

Dear Parent

Welcome to Muirtown Primary. This handbook is intended to inform you of our values, aims, organisation and the work we do in school.

We hope that you will find this handbook both useful and informative, that it will encourage and enhance your involvement in the partnership between home and school and that you will share our values.

Copies of this handbook are given to all new pupils who enrol in Muirtown. The handbook is updated annually and a copy is available on our website as well as from the school.

Yours sincerely

Fiona Neilson
Head Teacher

December 2008

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Our Shared Values

In Muirtown Primary we nurture confident, caring and responsible pupils by providing a stimulating learning environment where mutual respect and equality is promoted and trying our best is more important than being the best.

Aims of the School

To make the children's time at Muirtown Primary School a fruitful and happy experience we aim to:-

- Provide equal opportunity and inclusion strategies to foster the all round development of the child.
- Create a supportive life-long learning environment which addresses the professional development of individual teachers by planning a wide range of staff development and training opportunities to enhance the school's development targets.
- Provide learning and teaching experiences using the 3 - 18 curriculum framework for excellence that will allow children to become responsible citizens, effective, contributors, successful learners and confident individuals
- Foster self-discipline in pupils and raise their awareness of their role in the wider community, including promoting individual health, well being and a positive attitude to recreation and leisure.
- Provide a learning environment which is adaptable and relevant to the changing needs of 21st century learners.
- Encourage and enhance parents' involvement in the partnership between home and school, working together to stress the need for considerate behaviour and respect of both adults and peers.

Reviewed Dec 08

DESCRIPTION OF BUILDINGS AND GENERAL ORGANISATION

Muirtown Primary School is situated in a residential area on the north-west side of Inverness overlooking the Moray Firth. The roll at present is approximately 243 comprising a Nursery Class and 8 classes from Primary 1 - 7. Phase I of the building, which opened in 1976, is of semi-open plan design and comprises classroom areas, dining, medical and administrative facilities and a gymnasium which incorporates a tea-bar for community use. Phase II of the building opened in August 1980. The Nursery Class and three P1 - P3 classes are located in Phase I and the remaining five P4 - P7 classes occupy Phase II of the building along with an Art Room and Library.

Muirtown Primary School is an equal opportunities school. To ensure that all children have access to a full range of activities classes are grouped as far as possible according to stages, within teaching areas, thereby providing the flexibility required to organise and instruct in the many varied activities from which the children learn.

Instruction is provided in Chanter, String and Brass. There is provision within the school for Support for Learning.

SCHOOL UNIFORM

In Muirtown Primary all children are expected to wear school uniform and show a pride in wearing it. The uniform consists of Sweat Shirts, Polo Shirts and grey or black trouser or skirts. Fleece are also available. Regular orders are sent to our suppliers and a small store is kept in school for children who enrol during the session.

In Nursery the sweatshirts worn are red.

In primary 1 - 5 the sweatshirts and fleeces worn are royal blue.

In primary 6-7 the sweatshirts and fleeces worn are black.

Polo shirts are white or black and all garments have the school logo.

As these items are identical parents are asked to ensure all clothing is clearly marked with the child's name.

Children should bring soft shoes suitable for wearing to gym and these will be worn at all times inside the building.

Shorts and t-shirts must be brought for gym days. Football strips should not be worn in school.

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

VISITORS TO THE SCHOOL

All visitors are required to enter the School by the front door in the main building.

A Controlled Door Entry system operates at the Front Entrance Door.

Muirtown Primary School
King Brude Road
INVERNESS
IV3 8LU

Tel 01463 239537
Fax 01463 716740
E-mail fiona.neilson@highland.gov.uk
Website www.muirtown.highland.sch.uk

Head Teacher	Ms Fiona Neilson
Depute Head Teacher	Mrs Mary Speight
Depute Head Teacher	Mrs Karen Ross
Nursery Cluster Teacher	Miss Sutherland
Nursery Assistant	Mrs MacKay/Miss Paterson
Nursery Auxiliary	Miss Paterson /Mrs Maciver
Primary 1	Mrs Speight/Miss Knowles
Primary 2/3	Mrs More/Miss Knowles
Primary 3	Mrs McGonagle
Primary 4/5	Miss MacKenzie
Primary 5	Mrs MacDonald
Primary 6	Mrs K. Ross/ Miss Knowles
Primary 6/7	Mrs McIntyre
Primary 7	Mrs R. Ross
Class Contact Cover	Mr Conway 0.57
Support for Learning	Mrs McCabe 0.6

VISITING SPECIALISTS

Strings Instruction	Mr Hay
Chanter Instruction	Miss Hay
Brass Instruction	Mr Farmer
Active Schools Coordinator	Mrs Borrowman

ANCILLARY STAFF

Janitor	Mr Melrose
Clerical Assistant	Mrs A Maclean, Mrs Abbott
Classroom Assistants	Mrs L McLean, Mrs H McClean, Mrs MacIntosh and Mrs C Stewart
Support for Learning Auxiliaries	Ms Buchan, Mrs McCann
Cook	Mrs Gillies
Kitchen Assistants	Mrs Lauder Ms Allan Mrs Stoddart Mrs Sanderson
Cleaning Staff	Miss Gordon Mrs Dyce Ms Allan
Crossing Patrollers	Mr Betty King Brude Road Mr Hendrie, Ms Allan, Mrs MacDonald Scorguie Road
School Chaplain	Rev P Humphris

PARENT COUNCIL OF MUIRTOWN PRIMARY SCHOOL

Parent Members:

Gary Davies	Chairperson
Yvette Hogan	Vice Chair
Mhairi Robinson	Secretary
Katrina Morrison	Treasurer
Robert Bowie	Woodland Coordinator
Donna MacKenzie	
Sheila Bowie	
Jacqueline Choat	
Sue Fraser	
Linda MacLean	
Toni Barker	
Carolyne Hearnns	
Hazel McClean	

SCHOOL DAY

School Times are as follows:

Nursery Class	Morning session	9.00am - 11.30am
	Afternoon session	12.30pm - 3.00pm
P1 - P3	9.00am - 12.15pm	1.15pm - 2.45pm
P4 - P7	9.00am - 12.30pm	1.15pm - 3.00pm

Infants' morning interval is 10.30am - 10.45am Monday - Thursday. On Fridays they join in with the upper school interval 10.45am - 11.00am.

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

SCHOOL TERM DATES 2009 -2010

Term 1	School opens	Tuesday 18th August 2009
	closes	Friday 9th October 2009
Term 2	School opens	Wednesday 28th October 2009
	closes	Wednesday 23rd December 2009
Term 3	School opens	Monday 11th January 2010
	closes	Friday 26th March 2010
Term 4	School opens	Monday 12th April 2010
	closes	Friday 2nd July 2010

In-Service Days - Monday 17th August 2009
Monday 26th October 2009
Tuesday 27th October 2009
Thursday 11th February 2010
Tuesday 16th February 2010

Casual Holidays - Friday 12th February and Monday 15th February 2010

May Day Holiday Monday 3rd May 2010

ADVERSE WEATHER CONDITIONS

GUIDELINES FOR PARENTS OF PUPILS 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. There is also a council website which will give information on closures and can be accessed on <http://www.winter.highlandschools.org.uk>.

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

6.55 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.

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.

Muirtown Primary School Telephone Information - Guidance for Parents

0870 TELEPHONE INFORMATION SERVICE

This dial-in service allows parents to listen to a recorded message from the school.

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 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
- Now enter your own school's pin number 042670
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.
- You will now 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 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 dial in again.

USING OTHER FEATURES

Press 2 to send the school a NON-URGENT message e.g. that you cannot attend a 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. At present Muirtown does not have a voicemail facility to receive messages from Parents by email.

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.

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 has an adverse effect on teaching and learning. Schools are required to record all authorised and unauthorised absences of pupils and to set targets for school attendance. It should be noted that absences for which the school receives no explanation are recorded as unauthorised absences.

For Child Protection reasons parents are asked to notify the school of any absence before 9.15am on the first day of absence otherwise the school will make efforts to contact parents. If no contact is made on first day of absence this will be noted by the school. If there is a second day of unexplained absence the school will make vigorous attempts to contact a carer or family member. On the third day if the school has no explanation of the absence either a home visit will be made or the police notified of non attendance. Parents are asked to take note of the above and to ensure the school has up to date contact details. Parents should inform the Head Teacher (usually by note to the Class Teacher) of any need to withdraw a child from school during normal school hours.

If a parent has arranged for a child to attend an appointment with a dentist, doctor or optician during school hours, the Class Teacher should receive written notification of the date and time of the appointment and the parents should arrange for the child to be collected from the school office. Where possible these should be made outwith school hours.

It should be noted that parents must request the permission of the Head Teacher if there is a need to remove a child from school during term time.

Family holidays taken during term time will be unauthorised.

CHILDREN AT INTERVALS

Children are expected to spend intervals out of doors unless weather conditions are such that this is not possible. At the discretion of Class Teachers, pupils may sometimes be allowed to remain within classroom areas during intervals. Where this is the case the children are supervised.

Children are allowed access to toilets at all times.

During wet breaks children will be supervised in class where possible.

The co-operation of parents would be appreciated in ensuring that children who go home for lunch do not return to school too early in adverse weather conditions.

Pupils are supervised in the playground from 8.45am and should not arrive in the playground until this time. There is also supervision during morning interval and lunch intervals.

The following school rules are designed to ensure the safety and well-being of pupils and must be observed at all times:

- Except for children going home for lunch, children must remain within the school grounds at all intervals
- Pupils are expected to keep the school and grounds free from litter by making use of bins provided
- The car parking areas within the school grounds are out of bounds to all pupils
- The throwing of stones and snowballs is strictly forbidden
- No slides will be made on, or near, entrances or pathways
- The rota for playground games must be observed by all pupils
- Children are expected to walk inside the building.

COMPLAINTS PROCEDURES

In our monthly newsletters parents are advised to contact the school if they have a concern or enquiry. If the enquiry is regarding a classroom issue the class teacher would be the first person to be contacted. If there is an issue which parents feel the class teacher could not address then contact should be made either in writing or by arranging an appointment through our office with one of our Depute Head Teachers. Mrs Speight has responsibility for Nursery to Primary 3 children and Mrs Ross has responsibility for Primary 4 to 7 children. If there is a formal complaint this should be done via the Head Teacher either by letter or by arranging an appointment to discuss the issue.

When a complaint is made the following action will be taken by the school:

- An investigation will be carried out or evidence gathered as soon as possible
- The class teacher will be informed if the issue relates to a specific class
- The school's response will be given to parents either by letter, by phone or by an appointment with the appropriate member of the senior management team
- Formal documentation will be kept of each complaint and its resolution

We would assure parents that we take seriously any complaints and endeavour to resolve them as quickly as possible. If after speaking to staff parents did not feel that the issue raised had been dealt with correctly they should then contact the Education Office for further help.

If a concern arises that the school is unable to resolve parents can pursue the matter by contacting the following education personnel:

1 Ms Veronica MacKay Education Officer
2 Mr Hector Robertson Area Education Manager

Area Education Office

13 Ardross St

Inverness

IV3 5NS Telephone - 01463 663800

3 Mr Hugh Fraser Director of Education,

Education Headquarters,

Glenurquhart Road,

Inverness

IV3 5NX Telephone - 01463 702801

COMMUNICATION BETWEEN PARENTS AND SCHOOL

Our aim is to continue positive, supportive relationships between school and home. The Head Teacher and Depute H.Ts. welcome parents' enquiries and will be happy to arrange interviews and meetings with the class teachers when necessary. Parents are advised not to turn up at the door without an appointment as often teaching commitments make it impossible to see parents immediately.

Apart from the opportunities which you have to approach the school for an appointment at any time you will be given the opportunity to have interviews with the Class Teacher to discuss any aspect of your child's education. These will be in November and March. Parents will receive notification of these arrangements. An end of session report goes out in term 4. The report will inform you of your child's effort and progress, in the main curricular areas.

From time to time, during the course of the session, parents may also receive an invitation to view a completed project or follow-up work in connection with an educational visit.

Parents' newsletters will be issued monthly either through email or a paper copy. Apart from being a means of conveying necessary information to parents, the newsletters are intended to give a picture of the on-going life of the school.

Muirtown Primary has an active Parent Council which addresses many issues of importance to the school. Whilst any issues relating to the staff and children should be addressed by the Head Teacher directly, the Parents Council has an important role to play in promoting home/school links. Parent Council meetings are open to all parents.

CURRICULUM

The curriculum describes everything which is learned and taught in school. The curriculum is 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, Information and Communication Technology, Personal, Social and Health Education, Expressive Arts, Religious and Moral Education and Modern Languages.

All of the teaching in Muirtown Primary follows the Scottish 5 - 14 Guidelines.

All areas of the curriculum are being reviewed in light of outcomes for the Curriculum for Excellence.

ENGLISH LANGUAGE

The language curriculum can be divided into areas of listening, talking, reading and writing. Our aim is to encourage children to develop skills which allow them 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 Early Stages this may be knowing when to talk and when to listen. Later children should 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 Early Stages as well as a focus on the child's comprehension of what is being read to them as well as what they are reading on their own. These are further developed as the child progresses. The school follows the Highland Literacy programme and has a variety of reading resources. We have fiction and non fiction available for the children to read.

In Writing, children are encouraged to express themselves in a variety of written forms.

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 Muirtown Primary School, a thematic approach is used which encourages

learning through practical experiences. Children are encouraged to develop an awareness of their place in Society. Opportunities are given to promote a focus on Scottish heritage. Science is taught as a stand alone subject ensuring continuity and progression with Technology being a focus in one term. The school plans to extend outdoor education through the use of the community woodland.

INFORMATION AND COMMUNICATIONS TECHNOLOGY (I C T)

As part of our ongoing ICT development the school has been networked. Each classroom has the use of two/three PCs as well as eleven laptops which are timetabled for the upper school. We also have six SMARTBOARDS in use and children are developing knowledge and skills in this area that will support their learning and prepare them for life long learning in the 21st century.

HEALTH, PERSONAL AND SOCIAL 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. Throughout the school we are continually promoting positive behaviour and all children are given opportunities to discuss and learn about the importance of citizenship and lifelong learning.

The school has achieved the highest level for being a Health Promoting School and we continually aim to build on this. We have gained Silver status and are currently working towards our green flag.

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. Feis Rois support us in delivering music at a variety of stages in the school and we have a music tutor each week who works with classes in turn. Ross County Football Club supports our P.E programme with a variety of activities designed to promote Health and Fitness. This year we have had an Early Start club to improve the fitness of our Primary 4 pupils. We try to provide the children with an annual opportunity to attend a live theatre production and often have theatre groups in school.

Instruction in Chanter, String and Brass is available to those in the upper school with particular aptitude and interest.

RELIGIOUS AND MORAL EDUCATION

This is an important curricular area. Christianity is the religion of our country and our religious education programme reflects this. To encourage children to show tolerance towards others of different beliefs and cultures they will learn about the other five main religions of Buddhism, Hinduism, Islam, Judaism and Sikhism. A close liaison is maintained with Kinmylies Church and Mr Humphris regularly attends assemblies.

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. Speakers from various charities are also invited to come to speak to the pupils on a regular basis. Parents have the right to withdraw their child from Religious Observation. If so, they should consult the Head Teacher.

MODERN LANGUAGES

Modern Languages are introduced in the upper school. French is promoted by the MLPS programme through the 5-14 Guidelines in Modern Languages. Opportunities are given to develop confidence, skills and strategies which will give them a basis for future language needs.

ENTERPRISE EDUCATION

The school has a well established programme of Enterprise Education throughout the school. One stage has twinned with a school in Malawi and the whole school is involved in developing Dunain Community Woodland. The school has formed links with local artists and we engage with local business partners.

EARLY STAGES

As many of the parents who are reading this booklet for the first time will be parents of future primary 1 children we have decided to include some information about education at the early stages.

The main aim of the school's induction programme for entrants is to ensure an easy, trouble-free and happy transition from home to School.

The children who have attended the Nursery Class in Muirtown Primary School will have become familiar with the School and will already feel secure in its environment. In the term your child starts Primary 1 opportunities will be given for you to attend informal workshops where you will be given an insight into the various activities which take place in the infant classroom.

Much of the work in the infant classroom is achieved through the child being given a wide array of practical experiences. The infant classroom is often an area full of bustling activity. When your child comes home during these first crucial weeks ask him/her about what he/she has been doing. Perhaps more than at any time in your child's school career his/her attitude will be influenced by your attitude. Share with your child his/her experiences and remember - never hesitate to approach the School if there is anything we can clarify or help with.

At Early Stages, Classroom Assistants support the promotion of effective learning and teaching under the direction and supervision of teachers.

ASSESSMENT AND REPORTING

The school aims to provide learning experiences which will assist each child to develop his or her full potential both academically and socially. In order to achieve this aim an important focus for attention must be the child's development and progress in relation to the day to day curriculum.

Using various approaches pupils are assessed constantly by their class teacher in order to monitor progress, identify support needs, recognise strengths and to most effectively plan programmes of work which take the needs of the child into account. If a pupil has continuous difficulties parents will be consulted and discussion will take place on involving other agencies to support the work of the school.

National Assessments are used to confirm teachers professional judgements based on ongoing assessment of a child's progress. A pupil will be tested in Reading or Mathematics and parents

informed when he/she has passed a test and is ready to move to the next 5-14 level.

The Authority has designed a new report to make information about children's progress in different areas of the curriculum easier to understand. In Muirtown we issue a written report annually and Levels A - F, based on teacher assessment and National Assessments where appropriate, will be used.

Levels A - F have been defined in the following terms:

- Level A - should be attainable in the course of P1-3 by almost all pupils.
- Level B - should be attainable by some pupils in P3 or even earlier, but certainly by most in P4.
- Level C - should be attainable in the course of P4-6 by most pupils.
- Level D - should be attainable by some pupils in P5-6 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.
- Level F - should be attainable in part by some pupils, and completed by a few pupils in the course of P7-S2.

Consultative Evenings are held in the course of the session giving the opportunity to discuss your child's progress.

HOMEWORK

Our Homework policy is a guide to how homework can support children's progress and will be made available along with the School Handbook to the Parents of all children admitted to the school in the course of the session. Further guidelines will be given from teachers at the start of each session.

Pupils will be encouraged to do work at home. The amount of homework will be determined by the Class Teacher in relation to the work of the group / class and the capabilities of the pupils. Homework may take the form of an assignment or necessary revision or practice. Homework will be set for work covered and no child will be asked to do work that has not been fully explained in the classroom. From time to time work not completed in class may be sent home for completion.

As a Parent you can help by taking an interest in your child's homework, being willing to support your child and by signing to show that you have seen and are satisfied with work.

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. Swearing is not acceptable. Positive behaviour is promoted and children are given daily points. Loss of more than three points in any one week will lead to teachers contacting parents. A House system is in operation to raise awareness of how individual behaviour can affect the group. In Muirtown the school is divided into four houses, Ness, Lochy, Linnhe and Oich. House points are recorded each week, displayed in the foyer and discussed at assemblies. Ongoing throughout the session, are teachers and Head Teachers awards and Stars of the Week. Individual achievements are recognised at weekly assemblies and each class keeps a record of these in class.

To promote this ethos further Muirtown Community Council gives an award for a Good Citizen. Children vote and elect the Good Citizen from within their stage group as follows:

- Autumn Term - Middle Stages
- Spring Term - Early Stages
- Summer Term - Senior Stages

This Award, takes the form of a certificate and a voucher which is presented at an assembly. If a child's behaviour is causing particular concern parents will be contacted in order to seek their support in resolving the problem. A copy of our Promoting Positive Behaviour Policy is available with this booklet.

ANTI-BULLYING STRATEGY

Each school is required to produce a policy for dealing with bullying.

In this connection an information leaflet outlining Muirtown Primary School's strategies for dealing with instances of bullying will be issued to parents.

The above information will be made available along with the School Handbook to the Parents of all children admitted to the school in the course of the session.

Within the context of the school's anti-bullying policy full account will be taken of the recommendations in the Education Authority's "Multi-cultural and Anti-racist Guidelines for Primary and Nursery Schools" to meet the requirements of anti-racist legislation and promote multi-cultural education.

EQUAL OPPORTUNITIES AND ANTI - RACIST POLICY

Muirtown Primary provides equality of opportunity through its ethos and working practices.

Access to all subjects will be provided to all pupils without reference to gender, race or colour. Through our teaching we oppose all forms of prejudice and discrimination.

CHILD PROTECTION

From time to time incidents occur within 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 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)*

EMERGENCY CONTACTS

When enrolling children, parents are asked to provide two emergency contacts for pupils in case of illness, or emergencies in adverse weather conditions, during parents' absence from home. It is essential that parents ensure that the school is advised of any change of telephone number etc in order that information for emergency contacts may be updated as necessary

EMERGENCY PLANNING

Each school is required to prepare a plan of the action to be taken if a school building has to be evacuated in the event of a major emergency. The emergency plan requires to take account of fire drill procedures and security provisions.

In the event of a major emergency the designated reception area outwith the grounds of Muirtown Primary School would be Charleston Academy Games Hall.

ENROLMENT

Parents will be advised, by press advertisement and school newsletter of the date of the enrolment week for session 2009/2010. Enrolments are usually carried out from 3.00 - 4.00pm from Monday to Thursday during enrolment week. Further information and visits will be communicated to Parents later in the session.

EDUCATIONAL VISITS / EXCURSIONS

These vary from nature walks to trips involving transport and form an important part of the school curriculum. Due to increasing transport costs, and in order to avoid restriction on these activities, pupils may sometimes be asked to contribute towards the costs involved. Parents will receive notification of proposed arrangements. Written permission for visits is sought at enrolment.

EXTRA-CURRICULAR ACTIVITIES

During each session pupils will be able to participate in extra curricular activities. If these are outwith the normal school day pupils and parents will be advised beforehand. Teachers and parents who have undertaken supervision, or coaching, will presume that parental consent for children to participate has been given, unless notification to the contrary has been received. Pupils leaving the school and requiring to cross roads outwith the Crossing Patrollers' hours must take particular care. Parental interest in extra-curricular activities is welcomed and appreciated. Below is a list of some activities which are organised:

Chanter Club	Club meets for tuition on a Tuesday from 9 -10.30am
Football	Coaching and Seven-a-Side Tournament .
Swimming	Instruction is provided by instructors at the Inverness Aquadome, in the current session for P6 and 7 pupils
Cross Country/ Athletics	Stages P5 - 7, Wednesdays 3.00-4.00pm
Environment Club	Stages P5 -7 Tuesday 3.00 - 4.00pm

FIRE PRECAUTIONS

Fire Drill Notices are displayed throughout the building and Fire Drill Practices are held at least once a term.

FIRST AID, SICKNESS AND ACCIDENTS

First Aid supplies and "Advice on First Aid treatment (HMSO)" leaflets are available in each classroom, in the medical room, the gymnasium and in the janitor's room. Parents can help teachers by impressing upon pupils that any accident, however minor, must be reported to a teacher.

The following procedures are adhered to in instances of sickness and accidents:

Contacting of Parents and Transport

Where it is desirable that a pupil should return home, contact will be made with either one of the pupil's parents or, in the event of both parents being unavailable, with the Emergency Contact who has been nominated by the Parent, with a view to arranging collection and transportation of the sick child from school.

Medical Assistance

If medical assistance and/or X-Ray are required due to injury or illness every effort will be made to contact and advise parents.

HEALTH

The School Health Service is provided by the Highland Primary Care NHS trust via the School Nurse and Doctor.

The school nurse visits the school regularly and the doctor visits by appointment. If a child has a health problem which could affect their well being in school parents should inform the school as soon as possible.

Parents of new school entrants will receive a letter from the Consultant of Public Health Medicine regarding provision for medical, visual and hearing examinations.

Dental Care

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

Speech and Language Therapy

Speech and Language Therapy services are provided by Highland Primary Care NHS Trust. A therapist visits the School to offer assessment and treatment as well as provide liaison with, and support to, teaching and support for learning staff.

Parents or guardians who have concerns about their child's communication ability should contact the School or Raigmore Hospital, Speech and Language Department, for an appointment.

Young at Heart - CPR Training Project

The Highland Council Education Service, in partnership with NHS Highland and the Scottish Ambulance Service, is to offer training annually in life-saving techniques to all pupils at stage P7. The techniques will be taught in school time by NHS Highland Trainers and by Ambulance crews.

ADMINISTRATION OF MEDICINES

In some instances, it is essential for a child suffering from a non-infectious condition to continue a course of prescribed medical treatment (eg tablets or medicine) during the course of the school day. It is the responsibility of the parents to bring the medication to the Office for safe-keeping **with clear written instructions for administration**.

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 or 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.
- Parents must hand in the medicines to the school office.
- Pupils should take the medication only when supervised by an adult.
- 'Administration of Medication' Records are kept in the Office.
- The medical needs of pupils will be discussed by staff and the Head Teacher in the first instance. Liaison with the school nurse may be necessary.
- All medication will be stored securely in an appropriate place.
- Where a child has long term or complex medical needs all staff should be informed and reminded of confidentiality.
- Where required staff will be trained by Highland Health Authority staff in dealing with specific conditions.
- In an emergency situation the emergency services must be contacted immediately and emergency access to the school will be ensured.
- Inhalers will remain in the child's classroom to ensure easy access.

SCHOOL MEALS

School Canteen, Muirtown Primary School - Tel 01463 - 713488

Commercial Operations is the in-house organisation of The Highland Council which provides your child(ren) with a meal at lunch times during the school term. All queries regarding meals should be addressed to the above number.

Menu

A choice of a traditional meal is available. If a child is vegetarian or has any other special dietary needs parents should contact the canteen where staff will inform them how to go about ensuring an option is available. We have new menus which have been nutritionally analysed and approved by a dietician. Two tills are in operation where the children pay for their meal each day.

Free School Meals

The free meals tickets are not issued to children but our canteen staff are made aware of the children in receipt of free meals. This remains the responsibility of the School. Parents who receive Income Support or Income-Based Job Seekers Allowance are entitled to free meals for their children. Application forms for free meals (Form F M 1) are available, on request, from the Head Teacher.

Packed Lunches brought from Home

All packed lunches must be eaten in the dining hall. The undernoted guidelines, for Parents of children who will be bringing packed lunches, are designed for the safety and protection of pupils:

- All food must be carried in a semi-rigid container with a secure lid. Containers should be clearly marked with the name of the child.
- Glass bottles or containers are not permitted under Health and Safety Regulations
- Vacuum flasks containing hot liquids are not permitted because of the danger of scalding.
- Fizzy drinks in cans or bottles are not permitted because of the obvious dangers they present
- Water beakers will be available in the dining hall.

The Authority cannot be held responsible for any loss or damage to packed meals or their containers.

On a number of occasions reading books have been damaged by juice leaking from containers in school bags. The assistance of Parents is appreciated in ensuring that containers with liquid are carried in a separate bag.

During canteen sittings Mrs Abbott (Supervisory Assistant) is on duty to supervise pupils in the dining hall.

Pupils staying for canteen lunch may not leave the school grounds unless a written request has been received from the Parent.

SNACKS

Toast and drinks can be bought from the canteen at morning break except on a Friday when all the children go out for break together.

SCHOOL PHOTOGRAPHER

Arrangements are made with the School Photographer to have photographs taken each session.

Proofs will be issued for approval with absolutely no obligation to purchase the photographs.

SECONDARY EDUCATION

At the end of their period of primary school education P7 pupils living within the catchment area normally transfer to Charleston Academy.

Head Teacher: Mr Calum MacSween

Tel: 01463 234324

Address: Charleston Academy
Kinmylies
Inverness
IV3 6ET

SPECIAL EDUCATIONAL NEEDS

Muirtown Primary actively supports the inclusion of pupils with special educational needs and provision is made within the school to address the individual learning of pupils with individual education plans or coordinated support plans.

SPORTS AND OUTDOOR FACILITIES

We aim to foster a positive attitude to recreation and leisure.

The School Sports Field is located at the front of the building and is used for coaching organised games and sports. School Sports are held annually.

There are two tarmac playgrounds and all pupils are informed about the use of grass areas. Mr Melrose, School Janitor along with Classroom Assistants and SFL Auxiliaries supervise pupils in the playground during intervals. Play activities during intervals are restricted to areas at the rear of the building. We often have quiet activities at the front playground during the session.

ROAD SAFETY

Parents are asked to ensure that Road Safety Instruction given in school is reinforced at home, particularly in regard to the following:-

- the need for constant caution and alertness when crossing roads (Green Cross Code) and when being dropped off by car
- the importance of obeying the instructions of the School Crossing Patrollers.

School Crossing Patrollers

School Crossing Patrollers are on duty at the crossing points as undernoted:-

King Brude Road - Mr Betty

8.30am - 9.15am

12.15pm - 1.30pm

2.45pm - 3.15pm

Junction of Scorguie Road and Firthview Drive - shared by Mr Hendrie, Ms Allan, Mrs MacDonald

8.30am - 9.15am

2.45pm - 3.15pm

All children should leave the grounds on dismissal without loitering.

Playground Access

Pupils must enter the school grounds only by:

The pedestrian access from Charleston Place (adjacent to the lock-ups)

Or the pedestrian path next to the car park beside the Janitor's house. Children should keep to the paths.

CAR PARKING AREAS WITHIN THE SCHOOL GROUNDS ARE OUT OF BOUNDS TO ALL PUPILS

Cycling to School

We have two cycle stores which can be used by pupils who have passed their cycling proficiency test. Children coming to school by bike must wear a cycle helmet and use a padlock to lock their bike safely in the store.

Parents' Car Park

To ensure that vehicular access to the school is minimised, and is confined to essential users, parents' cars are not allowed beyond the school gates.

Parents collecting or depositing children by car are asked to ensure that they use the parents' car park which is situated outwith the school grounds, adjacent to the front entrance gates.

Drivers should ensure that there is no parking outwith the designated parking spaces and children should be encouraged to use the crossing point which has been clearly marked near to the junction of the school access road with Firthview Drive.

Drivers and pedestrians should exercise the utmost care and extra vigilance when approaching and leaving the car parking area.

SCHOOL BOOK CLUBS

Some of the classes participate in Scholastic Publications Book Clubs. Leaflets are issued to the children on a monthly basis and orders and money are then returned to the school. Books arrive in the School about 10 - 14 days later.

A Scholastic Book Fair is normally held in school on an annual basis to promote interest in books and further encourage a wide interest in reading. The School receives commission, taken in the form of books, on books sold during the Fair.

COMMUNITY ACTIVITIES

The undernoted community activities take place in the School:

Cubs	Monday	6.30 - 8.15pm
6th Muirtown Rainbow Unit	Tuesday	5.45 - 7.15pm
26th (Inverness) Muirtown Brownie Pack	Tuesday	7.15 - 8.45pm
18 th Muirtown Beaver Scouts	Thursday	6.30 - 8pm
11 th Inverness Boys Brigade	Friday	6.00 - 7.45pm

Enquiries in connection with the above activities should be made via the organisers at the times indicated.

Meetings of the Parent Council are also held in the school.

Transferring Educational Data About Pupils

Education authorities and the Scottish Executive Education Department (SEED) have collected data about pupils on paper forms for many years. We are now working together to transfer data electronically through the ScotXed programme.

What pupil data will be collected and transferred?

Data on each pupil is collected by local authorities and SEED. The data collected and transferred covers areas such as date of birth, Scottish Candidate Number (SCN) postcode, registration for free-school meals, whether a pupil is looked after by his/her local authority, additional support needs including disability and English as an Additional Language (EAL), attendance, absence and exclusions from school. The SCN acts as the unique pupil identifier. Pupil names and addresses are not passed to SEED. Your postcode is the only part of your address that is transferred for statistical purposes, and post codes are grouped to identify "localities" rather than specific addresses. Dates of birth are passed on as "months and year" only, again to ensure that individuals are never identified. Data is held securely and no information on individual pupils can or would be published by SEED.

Providing national identity and ethnic background data is entirely voluntary. You can choose the 'not disclosed' option if you do not want to provide this data. However, we hope that the explanations contained in this message and on our website will help you understand the importance of providing the data.

Why do we need your data?

In order to make the best decisions about how to improve our education service, SEED and 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 exam 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.
-

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).

SEED works with a range of partners including HM Inspectorate of Education and the Scottish Qualifications Authority. On occasion, we will make individual data available to partners and also academic institutions 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 SEED, 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 colleagues within and outwith SEED.

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, SEED, 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 data exchanges 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>

