



KINMYLIES PRIMARY SCHOOL

SCHOOL BROCHURE

2009 - 2010

**KINMYLIES PRIMARY SCHOOL
ASSYNT ROAD
INVERNESS
IV3 8PB**

Dear Parent,

Welcome to Kinmylies Primary School. It is hoped that this brochure will provide an insight into the organisation and work of Kinmylies Primary School.

For those of you who are new to the school it will provide an introduction to the school. Parents already familiar with the school will find the brochure a handy reference booklet on many diverse subjects.

The brochure is updated each year and it is available to any parent. I hope the brochure will promote partnership between home and school.

Yours sincerely,

Miss Rachel Mohin
Headteacher

September 2009

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THE AIMS OF OUR SCHOOL

At Kinmylies Primary School -

1. We aim to maximise standards of achievement:
 - by providing a broad and balanced curriculum based on Curriculum for Excellence Child at the Centre and 5 - 14 Guidelines, with flexibility in the curriculum as appropriate.
 - by creating an ethos of achievement.
 - by meeting pupils' needs.
 - by regular monitoring of progress and achievement.

2. We aim to provide a variety of teaching and learning experiences:
 - by encouraging active learning through enquiry and exploration within meaningful contexts.

3. We aim to provide a happy, stimulating atmosphere in which pupils, parents, carers and staff work together in courteous, caring environment:
 - by fostering mutual respect and developing self-esteem through the use of positive behaviour strategies.
 - by encouraging children to become responsible, well-rounded citizens.

4. We aim to create equal opportunities for all pupils through a policy of inclusion:
 - by planning in partnership with parents / carers and inter-disciplinary agencies the appropriate level of inclusion to meet the individual child's needs.
 - by valuing all children and responding to the many diverse abilities, backgrounds, interests and needs.

5. We aim to foster good home / school partnership and community / school relations for the benefit of all pupils:
 - by keeping parents / carers informed of school events and achievements.
 - by encouraging parents / carers to become more knowledgeable about pupils' learning through attendance at workshops, information leaflets, etc.
 - by valuing the support of the Parent Council.
 - by developing links with the local community.

6. We aim to develop professional skills, attitudes and good teamwork amongst staff:
 - by encouraging a collegiate system of management.
 - by ensuring all staff have opportunities for continuing professional development.
 - by continuing to recognise and where appropriate to use individual strengths to the benefit of staff and pupils.

KINMYLIES PRIMARY SCHOOL

Kinmylies Primary School is situated on the outskirts of Inverness next to Charleston Academy and on the banks of the Caledonian Canal. The school was first opened in 1977. It replaced the original Leachkin School.

The school is a bright, modern building of semi-open plan design providing bright comfortable accommodation for pupils within the designated area, which includes

Assynt Road
Burnfoot/Canal Road
Cairn Court
Carn Gorm Terrace
Charleston View
Craig Dunain
Creag Dhubh Terrace
Golf View Road
Golf View Terrace
Kinmylies Cottages
Kinmylies Way
Lawers Way
Leachkin Park
Leachkin Road
Lomond Way
Mamore Terrace
Mile End Place
Millerton Avenue
Millerton View
Nevis Park
Old Steading Road
Suilven Way

There is a roll of over 160 pupils including Nursery pupils. There is a range of classes from P1 to P7 and a Nursery unit caters for three year olds and four year olds.

The atmosphere is friendly and provides a sense of belonging.

Kinmylies Primary School

Assynt Road

Inverness

IV3 8PB

Tel No - 01463 239720 / Fax No - 01463 242618

Miss R Mohin

Headteacher

Mrs K Munro

Principal Teacher

TEACHING STAFF

P1 Miss R Greenall/Mrs K Munro

P2 Mr Macleod/Mrs K Munro

P3 Mrs L Innes

P4 Mrs J Macleod

P5 Mrs D Busza

P6 Mrs S Anderson

P7 Mrs D McRobert

Mrs A McPhee

Support for Learning Teacher

Mrs H Mudie

Nursery Co-ordinator Teacher

SUPPORT STAFF

Mrs G Morrison Nursery Assistant

Mrs A Towrie Classroom Assistant

Mrs D Peden Classroom Assistant/Support for Learning Aux.

Mrs R MacDonald Classroom Assistant/Support for Learning Aux.

Miss E Hoban Classroom Assistant

Mrs L Fair Nursery Auxiliary

Mrs M Watson Nursery Auxiliary

Miss S Hood Secretary

Mr G MacDonald Janitor/Playground Supervisor

Mrs L McLaren Children's Services Worker

CLASS CONTACT REDUCTION TEACHERS

Mrs K Phillips Music

Mrs S Dobson PE

Mr E Conway Science

INSTRUMENTAL TUTOR

Mr David Hay String Instructor

CANTEEN STAFF

Mrs Claire Hardie Cook

Mrs D Farrer Canteen Auxiliary

CHAPLAINS

Rev P Humphris

Mr J Deaves

Kinmylies Parish Church

Inverness Baptist Church

PARENT COUNCIL

C Keiro-Kirk

J Mackenzie

D Urquhart

A De Venny

Chairperson

Vice Chairperson

Treasurer

Secretary

SCHOOL DAY

School times are as follows:-

Nursery - 9.00 am - 11.30 am
12.30pm - 3.00pm

P1-P3 - 9.00 am - 12.30pm
1.30 pm - 2.45 pm

P4-P7 - 9.00 am - 12.45 pm
1.30 pm - 3.00 pm

It is essential that children arrive at school to begin at the appropriate times.

SCHOOL TERM DATES FOR PUPILS 2008 - 2009

Term 1 School opens Tuesday 18 August 2009 -
closes Friday 9 October 2009

Term 2 School opens Thursday 29 October 2009 -
closes Friday 23 December 2009

Term 3 School opens Monday 11 January 2010 -
closes Friday 26 March 2010

Term 4 School opens Monday 12 April 2010 -
closes Friday 2 July 2010

Staff INSET days - Monday 17 August 2008
Monday 26 October 2008
Tuesday 27 October 2008
Wednesday 28th October 2009
Thursday 12 February 2010
Tuesday 17 February 2010

Casual Holidays - Friday 12 and Monday 15 February 2010
May Holiday - Monday 3 May 2010

ADVERSE WEATHER CONDITIONS

GUIDELINES FOR PARENTS OF PUPILS TRAVELLING TO SCHOOL IN 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 not 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 advent 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 includes an 0870 telephone information service. (details below)

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

BBC Radio Highland

6.55am - 7.00am

7.50am - 8.00am

12.55pm - 1.00pm

4.55pm - 5.00pm

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.

KINMYLIES PRIMARY SCHOOL TELEPHONE INFORMATION

GUIDANCE FOR PARENTS

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 Headteacher.

When severe weather warnings are received the 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 *Adverse Weather Guidelines*

There are other features of this service which are available to our school. These are described below. (Note that this is an 0870 service and charges are slightly higher than normal.)

How to use the service

- Dial Highland Council's access number - 0870 054 6999
- Enter Kinmylies Primary School's pin number - 04 2400
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 the school.
- You will hear the school's name. Ensure that this is correct before going on.
- You will now be taken to the MAIN MENU where you will be given 4 options:

Press 1 to hear the 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 dial in again.

USING OTHER FEATURES

Press 3 to hear general information messages. The school will use this as an additional way of informing parents about school events.

ATTENDANCE

To maximise the opportunities we offer your child in school, it is essential that he/she attends school each day. Any absence from school, however short, has an adverse effect on teaching and learning.

Parents should inform the teacher/Headteacher in advance of any need to withdraw their child from school. This can usually be done quite simply by a note to the class teacher. A class register is required to be kept by law and any unauthorised absences will be actively pursued by the school.

Examples of **Authorised** absences include:

- bereavement
- education in another establishment
- judicial purposes - attendance at Child in Care review, a Children's Hearing
- sickness / ill health (including visits to doctor, dentist, optician, therapist, etc)
- sporting / artistic events
- school visits

Family holidays taken during term time are recorded as unauthorised absence and parents should inform the Head teacher in writing beforehand.

In accordance with Highland Council Policy on Attendance at School the following three day rule for schools has been developed:

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 the absence. If no contact can be made with the parents/carers or emergency contacts on the first day of absence, this will be noted by the school. If the family is known to other agencies, because of possible concerns about his/her wellbeing, then contact will be made with these agencies.

DAY 2: Second day of unexplained absence of pupil

The school will make vigorous attempts to contact a carer or family member by telephone, text 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, secondary schools and 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 the absence, the police will be notified of the child's non-attendance. The police will treat this as a missing persons alert. For small schools, the police may be involved to conduct visits where it is not possible for the school to do so.

For these arrangements to work effectively it is essential for us to have your help with the following:

Steps for Parents

- ✚ Keep the school up to date with your telephone number, including mobile phone if you have one, and other details for emergency contacts.
- ✚ Be responsible for the safety and wellbeing of your child/children whilst they are not in school.
- ✚ Inform the school of any pre-arranged absence, e.g. attendance at a hospital appointment or any other unavoidable event, prior to the absence taking place.
- ✚ Inform the school or pre-school of your child's absence by 9.15am on the morning of the first day of absence. For afternoon sessions, inform the school no later than half an hour into the afternoon session.
- ✚ Respond promptly to contacts from the school.
- ✚ Provide written confirmation of absence as soon as possible.

You will note that where contact cannot be established in relation to an unexplained absence, schools may inform other relevant services, e.g. social work and/or police.

Whilst cases of children going missing on the way to school are very infrequent, it is essential that we take all necessary precautions to ensure the safety of pupils.

CHILDREN AT INTERVALS

Children are expected to spend as much of their break times as possible outside.

Children are allowed access to the toilets at all times.

During wet break times children will remain in their classrooms under supervision. 'Wet Weather' activities are provided.

The following school rules are designed with the well-being and safety of the children in mind:-

- Children must remain in the school grounds at all times.
- Children must not go into the car park at any time.
- Litter should be placed in the buckets provided.
- Children are expected to avoid damage to buildings and equipment.
- Other people's property must be respected.

COMMUNICATION BETWEEN HOME AND SCHOOL

Good communications between home and school are vital in a child's education. Every effort is being made to strengthen these links. The Headteacher welcomes parents' enquiries and will be happy to arrange interviews at any time.

Written reports will be issued during the session. These reports will inform you of your child's strengths and development needs in the main curricular areas. You will be given the opportunity to respond and to discuss any aspect of your child's education with the class teacher. Newsletters are issued on a regular basis, keeping parents informed of the day to day life in school along with any official notes that may need to be distributed.

Letters are also distributed when parental permission is being sought for outings, extra curricular activities, etc.

Kinmylies Primary School has an active Parent Council which has an important role to play in promoting home / school links. The Parent Council meetings are open to all parents.

THE CURRICULUM

The Curriculum describes everything which is learned and taught in school. The curriculum should be balanced to allow a child to develop his/her full potential, both educationally and socially.

The main areas of the curriculum are English Language, Mathematics, Environmental Studies, Science, Information and Communications Technology, Health Education, Personal and Social Development, Expressive Arts, Religious and Moral Education and Modern Languages.

ENGLISH LANGUAGE

The language curriculum can be divided into areas of listening, talking, reading and writing. Our aim is to encourage the child to develop skills to allow him / her to communicate fluently and confidently.

Listening and Talking are incorporated in all areas of the curriculum. Skills must be taught in order that children become confident when expressing themselves.

At the Early Stages this may be knowing when to talk and when to listen. Later children would be able to speak confidently with awareness of audience.

Children are encouraged to enjoy Reading. Basic Skills are acquired by the Look and Say method and phonetic approach in the Early Stages. These are further developed as the child progresses. The school has several structured reading schemes and a variety of other reading material. The school has fiction and non-fiction available from which children can choose.

The school follows the Highland Literacy approach to the teaching of literacy. The approach aims to equip pupils of all abilities with the skills and motivation necessary to progress and become enthusiastic readers. In Writing, children are encouraged to express themselves through drawing and scribed stories. Later, they are able to write independently and in a variety of forms including stories, poems, letter writing, etc. Punctuation, spelling and grammatical instruction are systematically taught throughout the school.

In Handwriting, children are encouraged to form letters properly and develop a fluent style.

MATHEMATICS

Mathematics plays an important role in our lives. It is used in everyday activities, such as buying food, keeping time and playing games.

Mathematics includes areas of number, money and measurement, information handling, shape, position and movement. Children are encouraged to learn through practical experience, using concrete materials. Children acquire mathematical concepts and learn number facts.

Mental calculation is strongly emphasised. Methods of mental calculation are important in helping children to understand number and use it effectively. Regular oral and mental work develops children's calculation strategies and recall skills.

Calculators are in use from Early stages for calculations specified by the class teacher only. Computer programmes are used to reinforce work and to develop skills in information handling.

Skills in problem solving are developed using various resources - eg texts, computer, programmable toys.

ENVIRONMENTAL STUDIES

Environmental Studies is an umbrella term used to describe the teaching of understanding people in the past, understanding people in place, understanding people in society, science and technology. In Kinmylies Primary School, a thematic approach is used, where possible, which encourages learning through practical experiences.

INFORMATION AND COMMUNICATIONS TECHNOLOGY

The school is equipped with PCs and printers in every classroom, linked to the Internet. Computers are an integral part of our teaching and learning process. ICT is used to improve pupils' knowledge, understanding and skills in a range of curriculum areas and subjects and their general ICT skills are being developed.

Parental permission is sought for children's access to the Internet.

HEALTH EDUCATION

Health Education caters for the physical, emotional and social health of our pupils. Through Health Education we aim to provide a curriculum that helps pupils to acquire knowledge of the human body and how it works and the social and emotional factors that influence health.

Pupils are encouraged to make informed choices and take appropriate decisions that help to ensure a healthy lifestyle. The school aims to foster links between school, home and community so that all are involved in a collective responsibility for promoting good health.

Health Education covers a programme of Sex Education and Drugs Education.

PERSONAL AND SOCIAL DEVELOPMENT

Children are encouraged to develop an awareness of their place in Society. Opportunities are given to promote a focus on Scottish heritage. We must also develop a positive awareness of the multi-cultural society in which we live.

EXPRESSIVE ARTS

Expressive Arts is a term which is used to describe the teaching of Art, Music, Drama and Physical Education. All of these areas encourage self-expression and the development of the child's own ideas and imagination,

and an appreciation of the expression of others - eg composers, artists, etc.

These are supported by Class Contact Reduction teachers in Music and PE. The CCR teacher consults with the class teachers to ensure a progression of skills is acquired.

The Expressive Arts programmes are further enhanced by coaching and taster sessions from various organisations.

String Instruction is also available to those who wish to take part.

RELIGIOUS AND MORAL EDUCATION

This is an important curricular area. Christianity is the religion of our country and our religious education programme includes the study of Biblical characters, Christian festivals, etc. Children will also be made aware of Other World Religions, including Buddhism, Hinduism, Islam, Judaism and Sikhism. This encourages children to show tolerance towards others of different beliefs and cultures.

A close liaison is maintained with churches within the area. Clergy have been invited to conduct assemblies as part of our Religious and Moral Education programme.

Assemblies are also conducted by the Headteacher. Moral Education is linked with Religious Education and children are encouraged to be caring and behave responsibly. Children are encouraged to be charitable and to think of the less fortunate.

Parents have the right to withdraw their child from Religious Education. If so, they should consult the Headteacher.

MODERN LANGUAGES

Modern Languages are introduced in Primary 6 and continue in Primary 7. French is promoted by the MLPS programme through the 5-14 Guidelines in Modern Languages.

Opportunities are given to develop confidence and skills and strategies which will hold them in good stead for future language needs. These opportunities contribute to learning about ways of life in other countries and provide a meaningful and rewarding experience.

ASSESSMENT AND REPORTING

The methods of assessment used in the school are as follows:-

- Daily check of pupils' work. Each day the work is checked as quickly as possible after completion. If errors have been made, a time is set aside when the teacher can consult the pupils concerned. This helps give further tuition, if necessary, or to clear up any misunderstanding

the pupil may have. These consultations have proved most useful, particularly in teaching maths and number.

- Teacher observation. During some tasks it is helpful to observe a particular pupil and make brief notes eg during practical work or when conversation is being developed. This gives the teacher an insight into a pupil's re-action to certain situations and this information can sometimes be useful when considering the whole pattern of development of the pupil.
- National Assessments These materials are being used as part of an on-going assessment in the school. Examples of the pupil's work are also kept in a personal folio. This gives an area of comparison. The pieces of work are useful to show progression.

If a pupil has continuous difficulties, help may be sought from the Learning Support teacher. In cases of specific difficulties, Psychological Services will be consulted through the Area Learning Support Co-ordinator. Parents will be consulted at all times if any of these services are required.

Parents are kept informed of their child's progress through Parents' Evenings and a annual written report.

Parents who have concerns about their child's progress can consult staff through the Headteacher at any time when an appointment will be arranged. Please write or 'phone for an appointment. This can be helpful to the teacher, especially if there is a factor of which he / she is unaware, but about which the parent may be able to give more information.

DISCIPLINE

Children are expected to behave in a responsible manner, showing respect and tolerance towards others. They must show respect for their own belongings, other people's belongings and school property.

Positive behaviour is encouraged.

Golden Rules have been introduced to pupils and they are encouraged to adhere to these. They are the moral values which inform and develop the ethos of the school. They are reinforced through Assemblies, Circle Time and discussion.

The school has a House System in operation. The school is divided into four houses - Bruce, Wallace, Malcolm and Douglas. An inter-house competition is run in each class and points are also gathered at school sports, etc. This covers P1-7.

If a child's behaviour causes concern, parents will be informed. The parents and the school can work together to resolve the problem. This can be helped by co-operation between school, home and the community.

ANTI- BULLYING STRATEGY

In Kinmylies Primary School, we believe that bullying in any form is unacceptable and will not be tolerated.

Bullying is when someone deliberately tries to hurt, frighten or threaten someone else. Anyone can be a victim. If bullying happens, it should be reported to a teacher, parent or known adult. If it relates to events outside school, parents should be informed.

When bullying does occur, it will be investigated, discussed and hopefully resolved. Where necessary, support will be given. If incidents persist, active parental involvement will be strongly encouraged. It is vital that we work together.

CHILD PROTECTION

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

In terms of Highland Child Protection Committee Inter-agency 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 the priority for Education Service staff.

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

COMMENTS AND COMPLAINTS

We hope you will enjoy your child's time at Kinmylies Primary School and we welcome comments and suggestions which will improve our service. However, we are aware that difficulties can occur from time to time and if you feel you have a reason to complain then please follow the procedure outlined below.

Please contact the School Office where an appointment will be arranged for you to speak with the Headteacher (or Principal Teacher in her absence).

From here, if necessary, the matter will be brought to the attention of the Area Education Office, who will decide what the next steps should be. Parents will be kept fully informed at each stage and will be invited to attend any meeting being held.

The contact information for the Area Education Office is as follows -

Ms. Veronica MacKay
13 Ardross Street,
Inverness
IV3 5NS.
Tel. 01463 663800

EQUAL OPPORTUNITIES AND ANTI-RACIST POLICY

Kinmylies Primary School is opposed to all forms of prejudice and discrimination. It provides equality of opportunity through its ethos and working practices. Access to all subjects will be provided to all pupils without reference to the gender, race, or colour of the pupil.

EMERGENCY CONTACTS

Parents are asked to provide details of two emergency contacts with whom we can get in contact if parents are not at home in the case of emergencies, illness or in bad weather. Please make the people you nominate as Emergency Contacts aware of your decision to nominate them.

EMERGENCY PLANNING - MAJOR INCIDENT IN SCHOOLS

- A major emergency involves an incident in school premises resulting in major structural damages and may or may not involve loss of life. It is often assumed that, if a major emergency occurs, the school will be used as a reception centre for the victims of the incident. However, it is possible that the school itself may be the source of the accident, whether through a major fire or other means. The main priority would be to get the children and staff to a place of safety which would be Charleston Academy Games Hall.

ENROLMENTS

Parents will be advised of dates for enrolling children by press advertisement or school newsletter. These take place at the end of January or early in February. Parents may visit the school at/after 3pm on any afternoon of enrolment week. Parents will be given details of further visits at the enrolment meeting.

PLACING REQUESTS

If a parent wishes their child to attend the school but does not live within the school catchment area, a placing request has to be applied for through Veronica MacKay, 13 Ardross Street, Inverness, IV3 5NS. If a parent is successful in gaining a placing request for our primary school, this does not mean automatic placing in Charleston Academy. A further placing request will be necessary to gain entry to Charleston Academy.

EXTRA CURRICULAR ACTIVITIES

At present, pupils from P3 upwards take part in Football. The meetings are arranged by Mr Martin Clark. The team is known as the Kinmylies Lions Football Club.

P4-7 are involved in Cross Country. P6 and P7 take part in Athletics and Inter-School Sports. P7 pupils also take part in activity days throughout the year as part of the Academy Transition programme.

AFTER SCHOOL CLUB FACILITY

There is an after school club facility available, this is a paid service which is run separately from the school. For more information about prices and hours please contact Debbie on 07922856945.

FIRST AID, SICKNESS AND ACCIDENTS

First Aid is usually administered from the Medical Room at break times. Parents can help teachers by impressing on the children that any accident must be reported to a member of staff.

The following procedures are adhered to in cases of sickness or accident:-

1. Contacting of Parents and Transport

When it is necessary for a child to return home, contact will be made with EITHER one of the pupil's parents OR, in the event of the parents being unavailable, with the Emergency Contact, who has been nominated by the parent, with a view to arranging collection of the sick child from school.

2. Medical Assistance

If medical assistance is required, every effort will be made to contact parents at the first opportunity.

HEALTH

If a child has a health problem which could affect their happiness and well-being in school, parents should inform the School as soon as possible.

Alison Beaton, the School Nurse can be contacted on 01463 706700. Parents of school entrants will receive a letter from the Consultant of Public Health Medicine regarding provision for medical, vision and hearing examinations.

Routine medical examinations, during which inoculations may be administered (with parental consent), are held as early in the school session as possible. Parents are invited to attend these examinations.

Dental Care - Monitoring inspections will be carried out in school by the Community Dental Officer.

ADMINISTRATION OF MEDICINES

Kinmylies Primary School aims to meet the needs of, and provide equal opportunities for, all the pupils. In trying to fulfil this aim, it is accepted that some children may require to take medication in order that they can continue to attend school.

In accordance with Highland Council's policy on 'Administration of Medicines in School', the following procedures will be adhered to:-

- A child may only take medication (including non-prescription) if the parent/guardian has given written permission. *
- Only medication supplied by the parent/guardian will be administered to a child.
- No child should take any form of medication in school without the written permission of the parent/guardian. *
- Pupils should take the medication only when supervised by an adult. *
- 'Administration of Medication' Records are kept in the Medical Room.
- The medical needs of pupils will be discussed by staff and the Headteacher in the first instance. It is also likely that it will be necessary to liaise with the school nurse, school doctor and the parents on specific issues.
- All medication will be stored securely in the Medical Room.
- Parents should deliver the medication to the school but where this is not possible the pupil should hand in the medication to the office upon arrival at the school. Where possible the pupil should only carry the amount for one day.
- Where a child has long-term or complex medical needs all staff should be informed and reminded of the need of confidentiality.
- In an emergency situation, the emergency services must be contacted immediately. A nominated adult will ensure that the emergency vehicle has access to the school.

PLEASE NOTE:* Health Service staff advise that exceptions to this include inhalers - contact the school doctor for further advice.

ROAD SAFETY

Those crossing General Booth Road should always use the underpass and never cross the main road.

Pupils attending extra-curricular activities after school should be collected by a parent / representative or be aware of arrangements for going home.

SCHOOL BOOK CLUB / FAIRS

Children are encouraged to become book owners through the regular running of a School Book Fair. The School receives at least 50% commission on books sold to purchase books to re-stock our libraries. There are also opportunities to purchase books from the Scholastic Book Club every term.

SCHOOL MEALS

School meals are provided by Highland Contract Services. A choice of menu is given. These menus are issued to parents every six months.

If you receive Income Support you are entitled to free school meals for your child/ren. If you receive Family Credit you are not entitled to free school meals. Application forms can be obtained on request from the School Office or the Area Education Office. Tickets for Free Meals cannot be issued by the school until the letter of authorisation is received from the Education Authority.

School lunches cost £1.65 per day. Money should be brought to school on a Monday. Please make cheques payable to 'The Highland Council' and write your name and address on the back of the cheque.

Pupils who prefer a packed lunch are accommodated in the Dining Hall also. Please put lunches in a plastic box. Drinks should be in plastic bottles. Glass bottles and containers are not allowed under Health and Safety Regulations.

SCHOOL SNACK

A snack is available on a daily basis from the School Canteen at morning break. Children can purchase:

Fresh fruit, yoghurt- 20p each

Toast, milk, fruit juice - 10p each

SCHOOL UNIFORM

School uniform is recommended. Casual wear such as trendy T-shirts and Football strips are not suitable to be worn in school.

Our school sweatshirts and polo-shirts give the children a sense of identity and should be worn at all times when going on school outings/ trips, etc. This makes our pupils easily identifiable.

The following items are available from the School Office -

Red Sweatshirts, White Polo Shirts

Fleeces

These are available in various sizes. If in doubt contact the School Office. These are available to order from the School Office.

Please make sure your child always has a coat / jacket in case of wet weather.

Please provide a pair of shoes which can be changed into for indoor wear eg gym shoes.

Please provide shorts, t-shirt and gym shoes for PE.

It is essential that all items of clothing are clearly named.

A clothing allowance is available on an annual basis to those parents on Income Support, Family Credit or Job Seekers Allowance.

SECONDARY SCHOOL

When the pupils finish in Primary 7, they normally transfer to Charleston Academy. Children are given opportunities to visit beforehand and Secondary Staff liaise regularly with our school.

Headteacher: Mr Calum MacSween
Address: Charleston Academy
General Booth Road
Kinmylies
INVERNESS
TEL - 01463 234324

ADDITIONAL SUPPORT NEEDS

Support for Learning

The role of the Support for Learning teacher, in consultation with the class teacher, is to plan programmes and to develop resources to allow children access to a full curriculum within the present classroom provision. Mrs Mcphee, works in Kinmylies on a Monday, Tuesday and Friday afternoon.

The Pupil Requiring Psychological Referral

- Consultation with the parents will be sought as soon as the problem is identified.
- Firstly the School Medical service will be asked to identify any physical cause eg deafness, eyesight problems, etc.

- Environmental difficulties will also be considered (recent family bereavement or family upset)
- If all obvious causes have been eliminated, consideration will then be given, in consultation with parents, for the child to be referred to the Child Psychology Unit.

This is a very lengthy process so parents are advised to keep in close contact with the school, as the staff will be doing all possible to help the child progress.

Any parents who feel that their child has additional support needs of any kind should consult the Headteacher in order that these needs can be addressed.

HOMEWORK

P1, 2 and 3.

Children will be given homework issued by the teacher which will include a reading activity.

P4, 5, 6 and 7.

Homework for the week will be issued on a Monday to be submitted later in the week. This can take a variety of forms eg reading activity, spelling, learning tables, researching an assignment, etc.

Homework can act as a re-inforcement of work already taught in class. Parents should not be involved in teaching something their child does not understand. Difficulties should be referred to the class teacher.