

CROMARTY PRIMARY SCHOOL



Handbook 2020 - 2021

Cromarty Primary School

Braehead

Cromarty

IV11 8XR

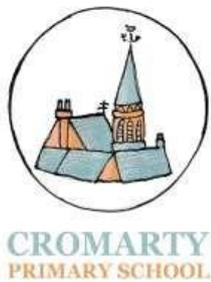
Tel: 01381 600465

www.cromartyprimary.wordpress.com

email: cromarty.primary@highland.gov.uk

Head Teacher: Mrs Julie Dinwoodie

Updated December 2019



Please ask for: Mrs. Julie Dinwoodie
Direct Dial : 01381 600465
E-mail : julie.dinwoodie@highland.gov.uk

Dear Parents and Carers,

May I take this opportunity to welcome you as the parents of a new child to Cromarty Primary School.

Starting school life at Cromarty Primary will be an exciting and challenging time for your child. We usually find new pupils settle down quickly to school life. Please do not hesitate to come and discuss any queries you may have. The staff are welcoming and will gladly assist you with any queries or concerns that may arise for you or your child.

This handbook explains certain aspects of the education provided by Cromarty Primary School and contains information about your child's new school.

Please read and retain in a safe place for future information

Kind regards,

Julie Dinwoodie

Head Teacher

Head Teacher: Mrs. Julie Dinwoodie
Cromarty Primary School, Braehead, Cromarty, Ross-shire IV11 8XR Tel:
01381 600465
E- Mail Julie.dinwoodie@highland.gov.uk
Website: www.cromartyprimary.wordpress.com
Telephone Messaging: 0800 5642272 Cromarty School Pin 041770

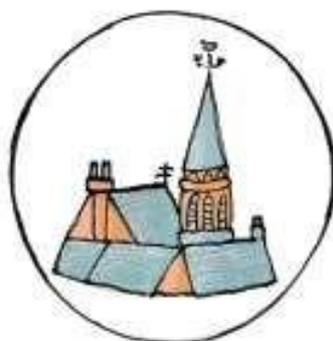
Our Vision, Values and Aims are currently under construction during session 2019-20 in collaboration with our pupils, parents and partners. We will publish on our school website when completed.

CROMARTY BELIEF STATEMENT

We believe our school is...

'A happy, safe, fun, friendly and hard-working community by the sea where we love to learn and are motivated to be the best we can be.

Our team is kind, inclusive and fair, we like to impress, we know each other well and TRY EVERYTHING to progress.'



CROMARTY
PRIMARY SCHOOL

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CROMARTY
PRIMARY SCHOOL

About Cromarty Primary School

Cromarty Primary School is a busy, happy school serving the community of Cromarty and beyond. It is a P1-7 non-denominational school with a current roll of 46. We are extremely fortunate to have such a historically beautiful and yet modern school situated in the heart of the town overlooking the Cromarty Firth.

The school draws its pupils from a wide catchment area - as far as Shoremills on the shore road, Davidston and Eathie on the main Inverness road. Children from out with the catchment area can also attend the school after applying for a placing request via the Highland Council Website.

https://www.highland.gov.uk/info/878/schools/11/school_enrolment/2

We actively encourage Home/School/Community links and we have a very active, supportive and hardworking Parent Council.

Most of our children are able to walk to school which is great for our Eco Status. We recently gained our 4th Eco-Schools Green Flag Award in May 2019. We have a designated gym hall, multi-use outdoor games area, separate canteen and four beautifully modernised classrooms.

We have an experienced and committed staff allocated to each class and additional expertise is provided by visiting staff from the local academy to assist with PE.

School Staff

<u>Class</u>	<u>Staff Names</u>	<u>Job Title</u>
P6/7	Mrs Julie Dinwoodie	Head Teacher & P 6/7 Class Teacher
P6/7	Miss Emma McCallum	Management Teacher
P1-5	Mrs Kerry Martin	Class Teacher

Support Staff

Ms Angela Chisholm	Pupil Support Assistant
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Visiting Staff

Mr Callum Mackintosh	PE Monday afternoons
Mr Sean Chalmers	PE Thursday afternoons
Ms Jan Anderson	Strings Instructor Wednesday afternoon
Mrs Lindsey Harper	School Nurse

Father Mel Langille

Local Minister

Non-Teaching Support Staff

Mrs Joanna Rose

Clerical Assistant

Mrs Christel MacLean

Cook in Charge

Ms Michelle Jack

Assistant Cook

Mr Jeff Benjamin

School Cleaner and Playground Assistant

Communication

A newsletter is sent out via our family mail bags every Monday. Our weekly newsletters provide information about events and news that have been happening in Cromarty Primary. As part of our Eco School project we encourage parents to have their newsletter emailed. Occasionally paper copies of information require to be issued and email recipients are notified. It is helpful if you could look out for our Monday newsletters and return your family mail bag to the school on Tuesday. We also have a school website which is updated regularly.

www.cromartyschool.wordpress.com

We also make good use of a school and parent council Facebook page which is regularly used to share good news and communicate information on a regular basis. <https://www.facebook.com/cromartyprimarypc/>

Parents are invited to Open Afternoons in Term 1 & 4 and Parents Evenings' in Terms 2 & 3. We have Christmas, Easter and end of Year Assemblies or performances to which all parents and family members are invited to.

Concerns/Complaints

In accordance with our Complaints/Concerns Policy, if any parents have concerns about any aspect of the school or their child's welfare or have a complaint, they should contact the school at the earliest opportunity. This can be done by email, letter or phone call. Our procedures can be found on the website.

We will strive to acknowledge your concern within 24 hours and will keep you updated on how we resolve the problem. The school will always endeavour to resolve issues by listening to parents and seeking solutions in partnership.

Should a situation not be resolved, parents can contact the Care and Learning Manager, Mr Derek Martin, The Highland Council, 84 High Street Dingwall.

Parents can also find information from Parentline:

<https://www.children1st.org.uk/help-for-families/parentline-scotland/>

Placing Requests/Parental Choice

Each school serves its own particular catchment area. Pupils whose homes are located in that area will have priority in being allocated a place in the school. However, parents have the right to specify the school in which they wish to place their child. Application must be made to the Care and Learning Manager, Derek Martin, County Buildings, High Street DINGWALL, IV15 9QN.

http://www.highland.gov.uk/info/878/schools/11/school_enrolment/2

Transportation to and from school, for placing request pupils, is a parental responsibility. If pupils live out with the school catchment area and their parents wish them to attend Cromarty Primary they can contact Mrs Dinwoodie to arrange a visit.

Parents of children with additional support needs, (including those that have Coordinated Support Plans) can make placing requests to any school in Scotland including schools outside of the local authority area they live in. All appeals about placing requests to special schools will be referred to the Additional Support Needs Tribunal.

Transport

If your child is under 8 years of age and lives more than 2 miles from the school or if your child is over 8 years and lives 3 miles from the school, then free transport will be provided by the local authority.

Our school transport is currently provided by Gillian McNaught.

If your child normally uses the taxi, please ensure that you advise the taxi driver directly if your child does not require transport service for any reason. This communication is vital and is the parent's responsibility. **Only those children who have been authorised to use the taxi service may do so for insurance purposes.**

Transport Office

Please note that transport is not a school responsibility and any queries should be addressed to the Transport Development Officer, Glenurquhart Road, Inverness, IV3 5NX or public.transport@highland.gov.uk.

http://www.highland.gov.uk/info/878/schools/12/school_transport

Attendance/Absence

Good attendance is vital if pupils are to achieve their full potential. If a pupil is absent from school, a parent or guardian should **phone** the school on the first day of absence, on the school number 01381 600465. If we have not heard about the reason for a child's absence by 9.30am we will try to contact the child's home/parent mobile by telephone. If no contact can be made, we will then call emergency contacts to establish the child's whereabouts. Schools are required to keep an attendance register by law. We have a responsibility for the care and welfare of all pupils during school hours therefore need to know the whereabouts of absent pupils.

When returning to school after an absence, the parent or guardian must give written reason for the time absent.

Permission to leave during the school day: If a pupil needs to leave during the school day for an appointment etc., they need to bring with them a note from a parent or guardian. Parents should come to reception to collect and return their child.

If pupils fall ill during the day, parents are contacted for them to collect their child, therefore it is essential that we have up to date daytime contact numbers and emergency contact numbers for all pupils.

For pupils who are to be taken out of school for a reason other than illness, e.g. for an appointment or holiday, a note must be provided prior to the absence seeking permission from the Head Teacher. **Please be aware that holiday absences will be recorded as unauthorised absence.** When parents are considering whether or not to remove their children from school for a family holiday, they should be aware that such a decision:

- will result in a significant loss in classroom experience;
- will result in a pressure to 'catch up' on missed work by pupils;
- could result in pupils missing assessments with consequential impact on pupils and teachers;
- could result in the loss of curricular activities;
- will affect school attendance records and efforts to raise standards of attendance;

In conclusion, we would ask parents to be aware of these considerations when making decisions on planning holidays during term time. We have enclosed a link to the school term dates on the Highland Council website to aid parents in planning any holidays they may be considering;

www.highland.gov.uk/info/878/schools/32/school_term_dates

Drop off and collection of pupils

Parents are respectfully requested not to park on Braehead. In recent years we have had two road accidents right outside the school caused by congestion of parent cars. Parents are encouraged to park in the Links car park. All P1-3 pupils should be collected at the front door within the school gates; this is for your child's safety. Please let the class teacher/school office know in advance if another adult is collecting your child.

School Dial-in Phone Service

Cromarty Primary has a dial in service which provides you with general information as well as information about school closure due to adverse weather.

How to use the service; -

Dial Highland Council's access number - 0800 5642272

Now enter your own school's pin number - 04 1770

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 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 3 to hear general information messages.

Adverse Weather

The schools dial-in service should be your first point of contact if there is risk of closure due to adverse weather. This allows parents to listen to a recorded message from the head teacher.

You can also access the highland school closure website on <http://www.highland.gov.uk/schoolclosures> for school closure information. BBC radio Highland and Moray Firth Radio will also put out notification of closures.

Please note if there is a power cut in the town and the school has no power we may need to close at short notice.

After School Club

CALA Out of School Care offer "The Gamezone" after school club. The children can be collected at the end of the school day-3pm until 6pm. Please contact The After School Club on 01381 600822 for more details or to book a place.

Practical Information

School Uniform

We encourage the children of Cromarty Primary to wear school uniform. All our pupils wear our uniform - it helps create a positive ethos within the school and develops a sense of pride.

Our uniform comprises:

- Red Sweatshirt/ cardigan/ hoodie with the school logo
- Red or white polo- (school logo optional)
- Black/Dark Grey trousers, skirt or leggings
- Indoor gym shoes
- PE T-shirt and shorts

PLEASE NOTE THAT FOOTBALL STRIPS ARE NOT PERMITTED AS ANY PART OF SCHOOL UNIFORM.

Items can be purchased through Highland Schoolwear in Inverness

<https://www.schoolwearmadeeasy.com/>

or

MacGregor's Schoolwear in Inverness- <http://macgregorschoolwear.co.uk/>

Free school Meals & School Clothing Grants

Free school meals and assistance with school clothing can be claimed if you are receiving any one of the following:

- Income Support
- Universal Credit (where the monthly earned income does not exceed £610).
- Income-based Job Seekers Allowance
- Any income related element of Employment and Support Allowance
- Child Tax Credit, but not in receipt of Working Tax Credit, and your income is less than £16,105 (as assessed by the HMRC)
- Child Tax Credit and Working Tax Credit and an income below £6,420 (as assessed by the HMRC)
- If you are 16 to 18 yrs. old and receive any of these benefits in your own right, then you can claim for yourself.
- If you are an asylum seeker receiving support

More information can be found on the Highland Council Website at

<https://www.highland.gov.uk/info/899/schools> -

[grants and benefits/10/free school meals and assistance with clothing](https://www.highland.gov.uk/info/899/schools/grants-and-benefits/10/free-school-meals-and-assistance-with-clothing)

Children in Primary 1-3

Remember if a child is in primary 1-3 they are automatically entitled to a free school meal; no application is necessary. However, applications for assistance with school clothing must still be made.

School Meals

We are very fortunate to have our own school kitchen with excellent staff who provide a healthy and varied menu. The menu changes weekly, running on a 4-week rota and a copy of the menu is issued to all children.

Canteen money should be paid to the Cook on a Monday morning - cheques should be made payable to Highland Council. At present the cost is £2.30 a day.

Special Diets
Does your child require an adjusted menu due to allergies, intolerances or a medical condition or for ethical or cultural reasons? If so, you will need to fill out a special diet request form found in the link below. Guidelines for completing the form along with our privacy policy can also be found here.
<https://www.highland.gov.uk/downloads/download/12/school-meals>
Please submit your completed form to Catering services at the address below or to special.diets@highland.gov.uk. Until your request is approved by Catering Services, please provide a packed lunch for your child. Note, we may not be able to accommodate all requests.
Once your request has been approved and you have received a bespoke menu, please read this and select meals along with your child. Let the cook in charge know at least a week in advance to allow her/him to prepare or order items ahead of time. Please make sure your child then knows what they should select each morning. For this menu round we also have a version of the menu online with the allergens for each dish listed.

AS EASY as 1, 2, 3

Primary School Menus
Claran-bìdh Bun-saolte
28th October 2019 - 27th March 2020
AUTUMN WINTER

Welcome to our new Autumn/Winter menu. Our menu continues to evolve through consultation with our Cooks and feedback from pupils and parents.
We balance our meals to deliver nutrition in accordance with the Scottish Government's Healthy Eating in Schools Regulations (2008). This provides children with the necessary energy and nutrients to help them develop and learn.
Over 75% of our meals are freshly prepared and we use as much seasonal, fresh, local produce as possible. Any pre-prepared food is carefully selected to be minimally processed and excludes additives harmful to children's development and the environment.

Why choose School Meals?

- ✓ Hot & healthy meals nutritionally analysed and checked by Health and Nutrition Specialists
- ✓ Variety and choice - served in a secure and welcoming environment helping to nurture social skills
- ✓ Where reasonably practical, we can cater for special diets - see back cover for this procedure.

What's NOT in our food...

- Hydrogenated or trans fats
- GM products
- Unbearable additives such as MSG
- Mechanically recovered meat
- Fish on the fish to avoid list

Please visit our website
www.highland.gov.uk/schoolmeals
for:
• Gaelic and Polish versions of the menu
• A photo menu guide
• Special diets and Allergen information
• P4-P7 Free School meal applications

or contact us:
email: cl.catering@highland.gov.uk
write: Ruthven House, Drummond Road, Inverness, IV2 4NZ.
Tel: 01463 644102

Value and payment

- Free School Meals for all P1-3 Pupils. This is set by the Scottish Government. You can save up to £46 per child per month, that's over £400 per year! You do not need to apply for this.
- Pupils whose parents/careers receive certain income related and other benefits are eligible for free school meals. Visit our website for details - see back cover.
- Primary school meals cost remains at £2.30. For schools with a "cashless payment system" you can pay online. Parents or carers who do not have access to a computer to pay online and schools which do not operate the cashless system can still pay by cash or cheques (made payable to The Highland Council) paid at the school.

Thank you for your continued support. We hope your children enjoy the menu.

Packed lunches must be carried in an appropriate carrier and for health and safety reasons. No hot food or drinks, glass containers or cans are permitted in school. The Authority cannot be held responsible for any loss or damage to packed meals or their containers. We ask that parents provide a healthy packed lunch with plenty of fresh fruit. Please avoid sending sugary snacks.

Tuck Shop

Cromarty Primary offers a snack time menu at playtime available to all children every day and we would encourage everyone to use this facility.

PE/Spare Clothing

Children should have indoor gym shoes to change into and bring a good-sized schoolbag.

Shorts or jogging bottoms, T-shirts and gym shoes/soft trainers are required for PE. These should be kept in school during the week. During Terms 1 and 4 we endeavour to have PE outside. Pupils require trainers suitable for being outside for this.

It is also useful to have a change of clothing in school especially for the younger pupils in case of accidents or getting muddy at playtime. The labelling of clothing e.g. jackets, sweatshirts etc. helps to identify clothing and reduces the amount of lost property.

Class Organisation

At present our roll stands at 46 and comprises a P1-5 class and a P6/7 class.
School Hours: Children are asked not to arrive before 8.40am

School Starts- 9.00am

Interval - 10.45-11.00am

Lunch - 12.30-1.20 (P4-7), 12.30-1.30pm (P1-3)

School Closes- 3.00pm

Term Dates 2020-2021

18th August 2020

9th October

26th October

22nd December

6th Jan 2021

1st April

19th April

1st July 2021

Pupils back

Schools close

Pupils back

Schools close

school opens

schools close

schools open

schools close

INSET (*open to staff but closed to pupils*)

17th Aug 2020

14th & 15th September 2020

17th February 2021

6th May 2021

Public holidays

15th & 16th February 2021

3rd May 2021



Emergency/Crisis Procedures

We have a Major Incident Emergency Plan which is updated each year. If there is a major incident e.g. a fire which requires the school to be evacuated, then all persons will proceed to the Royal Hotel. The Head Teacher will have a list of all parent's contact numbers and parents will be contacted. All staff will remain with the pupils until parents have been contacted.

Head Lice

Head Lice are a common problem in school aged children. They can't always be prevented but regular checking ensures early detection and treatment if necessary. We are very fortunate that our Parent Council have provided the school with "Nitty Gritty" combs which have been successful in keeping head lice at bay. These should be used weekly. If you find a living louse, ask your local pharmacist, school nurse, health visitor or GP for advice regarding treatment. Your child should be treated and the school notified prior to your child returning to school.

Health

We have procedures and policies for administering medicines in school. This is available on our website. Pupils should not carry any medication to school under any circumstances.

Homework

Rationale for Homework

Research has shown that the completion of homework has a very positive and significant effect on children's achievement and embeds positive learning habits to support life-long learning habits.

Purposes:

- It allows for consolidation of work done in school;
- It allows for children to prepare for the work to come;
- It develops research skill such as using libraries and other resources;
- It provides opportunities to individualise work;
- It provides structured opportunities for parental involvement and support;
- It provides information for parents about the ongoing work of the class; • It encourages the children to develop a sense of ownership and responsibility for learning;
- It develops good habits of independence and self-discipline in learning;
- It trains pupils in planning and organising their time.

Homework is given out as a weekly assignment to help the children to plan when to do their homework. It also allows flexibility if children have other after school activities, for example swimming lessons. Younger children will have daily reading and this will be recorded in their homework diaries.

If pupils or parents have any queries with homework/instructions, then please contact the class teacher immediately so we can resolve any issues early.

Where should my child do their homework?

Individual children have their preferences but in general the following conditions are thought best:

- In a warm well-lit area of the house
- For written activities at a flat surface - table or desk
- For reading - in a comfortable chair
- Away from distractions like TV, pets, or other family members not involved in the homework.

Time allocation for homework

Each child is an individual and will take differing amounts of time to complete their homework depending on circumstances personal to their home life and ability. We ask you to contact us if you feel your child is spending an inappropriate amount of time completing homework tasks.

Similarly, if there are difficulties at home which mean that homework is not completed and handed in on time, please send a note or call in to speak to the class teacher.

Role of parents

Parents have an important role in supporting children with their homework. If any parents have any queries about any aspect of homework they should not hesitate to discuss this with their child's teacher as soon as it arises.

Checklist for parents

- Check what homework has to be done and when it is to be handed in
- Support the homework and discuss it with your child and encourage them to do the best they can.
- Please sign their homework.
- Where possible help your child to organise his/her homework into a little each night rather than the whole lot the night before as this helps with the life skill of time management.

Monitoring and Review

Homework is reviewed within the cycle of school development planning. The Head Teacher samples homework throughout the school year. A copy of the Homework Policy is re-issued to parents periodically to take account of any changes in practice or highlight changes in the school's homework priorities.

Citizenship

We have a Citizenship Programme which promotes the school's role within the community. We have a:

- Pupil Council
- Eco Committee
- JRSO
- Community Group
- Silver Rights Respecting Schools Award

The P6/7 are elected to the roles of Chair and Vice Chair. The pupils lead the decisions for the year and are responsible for improving the school and wider community.

School Ethos

Here at Cromarty Primary we pride ourselves on the positive ethos and atmosphere within the school. We have high expectations for our pupils for being the best they possibly can be. We celebrate together at assembly when the pupils have achieved in any way. Through Head Teacher's awards the pupils are celebrated as Successful Learners, Confident Individuals, Effective Contributors and Responsible Citizens. Pupils know that they are achieving through a simple but effective reward system. This is a visual display of how children are progressing through our Bronze, Silver and Gold Shields.

We follow the Highland Council Equalities and Diversity Policy and a copy of this can be found on our website;

https://cromartyprimary.files.wordpress.com/2013/12/promoting_diversity_and_equality_policy-feb-2016.docx

As part of our School Improvement focus we are currently reviewing our vision, values and aims. Our belief statement has been developed with pupils, families and staff in 2019 and captures the ethos at Cromarty Primary.

We believe our school is...

'A happy, safe, fun, friendly and hard-working community by the sea where we love to learn and are motivated to be the best we can be.

Our team is kind, inclusive and fair, we like to impress, we know each other well and TRY EVERYTHING to progress.'

Behaviour and Discipline

Our aim is to create an atmosphere of mutual respect, trust and responsibility at Cromarty Primary. Promoting Positive behaviour is a key policy which we follow. The policy can be accessed from our website;

https://highland.gov.uk/download/downloads/id/19358/anti_bullying_-_guidance_for_schools.pdf

Positive strategies are used in the school and children are rewarded for positive behaviour primarily through our Gold, Silver and Bronze Award System.

General Guidance:

- Pupils and staff are required to conduct themselves in a respectful manner.
- A nurturing approach is followed by all staff.
- Pupils are supported to understand and celebrate the uniqueness of individuals

- Pupils and staff are expected to set a positive example to younger children by modelling positive relationships
- Older pupils build relationships with younger pupils through our Buddy System and Junior Leaders scheme.
- Pupils are encouraged to share their views on how to improve the school experience and focus on solutions to improve things for all.

Staff are encouraged to focus on rewarding positive behaviour and encouraging pupils to restore positive relationships

Parental Involvement

At Cromarty Primary we endeavour to make our school a welcoming place for pupils and parents and we provide a range of opportunities for parents to become involved in their child's school life.

We strive to be an "Open School" and where possible we will reply to queries within 24hours.

Partnerships with Parents

We welcome your involvement with your child's education and seek to promote family learning opportunities.

We aim to build a genuine partnership with our parents and we provide regular opportunities for parents to be involved with their child's education.

We host two Open Afternoons, in Term 1 and Term 4, which provide parents with opportunities to talk to their children about their learning and to comment in their profiles.

We also hold two Parents' Evenings, in Terms 2 and 3, where parents are invited to talk to their child's teacher about their child's progress.

We ask Parents for their views through our newsletter tear off slip as well as through questionnaires at our Open Afternoons.

The support of parents in their child's education is key to the success of young people. Taking time with them, discussing work, practising language, helping them manage their homework and encouraging responsibility are important ways of supporting children's learning.

Parent Council

Each parent/guardian of children in school is automatically a member of the Parent Forum. Representatives from the Forum then volunteer to serve on the Parent Council supporting the school in its improvements throughout the year, fundraising and actively encouraging all Parents to work in partnership with the school. They enhance the pupils and educational experiences in order that all children can become Successful Learners, Confident Individuals, Responsible Citizens and Effective Contributors.

If you wish to become involved or have views you wish to express about educational issues, please contact the Parent Council (see over for contact details).

Parent Council details:

Cromarty Primary School Parent Council

Mr Denis Torley	Chair
Mr Pete Rochford	Vice-Chair
Miss Steffi Ratcliffe	Secretary
Ms Maren Ebeling	Treasurer

Email: cromartyprimarypc@gmail.com

Cromarty Primary School Parent Council could always do with help. If you can, please contact any of the above.

Useful information for parents and how to get involved in your child's education, how to support the school, information on curriculum developments can all be found at

Parentzone: <https://education.gov.scot/parentzone/>

Further support can also be found at;

www.children1st.org.uk/help-for-families/parentline-scotland/

The Curriculum

A Curriculum for Excellence aims to provide an education which focuses the needs of the individual child and is designed to enable them to develop the 4 capacities, which are to be a:

Successful Learner
Confident Individual
Effective Contributor
Responsible Citizen

The curriculum is divided into 8 areas:

Languages and Literacy,
Mathematics and Numeracy
Health and Well-Being
Religious and Moral Education
Expressive Arts
Sciences
Social Subjects
Technologies



[P7 enjoy our Residential trip at Loch Insh 2019]

The Curriculum takes account of the National Improvement Framework in Scotland and includes initiatives such as Health Promotion, working towards Eco School status, raising achievement and attainment, Global Citizenship, Inclusion and promoting Digital Literacy.

We aim to ensure that all pupils have equal access to all areas of the curriculum irrespective of gender, ethnicity, ability or background. Pupils are encouraged to think about their learning and the relevance it has to the wider world.

During their time at school our pupils progress through recognised awards e.g. John Muir Awards, Young Leaders Awards, Young Engineers, Science Crest Awards.



[P1-7 took part in the Big Beach Clean 2019 with support from Cromarty Port Authority

Residential Trips

Cromarty Primary offers the children in P6/7 the opportunity to go on a residential outdoor course every year. This helps to develop independence, team work and social skills prior to moving from Primary to Secondary School. Currently our P6 pupils have an overnight stay at the Shieling Project and P7 pupils have a 3 night residential at Loch Insh along with other schools in the area.

Theme days

Throughout the session we will organise whole school Theme Days. This may include a focus on some skills for life, learning and work, a health and wellbeing focus or a Science and technology focus.



[Around the World Picnic - October 2019]

Progress Reports

Assessment of the pupil's progress in all areas of the curriculum is mainly by means of continuous assessment (observation of each child's ongoing daily work). This type of formative assessment informs teacher and pupil next steps and we encourage all children to focus on the intention of learning experiences as well as criteria for success.

National summative assessments (SNSA) at P1, P4 and P7 help to identify progress and difficulties to support future learning and areas of school improvement. Children will also undertake summative assessments in P2, 3, 5 & 6 to track progress and ensure concerns are picked up in a timely way. An end of year report will be compiled by the class teacher and this will be supported by regular opportunities for parents to engage with their child's profile. This process supports discussion between pupil, parent and teachers so children are aware of where they are at in their learning and what their next steps are.

Pupils will complete three key assessments each term in Numeracy, Literacy and other curricular areas to show progression in learning as well as help teachers to moderate standards within the school and with the wider ASG staff. These assessments are shared with parents at our Open Days in Term 1 and 4 and our Parents' Evenings in Terms 2 and 3.

We encourage all parents to contact us immediately for an appointment at any other time if they have concerns about their child's education or wellbeing.



[Parents talking with the children about their learning during our Open days]

Transition

Secondary Transfer

Pupils from Cromarty transfer from P7 to Fortrose Academy.

Rector: Mr. G. Maclean
Address: Fortrose Academy
Deans Road
Fortrose

Tel: 01381 620310

We are very fortunate in that we have an excellent transition system for our P7 pupils along with pupils from other feeder primary schools.

Liaison visits between the schools normally start in term 2 with several planned transition activities such as team games, basketball and more recently a ceilidh! Academy staff also come to Cromarty to speak to the pupils about their move up to secondary. The Primary 7 pupils are invited to Fortrose Academy for a week in June to experience the timetable and meet the staff before the Summer holidays.

If it is thought that pupils would benefit from extra transition opportunities, these will be arranged with school, parents and pupils nearer the time.



[P7 Transition Ceilidh- December 2019]

Nursery to Primary Transition

Currently, most pre-school children attend the Care and Learning Alliance (CALA) Cromarty Childcare Centre at the East Church Hall in the village. Throughout their pre-school years the children regularly join with primary pupils for weekly activities building their skills and confidence within the school environment and mixing with their school peers.

Pupils enrol in January for the following academic year. Staff from the school visit the nursery and buddies are set up to ensure support for pupils during their primary visits in May. An information session for parents is also held in May to explain the approach used in P1. Additional meetings and visits can be arranged for any pupil and family who require it.

School Improvement

At Cromarty Primary we strive to continuously improve. At the end of every session we take stock of what we have achieved and how well we have done. This is communicated through our Standards and Quality Report and School Improvement Plan.

A summary of our School Improvement plan for 2019-200 can be found here;

<https://cromartyprimary.files.wordpress.com/2019/12/sq-cromarty-2019-summary.docx>

The school was recently inspected by HMI in May 2019. You can read the summary of findings here;

<https://education.gov.scot/education-scotland/inspection-reports/reports-page/?id=2231>

Key strengths from the inspection were;

- The promising start made by the head-teacher in developing a positive ethos and supporting a culture change in the school. This includes building on the views gathered from parents on 'what matters'.
- Children enjoy the environment for learning provided by the design and facilities of the school and its grounds.
- The use of the local marine environment and input from community partners is supporting children's understanding of sustainable development.

School Policies

All school policies relating to health and safety, curriculum learning and teaching and welfare are held in the school and can be viewed in paper form on request or on the Highland Council website;

https://www.highland.gov.uk/info/893/schools_-_general_information/29/school_policies_procedures_and_guidelines

or you can also view some of our recently reviewed policies on the school's website

<https://cromartyprimary.wordpress.com/parent-section/>

- Absence Procedures
- Positive relationships and Bullying Prevention Policy 2019
- Administration of medicines in schools
- Child Protection Policy
- Curriculum Policy
- Head Lice Policy Jan 2016
- Homework policy 2019
- Parent Complaint Procedure
- Partnership Policy
- Photography procedures
- Promoting Diversity and Equality Policy Aug 2019

Support for Pupils & Additional Support Needs

All children need support to help them learn. Some children require more help than others. We follow The Highland Practice Model staged approach to assessing, identifying and supporting Additional Support Needs. In this model every child has a 'named person' who is responsible for making sure that the child or young person has the right help to support his/her development and wellbeing.

If you have a concern about your child in primary school please contact your child's class teacher in the first instance or the 'named person', who will usually be the Head Teacher. Sometimes a Child's Plan may be put in place to help organise, monitor and regularly review your child's progress.

If you wish to find out more about The Highland Practice Model or the Child's Plan you can access more information at:

<http://forhighlandschildren.org/>

Scottish Ministers have asked us to draw your attention to these organisations which provide advice, further information and support to parents of children and young people with ASN.

- Enquire - the Scottish advice and information service for additional support for learning <http://enquire.org.uk/>
- My Rights, My Say - an advocacy and advice service for young people over 12 with additional support needs
<http://enquire.org.uk/myrightsmysay/>
- Scottish Independent Advocacy Alliance, an advocacy service to support parents and children
- Scottish Child Law Centre, an organisation providing free legal advice to young people

Class teachers monitor the progress of pupils with additional support. The needs of such pupils are generally catered for within the normal curriculum but with specialist advice and support as required. If necessary, a child's plan may be put in place to help plan, organise, monitor and regularly review a child's progress. Parents and pupils will be involved in these procedures and in reviews. More information can be found about the Highland Council model for support and child's plans at:

http://www.highland.gov.uk/downloads/file/230/highland_practice_model_-_delivering_additional_support_for_learners

http://www.highland.gov.uk/download/downloads/id/11/coordinated_support_plan

Sometimes a Children's Service Worker will be involved in supporting a child. Our Children's Service Worker is based at Fortrose Academy and will generally focus on more social and emotional needs rather than issues about the curriculum or classroom learning. They:

- work in collaboration with the support team in school;
- work to support families in their own communities;
- work with individual pupils and small groups - offering a further level of support.

Parents/Carers will always be involved in discussions about any additional support being suggested for their child and any need that may be identified within the school.

Highland Council would seek to work in partnership with parents at all times, but sometimes you will have a concern that you don't feel is being addressed, or will want to talk to someone out with the school. Should you have any concerns that your child's additional needs are not being met, you should contact your child's named person in the first instance which is the Head Teacher. If your concerns continue, there are a number of means of resolving difficulties and disputes and information on this can be found at:

http://www.highland.gov.uk/info/886/schools_additional_support_needs/1/support_for_learners

Child Protection Guidance Notes

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.

As per 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:

Highland Child Protection Committee

Kinmylies Building,
Leachkin Road,
Inverness, IV3
8NN.
Tel 01463 703488

DATA PROTECTION- *the following information has been provided by Highland Council for each school to be included in their handbooks*

Access to Pupil Records

The Pupils' Educational Records (Scotland) Regulations 2003 extend to parents the right of access (with certain specific exceptions) to any record held by the Authority in relation to their child. Parents may make application to the Head Teacher.

Data Protection Legislation

Information on pupils, parent and guardians is stored on a computer system and may be used for teaching, registration, assessment and other administrative duties. The information is protected by data protection legislation and may only be disclosed in accordance with the codes of practice.

Transferring Educational data about pupils

The Scottish Government and its partners collect and use information about pupils through the *Pupil Census* to help to improve education across Scotland. This note explains why we need this information, how we use it and what we do to protect the information supplied to us. Further information can be obtained from <http://www.gov.scot/Topics/Statistics/ScotXed>.

Data about pupil preferred routes, preferred occupations and anticipated school leaving date is also collected from S3/S4 to support planning for leaving school. This information is shared with Skills Development Scotland. Further information about 16+ Data can be found here:

<http://hi-hope.org/directory/listing/16plus-planning>

Data policy

Information about pupils' education is collected through our statistical surveys in partnership between the Scottish Government and Local Authorities through the ScotXed Programme which aims to help schools and Local Authorities by supporting efficient collection, processing and dissemination of statistical information. The Scottish Government then provides analysis of the data to support research, planning, management and monitoring of education services as well as to produce National Statistics publications.

Education data within Scottish Government is managed effectively by secure systems and is exploited as a valuable corporate resource, subject to confidentiality restraints. As part of its data policy, Scottish Government will not publish or make publicly available any information that allows individual pupils to be identified, nor will data be used by Scottish Government to take any actions in respect of individuals. Data is held securely and no information on individual pupils can or would be made publicly available by Scottish Government.

The individual data collected by Scottish Government through the Pupil Census is used for statistical and research purposes only.

Information on why we collect data about pupils and who we share this data with can be found in Highland Council's Privacy Notice which is available here: https://www.highland.gov.uk/directory_record/1095920/enrol_your_child_at_a_school

Why do we need your data?

In order to make the best decisions about how to improve our education service, Scottish Government, education authorities and other partners such as the SQA and Skills Development Scotland need accurate, up-to-date data about our pupils. We are keen to help all our pupils do well in all aspects of school life and achieve better examination results. Accurate and up-to-date data allows us to:

- plan and deliver better policies for the benefit of all pupils
- plan and deliver better policies for the benefit of specific groups of pupils
- better understand some of the factors which influence pupil attainment and achievement
- share good practice
- target resources better
- enhance the quality of research to improve the lives of young people in Scotland

Your data protection rights

The collection, transfer, processing and sharing of ScotXed data is done in accordance with data protection legislation. We also comply with the National Statistics Code of Practice requirements and other legislation related to safeguarding the confidentiality of data. Data protection legislation gives you the right to know how we will use your data. This note can give only a brief description of how we use data. Fuller details of each individual ScotXed survey, including the purpose of each and the published data, can be found on the ScotXed website <http://www.gov.scot/Topics/Statistics/ScotXed/SchoolEducation>

Scottish Government works with a range of partners including Education Scotland, Skills Development Scotland and the SQA. On occasion, in order to help meet our aim of improving the life of young people in Scotland, we may make individual data available to partners such as the National Registers of Scotland to carry out research relating to the national population census and also academic institutions and organisations to carry out additional research and statistical analysis to meet their own official responsibilities. Any sharing of data will be done under the strict control of Scottish Government, and will be consistent with our data policy. This will ensure that no individual level data will be made public as a result of the data sharing and that these data will not be used to take any actions in respect of an individual. Decisions on the sharing of data will be taken in consultation with relevant colleagues and individuals within and out with Scottish Government. At all times pupils' rights under the Data Protection Act and other relevant legislation will be ensured.

Concerns

If you have any concerns about the ScotXed data collections you can email the Head of Schools Analysis at ScotXed@scotland.gsi.gov.uk or write to The ScotXed Support Office, Area 2D, 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.

Equality and Inclusion

For up-to-date information please see:

http://www.highland.gov.uk/info/751/equality_diversity_and_citizenship/313/equal_opportunities

In summary, our activities in school should ensure that we:

Eliminate unlawful discrimination, advance equality of opportunity, promote good relations. Activities should not discriminate against any of the following 'protected characteristics' age, disability, race, religion or belief, sex, sexual orientation, gender reassignment, pregnancy and maternity.

Whilst the information in this handbook is considered to be true and correct at the date of publication, changes in circumstances after the time of publication may impact on the accuracy of the information.

Appendix

Health Promoting School

As a Health Promoting school we also encourage pupils, staff and parents to think about healthier lifestyles. We have a School Travel Plan which promotes safe and healthy routes to school. Staff take part in health promotion activities. We value all the activities that make up a healthy and happy community.

School Meals cost £2.30 for pupils and just keep getting better, with better quality food, healthier meals, larger portion sizes and more and better choices. If a pupil has special dietary needs, please inform the school. Free meals can be claimed in certain circumstances, for information and application form please see

http://www.highland.gov.uk/info/899/schools_-_grants_and_benefits/10/free_school_meals_and_assistance_with_clothing

Application forms can be available from the school reception or on our website <https://cromartyprimary.wordpress.com/parent-section/>

Administration of Medicines

National Guidance on the Administration of Medicines in Schools has been issued by the Scottish Government. <https://www.gov.scot/publications/supporting-children-young-people-healthcare-needs-schools/>

This guidance is based on a number of common principles that will be consistently applied when identifying, supporting and reviewing the healthcare needs of children and young people in Highland schools to enable them to make the most of their learning.

Under Article 24 of the United Nations Convention on the Rights of the Child, all children have a right to the highest attainable standard of health and to health care services that help them attain this. Article 7 of the United Nations Convention on the Rights of Persons with Disabilities states that children with disabilities have the right to express their views freely on all matters affecting them. The arrangements for each individual will therefore take account of the health professionals' advice, the pupil's views and, where appropriate, their parent's views.

NHS Highland, Highland Council and school staff will work collaboratively to ensure that pupils receive the service they need in the way most appropriate to their personal circumstances.

We will work with pupils and parents/carers to support the healthcare in our school, making reasonable adjustments that children and young people with healthcare needs might need and require.

Where appropriate, we will make arrangements for staff providing healthcare to pupils to receive appropriate training from a health professional, or other accredited source in the care they are providing.

Assistance with intimate care may be needed by children in any school and this will be provided if required to support these needs quickly and with respect for children's privacy, dignity and rights.

If your child requires medication, please note that this will only be administered by staff when there is clear written guidance from a parent/carer, providing:

- The name of the medicine, the quantity of the medicine to be given, the time it has to be given.
- As far as possible prescriptive medication should be given at home by parents/carers. If it is required to be given in school, the medication should be unopened, clearly marked with the directions from the pharmacist and administered as part of an agreed medical protocol.

Minor Injuries

School will only deal with minor cuts and bruises, these will be cleaned and a plaster applied. If your child is injured, falls or becomes unwell during the school day you or the emergency contact you have provided, will always be contacted and you may be advised to collect your child from school.

Mental Health and Wellbeing

Staff will support the emotional development and wellbeing of pupils through formal and informal curricular activities. Any concerns about a pupil's wellbeing can be discussed with the named person. School have access to Highland Council's Primary Mental Health Worker Service and consultation and advice may be sought if there are concerns that might require more targeted support. Parents would generally be involved in discussions beforehand, however a young person over the age of 12 can ask for support themselves.

Employment of Children

The employment of children byelaws regulates the types of occupation in which children under school leaving age may be employed and other conditions of employment. For further information, please see:

http://www.highland.gov.uk/downloads/download/19/employment_of_children

Education Maintenance Allowances (EMA)

An EMA is a weekly payment worth up to £30 for pupils who are planning to stay on at school after their leaving age. They must complete a learning agreement at school for a minimum of 21 learning hours per week.

In session 2020/2021 pupils born between 1 March 2001 and 30 September 2004 can receive payments from August 2020. Pupils born between 1 October 2004 and 28 February 2005 can receive payments from January 2021.

Further information on full eligibility criteria and the online application process can be obtained from the school.

<http://www.highland.gov.uk/learninghere/grantsandallowances/ema/>