

Hello and welcome to Ballachulish Primary School.

I hope that this School Booklet will give you an impression of the school.

This three-teacher school has been in existence for many years and was previously known as Ballachulish Public School. The School roll tends to fluctuate round about 60 pupils. However the present number is 66 (January 2011). There has been a steady increase to our numbers over the last three years. I expect this to continue into the new session with an expected roll of around 74.

We have always operated an open-door Policy where parents are welcome to appear at any time. However, it is usually easier to speak to people at the end of the teaching day - 3:15p.m. (P3 - P7) and 2:45p.m. (P1 - P2).

Remember that we are here to help - if parents have any questions or concerns - speak to us.

Our pupils are divided into three classes. Primary 1/2, Primary 3/4 and Primary 5/6/7. These class divisions are decided by number of pupils at each stage so it is possible that classes could change during a school year. I hope that next session's numbers will see us rise to 4 teachers and the arrival of a portacabin extension. If this is the case, the class split will be P1, P2/3, P4/5 and P6/7.

I am sure that your child will enjoy his/her stay with us and I can assure you that we will strive to help him/her achieve his/her full potential.

At a training day, the tutor read out the poem overleaf. This is an interesting way of trying to convey the ethos of this school.

Read and enjoy!

A PEOPLE PLACE

If this is not a place where tears are understood
Where do I go to cry?

If this is not a place where my spirit can take wing
Where do I go to fly?

If this is not a place where my questions can be asked
Where do I go to seek?

If this is not a place where my feelings can be heard
Where do I go to speak?

If this is not a place where you'll accept me as I am
Where can I go to be?

If this is not a place where I can try to learn and grow
Where can I just be me?

William J. Crockett

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HIGHLAND COUNCIL
BALLACHULISH PRIMARY SCHOOL
SESSION 2011-2012

The Education (School and Placing Information Scotland) Regulations 1992 require that Information be made available to parents about each school.

The information contained in this leaflet is correct at January 2011 but please note that subsequent changes may be made. Although there may be annual revisions made to this document, points of specific interest may be taken up at any time with the Head Teacher.

This is an Equal Opportunities School. Access to all subjects will therefore be provided to all pupils without reference to the sex of the pupil. The school believes that each pupil regardless of his/her sex should have an equal opportunity to pursue his/her subject choices and subsequent career free from any form of discrimination.

**BALLACHULISH PRIMARY SCHOOL
BALLACHULISH
ARGYLL
PH49 4JQ**

**Head Teacher: Mr. Sam Clark
(Telephone No 01855 811 373)**

email: ballachulish.primary@highland.gov.uk

STAFF / PUPILS

At present this school has 3 full-time teachers (including the Head Teacher).

A P.E. Teacher visits us one morning per week. She works with P3 upwards teaching the pupils different topics such as gymnastics, games and dance.

A visiting music teacher attends school for two terms out of the four. We tend to have his services during Term 1 and Term 3. However, this could change due to time-table alterations.

We share an additional support needs teacher with other local schools. She works with individuals and groups in this school. The staff have the opportunity for consultation with this teacher. This teacher's timetable is altered on a termly basis due to needs, which each school has to justify.

A strings instructor usually visits weekly when individuals receive lessons on violin. These pupils are drawn from P4-P7.

Adults Involved in the School

Head Teacher P5/6/7	Mr Clark
P3/4	Mrs Milne
P1/2	Ms Divers
PE	Mrs Wilson
Music	Mr Duggan
Strings	Ms Sievewright
Additional Support Needs	Mrs Sutherland
Class contact Reduction	Mrs Clark
Management Support	Mrs McSorland
Nursery Co-ordinator	Mrs Shepherd
Classroom Assistant	Mrs Karin Hormann-Cooper
Nursery Assistant	Mrs Denholm
Nursery Auxiliary	Mrs Bryson
Nursery Auxiliary	Mrs Carol Mackenzie
Learning Support Auxiliary	Mrs Lear
Gaelic Nursery Assistant	Mrs Dennison
Gaelic Nursery Auxiliary	Mrs Macintyre
Clerical Auxiliary	Mrs Young
School Cook	Mrs Donoghue
Assistant Cook	Mrs Purvis
School Cleaner	Mrs Mackenzie

AIMS

1. To work in partnership with parents and the wider community-promoting positive links for the benefit of all pupils.
2. To provide a friendly, happy, stimulating and safe environment helping each child to achieve his/her potential.
3. To use the 3-5 and the 5-14 curriculum, while working towards A Curriculum for Excellence, frameworks to ensure a coherent progressive approach to teaching, learning and assessment.
4. To encourage each child to raise his/her level of attainment and celebrate pupil successes.
5. To encourage pupils to display acceptable social behaviour at all times.
6. To provide opportunities for personal and professional staff development through review meetings and the annual council staff development programme.
7. To maintain and promote the health and wellbeing of pupils and staff through the continued "Health Promoting School" approach.
8. To give pupils and staff the opportunity to be involved in a variety of cultural experiences.
9. To give each pupil equal opportunity to access all areas of school life without reference to the colour, religion or sex of the student.
10. To maintain Eco School accreditation.

Date of last review ~ January 2010

THE CURRICULUM

It is hoped that the following section will give a general indication of the ideas behind some of the work given to pupils in this school.

LANGUAGE

The aims behind this area are:

- (1) To teach reading, writing, listening and talking and to expand these through other areas of the curriculum that are practical, such as Environmental Studies and Expressive Arts.
- (2) To help the children use language as an expression of their experiences.
- (3) To achieve a balanced curriculum in which all aspects of language have a proper and integrated place.
- (4) To identify and help children with special gifts and those with language difficulties.

MATHEMATICS

The main schemes in use are Heinemann Mathematics and Tee Jay Mathematics.

These schemes are widely used in our area and include all the aspects, which a pupil requires for mathematical development.

Number, Measure and Shape form an essential part of each stage and the integration of these is an important aspect of the development.

Pupils in class P1/P2 work from workbooks and pupils in class P3/P7 work mainly from textbooks. There are also workbooks at these older stages. Progress can be checked by using the check up books, which follow the main schemes.

EXPRESSIVE ARTS

This normally included Art, Craft, Music, Movement and Drama as they link with other parts of the curriculum, not so much as subjects, but as a means to communicate personal understanding of feelings, emotions, intellect and skills.

Aims:

- (1) To lead a child to explore, interpret and enjoy the world.
- (2) To develop the creative potential of each individual.

- (3) To help the child acquire the confidence and skill to give expression and form to his feelings.
- (4) To help the child recognise and appreciate the feelings expressed by others.

ENVIRONMENTAL STUDIES

Much of the work in this area is done through projects. The main areas of work are Social Subjects (History, Geography) and Technology.

These projects will also include aspects of Expressive Arts, Mathematics and Language.

It is in this area that the pupils get most experience of local studies. Visits are usually arranged to places of interest in our area and many local people come in to school to pass on their own specialised information.

Health and Science are now taught as stand alone topics.

Health and Wellbeing We achieved Health Promoting School status in 2005 with the top mark Level 4. We will strive to maintain this level of importance by involving pupils and parents in health promoting activities.

We retained Health Promoting status during 2010.

INFORMATION, COMMUNICATION TECHNOLOGY (ICT)

Computers are used in each class. At the present time we have two PCs in the infants, two PCs in the middle class and two PCs in the senior class. We have three laptops within our resources which can be used anywhere in the school.

All classroom computers have access to the internet through the Pathfinder system.

Pupils must be aware that there are responsibilities associated with this resource. Pupils must take great care when accessing Internet sites. We have Internet "nannies" in place but it is possible to find unsuitable material.

The school Policy is continually changing. The ICT Policy is continually evolving due to the ever-changing nature of this area.

We use a PC for Devolved School Management. This machine is connected to Highland Council Intranet system.

The e-mail address for the administration is sam.clark@highland.gov.uk or ballachulish.primary@highland.gov.uk - Please feel free to use this method of communication to contact the school.

BLOG PAGE

Our P1/2 teacher, Miss Divers, manages a schoolblog available at:

www.ballachulish.edublogs.org

This is an excellent location to view what's going on in the school as we display recent photographs and try to keep information up to date. Feel free to post a comment and remember to let your extended families have the address.

HOMEWORK

We have introduced the Heinneman Home Link-up sheets and Tee Jay Homework sheets for Mathematics for pupils from P3 - P7. This system allows parents to see what type of work their child has covered at any given date. The sheets relate directly to the class work. Completion of the sheets also aids the class teacher in assessment.

Pupils in older classes are issued with diaries which parents are asked to sign at the end of each week. This allows interested parents to see what homework has been sent home and lets the school have evidence that the parents are aware of what is happening.

Primary 1 and 2 pupils are issued with a weekly homework pack. This bag contains useful items for the children - a book, game, toy etc. It will help with their development and we hope eventually lead to a raising of achievement. Parents MUST work WITH the pupils to complete this pack.

SCHOOL RULES, DISCIPLINE

We expect a level of behaviour at school such as would be tolerated in the normal, reasonable home. Any breach of these "rules" will be examined in context so as to decide whether action should be taken e.g. verbal rebuke, punishment exercise. Corporal punishment will never be given - it is illegal. If any serious breach of discipline occurs, the parents will be contacted.

I like to think that this is one of our areas of strength. The pupils have to feel safe and secure to be able to work effectively in school. We demand a high standard of behaviour.

The wearing of school uniform is one way of helping. The pupils feel that they "belong" and adapt more easily to the school rules.

This code requires complete backing from parents to be successful.

At the present time, we have 100% of pupils wearing the uniform 100% of the time.

Pupils who wear the uniform are rewarded with certificates at the end of each term. These have proved to be popular with the pupils and there is always great excitement during the presentations.

BULLYING

This subject continues to receive a lot of publicity. Parents are naturally concerned about the possibility of their own child being a victim of this ugly practise.

Like most schools, we have looked at our own policy and a copy of our school document is included at the end of this brochure.

This policy is regularly monitored, updated and altered to suit circumstances.

TRANSPORT

Transport is provided for children from outlying areas within the delineated area for the school - Glenachulish etc. For specific assessment of eligibility for such transport, please contact the Head Teacher.

SCHOOL MEALS

School meals are provided at a cost of £1.70 each day. The school kitchen finds it convenient to collect the week's money (£8.50) in advance on a Monday. However, it can be paid daily.

If a child is absent on a day already pre-paid, this money will be credited the following week.

Any parent receiving Income Support is eligible to apply for free meals for any children attending school.

Appropriate forms can be obtained from the Head Teacher.

The meals are cooked on the premises and two other schools have their meals cooked here.

A sample of the type of menu is included at the end of this brochure. The menu works on a four week rota.

CONDITIONS FOR PUPILS TAKING PACKED LUNCHES

- All food must be carried in a semi-ridged container with a secure lid, e.g. Tupperware, ice-cream container, commercial packed lunch container or similar. Containers should be clearly marked with the name of the pupil.
- Glass bottles or containers are NOT permitted under the Health and Safety Regulations.

- Vacuum flasks containing hot liquid are NOT permitted because of the danger of scalding.
- Packed meals must be consumed in the area allocated within the school building.

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

All pupils leave their lunches on a special packed lunch trolley which is kept in the school hall. These are collected prior to lunch and eaten at the designated packed lunch tables.

During the summer months, the senior pupils, P7, are allowed to have their packed lunches in the garden area at the rear of the school, or in the new Pavilion in the front playground.

HEALTH

A school nurse visits the pupils several times a year.

Pupils in P1, and P7 are selected to receive medical inspections with forms being issued to parents before the check-ups.

These pupils are also subject to dental inspections with parents being contacted before with permission slips.

Highland Health Board have altered their policy with regard to HEAD LICE. It is now the parents' responsibility to check for such problems. All parents **MUST** be on their guard for signs of infestation as this problem is on the increase nationally. If any child does have a problem, please contact your GP for the appropriate lotion.

The golden rule seems to be "Check your child's hair on a regular basis".

With Health in mind, it is vitally important that the school is informed of any medical problems facing the child.

ALL SUCH INFORMATION WILL OBVIOUSLY BE DEALT WITH IN COMPLETE CONFIDENCE.




ALLERGIES

We have a few pupils who suffer from particular allergies. It can be very dangerous for these pupils to come into contact with Peanuts, Almonds and sesame seeds. To help with the situation, we aim to be as nut free as possible.

We operate a traffic light warning system for sweets in the school. A copy follows this section. Items under the red column really should be avoided as the consequences of these being in school could be fatal to certain pupils.

Please take some time to look over these lists and if in any doubt contact the school.

Parents/families/pupils have been VERY thoughtful when choosing packed lunch and/or playtime snacks and I am delighted to say that we have not had any dangerous situations but it only takes one careless mistake!

<u>SWEETS and CHOCOLATES</u>		
		
Red Light - Do not take to school	Amber Light - Ok to take to school	Green Light - Safe to take to school
These sweets CONTAIN peanuts and/or nuts and are DANGEROUS to pupils who are allergic to peanuts and nuts.	These sweets MAY CONTAIN traces of peanuts and/or nuts or be labelled they are made in a factory that uses peanuts and/or nuts. These are less dangerous to pupils who are allergic to peanuts and nuts.	These sweets DO NOT contain peanuts and/or nuts. They are not at all dangerous to pupils who are allergic to peanuts and nuts. These are SAFE sweets to take to school.
<p><u>Cadbury's:</u> Boost, Chocolate coated peanuts, Brunch Bars (all kinds), Crème Egg Twisted bar, Double Decker (including Duo),</p> <p>Eclairs roll pack/165g/207g bags, Flake Praline,</p> <p>Cadbury Melts (all kinds), Picnic, Roses Truffle Selection, Star Bar, Time</p>	<p><u>Bassett's:</u></p> <p>Fruit Bon Bons, Mint Favourites, Sherbet Lemons, Murray Mints, Everton Mints, Cherry Drops</p> <p><u>Cadbury's:</u></p> <p>Dairy Milk, Dairy Milk Turkish, Dairy Milk Caramel (and treatsize), Milk Chocolate Coated raisins, Raisin Clusters, Dairy Milk</p>	<p><u>Bassett's:</u> Liquorice Allsorts, Red Liquorice Allsorts, Mini Jelly Babies, Jelly Babies, Mint Imperials, Aniseed Imperials, Spearmint Imperials, Sweetshop Favourites, Softfruits, Pear Drops, Mint Creams</p> <p><u>Cadbury's:</u></p> <p>Creamy White Buttons, Dairy Milk Buttons (incl Giant), Flake Dark, Flake, Twirl,</p> <p><u>Nestle:</u></p> <p>Aero (Milk, Mint and Orange), After Eight, Blue Riband, Breakaway, Caramac, Drifter, KitKat, KitKat Mint, KitKat Orange, KitKat Chunky, Milky Bar, Milky Bar Buttons, Matchmakers, Munchies, Polo (incl fruit), Rolo, Yorkie - Milk</p>

<p>Out, Whole Nut, Fruit N Nut</p> <p><u>Others:</u> Snickers, M&M's peanut, Texan, Nutty, Treats, Topic, Galaxy Hazelnut, Galaxy Cookies and Cream Bar, Revels, Poppets, Bueno, Nougat, Toblerone, Chewing nuts, Sugared Almonds, Marzipan, Ritter Sport, Reeses Nutrageous, Reeses Cupcakes, Chocolate covered nuts of any kind, KitKat Peanut Butter, KitKat Senses, KitKat Duo Milk</p> <p><u>Sandwich Spreads:</u> Peanut Butter Nutella</p>	<p>Shots, Bournville, Chomp, Crunchie, Crunchie Nuggets, Curly Wurly, Curly Wurly Squirlies, Dream, Flake Moments, Flake Dipped, Fudge, Freddo, Dairy Milk Share Box (including Indulgent variety), Snack Wafer Bar, Snack Shortcake Bar, Snack Sandwich Bar, Snaps (all varieties), Wispa</p> <p><u>Fry's:</u> Chocolate Cream, Orange Cream, Turkish Delight, Peppermint Cream,</p> <p><u>Others:</u> Twix, M & M's chocolate, Galaxy, Galaxy Ripple, Mars, Mars Planets, Mars Delight, Kinder Eggs, Trebor Extra Cool Spearmint, Halls Soothers (all varieties) Trebor Extra Cool Peppermint Trident Fresh Spearmint/Cool Lemon Trident Splash (all varieties)</p>	<p>Chocolate, Raisin & Biscuit, Yorkie Biscuit, Custard and Rice pots</p> <p><u>Maynards:</u> Wine Gums, Wine Gums Sours, Wine Pastilles, Sports Mix</p> <p><u>Others:</u> Starburst (all varieties), Skittles, Chewits, Fruitella, Rainbow Drops, Bounty, Tic Tacs, Tunes, Maltesers, Mentos (Mint and Fruit), Haribo's all varieties, Fruit Salad, Blackjacks, Maoam Sweets, Swizzle Matthews (Parmaviolets, Lovehearts, double lollies etc), Chupa Chups, Drumsticks, Dib Dabs, Harvest Cheweee bars, Trebor Softmints, Trebor Extra Strong Spearmint, Galaxy Minstrels, Galaxy, Halls Mentholypus Extra Strong (all varieties), Trident Soft (all varieties), Trebor Softmints Peppermint/Spearmint/Extra Strong Mints Peppermint, Smarties - tubes and mini cartons, Toffee Crisp, Tooty Frooties, Penguin, Tunnocks Teacakes/Caramel Wafer McVities Jaffa cakes (including mini), McVities Chocolate Digestives, McVities Digestives, Wagon Wheels (all varieties)</p> <p><u>Rowntree's:</u> Fruit Gums, Fruit Pastilles, Jelly Tots, Sour Jellies, Randoms, Pick and Mix, Juicy Jellies</p> <p><u>The Natural Confectionery Company:</u> Squirms, Unbearables, Dinosaurs, Forbidden Fruits, Snakes, Party Jellies</p>
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BUDDIES

Our P7 pupils act as buddies for all younger pupils in school but with particular emphasis on P1 pupils.

Each new intake child will be allocated a named senior pupil who will befriend the younger child. The Buddy will talk to the younger pupil on a regular basis and be available should the P1 need re-assurance or help.

PUPIL COUNCIL

This is our tenth year with a Pupil Council. The children elect two representatives from primaries 4, 5, 6 and 7.

A member of staff meets with these pupils on a regular basis to discuss issues raised by the pupils, parents or staff. The minutes are displayed in the hall. The pupils have a budget, which they can use to purchase items for playtime or lunchtime. This allowance is enhanced through activities throughout the year - Raffles and a fun afternoon being two examples.

PARENT TEACHER CONSULTATION

There are four formal parents' evenings over the school year. We have two evenings before the Christmas break and two during the summer term.

The summer evenings follow the issue of the annual pupil progress reports. This gives parents the opportunity to discuss their child's progress based on the year's assessment.

We also hold parent information evenings. The new intake (P1's) parents have an evening set aside to discuss the day-to-day issues, which concern the school and the home. This takes place after the children have settled in - usually the end of August or early September.

There is also an opportunity for parents with children in the senior class to view the health education video and discuss any concerns.

Parents of pupils in P7 have the opportunity to attend a Parent's Evening in Kinlochleven High School in the March before the children move to secondary education.

SPORTS, EXTRA-CURRICULAR ACTIVITIES ETC.

Because of the difficulties of finding appropriate inter-school opposition for a school of our size and location, we have a house system (Rowan v Sycamore) and an annual series of inter-house competitions involving basketball, netball, athletics, and rounders - mainly for older children. There is an inter-house trophy and individual awards for athletics. Other activities include Golf and Shinty. The senior Ballachulish Shinty Team have taken over the running of children's Shinty in this area. They offer weekly training, either in the Jubilee Park or the Village Hall. With this continued level of support, it is fair to say that children's Shinty is certainly on the way up.

A job share Sports Co-ordinator is in place for the local primary schools and they are working hard to introduce the children to as many sporting activities as possible. Their remit covers all ages.

SCHOOL CLOTHING

It is our intention to maintain a general standard of dress in the school.

Sweatshirts and polo shirts bearing the school name were introduced a few years ago. These have proved very popular and now form the main item of school uniform. Trousers and/or skirts are left to parents' own discretion. Dark colours are obviously more suitable for school - blue, grey and black.

The annual order is placed in June and the garments are distributed to households during the summer break.

We expect to get 100% of the pupils wearing their uniform every day.

This level of pupil and parental support is the envy of many primary schools. The children have a greater feeling of identity by wearing the uniform.

As mentioned earlier in this booklet, good order and discipline are enhanced by the children wearing the school uniform. They have a feeling of belonging to the school and they are easily recognised in the village as pupils from the local school.

IT IS IMPORTANT THAT ALL PUPILS POSSESS A PAIR OF SHOES SUITABLE FOR PE LESSONS.

TRAINERS WORN TO SCHOOL AS NORMAL FOOTWEAR ARE NOT SUITABLE FOR PE.

A SECOND PAIR OF TRAINERS OR SANDSHOES MUST BE BROUGHT TO SCHOOL FOR THESE LESSONS. THESE PE SHOES CAN BE LEFT IN SCHOOL TO CHANGE INTO FOR CLASSROOM WEAR ON WET DAYS.

EMERGENCIES

In the event of an emergency, every effort will be made to get in touch with the parent or other given emergency contact by telephone, or, if time permits, by car. However, if such contact cannot be made timeously, the Head Teacher shall contact the local GP or other medical agency depending on the immediate circumstances.

**IT IS VITALLY IMPORTANT THAT THE EMERGENCY CONTACT LIST IS
KEPT UP TO DATE WITH A TELEPHONE NUMBER IF POSSIBLE**

ADVERSE WEATHER CONDITIONS

- (1) Safety of pupils is the prime consideration.
- (2) If conditions become so bad that the school has to be closed early, parents will be informed using the same procedures as in other emergencies. For this reason, it is vitally important that the emergency contact list is kept up to date.
- (3) Where such conditions prevail, it is likely that children living close to the school will continue education while those involved in longer journeys will be sent home.
- (4) Information concerning the school during a closure will be relayed through Radio Highland and Nevis Radio Notices will also be placed in local shops and the village notice board.
- (5) During severe weather conditions, information can be obtained directly from the Head Teacher:

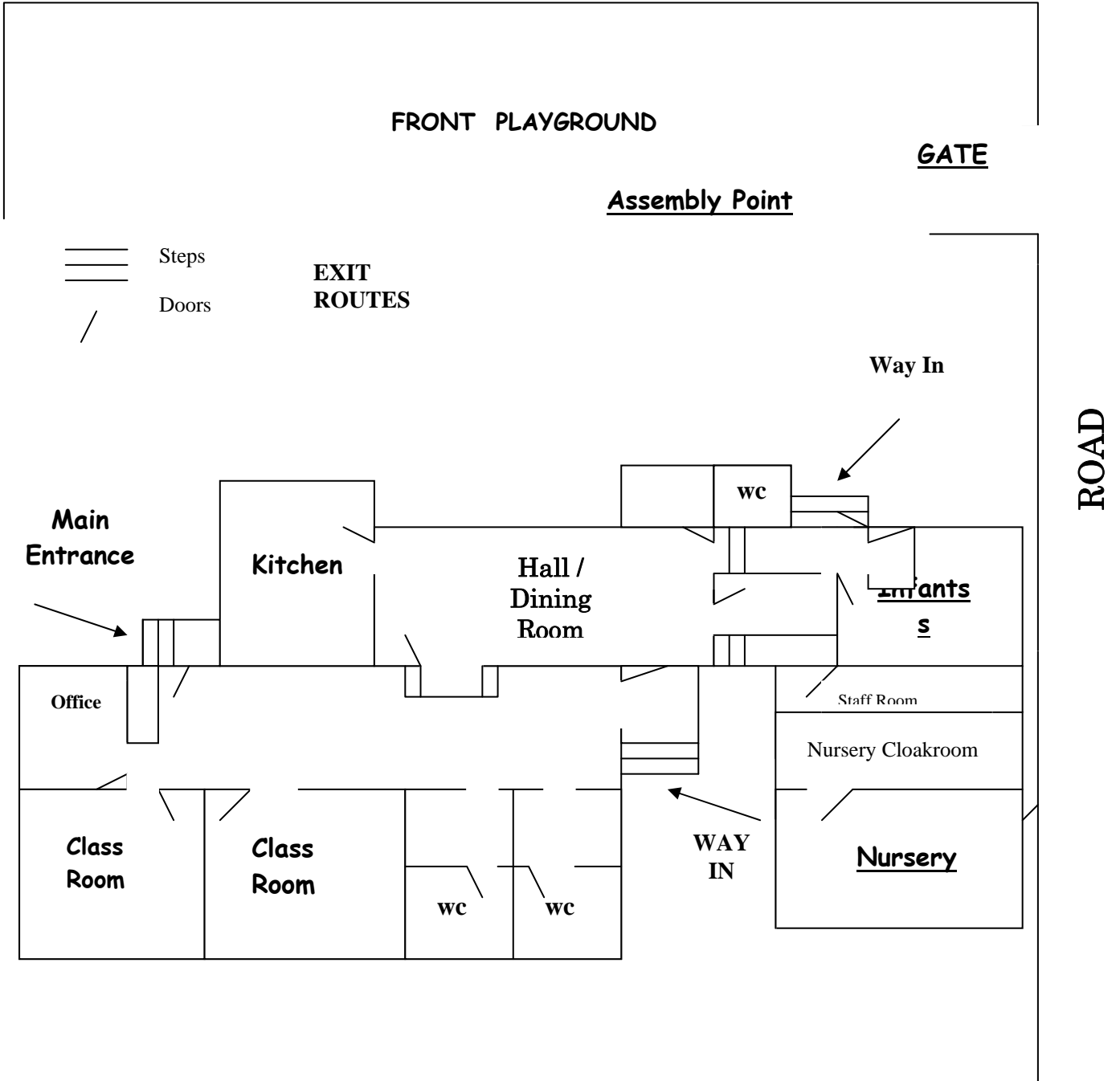
0855 811373 (School) or 0855 811341 (Home)

A copy of this information is given to parents each year after the October holiday. It is important that everyone is aware of the procedures to be followed in the case of adverse weather conditions.

The Schools Telephone Information Service is available and enquiries about school closures in times of Adverse Weather are:

**0870 054 6999 Followed by the school's own pin number
041490**

SCHOOL PLAN
BALLACHULISH PRIMARY SCHOOL



VISITING THE SCHOOL

Any parents, offered or seeking a place for their child in the school, are invited to contact the Head Teacher to arrange a suitable time for a visit. Children due to commence in August 2011 shall be invited to attend for four mornings at the end of the summer session 2011. The dates for this year's visit are Monday 13th June - Friday 17th June. The Nursery has already been informed of these dates.

Parents who wish to visit the school to discuss their children are encouraged to visit the appropriate class teacher without first visiting the Head Teacher. As all teachers in the school are with pupils until 3:15 p.m., it is much easier for all concerned for such visits to take place after this time.

Any parent, who finds it impossible to visit school at such a time, can contact the Head Teacher and a more suitable time will be arranged.

Parents arriving at school are directed to the reception area. Visitors have to ring a bell for entry. A picture from the door is transmitted to a monitor in the classroom, allowing a teacher to see who wishes to enter. The door can be opened by remote control from the classroom.

PARENT FORUM

Recent legislation has seen the School Boards and PTA being replaced by a Parent Forum. Every parent/guardian with a child in nursery or school is automatically a member of this group.

A small committee (Parent Council) has been set up to organise all/any events.

Chair	-	Mr Fraser MacLauchlan
Treasurer	-	Mrs Michelle MacPhee
Secretary	-	Mr. Kevin Murray

Co-opted	Vacancy	
	Vacancy	
	Mrs Sheena Denholm-	Staff Member
	Mrs Morag Milne	- Staff Member

Parents	Mr. George Bryson
	Ms Rona Yard
	Mrs Carol Mackenzie
	Ms Marie Thorne
	Vacancy
	Vacancy

This new body has taken on the fund raising roll of the PTA as well as the statutory responsibilities of the School Board.

The Objectives of the Parent Council are:

- To work in partnership with the school to create a welcoming school which is inclusive for all parents
- To promote partnership between the school, its pupils and all its parents
- To develop and engage in activities which support the education and welfare of the pupils
- To identify and represent the views of parents on the education provided by the school and other matters affecting the education and welfare of the pupils
- To raise funds, apply for and receive grants, and accept gifts for the benefit of the school.

CHARITIES

The school is asked to support many charities during a year. Obviously, it is not possible to help everyone. We aim to help three a year, one each term.

In previous years, we have helped the following: -

- Scottish Society for the Prevention of Cruelty to Animals (SSPCA)
- Cancer Research
- Royal Institute for the Blind (RNIB)
- Dr. Barnardo's
- Save the Children Fund
- Christian Aid
- Shelter
- Opportunity Holiday Trust - Kentallen
- Blue Peter
- Salvation Army
- Red Cross
- Crossroads Care
- Leprosy Mission
- Comic Relief
- Missionary School in Kenya
- Dunblane Appeal
- St. Munda's Church of Scotland
- St. Mun's Roman Catholic Church
- Blythswood Shoebox Appeal

Our support of the Blythswood shoebox appeal has grown over the last four years.

The pupils suggested this cause and we have collected up to 75 boxes each year.

The last four years has seen the school sponsor a child in Central America. This development was suggested by the School Chaplain - Rev. Alison Burnside, and enthusiastically accepted by the children. Money collected from our end of term church services is used for this donation. We have set up a monthly standing order and expect to be kept informed about the child's life and development.

SCHOOL TIMES

START	~	9:00a.m.	
INTERVAL	~	10:45a.m.	- 11:00a.m.
LUNCH	~	12:30p.m.	- 1:30p.m.
FINISH	~	2:45p.m.	- P1/2/3
		3:15p.m.	- P4/5/6/7

The school operates a shortened day for entrants - first two weeks of school term Primary 1 pupils attend only in the mornings.

Their time is lengthened after this short time as they all have already had school experience in their nursery year.

ABSENCE

In previous school brochures, three lines were written about this topic. However, with national interest in attendance levels in school this has taken on a new importance.

From 1996, we are required to publish attendance rates for each stage. Authorised and unauthorised absences will be shown. It is important that parents are aware of this situation and act accordingly.

ATTENDANCE

An attendance register is required to be kept by law, containing the name of each pupil. An attendance will be recorded in respect of each morning and afternoon of every day. The new regulations stipulate that the attendance register must now show whether an absence is authorised or unauthorised.

AUTHORISED ABSENCE

This is identified as an absence due to:

- Bereavement
- Education in another establishment
- Exemption (this applies to a child over fourteen years of age where, because of exceptional hardship at home, the education authority has granted an exemption)
- Judicial purposes
- Sickness / ill health (including visits to doctor, dentist, optician, therapist)
- Sporting / artistic event
- Study leave
- Visits abroad through exchange (although may not be accompanied by a teacher)
- Work experience
- Any other reasonable excuse approved by the Head Teacher

REASONABLE EXCUSE

The Education (Scotland) Act 1980 states that if a child has been prevented from attending school in circumstances, which, in the opinion of the education authority or court, afford a reasonable excuse, this would be deemed an authorised absence.

Holidays taken during term time always cause concern to parents. Where parents have no control over the dates of their annual leave, 10 full school days in any school year is taken as a guideline figure for authorisation of absence.

Parents must request the permission of the Head Teacher to remove a child from school during term time to go on holiday.

TRANSFER TO SECONDARY SCHOOL

This school is in the catchment area for Kinlochleven High School. Pupils completing Primary 7 normally transfer to Kinlochleven. However, parents have the right to ask for their child to attend any other school in the Highland Region. In our case, this really means Lochaber High School in Fort William, although parents would be responsible for providing transport to any school other than Kinlochleven.

Information about such transfers is issued to those parents concerned during their child's primary seven year.

Pupils due to transfer to Secondary School usually visit the school in the summer term for a preview tour. Our pupils who transfer to Kinlochleven attend the school for a week when they can follow a mock timetable and get to know the teachers and the building.

Parents of pupils in P7 are invited to an information and tour event in Kinlochleven during the March before they move on. The children will receive regular newsletters keeping them in touch with the developments in their future school.

For more information on this subject, please contact:

Mr S. Clark, Head Teacher, Ballachulish Primary School

Ballachulish 01855 811373

OR

Mr J. McGilp Head Teacher, Kinlochleven High School

Kinlochleven 01855 832042

A new school opened in Kinlochleven for the start of the 2008/09 session.

THE HIGHLAND COUNCIL

SCHOOL CALENDAR SESSION 2011/12

Open

Close

2011 Monday 15 August (Staff only)

2011 Tuesday 16 August

Friday 7 October

2011 Monday 24 October

Thursday 22 December

2012 Monday 9 January

Friday 30 March

2012 Tuesday 17 April

Friday 29 June

NB Holidays

Good Friday	-	6 April 2012
Easter Monday	-	9 April 2012
May Day	-	7 May 2012

REGIONAL CLOSURES

The first day back after the summer	Monday 15 August 2011
The first day back after the October Break	Monday 24 October 2011
Three days following the February mid-term break	Wednesday 15, Thursday 16 and Friday 17 February 2012

RELIGIOUS EDUCATION

Each class has an annual programme of work to cover where they compare Christianity to one other religion. By the time a pupil has passed through the school, he/she should have a greater understanding of the major world religions - Christianity, Islam, Judaism, Buddhism, and Hinduism.

We hold weekly school assemblies where the pupils are praised for their many good points. We also reward the pupils who wear their uniforms on a regular basis - this reward usually means certificates.

The Church of Scotland minister Rev. Alison Burnside regularly attends our assemblies where she tells a story and then leads everyone in a prayer.

There is a vacancy at present in St. Mun's RC Church but the new priest will be added to our rota of clergy visitors with Rev. Alison Burnside and the Rev Adrian Fallows, Episcopalian Church.

We attend church at the end of each term, alternating between St. Munda and St. Muns.

DO WE HAVE A BULLYING PROBLEM?

It is important not to label every physical or psychological encounter between the pupils as bullying. Children will face conflict as part of growing up.

WHAT IS BULLYING? : -

Bullying takes many forms. It can be short-term or continue over years. It can be physical, verbal or even just a look. Bullying can be overt or subtle intimidation.

Bullying is the wilful, conscious desire to hurt or threaten or frighten someone else. For some pupils, this type of behaviour is legitimate in their out-of-school world, where strength is shown through bullying. Parents may teach their children to stand up for themselves; they may also teach them to get their retaliation in first.

BULLYING BEHAVIOUR: -

Some male bullies tend to use threats of violence or actual physical intimidation, while some female bullies prefer verbal malice or exclusion of the victim, and some female bullies physically attack their victims. This contradicts the stereotype. All bullying is aggression, physical, verbal or psychological, although not all aggression is bullying.

RECOGNISING BULLIES AND VICTIMS: -

The very nature of this problem means that identifying those involved is a very difficult task. Pupils are concerned that speaking out about bullying is sneaking and telling tales.

It is impossible to describe a bully. They can be boys or girls, academically achieving less, as well as or even better than their peers, unpopular, insecure, quite secure and happy - in other words - ANYONE.

Bullies pick on vulnerable children but it is not always possible to see potential victims. The child who is bullied could be: -

- a) New to class or school
- b) Different in appearance, speech or background
- c) Suffering from low self-esteem
- d) Demonstrating "entertaining" reactions when bullied - tantrums, loss of control
- e) More nervous or anxious

These are all simply possibilities. The victim may be the child who is in the wrong place at the wrong time and who reacts wrongly.

WHAT CAN WE DO

If the class teacher suspects bullying in the class, the Head Teacher must be informed as soon as possible, together we will attempt to work out the problem. The victims, bullies and witnesses will be interviewed. The victim and witness (if any) must be reassured and it should be made plain to the bully that we disapprove of such behaviour. It will be a great help if the bully can be made to see the victim's point of view. The bully may have to be punished. This could take the form of detention during intervals/lunchtime, removal of privileges or punishment exercises. The type of punishment will depend on the individual case.

It is important that action continues until the situation has been resolved. It may be possible to have a "quiet word" with the bully and end the trouble whereas a longer course of action may be needed with other culprits.

It is important to inform parents if it is a serious case of bullying. Parents from both sides must know the action taken by the school and could be asked to co-operate by helping at home. Other pupils in school must be made aware of our feelings about bullying. The pupils must feel comfortable enough with staff to be able to come forward with their problems. Good staff/pupil relationships should help eradicate the barriers of silence, which help the bullies. Now that we have recognised the threat of bullying, it must be

included in the children's Social Education. Activities, which the pupils can enjoy, are art-posters, Language - talking, writing about bullies. Drama - role-playing. It is important that this subject is not placed on the "back burner" until it rears its ugly head again. We must constantly be aware of its possibilities and not wait until the horse bolts before we shut the barn door.

CHILD PROTECTION

In terms of its child protection guidelines, the Authority imposes a duty on schools and all staff to report, by way of laid down referral procedures, any incidents which may give rise to a suspicion that a pupil has been subjected to abuse in any of its forms. This might involve information being passed to other agencies without immediate reference to a pupil's parents or guardians.

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

In terms of Highland child Protection committee Inter-agency Protection Guidelines, Education Service staff must report such incidents to Social Work Services, which can lead to a joint Social Work/Police investigation.

All agencies involved in Child Protection are obliged to make the welfare of children their paramount consideration and this will be 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)*

We are fully involved in the council's GIRFEC - Getting it Right For Every Child approach to child protection and exchange information with our partner services - Police, Social Work and Health. This approach is for the benefit of our pupils.

LUNCH MENU

*All Meals include assorted Breads and a choice of Milk, Fruit Juice or Water.
Fresh Fruit or Yoghurt are available as alternatives to pudding.*

	Monday	Tuesday	Wednesday	Thursday	Friday
<p style="text-align: center;">Week 1 Week Beginning Monday:</p> <p>26th October (School Closed) 22nd November 20th December 31st January 28th February 28th March</p>	<p>Savoury Mince</p> <p>Mashed Potatoes Peas Carrots</p> <p>Rice Pudding & Fruit</p>	<p>Homemade soup</p> <p>Cheese & Tomato Pinwheel (v)</p> <p>Sweetcorn Salad Bowl</p>	<p>Steak Pie</p> <p>Potatoes Cauliflower Carrots</p> <p>Chocolate Sponge & Custard</p>	<p>Homemade Soup</p> <p>Salmon Nibbles</p> <p>Potato Wedges Baked Beans Veggie Sticks</p>	<p>Beef or Venison Burger in a Roll</p> <p>Winter Coleslaw Salad Bowl</p> <p>Apple Cake Milkshake</p>
<p style="text-align: center;">Week 2 Week Beginning Monday:</p> <p>1st November 29th November 10th January 7th February 7th March 4th April</p>	<p>Homemade Soup</p> <p>Chicken Burger in Gravy</p> <p>Potatoes Sweetcorn Carrots</p>	<p>Spaghetti Bolognaise</p> <p>Green Beans Salad Bowl</p> <p>Fruit Crumble & Custard</p>	<p>Homemade Soup</p> <p>Bangers & Mash</p> <p>Baked Beans Mixed Vegetables</p>	<p>Macaroni Cheese(v)</p> <p>Broccoli Salad Bowl</p> <p>Fruit & Ice Cream</p>	<p>Fish & Chips</p> <p>Peas Salad Bowl</p> <p>Toffee Apple Muffin</p>
<p style="text-align: center;">Week 3 Week Beginning Monday:</p> <p>8th November 6th December 17th January 14th February 14th March</p>	<p>Chicken Korma & Rice & Naan Bread</p> <p>Green Beans Salad Bowl</p> <p>Fruit & Chocolate Sauce</p>	<p>Homemade Soup</p> <p>Shepherds Pie</p> <p>Cauliflower Carrots</p>	<p>Roast Pork & Gravy</p> <p>Roast Potatoes Mixed Veg Broccoli</p> <p>Carrot Cake & custard</p>	<p>Homemade Soup</p> <p>100% Beef or Venison burger in a Roll</p> <p>Sweetcorn Salad Bowl</p>	<p>Cod Fillet Fish Fingers</p> <p>Potato Wedges</p> <p>Peas Salad Bowl</p> <p>Cooks Homebake & Milkshake</p>
<p style="text-align: center;">Week 4 Week Beginning Monday:</p> <p>15th November 13th December 24th January 21st February 21st March</p>	<p>Homemade Soup</p> <p>Sausages in Gravy</p> <p>Potatoes Carrots Peas</p>	<p>Macaroni Cheese(v)</p> <p>Baked Tomatoes Salad Bowl</p> <p>Winter Fruit Salad & Cream</p>	<p>Homemade soup</p> <p>Chicken fillet Bites</p> <p>Potato Wedges Sweetcorn Salad Bowl</p>	<p>Salmon Kebab</p> <p>Savoury rice Veggie Sticks Salad Bowl</p> <p>Sticky Toffee Pudding</p>	<p>Cheese & Tomato Pizza(v)</p> <p>Peas Salad Bowl</p> <p>Fruit Muffin & custard</p>

Menu as at October 2010



Please ask for: Mr B. Robertson
 Direct Dial: (01463) 702802
 Our Ref: M:\SEED\charter\infopar.doc
 Date:

Dear Parent/Guardian

INFORMATION FOR PARENTS

The Scottish Executive requires Education Authorities to circulate to parents/guardians of pupils in Primary 7 information about secondary schools in their area. The information about secondary schools in the Highland Council area accompanies this letter.

In examining the information you should consider not only the raw figures for each school as compared with national or regional averages but also the size, location and nature of the school in relation to the community it serves.

The following points should be noted:

- (a) School running Costs - These costs are governed very much by size of school. Small schools are more expensive per pupil and there is a high proportion of these in the Highland council area. However, if pupils from these schools were educated in large centres of population the Authority would have to bear substantially higher transport, hostel and lodging costs. The provision of local secondary education is also an important policy of the Highland Council. Also, hostel costs are included for schools where this is relevant. It is very much the Highland Council policy to support smaller rural schools.
- (b) Examination Results – Examination results are important to parents and to schools. They are, however, only one indication of the performance of a school. Many pupils benefit greatly from the artistic, sporting community and other activities which are very significant features of many schools.

While improvement is always possible it is reassuring to see that schools in the highland council are compare well on average with the rest of Scotland and also year on year.

Yours sincerely,

Bruce Robertson
 Director of Education, Culture & Sport