



STRUAN PRIMARY SCHOOL
School Handbook
2022 – 2023

The ongoing pandemic continues to affect the normal running of schools in many ways. This Handbook reflects the way the school *usually* runs but does not cover all of the changes that we have made because of the pandemic. Our arrangements have changed in many ways since March 2020, and may well change again, depending on how the pandemic develops. For the most up-to-date information about any aspect of the work of the school, please make contact and we will be able to tell you about our current arrangements. For the latest information about how the pandemic affects children, young people and families across Scotland, please visit the Scottish Government website, which has helpful information about Coronavirus and its impact on education and children.

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STRUAN PRIMARY SCHOOL

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IV56 8FB

Tel: 01470 572272

Samantha.muir@highland.gov.uk

www.struanprimary.wordpress.com

Dear Parent,

On behalf Struan Primary School I have great pleasure in presenting the School Handbook for 2022 - 2023.

The handbook contains information regarding all aspects of school life that will be helpful to staff, parents and pupils.

Through A Curriculum for Excellence, we aim to encourage Successful Learners, Confident Individuals, Responsible Citizens and Effective Contributors and equip our learners with the skills for life, learning and work that will follow them into secondary school and beyond. We aim to create a positive atmosphere grounded in cooperation, courtesy and respect for others. We seek to maximise the unique potential of each individual learner to make them "all they can be". We take every opportunity to recognise success and achievements both in the classroom environment and beyond. Through our WOW certificate initiative, Parents are asked to become involved in sharing the wider achievements taking place out-with the school day.

It is our belief that the school is an integral part of the community and by creating a welcoming environment, by maintaining good relations with parents and the wider community and by being involved in many local events we will do our best to promote that ideal.

The staff welcome you and your family to the School. We hope that your child will be happy in our small school. Please remember that you are welcome to come into the School to discuss any aspect of your child's school life. We strive to keep you updated and involved in the life and work of the school through the school website, newsletters, facebook group, participating in school activities and events, open afternoons and meetings. We believe your role as parents is essential in all that we do and welcome your views.

Miss Samantha Muir

Head Teacher

Struan Primary School

Struan Primary School is situated in the middle of its catchment area between Meadle and Caroy, and currently has a roll of 3 pupils. Our Nursery is currently inactive and looking forward to welcoming young children.

The main building dates from the 1890s but has had many alterations internally, over the years, and an extension opened in 1998, which provides modern, spacious and comfortable accommodation.

The school is well resourced and enjoys the use of a spacious detached Demountable Unit and a modern Multi-use Games Pitch both of which are closely adjacent to the school.

P1-7 pupils can be catered for and, at present, there is a Class Teacher, supported by visiting teachers.

The Head Teacher oversees both Struan and Carbost Primary Schools and is non-teaching so divides her time between the two schools.

Pupils travel on a weekly basis to Carbost Primary School for P.E, health and well-being, outdoor learning and weekly Assemblies. Both schools engage in a variety of other activities such as Ocean School, Christmas Plays, performances, parties, visiting workshops and special events. These visits provide the children with the opportunity to work collaboratively within a larger group and to develop social skills with children of all ages.

At Struan School we have close liaison with our Active Schools Coordinator and the Youth Music Initiative. We have an innovative curriculum, which includes Ocean School. The shoreline becomes our classroom and we learn all about the importance of the ocean in protecting our planet. We work in partnership with community members and local environmental groups to carry out our marine research. We are active in our community and enjoy opportunities for collaboration. We are keen gardeners and growers and cultivate many nutritious foods in our large poly tunnel.

Enrolments

Parents will be advised of dates for enrolling children by press advertisement or school newsletter. These take place at the end of January or early in February. Parents will be given details of further visits at the enrolment meeting.

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. Applications must be made to the Area Education Manager, Mrs Norma Young. Placing request forms can be obtained from

<http://www.highland.gov.uk/learninghere/schools/informationforparents/>

Transportation to and from school, for placing request pupils, is a parental responsibility.

Our School Vision and values

On our 'Journey to Excellence' we are

Striving

To

Raise

Understanding

and

Achievement

and to

Nurture all our learners, emotionally and physically

In Struan Primary School, we aim:

1. to ensure that all children feel welcome, safe and valued.
2. to maintain and develop good working relationships between:
 - (a) home and school
 - (b) school and community.
3. to foster positive attitudes to learning, with a varied, stimulating, well-resourced environment which should encourage all children to become successful learners.
4. to take steps to implement strategies for raising attainment in all curricular areas, in accordance with current educational thinking, including A Curriculum for Excellence, Assessment is for Learning and other National or Regional recommendations.
5. to encourage Staff participation in Continuing Professional Development.
6. to promote inclusion and equal opportunities for all pupils, irrespective of race or gender and, in so doing, encourage aspects of responsible citizenship.
7. to promote and encourage interest in global citizenship and develop understanding of and positive attitudes to environmental issues.
8. to promote appropriate aspects of healthy living, in accordance with National and Regional guidelines and our Health Promoting School status, thus helping to develop self-confidence in pupils.
9. to endeavour to provide a safe and secure environment for work and play.
10. to encourage each pupil to fulfil the above in order to become successful learners, effective contributors, responsible citizens and confident individuals.

These aims were developed by, and shared with staff, Parent Council, parents, Eco-school Committee and pupils.

During the lifespan of this Report, the school consulted with pupils and involved them in the decision-making process in the following ways: whole-school and class Circle Times, Eco-committee meetings, class discussions, learning conversations and will involve parents by consulting through Parent Council meetings, Parent meetings, Open afternoons, The School website and parents' letters.

Staff

Head Teacher Miss Samantha Muir

Class Teacher P1 - 7 Mrs Karen MacRae

Class Teacher P1-7 Mrs Justine Davies

Pupil Support Assistant Ms Hajar Moujib

Auxiliary Mrs Marie Morrison

Clerical Assistant Mrs Tracy Robertson

CCR Teacher Mrs Alice MacVicar

Cleaner Mrs Larissa Crainet

School Day

09.30 School opens

11.00 - 11.15 Interval

12.45 - 13.30 Lunch

15.30 School Closes

Break and Playtimes

Children are encouraged to spend as much of their break times as possible outside. Children have access to the toilets at all times.

Children are encouraged to come appropriately dressed to school in wet and wintry weather with a warm coat, hat or hood and suitable footwear for the conditions.

School Term dates for pupils 2022 – 2023

Autumn

Autumn term starts – Tuesday 16th August 2022

Autumn term ends - Friday 7th October 2022

Winter

Winter term starts – Monday 24th October 2022

Winter term ends – Thursday 22nd December 2022

Spring

Spring term starts – Monday 9th January 2023

Mid term break – Monday 20th February - Thursday 23rd February 2022

Spring term ends – Friday 31st March 2022

Summer

Summer term starts – Monday 17th April 2022

May Day Holiday – Monday 1st May 2022

Summer term ends – Thursday 29th June 2022

In-service Days

Monday 15th August 2022

Monday and Tuesday 12th/13th September 2022

Wednesday 22nd February 2023

Monday 5th June

School Uniform

Our school uniform consists of School Jumpers and Polo shirts, worn with dark trousers or skirts. School uniform items can be ordered online. Please contact the school office for details.

Parents in receipt of Income Support, Family Tax Credit or Income Based Jobseeker's Allowance, may be eligible for a clothing grant. Application forms are available at http://www.highland.gov.uk/info/827/education_and_learning/

To avoid confusion over ownership of school clothing, please label all items of clothing.

School Meals

Currently, school meals are available free of charge for P1, P2 and P3 pupils.

For P4 -P7 pupils, school meals are provided at a cost of £2.30 a day. Payment should be sent in every Monday.

Parents who feel they may be eligible for Free School Meals can apply via

http://www.highland.gov.uk/info/827/education_and_learning/

Children may bring a packed lunch, to consume in the school canteen but these may not consist of hot items, fizzy drinks or be brought in glass containers, in the interests of safety and for insurance purposes.

School meals are cooked in Dunvegan Primary School kitchen and transported each day to Struan.

Children are asked to bring a healthy snack each day for their morning break. On days that children travel to Carbost, they may wish to purchase snack items from the tuck shop and can take a small amount of spending money for this.

Emergency Contacts

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

Attendance/Absence

Good attendance is vital if pupils are to achieve their full potential, but 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: 01470 572272.

Please call the school office or send a note if your child needs to leave during the school day for an appointment etc. Where at all possible, medical and dental appointments should be made out-with school hours.

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

Schools are required to keep an attendance register by law. We have a responsibility for the care and welfare of all pupils during the school day therefore need to know the whereabouts of absent pupils.

Examples of **authorised** absences include:

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

Unauthorised absence

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

School Transport

Parents who feel their child may be eligible for school transport will be provided with the appropriate form to complete to send to the Highland Council. A supply of these forms is kept in the school. The following information may be of some help:

Statutory Walking Distance

Under 8 years : 2 Miles

8 years & over : 3 Miles

If official transport passes your home on the way to school and you are very close to the legal distance, your child may be eligible for concessionary transport – this is at the discretion of the council and can vary from year to year.

Communication between home and school.

Good communications between home and school are vital in a child's education. Open Afternoons are held each term and Parents Meetings held following the distribution of written progress reports in May. These reports will inform you of your child's strengths and development needs in the main curricular areas.

Newsletters are issued termly, keeping parents informed of the day to day life in school along with any official notes that may need to be distributed. The school website and facebook group is updated regularly to share learners experiences and home school diaries are used on a daily basis. Pupils share their learning on a daily basis via an online learning journal, Seesaw. Parents can download the app and provide timely feedback on their children's work as it is uploaded. Parents are able to view their child's progress and communicate with the class teacher.

Letters are also distributed when parental permission is being sought for outings, extra curricular activities, etc. Please note it is essential that permission slips are returned on time, if the school does not receive a completed permission slip, then we are unable to take your child on the trip/ outing. Letters not requiring a return slip are distributed by email, where possible.

Parent Council

The school has a Parent Council which is vital to the running of our school. All parents are invited to the meetings, but only those on the council are eligible to take part in discussions and vote.

Any decisions taken by the Parent Council are made known to other interested parties through the minutes.

Mrs Marie Morrison, Chairperson

Struan Primary School

Struan

Isle of Skye

IV56 8EB

Tel: 01470 572272

School Improvement

The most recent Standards and Quality Report for our school was made available to Parents in August 2021. If you require an additional copy, please be in touch with the school office. Our Improvement priorities for this year are:

- To protect and promote positive mental health and well-being.
- To include creativity in the curriculum.
- To create a learning environment where all learners can thrive.

Parents/Guardians/Carers as Partners

We believe that much of the strength of the school lies in the positive relationships between staff, pupils and their parents. These relationships must be nurtured by a healthy exchange of information between teachers and pupils, between home and school. We always welcome parental interest in the welfare of our pupils. Whatever the nature of the issue, you can be assured of our help.

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

The school always seeks to involve parents in any key decisions about their child's education and keep parents informed about progress.

Parental information is obtained from questionnaires issued regularly at Parents evenings and from Parent Forums.

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:

www.educationscotland.gov.uk/parentzone/

Our Curriculum

The school structures its learning and teaching on the Curriculum for Excellence, using the outcomes and experiences for planning the learning experiences of the children. The coverage of the Experiences and Outcomes are tracked on a 3 year cycle, ensuring a broad general education. We aim to provide challenging, engaging and enjoyable learning activities to stimulate and motivate the children so that they become successful learners, confident individuals, responsible citizens and effective contributors. The main areas of the curriculum are Languages, Mathematics, Health and Well Being, Social Studies, Sciences, Technology, Religious and Moral Education and the Expressive Arts. Children are involved in the planning

of their work giving opportunities for pupils' choice. The outdoor environment plays a vital part in our learning – utilising the unique and enriching surroundings of the school. Struan Primary Ocean School is an opportunity for our learners to become researchers, explorers, creators and protectors. Our learners have opportunities to apply the core skills developed in class in relevant and exciting contexts. Our Ocean School is generously funded by the Struan Community Trust and other environmental organisations.

Literacy and Language

This covers listening, talking, reading and writing. Our aim is to encourage each child to develop skills to allow him / her to communicate fluently and confidently.

Basic skills are developed in core literacy lessons and further developed through literacy and language opportunities within other areas of the curriculum.

Children are encouraged to enjoy reading. Basic skills are acquired by learning phonics and key words in the Early Stages. These are further developed as the child progresses. The school uses a variety of reading material which is engaging and progressive.

The school follows the Highland Literacy approach to the teaching of literacy. The approach aims to equip pupils of all abilities with the skills and motivation necessary to progress and become enthusiastic readers, writers and communicators.

In the younger stages, children develop their literacy skills through a blend of play-based approaches and structured skill development. Learners at all stages are encouraged to create their own pathways to success.

Numeracy and Mathematics

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

Mathematics includes basic numeracy, money, measure, information handling, shape, position and movement. Children are encouraged to learn actively through practical experience, using concrete materials. Children acquire mathematical concepts and learn number facts.

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

Skills in problem solving are developed using different learning contexts. Our pupils are encouraged to explore mathematical enquiry, developing a range of strategies that can be used in various contexts. Our pupils learn about number processes using Numicon as a visual representation. Pupils are encouraged to explain their thinking and thought processes.

Science

Science and the application of science are central to our economic future and to our health and wellbeing as individuals and as a society. Through learning in science, children develop their interest in, and understanding of, the living, material and physical world. The children engage in collaborative tasks to develop the relevant skills for the future. The science curriculum covers Planet Earth, Forces, Electricity & Waves and Biological systems.

Social Studies

Our Social Studies curriculum focuses on learning experiences for people, past events and societies; people, place and environment; people in society, economy and business. In Struan Primary School, an inter-disciplinary, thematic approach is used where possible, which encourages learning through practical experiences.

Technologies

The technology curriculum develops children's technological skills, knowledge, understanding and attributes through creative, practical and work related activities. The curriculum covers technological developments in society, ICT to enhance learning and different contexts to develop skills and knowledge such as business, food, textiles, craft and design. The school is equipped with PCs and a Smart board, linked to the Internet. ICT is an integral part of our teaching and learning process and is used to improve pupils' knowledge, understanding and skills in a range of curriculum areas and subjects.

Health and wellbeing

Learning in health and wellbeing ensures that the children develop the knowledge, understanding, skills, capabilities and attributes which they need for mental, emotional, social and physical wellbeing now and in the future. The curriculum includes learning about mental, emotional, social and physical wellbeing; planning for choices and changes; physical education and sport; food and health; substance misuse; relationships, sexual health and parenthood.

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

Expressive Arts

The Expressive Arts is a term which is used to describe the teaching of Art and Design, Dance, Music, and Drama. All of these areas encourage the child's creativity, self-expression, the development of their imagination and an appreciation of the expression of others - e.g. composers, artists, etc. The curriculum provides opportunities for children to experience and enjoy the excitement of performing and presenting for different audiences and being part of an audience for others.

Strings and chanter instruction is also available to those who wish to take part.

Religious and Moral Education

Scotland is a nation whose people hold a wide range of beliefs. Our curriculum enables the children to explore Christianity and other major world religions whilst developing a respect for others and an understanding of beliefs and practices which are different from their own. This encourages children to show tolerance towards others of different beliefs and cultures.

We have contact with our local parish church, and the Minister is invited to talk to the children at assemblies.

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

1+2 Languages

As part of a national initiative, each child has been introduced to a second language in Primary 1 and a third language no later than Primary 5. At Struan Primary, our second language is French and our third language is Gaelic.

Interdisciplinary Learning

Whenever possible links are made across the curriculum between different subjects. This enables children to make connections and see the relevance in learning. Purposeful learning within different contexts makes learning lively, motivating and enjoyable. Interdisciplinary learning provides rich assessment information which includes, engagement, cooperation and resilience.

Citizenship

All the children in the school take part in Citizenship activities each term. The children work on planning and undertaking many activities to develop their skills and awareness of community responsibility, helping

others and organising projects for improvement. In the past this has included activities such as organising charity fundraising events, community entertainment, school garden development and newsletters.

At the end of the school session, each child is nominated by their peers for a Citizenship Award, to recognise areas of citizenship where they have demonstrated achievement. These awards are presented at our annual prize giving.

Homework

Our homework policy was devised in consultation with pupils, staff and parents. Homework is not mandatory but is available upon request.

Assessment

As a school, we seek to provide information to pupils, parents and staff to assist in the effectiveness of learning and teaching process and in raising attainment.

Teachers will use the assessment process as an evaluative, diagnostic and formative tool to provide evidence of pupil attainment and progress and to inform learning and teaching approaches and pupil targets.

Children in Primary 1, 4 and 7 take part in the Scottish National Standardised Assessments, a computer based assessment, which covers some aspects of reading, writing and numeracy. These are age and stage appropriate. These assessments provide evidence for teachers to use when assessing children's progress.

Pupils should view the assessment process as a motivating experience, which takes place within the overall context of a supportive school. Pupils should make use of feedback, in all its forms to inform next steps for the improvement of their own learning.

Parents will receive feedback on their son or daughter's progress through pupil reports, open afternoons, parents' evenings and target setting information. Pupils will reflect on their progress, achievement through frequent Learning Conversations and profiles developed through Seesaw platform. In addition, P7 pupils work on a transition Profile which will go with them to Portree High School.

Progress

Parents wishing to enquire about a pupil's progress are invited to get in touch with Miss Muir.

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

Additional Support Needs

On a consultancy basis, our additional learning support teacher monitors the progress of pupils formally recognised as having special educational needs. The needs of such pupils are generally catered for within the normal pattern of courses but with specialist advice and support as required via Tutorials and if required, a child's plan may be put in place to outline an action plan to help 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 child's plans at:

http://www.highland.gov.uk/info/886/schools_-_additional_support_needs

http://www.highland.gov.uk/downloads/download/2/chip_information_sheets_additional_support_for_learning

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, the Head Teacher, Miss Muir 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

The designated Child Protection Officer is the Head Teacher.

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.

Sickness, accidents and healthcare

Parents can help teachers by impressing on the children that any accident must be reported to a member of staff.

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

1. Contacting of Parents

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

2. Medical Assistance

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

A well-stocked First Aid Kit is kept in the school for minor injuries. The local doctor or district nurse is called for anything more serious. Parents will naturally be informed if the above occurs.

It is most useful if the school knows of any relevant medical history of a pupil, which, for example, may necessitate special care or special provision being made, e.g. inhalers for asthma, creams for eczema. Required regular visits are made by the school nurse for the general examination of pupils. The nurse normally sends further information to parents when their presence is deemed necessary, or follow up required.

Unwell children in school

Children who complain that they are unwell should be observed for a short while in class. If they continue to complain, they will be sent to the office and a First Aider will attend to the child while his/her parents are phoned. Unwell children should not be sent to school except on the recommendation of a doctor. Supervision of children unable to be outside at playtime is not practicable except under exceptional circumstances, for example a child with their leg in plaster or where a parent has consulted the Head Teacher.

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

- A child may only take medication (including non-prescription) if the parent/guardian has given written permission by completing a school medicine administration form.
- Only medication supplied by the parent/guardian will be administered to a child.
- Parents should deliver the medication to the school office and complete the appropriate administration form.
- Medicines are stored in the office.
- Pupils should take the medication only when supervised by an adult.
- The medical needs of pupils will be discussed by staff and the Head Teacher in the first instance. It is also likely that it will be necessary to liaise with the school nurse, school doctor and the parents on specific issues.
- In an emergency situation, the emergency services are contacted immediately.

Head Lice

Children are usually most affected by head lice due to close head to head contact. The best detection method is wet combing. Once a week after shampooing, apply conditioner, and use a normal comb to untangle the hair. Then switch to a fine toothed plastic detection comb (your pharmacist can recommend a suitable one.) Thoroughly comb through the whole of the head, you should check all family members at the same time and then arrange treatment. Advice can be sought from the pharmacist or the Health Visitor.

School Policies

School Policies are available to view at the school or on the school website.

Adverse Weather Conditions

It is the responsibility of parents or carers to decide if a pupil should attempt to travel to school, by transport or on foot, in adverse weather conditions. The Education Authority encourages full attendance at school but in severe weather conditions the safety of pupils is much more important.

The school updates its procedures for adverse weather closure annually, therefore:-

- **parents** should advise schools of an alternative address, as close as possible to the school, which may be used by their children in emergencies.
- **The school** will establish a system of communication with parents and ensure that parents are fully informed of the arrangements. This includes an 0800 telephone information service.

(details below)

When weather conditions are poor:-

- **local radio stations** issue news and weather bulletins on traffic conditions and school closures. Transmissions may not cover all households and may be subject to re-scheduling but should be

helpful. Parents are advised to remain 'tuned in' to ongoing road, weather or school information updates.

- Highland School Closures Website www.highland.gov.uk/schoolclosures
- School Facebook group.
- Schools now have a dial-in service if there is a risk of closure due to adverse weather. This allows parents to listen to a recorded message from the Head Teacher.

To enquire about school closures in times of adverse weather please phone: 0800 564 2272

Enter the school's own pin number when prompted: 04 (3100)

School Fund

The bulk of the school fund is raised by fundraising, organised by the parents whose co-operation and help is much appreciated.

The main two events sponsored by these funds are the Christmas Party, a variety of sporting activities, the annual School Trip, and travel expenses.

Proper accounts are kept and audited once a year. A copy of the audit is sent to the Finance Department of the Highland Council and is available to parents if requested.

Secondary School and Transition

When the pupils finish in Primary 7, they normally transfer to Portree High School. A programme of transition activities is usually arranged during Primary 7 for the children to have opportunities to meet their peers from the other cluster primaries. Children are given opportunities to visit Portree High School on the transition days in June and Secondary Staff visit and liaise regularly with the P7 teacher prior to the P7 transferring. A profile of P7 pupils' work is transferred to the relevant Secondary Departments to ensure a smooth transition in these core subjects.

Head Teacher: Mr Tony Breen

Address: Portree High School

Dunvegan Road

Portree

TEL: 01478 614810

Lost Property

Any items found are taken into class for identification. Items not claimed are stored and anything which remains unclaimed at the end of session is recycled or donated to charity.

School Lets

The school is available for let after 4pm and in the evenings, subject to the approval of the Head Teacher. Application forms may be obtained from the Head Teacher or the school office.

Fire Drill

Fire drill is held at regular intervals. The signal is a long continuous blast of the siren. Prior to their first drill, P1 are informed, so as not to frighten them.

Equal Opportunities

Struan Primary School is opposed to all forms of prejudice and discrimination. It provides equality of opportunity through its ethos and working practices. Access to all subjects will be provided to all pupils without reference to the gender, race, ethnicity, religion, culture, disability, ASN or home language.

Complaints and Requests for Service

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

☐ Parents who wish to discuss any concerns about their child's education or welfare are welcome to meet with their child's teacher. The best time to discuss things with the class teacher is before school starts or at the end of the school day. Please send a note with your child or phone the school office to make an appointment for a mutually agreeable time. If it is more convenient, parents are welcome to discuss matters over the phone with staff out with class teaching time. School Office – 01470 572272.

If you have specific concerns regarding your child's learning needs you may wish to discuss your concerns with the class teacher. Please phone the school office to make an appointment as above.

If you still have concerns following discussion with the class teacher then please contact the school office to arrange an appointment with the Head Teacher, at a mutually agreeable time.

If after speaking to the school and following an agreed length of time, you do not feel that the issue you raised has been dealt with correctly, you are at liberty to contact the Education Office for further advice:

Mr Don Esson, Area Education Manager, Area Education Office, Portree High School, Portree, Isle of Skye
01478 613967

The school follows Highland Council complaints procedures whereby we will acknowledge your concern within three working days and a reply within ten working days. If investigation of the issue is expected to take longer, then you would be informed of this.

Please note that transport is not a school responsibility and any queries should be addressed to the Local Transport Officer, Transport Office,

<http://www.highland.gov.uk/learninghere/schools/informationforparents/>

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

