

Lady Lovat Primary



2011-2012

School Handbook



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Lady Lovat Primary School
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Lady Lovat Primary School is situated in the village of Morar facing the Morar Estuary and looking towards the islands of Rum and Eigg. The catchment area is from Beoraidbeg in the North to Garramor in the South and East to Bracora. Lady Lovat Primary is a non-denominational school which accommodates one English medium department with one class.

Lady Lovat, who performed the official opening of the school on 13 May 1915, laid the foundation stone for the school on 20 April 1914. This building houses the Primary 1-7 class.

In 1951 an annex was erected. It is a corrugated iron building containing two rooms, one of which serves as a dining room and the other is a music room. A new toilet block, attached to the main building, was added in 1983. In 1999, the school house was refurbished to provide a resource room, an office, a staff room and toilets.

A demountable classroom was put in place in October 2002 to cater for the rising school roll. This is situated at the rear of the main building. It is used for physical education.

The current school roll is 18.

Lady Lovat Primary does not have nursery provision so the English nursery is situated in Mallaig Primary School. Regular liaison is established with this nursery and the pre-school children who will attend Lady Lovat Primary visit the school in June. This visit comprises of a week of morning sessions.

The school has a family atmosphere. Pupils are encouraged to participate in all school activities.

Any parent who is considering the school for his/her child is welcome to visit at any time, by arrangement, in order to meet the Head Teacher and to look around the school.



SCHOOL STAFF

HEAD TEACHER

Ms Maureen Sutherland

CLASS TEACHERS

Ms Maureen Sutherland - Primary 1-7
Mrs Sharon Halsall - Primary 1-3 (Monday, Tuesday
& half of Wednesday)

VISITING TEACHERS

Mrs Fothergill - PE
Mrs J. Robertson - Additional Learning Support
Ms Harriet Bovingdon - Violin Instruction
Mr J. Hunter - Guitar tuition

VISITING SPECIALISTS

Ms H. Watkins - Speech Therapist
Dr A. Linneman - Community Paediatrician
Mr Alistair Gunn - School Dentist
Mrs Eilish MacLellan - School Nurse/Health Visitor

ACTIVE SCHOOL COORDINATORS

Mrs Pam MacDonald
Mrs Emma Walters

SUPPORT STAFF

Mrs M A MacDonald - Clerical Assistant
Miss Donalda MacLennan - Classroom Assistant

AREA EDUCATION STAFF

Mrs Rosemary Bridge
Mr Ian Jackson

SCHOOL CHAPLAIN

Rev Fr J Calleja, The Presbytery, Morar
Tel: 01687 46 2201
Rev. Richard Begg, The Manse, Mallaig
Tel: 01687 46 2816

PARENT COUNCIL

Elizabeth Dyer - Chairperson
Peter Tevendale - Treasurer
Stuart MacKintosh - Secretary
Angela Cunningham - Parent Member
Katie Nicolson - Parent Member
Cathy Stewart - Co-opted Community Member



SCHOOL AIMS

At Lady Lovat Primary School our aims are based on the values of wisdom, justice, compassion and integrity in line with the 7 principles and four purposes of the curriculum for excellence. To achieve our aims, every child and young person in our care will be protected from abuse neglect or harm, have the highest attainable standards of physical and mental health and be given support in learning to make healthy and safe choices. They will be supported and guided in their learning and in the development of their skills, confidence and self esteem and have opportunities to take part in activities such as play, recreation and sport which will contribute to healthy growth and development. They will have the opportunity, along with Parents and Carers to be heard and involved in decisions which affect them, and be encouraged to play active roles in their school with appropriate guidance and supervision. They will have help to overcome social educational, physical and economic inequalities and be accepted as part of the community in which they live and learn.

Aims:

- To create a welcoming, happy, healthy and safe learning environment in which all members of the school community treat each other with mutual respect and fairness.
- To motivate all pupils to achieve their full potential in all areas of their learning.
- To provide quality learning experiences for all pupils, through a range of teaching styles to enable them to be actively involved in their own learning.
- To provide opportunities for all pupils to become successful learners, confident individuals, responsible citizens and effective contributors in society.
- To encourage and support the development of positive life styles and attitudes with a particular focus on health and well being.
- To make a contribution to the life of the community through actively promoting partnerships with parents, professional agencies, individuals, businesses and the wider community.
- To promote a team approach to ensure effective management of the school through good leadership, where the views of all pupils, parents, carers and staff are valued.

SCHOOL DAY

Primary 1 - 7	commence	9.00am
Primary 1 - 7	interval	10.45am - 11.00am
Primary 1 - 3	lunch	12.30pm - 1.15pm
Primary 4-7	lunch	12.30pm – 1.30pm
Primary 1 - 3	dismissed	2.30pm
Primary 4 - 7	dismissed	3.15pm



SCHOOL UNIFORM

Although school uniform is not compulsory it would be greatly appreciated if parents would support the following:

- GIRLS - white blouse, grey skirt, bottle-green jumper or cardigan.
- BOYS - white shirt, grey trousers, bottle-green jumper.
- TIES - school ties can be purchased at the school
- P.E - shorts, T-shirt, gym shoes/trainers.
- Swimming - swimming costume/towel

During the winter months (November - February) the girls have the option of wearing grey uniform trousers.

A swimming kit is also necessary as the children have swimming lessons as part of their PE timetable.

It is very important for parents to label their children's clothing so that any lost articles can be returned immediately.

HOLIDAY DATES -- Session 2011/2012

School open

Tuesday 16 August 2011
Tuesday 25 October 2011
Monday 9 January 2012
Monday 20 February 2012
Tuesday 17 April 2012

School close

Friday 7 October 2011
Thursday 22 December 2011
Friday 10 February 2012
Friday 30 March 2012
Friday 29 June 2012

Dates for In-service training :

Monday 15 August 2011
Monday 24 October 2011
Wednesday 15 February 2012
Thursday 16 February 2012
Friday 17 February 2012
A day in June (yet to be decided)

May day Holiday : Monday 7 May 2012



CURRICULUM FOR EXCELLENCE

The Curriculum for Excellence aims to provide greater choice and opportunity for pupils, and a single, coherent curriculum for all young people from 3 years of age to 18 years of age.

We aim to enable all pupils to become:

- Successful learners
- Confident individuals
- Responsible citizens
- Effective contributors

The curriculum is divided into eight parts:

- Languages and Literacy
- Mathematics and Numeracy
- Health & Wellbeing
- Expressive Arts
- Social Studies
- Sciences
- Technologies
- Religious and Moral Education

Language and Literacy

Language development in the school includes the four elements of reading, writing, talking and listening. Talking and listening are developed in a variety of ways, in a range of contexts, at every stage in the school and also very closely linked to reading and writing skills.

Our approach to **Reading** extends beyond teaching the children to be able to recognise and say words on the printed page. We aim to develop further skills of comprehension and reading for a variety of different purposes. In addition, we develop in the children an enjoyment and pleasure in reading itself.

The children, beginning early in Primary One, take home books from the reading scheme for home reading. Parents are invited to share in the process of helping children to read, and the co-operation and support of parents in hearing the children read, talking with them about stories, and encouraging them is particularly important.

In **Writing**, a similar, broad approach is adopted. Personal, imaginative and factual writing are all developed. The children are taught to write in different forms – stories, poems, letters, reports, note-taking, plays, accounts, recipes and so on – for a variety of purposes.

The presentation as well as the content of writing is important, and the children are taught to write legibly and correctly. Punctuation, spelling, grammar, sentence construction and handwriting are taught systematically through the school.

In practice, the various elements of language – reading and writing, talking and listening – are often integrated and though much is done as separate study, they are frequently developed through other areas of the curriculum, particularly in project or topic work. This enables the skill to be further developed in a real and meaningful context.

Modern Languages

We include the teaching of a foreign language in the curriculum. The foreign language is French, and it is taught from Primary 4 upwards. We encourage fluent French speakers to visit the school to enable pupils the opportunity to speak the language in a variety of conversations.

The aim is to encourage children to have confidence in expressing themselves in a second language, and to increase their awareness of another culture.

The main emphasis is to deliver the language to the children in an enjoyable, active and motivating way. This is achieved through the provision of a wide range of activities including games, songs, role-play and story-telling as well as direct teaching of a simple vocabulary and language structures.

Mathematics and Numeracy

The mathematics taught in the school is wide-ranging and includes not only **Number**, but also **Measurement** (length, weight, volume, capacity, time) and **Shape**. Our approach stresses the importance of the children understanding mathematical concepts and ideas, developed through working with practical materials, as well as teaching skills and processes of computation. Problem solving and the relation of maths to realistic and meaningful situations are prominent. The children are given the experience of working with calculators where appropriate.

The use of computers by the children is firmly embedded at all stages. Each class has access to computers and to a wide range of software.

It should be emphasised that what parents recognise as traditional elements of primary maths – memorisation of multiplication tables and other number facts and so on – remain very important, and, again this is one area where support at home by parents for such work and practice, often given by teachers as homework, is crucial!

Health and Wellbeing

Health and Wellbeing is divided into physical, social and emotional health. It is delivered across the curriculum through areas such as drama, art, language, maths and moral education.

Physical Health explores physical factors in relation to our health and looking after ourselves e.g. exploring changes in the body, identifying ways of crossing the road safely and recognising the harmful effects of smoking, alcohol, solvents and illegal drugs.

Emotional Health explores emotions, feelings and relationships and how they affect our mental well being e.g. learning to share and care for others and reflecting on experiences and ways of dealing with problems, e.g. loss, bullying, drug misuse. Older pupils also followed a structured programme of Drugs and Sex Education.

Social Health explores the interaction of the individual, the community and the environment in relation to health and safety e.g. dealing with litter, practicing personal safety strategies and exploring ways of helping the school to be a health promoting school.

We provide the children with a variety of health promoting initiatives including healthy fruit for Primaries 1 and 2, access to drinking water, healthy food tasting sessions and a wide range of sporting activities.

Learning through **Health and Wellbeing** enables children and young people to:

- make informed decisions in order to improve their mental, emotional, social and physical wellbeing
- experience challenge and enjoyment
- experience positive aspects of healthy living and activity for themselves

- apply their mental, emotional, social and physical skills to pursue a healthy lifestyle
- make a successful move to the next stage of education or work
- establish a pattern of health and wellbeing which will be sustained into adult life, and which will help to promote the health and wellbeing of the next generation of Scottish children

Expressive Arts

Expressive Arts involves a range of activities and experiences – **art and craft, music, movement and drama**. In each of these areas, the children are given a broad range of activities and experiences.

Art and Design: The children are taught a variety of different skills and techniques. In addition to drawing, painting and modelling there are ample opportunities for studying colour and texture to be found in materials such as stones, bark, shells, plants. Printing and collage work are also included in the art and craft programme.

Music: Opportunities exist for the pupils to take part in a wide range of musical activities including singing, music making, listening to music and formal instrumental work. Instruction is available, at certain stages, for recorder, flute, violin, keyboard, clarsach and guitar.

Dance: The children have the opportunity to participate in a range of different dance - Scottish, Jazz, Line and Irish. These are taught by a dancing tutor and PE specialist.

Physical Education: The children are given a balanced programme of Gymnastics, games, movement and sports. Pupils have a minimum of two hours P.E. lessons per week. In terms 2 and 4 the pupils go for a block of swimming lessons in the Mallaig Swimming Pool. The school works closely with the Active Schools co-ordinator who provides a wide range of sporting opportunities for the pupils through out the year.

Drama: Pupils in all classes are given the opportunity of participating in improvisation, role play and mime as well as scripted plays. Drama is delivered through scripted plays in reading books, dramatisation of bible stories, acting out situations e.g. calling emergency services, keeping safe near roads and a variety of situations in personal and social development. Occasionally we have the opportunity to work with Eden Court drama outreach worker.

Social Studies

In Social Studies the pupils develop their understanding of the world by learning about other people and their values, in different times, places and circumstances. They also develop a deeper understanding of the environment, as well as their understanding of the history, heritage and culture of Scotland. This helps to give them an appreciation of their local and national heritage within the worlds. Much of this work is approached through projects or topics, in which a range of subjects and skills (history, geography, reading and writing, art and craft, music and drama) will be involved in an integrated way.

In all such studies, the importance is not only with factual content, but also with development of skills, ideas and attitudes through which real understanding is achieved and which will form the basis for the future study.

Sciences

Through their learning in Sciences, the pupils develop their interest in, and understanding of the living, material and physical world. They are presented with a wide range of investigative tasks which allows them to develop important skills to become creative, inventive and enterprising adults in a world where skills and knowledge of the Sciences are needed across all sectors of the economy. The curriculum includes Planet Earth, Forces, Electricity and waves, Biological systems, Materials and Topical Science.

Technologies

The areas of technology are relevant to business, computing science, food, textiles, craft, design, engineering and graphics. They involve creative and practical activities that can be related to the world of work. They also offer a rich context for the development of the four capacities and for developing the life skills that are recognised as being important for success in the world of work.

Through their learning in Technologies, the pupils are provided with frequent opportunities for active learning in creative contexts.

They are given opportunities to develop:

- problem-solving skills
- planning and organisational skills
- skills in ICT
- skills in collaborating, leading and interacting with others

The school is well equipped with computers, printers and interactive white boards.

Religious and Moral Education

We teach children an understanding of the major Christian, Hindu, Buddhist, Jewish, Islam and Sikh events, festivals and basic beliefs. They are in no way expected to demonstrate adherence to any one religion but are encouraged to do so if that is their wish. We strive to demonstrate a knowledge, understanding and tolerance of a variety of world religions and intend to do so in an open manner, allowing our children to think for themselves, drawing their own conclusions, and forming their personal beliefs.

Through topics, the children learn about festivals, homes, food, clothes, rules from a variety of cultures and study stories from the Old and New Testaments.

Within school they are encouraged to develop their own ideas about right and wrong and are made aware that they themselves are part of a society. They depend on others, who in turn depend on them. Personal relationships are important.

If you are in any way uncomfortable with any of the above, please come and discuss any issues with the Head Teacher. You, as parents/carers have a legal right to withdraw your child from Religious Education, however if we can sort any difficulties we would rather do this as a first course of action.

Additional Support Needs

The school has the experience and the expertise to cater for a range of additional support needs and can access specialist services after a process of school based assessment following Additional Support needs Staged approach. These services include the Speech and Language Therapist, Physiotherapist, Community Disabilities Nurse, the Social and Communication Outreach Worker and the Educational Psychologist. Referrals can only be made through the school with the permission of the parents, but parents have the right to refer their child directly to the Educational Psychologist or through their own GP to other services without informing the school. Children's progress is reviewed regularly and an Individual Education Plan or Individual or Group Support Plan developed if necessary.

Highland Council has implemented the Getting it Right for Every Child strategy (GIRFEC). This is a multi-agency approach to support any child in need, not just those in need of protection. Parents and professionals work together using the protocols and procedures of the GIRFEC approach to ensure that every child is safe, healthy, achieving, nurtured, accepted, respected and included (Shanari).

Enterprise Activities

Children are involved in enterprise activities through the 'Eco-school' programme and Christmas events. Planning for improvements in their school surroundings is carried out by the Eco-School

Committee supported by all pupils in the school. The school is at present working towards 'Green Flag' status.

'Love-it' candles have been producing scented candles for a few years and this has been a very successful enterprise. 'Love-it' scented pine cones were added this year for Christmas events.

Assessment and Reporting

Assessment is carried out mainly by day to day observation on the part of the class teacher. At times, however, specific written or oral assessment will take place to establish how much knowledge and understanding a pupil has in a particular topic. Skills in Social Studies, Science and Technology are also assessed.

Parents are kept informed of their child's progress through Parents' Days which are held twice a year, in November and April. Written reports are sent to parents in April before Parents' Day so that parents and teachers are in a position to discuss any relevant points that may arise and discuss future action. An appointment system is in operation where each set of parents is allocated 15 minutes. Should this time be insufficient then another appointment can be arranged for a later date.

Parents who are concerned about their child's progress are welcome to contact the school and arrange a meeting with the class teacher. An additional 'surgery' on the last Thursday of each month from 3.30pm - 4pm is in operation. Parents are welcome to make an appointment to see the Class Teacher/Head Teacher about any particular aspect of their child's schooling.

These are the expected curriculum levels of attainment:

Level	Stage
Early	The pre-school years and P1, or later for some
First	To the end of P4, but earlier or later for some
Second	to the end of P7, but earlier or later for some
Third and Fourth	S1 to S3, but earlier for some. The fourth level broadly equates to SCQF Level 4
Senior Phase	S4 to S6, and college or means of Study

Homework

Homework is a very important part of a pupil's education and help from parents is greatly appreciated. Parents are encouraged to supervise and help with homework and thus share in their child's education. Each pupil has a 'Homework Diary' which contains specific homework, parents' comments and teacher's comments. Parents are encouraged to use this as an extra means of communication between school and home.

Primary 1-3 homework helps to consolidate classroom work especially in reading and mathematics. Studies have shown that children who read at home regularly, with their parents, make much better progress than children whose reading is only done in school. Other aspects of the curriculum are also included eg Language and Social Studies.

In P4-7 particular attention is paid to all aspects of language, mathematical extension work and tasks associated throughout the curricular areas.

Parents' cooperation with homework is of immense benefit to their children and their efforts are greatly appreciated.

EXTRA CURRICULAR ACTIVITIES IN SCHOOL

- All pupils attend the Lochaber Music Festival and compete in at least one event. Parents are encouraged to attend the Festival, if possible, to give support to all pupils.
- Examples of pupils' handicrafts are exhibited at the Lochaber Agricultural Show and also the Road to the Isles Agricultural Show.
- The Christmas Party is held near the end of the Christmas Term and pupils are invited to attend Christmas parties in Mallaig Primary School.
- A Concert, when possible, is also held at the end of the Christmas Term.
- Carol Singing throughout the village for both pupils and Church choir takes place during the last week of term.
- Pupils provide entertainment for residents of the community at the Christmas Lunch for senior citizens.
- Music Lessons through Feis - in tin whistle, Gaelic song, Clarsach and guitar.
- Tuition in violin from Harriet Bovingdon, the violin tutor
- Tuition in flute from Zoe Pritchard, the flute tutor.
- Pupils enter the Lochaber Cross Country race and the Lochaber Triathlon
- Pupils have the opportunity to take skiing lessons at Nevis Range
- A skiing weekend at Loch Insh (near Aviemore) is also on offer.

Children between the ages of 5 and 16 spend only 15 per cent of their lives in school. Parents, carers and family members can help children improve their chances of success by not only supporting what they learn at school but also by encouraging them to learn outside of school hours.

Many out-of-school learning activities are available in school settings, but others may be held in libraries, swimming pools and Community Centres.

Out-of-school learning activities promote learning, healthy lifestyles and fun outside of normal school hours, in a safe and stimulating environment.

• **OUT OF SCHOOL EVENTS:**

❖ **Mondays**

- Dance Lessons in Mallaig Primary School hall.
- Beavers in Mallaig High School

❖ **Tuesdays**

- Football Practice in Arisaig Hall
- Irish & Scottish dancing in Mallaig School Primary hall

❖ **Wednesdays**

- Gymnastics in Mallaig High School gym

❖ **Thursdays**

- Cubs in Mallaig High School Hall
- After school football in Mallaig High School gym

❖ **Fridays**

- Rookie training (Junior life saving) in Mallaig and District swimming pool
- 'Fun hour' in Mallaig Swimming Pool



DISCIPLINE

A high standard of behaviour is expected of all pupils during their school day. As soon as a child starts school he/she is encouraged to act responsibly and with consideration towards everyone he/she meets in and outside school.

In order to encourage sensible behaviour, pupils follow the 'Golden Rules' during class time and playtimes. Copies of these are displayed throughout the school.

Golden Rules

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

If particular discipline problems arise of a persistent nature, parents are contacted and meetings set up to discuss a positive way forward to help pupils overcome their behavioural difficulties. In addition, any parent/carer who suspects that their child is being bullied, is urged to contact the school immediately.

We encourage pupils to be kind, polite and respectful of others.

CHILD WELFARE

Child Protection

From time to time incidents can occur in the school setting which cause concern and could indicate that a child is suffering from 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 joint Social Work/Police investigation.

All agencies involved in Child protection are obliged to make the welfare of children their paramount consideration and this will be the priority for Education staff.

More information about Child Protection procedures within Highland can be obtained from the Child protection Development Officer, Miss Pene Rowe, Highland Child protection Committee, Kilmylies Building, Leachin Road, Inverness IV3 8NN - Telephone (01463 703483) Fax (01463 713237)

Healthcare

The school dentist visits the school every year to inspect P1 and P7 pupils with the permission of parents/carers. Letters are issued to parents/carers with the results of the inspections. Parents then have the option of allowing this treatment to be carried out by the school or family dentist.

The Health Visitor (School Nurse) visits the school once a year to take weights, heights and test hearing and eyesight.

Parents/carers should inform the school if their child/children have a medical problem. Parents are always contacted when a child becomes ill or is injured and requires more than immediate first aid. In cases where parents may not be at home the emergency contact name will be informed. No child is dismissed early unless the Head Teacher is satisfied that there will be an adult awaiting him or her.

Healthy Snacks

As part of our status as a 'health promoting' school, pupils are discouraged from taking sweets or fizzy drinks as part of their snack. Children are encouraged to eat fruit

Emergencies

The school has a regular fire drill and alarms are tested once a week. An emergency procedure is in place should there be a major incident which might require the evacuation of the school. Parents will be informed immediately and our reception centre will be the Morar Garage.

School Meals

School meals are available to all pupils. The cost at present is £1.65 per day and this is collected on the first day of the school week by the Dining-room Assistant. Cheques should be made payable to Highland Council. Lunch money should be sent in an envelope with the child's name and class clearly marked on the front.

Please note that pupils taking packed lunches must bring their food and beverages in plastic containers clearly marked with the child's name and class. Drinks should be in unbreakable containers. Please do not send fizzy drinks as they can be shaken and 'burst' on opening.

Any parents in receipt of Income Support are entitled to free school meals. Application Forms for free school meals are available from the school office or the Area Education Office in Fort William.

TRANSPORT

School Car

Pupils living outwith the village of Morar ie Rhubana View, Bracara, Camusdarroch are transported to school by car. If your child is going to be absent from school, please contact Mrs M MacDonald (01687 462069) before 8.15am. Application forms for transport are available from the school.

Adverse Weather

In severe weather conditions the school may also require to be closed. The Adverse Weather Guidelines issued by the school should be carefully adhered to under such conditions. There is also a Telephone messaging service which will announce school closure and parents can access this by ringing the Highland Council on 0870 054 2999 and entering the school's own pin number 04 2460.

A new winter website has developed and parents will be able to log on from home in order to access school closure information. www.winter.highlandschools.org.uk - click on the relevant geographical area for local school closure information.

Road Safety

Children who may wish to cycle to school, should wear a safety helmet. Children can be issued with a fluorescent waistcoat if they are walking or cycling to school. Children who are walking to school should use pavements and safe crossings.



GENERAL INFORMATION

School Security

Main entrances will be locked while classes are in progress and access will be gained by ringing the bell at the main reception area. All doors can be opened quickly and easily from the inside. These doors are also the fire escape exits. The security works on a timer which allows doors to remain open at specific times of the day.

School Website

School information is also posted on the school website : www.ladylovatprimaryschool.co.uk

School Fund

Money raised from various events and activities is lodged in the School Fund account, which is administered by the Head teacher and Clerical assistant.

This Fund is used to subsidise skiing costs, school trips, fees for music festivals, school outings, visiting shows and any other school centred projects.

Fund raising takes place throughout the year and parents and community greatly support these activities. The Parent Forum is very active in this field and has raised substantial funds for Christmas gifts, parties, skiing lessons and equipment for the school.

Book Club

Pupils are given the opportunity to purchase books from the Scholastic Book Club. Copies of the Book Club leaflet are distributed by the pupil Council secretary. Any orders are returned with payment and pupils usually received their books within two weeks. This is an extra resource and pupils are not obliged to order any books.

Attendance

Attendance figures are now published for each school and absences have to be forwarded to the Scottish Office in Edinburgh. If a pupil is absent from school a letter or telephone call is necessary to explain the absence from school. Where there is no explanation then the absence will be recorded as 'unauthorised'. If any absence is likely to extend into a second week, parents should notify the school.

Pupils who have a medical or dental appointment should show their appointment card to the class teacher.

Should any pupil become unwell while in school, parents will be contacted by telephone. Both the Health Visitor and local GP are available in case of emergency.

Data Protection

Any information that is supplied or gathered from parents/carers relating to pupils will be used only for the purposes 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.

Parent Forum

The School Board system was replaced by the Parent Forum in August 2007. All parents are members of the Forum and can attend all meetings.

A Parent Council was elected and the members are as follows:

Office bearers: Mrs Elizabeth Dyer (Chairperson) Mr Stuart MacKintosh (Secretary)
Mr Peter Tevendale (Treasurer)

Non- office bearers: Mrs Angela Cunningham

Mrs Katie Nicolson

The role of the Parent Council will be to:

- support the school in its work with pupils
- represent the views of all parents
- encourage links between the school, parents, pupils, pre-school groups and the wider community
- report back to the Parent Forum.

The Parent Council meet once each term and all parents will receive minutes of these meetings.

Community Members

The school encourages visitors who may have skills, expertise or experiences which might be beneficial to our children. They are welcome to share these with us. Mrs Cathie Stewart is a regular visitor for 'Pancake' day and 'making cards' for Christmas, Father's Day and Mother's day. Mrs Corson also visits the school to teach knitting to the pupils.

Transfer to High School

All pupils normally transfer to Mallaig High School at the end of Primary 7. During the Summer term before transfer the pupils visit the High School to familiarise themselves with the layout. They meet teachers and have the opportunity to ask questions. The Deputy Head, Mr John Fisher, visits the school to interview the pupils who are transferring to discuss any concerns and questions that may arise. Discussions with the Primary 7 class teacher takes place to ensure that all aspects of pupils' work and personality are known to enable a smooth transfer to the High School.

During the month of June, the P7 pupils go to the Outward Bound Centre in Ardgour, where they participate in team building activities. This has proved to be a very successful venture.

Monthly Newsletters

Matters pertaining to the school are reported in a monthly newsletter which is issued to parents, Parent Forum members, the Community Council Secretary and the local Councillor. The newsletter contains reports on forthcoming events as well as reminders of holidays, in-service days and any other information relevant to the school.

Enrolment

An enrolment week in February is advertised in the local press and monthly school newsletter. Parents who wish to place their child in the school are welcome to visit the school prior to enrolment.

New Entrants

Close liaison with the Nursery in Mallaig Primary School enables the class teacher from Lady Lovat Primary to become knowledgeable about the children who will be coming to the school. The new entrants will visit the school in June for a week to become familiar with the general layout and meet the other pupils in the school. They are given a very warm welcome by their class mates and the older pupils look after the younger ones.

WELCOME

The staff and I would like to welcome all parents and their children, particularly those new to the school. We hope that all children will be happy at Lady Lovat Primary and that all parents will feel welcome when they visit the school. An 'Open Door' policy is operated so please do not hesitate to contact the school should you have concerns regarding your child.