people
- Do be honest
- Do not hurt anybody
- Do not hurt people's feelings
- Do not waste your or other people's time
- Do not waste or damage things
- Do not interrupt
- Do not cover up the truth

The support of parents is essential and we keep them informed by sending home reports about their child's behaviour.

- Grey letters will only be issued in cases involving serious misbehaviour.
- White letters warn of cloudy skies and notify that we are not pleased with the child's behaviour.
- Sunny yellow letters signify our delight with children's progress, actions etc.

These reports are to be signed by parents and returned to school so that we know they have been seen at home.

4.3 ANTI-BULLYING POLICY

We define bullying as the *deliberate repeated behaviour* that uses physical or psychological power in order to hurt, frighten or cause unhappiness to others.

This type of behaviour will not be tolerated in Castletown Primary School. Incidents of bullying are all thoroughly investigated and parents are encouraged to report any bullying or suspected bullying to the school as soon as possible.

The school accepts that bullying can have a very disturbing effect on children, whether as victim or bully.

At all stages in the school anti-bullying strategies and discussion take place in the class. The staff have all received Circle Time training and we have structured a comprehensive programme of Values Education.

In promoting Positive Behaviour, the school will examine all means of improving behaviour in terms of organisation, resources and playground.

Parents of pupils who are involved in any type of bullying behaviour will be kept informed as to how the incident is being dealt with.

4.4 PUPIL COUNCIL

The Pupil Council is the voice of the pupil body within the school. The council consists of two representatives, a boy and girl, from each class P3 – P7, who are elected democratically, and the Head Teacher. Meetings are held on a regular basis. The representatives bring questions and suggestions from their class, discuss current issues and concerns and report back on the meetings.

5 Non-Vocational Activities

5.1 SCHOOL TRIPS

During the session many classes have visits connected with their school topics. On these occasions care is taken to make certain that the children are carefully supervised, occasionally parents may be asked to help with supervision.

Primary 7 will have an end of Primary School Outing. This will be educational in content and a savings club commences in Primary 6 to alleviate the financial burden on parents.

5.2 SPORTING ACTIVITIES

We place great emphasis on Health and Active Lifestyles. The children have the opportunity to participate in a wide range of activities throughout the session, many of these are organised by our Active Sports Co-ordinator. These have included Shinty, Touch Rugby, Dancing, Fun Football, Athletics, Fitness Training in addition to our football and netball skills training sessions.

We have a Sports Day towards the end of May, when all the children take part. In June we participate in the inter-school sports, held in Thurso High School, where children from Primaries Four to Seven take part in sprint races and other field events.

All children have a block of weekly swimming lessons at Thurso Swimming Pool commencing with senior pupils in the Autumn term and Infants participating at the end of the session.

In the Summer Term inter-school football and netball matches are held between the primary schools in the county.

Appendices

CONTENTS

1	School buildings layout
2	School delineated catchments area
3	Street map guide showing recommended walking routes to and from School
4	Plan of School car park showing setting down and pick-up points for pupils travelling by car
5	School bus timetables
6	Education Authority guidelines for parents of pupils travelling to school during adverse weather conditions
7	Education Authority information

Appendix 5

BUS TIMES

Murkle/Dunnet Bus

The bus begins to pick up children in Murkle at **08.10**, arriving at Britannia Hall, Dunnet, at **08.20**, and at school approximately **08.50**.

Loch End/Durran Bus

The bus begins its journey at Loch End at **08.20** arriving in Durran at **08.40** and at school at **08.50**.

All the buses leave the school soon after **15.15**, returning the children to their usual pick-up point.

The transport contracts specify the provision of seatbelts in all vehicles used for home to school transport. Children must wear their seatbelts and remain in their seats for the whole journey. It is important that parents, as well as the school, make certain that the children are aware of this safety issue.

APPENDIX 6

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

TRAVELLING TO SCHOOL DURING ADVERSE WEATHER

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

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

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

When weather conditions are poor:-

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

Broadcast times

OBBC RADIO HIGHLAND

6.55 am - 7.00 am 7.50 pm - 8.00 pm
12.55 pm - 1.00 pm 4.55 pm - 5.00 pm

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

1 MORAY FIRTH RADIO

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

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

For pupils using school transport

- Parents should advise their children on how long they should wait at the pick up point for their transport. This will depend on the prevailing weather conditions and the availability of shelter at the pick-up point. During adverse weather conditions no pupil is expected to wait longer than twenty minutes past the normal "pick-up" time.
- Parents should note differences between **contract** vehicles and **public service** vehicles. Drivers of **contract** vehicles are advised not to drop off children where there is any doubt that they may not safely reach home or other place of shelter. Drivers of **public service** vehicles must travel their normal routes and cannot make special provision for the individual pupils.
- Where parents are concerned about weather conditions at "drop-off" points, they should contact the school as early as possible.

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

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

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

There are other features of this service which may be available for your school. These are described below. (Note that this is an 0870 service and charges are slightly higher than normal. However there is no queuing and an adverse weather call should last less than 1 minute).

How to use the service.

1. Dial Highland Council's access number – 0870 054 6999
2. Now enter your own school's pin number 04 1680
You have two attempts to enter the pin number and you will be disconnected after a second failed attempt. If this happens, check the number and redial. If you still have a problem check with your school.
3. You will now hear the school's name. Ensure that this is correct before going on.
4. You will now be taken to the MAIN MENU where you will be given 4 options:

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

Press 4 to enter the pin number for another school within the authority. Parents may have children who attend different schools. This option allows you to move from one school's messaging service to another without having to re-dial.

Using Other Features

Press 2 to send the school a NON-URGENT message eg. that you cannot attend a Parent Council meeting. Do not leave an urgent message as the school cannot guarantee to pick up the message soon enough for action. For urgent messages, speak to someone directly. This service is not available initially – the school will inform you on this.

Press 3 to hear general information messages.

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

HIGHLAND COUNCIL

CASTLETOWN SCHOOL **TELEPHONE MESSAGING** **SERVICE**

To enquire about school closures in times of adverse weather please phone:

Highland Council Number:
0870 054 6999

Enter the schools own pin
number when prompted:
04 1680

Appendix 7

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>.

**INFORMATION FOR PARENTS 2008
PRIMARY SCHOOLS**

School: Castletown Primary School	Id No.: 270 - 5100321
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Budgeted Running Costs For Financial Year 2008-2009

School Roll at September 2007	138
Total School Running Costs at April 2008 (£)	447,392
Cost per Pupil (£)	3,242

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)	6,126	8,864	9,880	5,660	8,302	9,500	4,180	52,512
Percentage Authorised Absences	3.8	3.3	3.5	4.3	4.1	4.1	2.4	3.7
Percentage Unauthorised Absences	0.0	0.0	0.0	0.0	0.0	0.0	0.1	0.0

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	20.9	14.2

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

INFORMATION FOR PARENTS 2008 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)	18,44 4,479	19,14 5,177	19,52 6,465	19,94 1,323	20,66 9,987	21,01 7,565	21,09 2,362	139,8 37,358
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

