



# Avoch Primary School

## Handbook 2022/2023

Avoch Primary School  
Station Road  
Avoch  
IV9 8PS

School Website:

<https://sites.google.com/fortroseacademy.org.uk/avoch-primary-and-elc/home?authuser=0>

Head Teacher: Mrs Lynsey Third

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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# Introduction

Dear Parents/Carers,

Welcome to Avoch Primary School's Handbook. We hope that you will find it useful to have an insight into our school. We extend a warm welcome to new families and we look forward to developing strong relationships and successful partnerships with you over your child/children's future at Avoch Primary School. For families that are already enrolled in the school we look forward to continuing to strengthen our relationships.

At Avoch Primary we pride ourselves on our fantastic team ethos. Across the school every member of staff plays a significant role in supporting our children to reach their full potential. Working alongside our families and the community we want our learners to be successful learners, confident individuals, effective contributors and responsible citizens.

The aim of this handbook is to give you a flavour of life at Avoch Primary where we hope your child will flourish. Your child's education is the start of an exciting journey and by working together we aim for every child to achieve his or her potential.

If you require further information or have any concerns regarding the education or welfare of your child in the future, I will be only too happy to help.

Should you wish to visit the school, or to obtain a place for your child you are most welcome. Please call to make an appointment on 01381 620369

Yours faithfully

Mrs LynseyThird  
Head Teacher

# Avoch Primary School

Avoch Primary School is situated in the village of Avoch on the southern edge of the Black Isle. The school serves the communities of Avoch, Fortrose and Rosemarkie and the surrounding districts.

Formerly a Junior Secondary and Primary School, it became solely a Primary School in August 1973.

The building stands in a large playground including playing fields and woods. There are eleven classrooms, two of which are in a demountable unit, opened in October 2017, a Staffroom, an Additional Support Base, general purpose areas and a large hall and Stage. This allows school lunches to be consumed in the school hall. There is a strong emphasis on promoting healthy foods and balanced diets at School Meals. There is a school library, medical room, general purpose room and an open learning area in infants.

Adjoining the Early Years area is a spacious, purpose-built Nursery. Our new nursery space opened in November 2021 and offers two indoor learning spaces and access to an outdoor play area. Our new space will encourage free flow in the setting and will enhance the experience for our children in the Early Years.

There are currently 12 mainstream classes and our Early Learning provision is registered to accommodate 48 children . Children are sometimes required to be in composite classes. Following Highland Council guidelines, this is sometimes decided by age but may also take account of other aspects deemed appropriate by the Head Teacher.

Current School Roll: 301  
Current Nursery Roll: 42

The school address is:  
Avoch Primary  
School Station Road  
Avoch Primary  
School Ross-shire  
IV9 8PS

Telephone: 01381 620369

email: [avoch.primary@highland.gov.uk](mailto:avoch.primary@highland.gov.uk) website -

<https://sites.google.com/fortroseacademy.org.uk/avoch-primary-and-elc/home?authuser=0>



## School 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 are made to the Area Education and Learning Manager, Derek Martin. Placing request applications are made online at: [https://www.highland.gov.uk/info/878/schools/887/enrol\\_your\\_child\\_for\\_school/2](https://www.highland.gov.uk/info/878/schools/887/enrol_your_child_for_school/2)

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

If pupils live outwith the school catchment area and their parents wish them to attend Avoch Primary School. They can phone the school, 01381 620369, or email, [avoch.primary@highland.gov.uk](mailto:avoch.primary@highland.gov.uk) and arrange an appointment.

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.



# Vision Statement

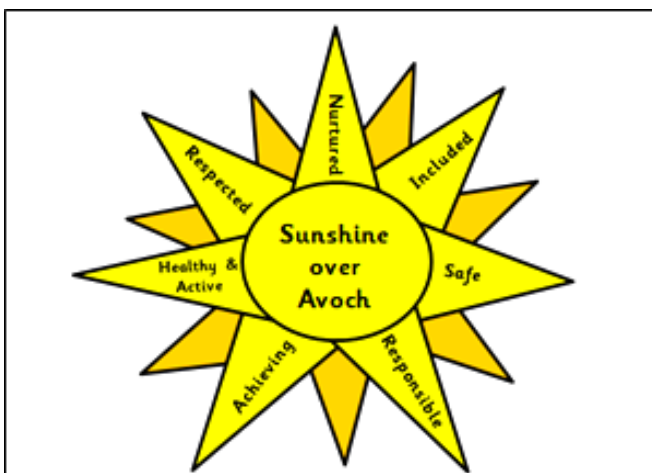
At Avoch Primary School we work in partnership to nurture every pupil of Avoch Primary and nursery to be happy, healthy and achieving- now and in their future life.

## School Aims

The vision is embodied in our school aims to-

- ★ Nurture a safe, welcoming and positive learning and teaching environment where achievement is promoted and celebrated.
- ★ Promote an ethos of inclusion, equality, fairness and mutual respect.
- ★ Develop a shared culture of ambition; with high expectations of attainment and achievement for all.
- ★ Provide a rich, experiential curriculum that enables our children to engage in high quality learning activities.
- ★ Inspire life-long learning in our pupils, parents and staff; equipping pupils with skills for life, learning and work.
- ★ Work in partnerships within the school, with parents and with the wider community.

*Aims & Vision statement created by pupils, parents and staff*



The wellbeing indicators permeate throughout our curriculum and learning experiences.

## The Avoch Primary Team

<p><b>Leadership Team</b></p> <p>Head Teacher - Mrs L Third</p> <p>Depute Head Teacher - Ms W Clark</p> <p>Principal Teacher - Miss K Patience</p> <p>Principal Teacher - Mrs S Callander</p> <p><b>Clerical Staff</b></p> <p>Mrs J Underwood (Mon-Wed)</p> <p>Mrs C Hallam (Wed - Fri)</p> <p><b>Catering Team</b></p> <p>Mrs C Mackay</p> <p>Mrs H Gunn</p> <p>Mrs M Duncan</p> <p>Mrs K Touch</p> <p>Miss C Macfarlane</p>	<p><b>Early Years Practitioners</b></p> <p>Mrs H Carmichael</p> <p>Miss E Baird</p> <p>Mrs S Campbell</p> <p>Ms D Golden</p> <p>Miss I MacDonald</p> <p>Mrs S Stuart</p> <p>Mrs G Grant</p> <p><b>Out of School Staff</b></p> <p>Ms S Reid</p> <p>Ms R Douglas</p> <p>Breakfast Club Staff (currently not running)</p>	<p><b>Janitor</b></p> <p>Mrs M Thomson</p> <p><b>Pupil Support Assistants</b></p> <p>Mrs D Anderson</p> <p>Mrs S Chatburn</p> <p>Mr G McGerty</p> <p>Mrs L Paterson</p> <p>Mrs M Faulke</p> <p>Mrs J Cairns</p> <p>Mrs L Laird</p> <p>Mr T Jansen</p>
<p><b>Teaching Staff</b></p> <p>P1 - Mrs L Ross</p> <p>P2/1 - Ms C MacPhee and Mrs J Mackinnon (Thurs PM)</p> <p>P2 - Miss K Patience and Mrs S Hughes (Tues/Wed)</p> <p>P3/2 - Ms A Young</p> <p>P4/3 - Ms S Byham</p> <p>P4 - Mr S Mckellar and Mrs E Harvey (Friday)</p> <p>P5/4 - Ms S Leggatt and Mrs S Hughes (Mon)</p>	<p>P5 - Mrs C Milne</p> <p>P6/5 - Mrs J Munro and Mrs E Harvey (Thurs)</p> <p>P6 - Ms H Webster</p> <p>P7W - Ms W Clark and Mrs J MacKinnon (Wed/Fri)</p> <p>P7S - Mrs S Callander and Mrs Harvey (Wed pm)</p> <p>Ms E Christie is currently on maternity leave</p>	<p><b>Visiting Teachers</b></p> <p>Drama - Mrs A Mardon (Mon)</p> <p>PE - Mr R Hair (Wed)</p> <p>Art - Mrs R McBride (Wed)</p> <p>Covid Recovery Teacher - Rachel McLennan (Fri)</p>

## Enrolment for Primary 1

If your child will be five years of age on or before 28 February 2023, they are eligible to enrol for Primary 1.

**Enrolment week for Primary 1 pupils will take place from Monday 31 January to Friday 4 February 2022.**

If you wish to enrol your child for Primary 1, please do so **during enrolment week**. The online enrolment form will be available from Monday 31 January 2022.

[https://www.highland.gov.uk/info/878/schools/887/enrol\\_your\\_child\\_for\\_school](https://www.highland.gov.uk/info/878/schools/887/enrol_your_child_for_school)

Due to the ongoing COVID-19 pandemic, there will be no face-to-face enrolment in schools this session. Parents with no access to the online process can request a paper copy of the enrolment form from their catchment school during enrolment week.

## School Hours

School commences for all children at 9.10am and finishes for all children at 3.10pm. Whilst punctuality is a requirement, pupils should nevertheless not arrive at school in excess of 20 minutes prior to starting time as supervision is ultimately the responsibility of parents before 9.10am and after 3.10pm. Children should not be in the playground before 8.55am.

All children will have a 15 minute morning interval and have a 45 minute lunch break. It is likely that the iPrimary 1-3 children will have an additional break in the afternoon.

Pupils should enter or leave the school grounds using the gate and path to the car park, or by walking on the pavement beside the car park. Pupils using their bicycles should walk their bicycles through the school grounds and leave them in the cycle shed.

Parents/carers are responsible for their child(ren) in the car park and should therefore come to meet them in the school grounds to ensure their safety.

## Primary one August

The Authority has requested that all P1 have full days in school from August. If you feel your child may find this difficult, please get in touch with the school and we can look at a transition period.

## Illness During School Time

If a pupil becomes unwell during the school day, parents are contacted in order that his/her treatment may be agreed. **It is therefore essential that details of emergency contacts be provided and that these people are available to answer a call.** Where such contact proves to be impossible and the child's condition worsens, medical attention will be sought. It is therefore important that the school be notified if parents have objections to any aspect of medical / surgical attention. Please ensure that emergency contact details are kept up-to-date. These forms are issued to all children every session.

## Accidents

Identified staff, including Pupil Support Assistants, have received first aid training. Staff usually treat minor cuts and bruises, but in other instances, parents are contacted so that treatment can be agreed. In an emergency, medical attention will be sought or the child will be taken to the out-patients department at Inverness/Dingwall where parents will be informed as soon as possible.

## Medication in Schools

Highland Council has issued guidelines on Administering Medicines in School. Parents are given a Protocol to complete if medication has to be kept in school. An increasing number of pupils have medication with them at school such as inhalers. Parents should liaise directly with the school regarding the use of medication.

All school staff will ensure the health and safety of children in their care. Teachers Associations advise their members that there is no legal duty upon teaching staff to administer medicine or supervise a pupil taking it. It is important that parents inform and update school staff on pupils' medical history. A catalogue of medical information concerning pupils' reaction to things such as wasp stings is retained in school and all staff have access to such.

# Attendance and Absences

Good attendance is vital if pupils are to achieve their full potential. If your child's absence falls below 90%, the school will make contact with you to discuss how attendance could be increased.

It is necessary for parents or guardians of children absent from school through illness, to telephone the school before 9.00 a.m. on the first and each subsequent day of their absence. This is school policy. If no word has been received by 9.30am, the school will contact the parents to check on the child's whereabouts.

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, pupils need to bring with them a note from parent or guardian. Pupils must report to the school reception and 'sign out', if returning the same day, they must report again to the reception and sign in. Where at all possible, medical and dental appointments should be made outwith school hours.

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 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.

## Family Holidays/Taking Children Out of School

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;
- under the guidance issued at a national level, most family holidays will be coded as unauthorised absence, only in exceptional cases will the absence be recorded as authorised.

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

[https://www.highland.gov.uk/info/878/schools/32/school\\_term\\_dates](https://www.highland.gov.uk/info/878/schools/32/school_term_dates)

If parents decide to make holiday arrangements during school term, this should be confirmed in writing to the Head Teacher.

## Playground Supervision

The playground is supervised by Pupil Support Assistants and the Lunchtime Supervisor, and on occasion by School Management. Primary 7 children have taken part in Junior Leader training and lead games during playtime and lunchtime.

## School meals

School meals are freshly prepared in the school's own kitchens by Mrs C Mackay and her team. From January 2022, P1 - P5 children will be entitled to a free school meal. From August 2022, all Primary Children will be entitled to a free school meal. For children that currently pay for school meals they cost **£2.30 per day** for a two course lunch, a drink, fruit and bread. The canteen promotes a cashless system. We currently use Ipayimpact for online payments, <https://www.ipayimpact.co.uk/IPI/Account/LogOn> Please contact the school via [avoch.primary@highland.gov.uk](mailto:avoch.primary@highland.gov.uk) if you have any questions around this.

You can find the most recent school lunch menu on our website.

[https://sites.google.com/d/1n5l1jILPzKzZm6vVKzm\\_WJ1r2phm5f/p/1gf23PbIF-Ut8uMzSrai90W8vLT\\_uRtiZ/edit](https://sites.google.com/d/1n5l1jILPzKzZm6vVKzm_WJ1r2phm5f/p/1gf23PbIF-Ut8uMzSrai90W8vLT_uRtiZ/edit)

Special diets such as Vegan, can be requested in advance. Options are varied and healthy. Water and milk are available for the children to drink. The children are supervised by a member of staff whilst they eat.

We encourage good table manners at school, and children from P1 are expected to use cutlery properly, including a knife. Parents are asked to practise these skills with their child at home prior to starting school. Children with additional needs will be given assistance as required.

**Free school meals** and clothing grants are available in certain circumstances

[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)

## Packed Lunches

All food should be in a semi-rigid container with a secure lid. Cans and bottles or containers made of glass are not permitted. Suitable (NON glass) vacuum flasks are allowed provided that the contents are not overly hot and there is no danger of scalding. Packed lunch boxes should be clearly named both inside and out for reasons of personal safety. Parents are requested to consider re-usable containers in a bid to cut plastic waste. Children will be asked to take all plastic waste home to be recycled.

## School Uniform

The children are actively encouraged to wear the school colour of navy blue, so as to promote a neat and tidy appearance and to help pupils identify more closely with the school.

Uniform consists of a navy school fleece jacket (optional), a sweatshirt and a red polo shirt. All are embroidered with the school badge although plain items are acceptable. **Hoodies and Jeans are not permitted to be worn to school.**

Uniforms can be ordered online or be purchased at the School Wear Made Easy shop.

<https://www.schoolwearmadeeasy.com/badged-school-uniform/a-d/a/avoch-primary-school>

Nursery children have the option of wearing a red school sweatshirt, however, these are not compulsory.

Pupils change out of their outdoor shoes in school therefore should keep a pair of **indoor shoes** at school. **These cannot be slippers nor 'Crocs' and must fasten properly for health and safety reasons eg fire drills.**

## PE Kit

Each child should be provided with a pair of gym shoes (trainers for outdoor PE) and these should be labelled with their name. They must have non-marking soles. Pupils should also have shorts and a suitable T-shirt. **Football shirts are not permitted.** In the interests of safety, earrings or other jewellery should not be worn and long hair should be tied back. Pupils should change back into their normal school wear after PE. Pupils who require to be excused from PE should have a note of explanation.

## Re-cycled uniform

The school, alongside the Parent Council, encourages uniforms to be recycled. Washed items can be handed into the office. Clothing is usually free and can be obtained by emailing the parent council at [avochgprimarypc@gmail.com](mailto:avochgprimarypc@gmail.com) or by browsing at school events.

## Lost property

**Please ensure that all items of clothing are clearly marked with your child's name.**

There is a lost property box in the school. All un-named and unclaimed items are recycled or given to a charity each term as we are unable to store them.

## Wellies

Unfortunately, our playground can get very muddy. We advise that, at such times, children wear wellies to school and have spare socks and trousers in their school bag.

## Bicycles

The school actively promotes cycling to school and take part in a number of local and national initiatives which supports this. At certain times of the year, parents may organise a 'cycle bus' along the old railway line between Avoch and Fortrose. This is dependent on parents to organise and supervise.

We have bicycle shelters for use by children who wish to cycle to school. There is also one at the top of the steps leading up to Mackenzie Place. Please ensure your child wears appropriate safety gear, including a helmet and high visibility vests. Parents should also ensure that they are confident that their child is safe to use a bike on the roads as they are ultimately responsible for the journey to and from school.

## Walking

Parents should ensure that children walking to school have been taught and can be trusted to follow road safety rules.

## School Transport

Highland Council policy states that pupils less than eight years of age who live more than two miles from the school can obtain free transport for the journey to and from school. For children of eight years and above the minimum distance is three miles. On occasion, discrepancy may be granted because of safety reasons. In addition, children may occasionally qualify for free transport because of health reasons or disability. Parents should apply to the transport department on 01479 812993 if they feel that their child(ren) may qualify for free transport or preferably online at the time of enrolment. Pupils are given a bus pass and should show these when getting on the bus both in the morning and at home time. We strongly recommend that they are secured to the child's school bag using a luggage label.



You may request a place on a second bus on certain days eg for childcare reasons, but this second place needs to be agreed by transport and will incur a small charge.

Should a bus pass be lost, a new one can be obtained through the school office. Highland Council transport have set this replacement cost at £5.

Please note that transport is not a school responsibility and any queries should be addressed to the Local Transport Officer, Highland Council, Glenurquhart Road, Inverness IV3 5NX or [public.transport@highland.gov.uk](mailto:public.transport@highland.gov.uk)

## Supervision

There is no adult supervision on the buses. However older pupils are given the role of bus buddies and bus monitor to help little ones with their seatbelt etc. Responsibility for appropriate behaviour on the buses lies with the parents, and Highland Council policy regarding pupil behaviour and responsibility may be found on our school website.

All buses arrive and depart from the bus area at the main road. This is connected to the school by a footpath. Staff supervise the children to the buses at the end of the day.

For pupils using school transport, weather conditions will dictate just how long a child should wait at the pick-up point and parents are asked to advise children appropriately in relation to prevailing conditions. During difficult weather, no pupil is expected to wait longer than twenty minutes past normal 'pick up' time.

It is of course essential that the school has on file a telephone number and address of someone we can contact in the event of these conditions, so parents must complete the school Emergency Contact forms when these are issued to the pupils.

## Out of School Care

Breakfast Club - **Due to an issue with staffing, we are currently not running the Breakfast Club, we will update families as soon as we resolve this situation.** There is a breakfast club at the school from 8.10am-9.10am. The cost is set by Highland council at £4.40 per day. Children receive a breakfast and are supervised.

After school Club- This takes place at the school from 3.10pm-5.55pm and costs £11.66 The children have a snack and a variety of activities both indoors and outdoors are organised for them to enjoy.

Please enquire at the school office. Please note that 48 hours' notice is needed for an initial place.

# Promoting Positive Behaviour

Our positive school ethos is underpinned by the promotion of health and well-being for all. Pupils are always made aware of the high expectations placed upon them by school and home and are expected to try their best at all times.

School rules exist for the safety and well-being of all pupils. A high standard of good behaviour and courtesy is expected in Avoch Primary and our values, which were decided by the children, are discussed with and by the pupils at regular intervals.

*Be kind    Be honest    Be respectful    Work hard*

The school's aim is to promote positive behaviour and to recognise and reward examples of such behaviour.

There are strategies in place throughout the school to encourage this behaviour. All classes have reward systems in place. Children are regularly praised for good work, manners, thoughtfulness and out of school achievements.

Golden Time is an established reward period for those children who have demonstrated positive behaviour. Pupils earn a period of time that can be 'spent' on additional activities on a Friday afternoon. (Golden Time). These activities are very varied; from baking or craft work to sports or free play in the woodland trail.

Only with the creation of a partnership between school and parents can such aims be fully realised. As a matter of course, unacceptable behaviour, in all its aspects, is discussed throughout the school and the emphasis is placed on the feelings of the victims and the need for positive action to be taken to minimise its effects.

## Avoch Parent Council

All parents at Avoch School automatically become members of the Parent Forum. The Parent Council has been selected by members of the Parent Forum to represent the views of all parents at the school. The Parent Council meet on a regular basis and are open to any interested parent to attend. A copy of the Avoch Primary School Parent Council Constitution can be obtained from the Parent Council.

The Parent Council exists:

- Because parents are important and make a real difference to children's learning – when parents are involved children and young people do better and achieve more
- To work together with everyone involved in school life – parents, learners, teachers, school staff and the wider community – to support the school
- To make sure that all parents have a say in their children's education – and are able to express their views and wishes
- To build links and involve parents with the wider learning community – nurseries and pre-school groups, other schools and services
- To listen to what parents want the Parent Council to do and report back to the Parent Forum on your activities and how they can get involved.

Details of how to contact Parent Council- [avochprimarypc@gmail.com](mailto:avochprimarypc@gmail.com). Office bearers, minutes and information can be found on the Parent Council notice board in the grounds of the school. Parent Council can also be found on the school's website and on Facebook.

## 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.

## School Improvement Plan

This year, because of the pandemic, all schools in Highland are focusing on certain key priorities as followings:

1. Health and wellbeing
2. Recovery of learning, teaching and assessment
3. Attainment in session 2020/21 (focusing on identifying new or widened gaps caused by the Covid-19 situation)

All schools produce an annual improvement plan showing areas under review and areas for development. These are identified from robust self- evaluation. Information and updates of progress relating to this will be issued throughout the duration of the school year.

A 'Standards and Quality' Report is written as part of the improvement plan, annually to give account of the difference the planned improvements have made to the Teaching and Learning in Avoch School.

Copies of these are available for parents and members of the community on request and on the school website.

<https://sites.google.com/fortroseacademy.org.uk/avoch-primary-and-elc/home?authuser=0#h.5mhl5yizyq1f>

We welcome parental and community suggestions for inclusion in our school Improvement plan, and actively seek parental dialogue around this.

## Communication with Parents

**The ongoing pandemic has affected the way in which we are able to engage with parents. For the latest information, please contact the school.**

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 school works very hard to keep parents informed regarding their child's progress and any key decisions being made about their education. This includes:

- Parents' evenings
- Progress checks
- Target Setting
- Course choice/ Options evenings
- Information on the school website
- Pupil/Teacher reports.
- Home school diary (Younger classes)
- School Newsletters/Facebook pages
- Curriculum letters - Term 1, 3 and 4
- Google Class Sites

If, at any time, you have any worries or concerns, in the first instance please speak to the class teacher. You can call the school or email [avoch.primary@highland.gov.uk](mailto:avoch.primary@highland.gov.uk) to arrange an appointment. Please do not ask our Support Staff questions about your child's schooling as they will merely direct you to the class teacher for information.

The school always seek 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: <https://education.gov.scot/parentzone/>

## School Fund

The school fund is maintained through fund raising activities eg Sales of Work, Sponsored events etc. Money from this is used to enhance the curriculum and to provide additional activities for the pupils such as in school theatre groups and science workshops.

# Adverse Weather Guidelines

In the event of adverse weather conditions, eg a heavy snowfall, it may be necessary to close school early. Parents need to have arrangements in place if such conditions occur during the school day.

Parents are asked to use the media outlets, listed below, to check on school closure updates. We will endeavour to give a minimum of one hour's notice of the school closing but you are free to collect your child at any time before that if you are concerned about the local conditions.

During a period of heavy snow, where conditions in the early morning might prevent school from opening at all that day, parents are asked to listen to Moray Firth Radio where an announcement would be made. It will also be on the school answering machine and Highland council website. <http://www.highland.gov.uk/schoolclosures> . The council will put it on their Facebook page <http://www.facebook.com/highlandcouncil> and Twitter at <http://www.twitter.com/HighlandCouncil>

We will share on our Facebook page and where possible, parents on our mailing list will also receive an email.

## Highland Council's Weather Line

Telephone no 0800 5642272– school pin number is 041470. A message will be left by the Head Teacher on this number.

The decision as to whether a pupil should attempt to travel to school in adverse weather conditions, whether by transport or on foot, lies with the parents. While recognising that education should be interrupted as little as possible, the Education Authority accepts that in such conditions the safety of the pupils is paramount.

## Wet Weather

Children need to play outdoors every day. As long as they have been provided with, and wear suitable clothing, this is not an issue, and the children tell us they enjoy being outdoors. There are also shelter sheds that can be used. However, during extremely inclement weather, the pupils will be accommodated in their classrooms. Wet Weather Monitors and support staff help to supervise in the classrooms.

# The Curriculum

As with all schools across Scotland, Avoch follows A Curriculum for Excellence.

The values and principles are based on enabling all our children to become Successful Learners, Confident Individuals, Effective Contributors and Responsible Citizens- the skills needed for life, for work and for life- long learning.

The national website can be found at [www.educationscotland.org.uk](http://www.educationscotland.org.uk) .The Curriculum for Excellence recognises the need for children to access a broad range of achievements, as well as striving for high attainment.

In line with all Scottish primary schools, the school curriculum is split into eight main areas which are –

- (1) Languages
- (2) Mathematics
- (3) Social Studies
- (4) Expressive Arts
- (5) Religious and Moral Education
- (6) Health and Well Being
- (7) Technologies
- [8] Sciences

The curricular guidelines offer a range of targets and learning outcomes which most children should meet at various stages in the primary school.

There are six levels: Early, First, Second, Third, Fourth and Senior.

## Level Stage

Early The pre-school years and P1

First To the end of P4

Second To the end of P7

Third S1 to S3.

Some children and young people will start learning at these levels earlier and others later, depending upon individual needs and aptitudes. The framework is, however designed to be flexible in order to permit careful planning for those with additional support needs, including those who, for example, have a learning difficulty and those who are particularly able or talented.

Taking account of parental views, the school has produced a curriculum map which outlines how Avoch manages its curriculum. This is available on the school website or on request.

The seven principles of CfE: Challenge and Enjoyment; Breadth; Progression; Depth; Personalisation and Choice; Coherence; Relevance, are also embedded in the planning and

delivery of education at Avoch Primary. Pupils are given opportunities to make choices in what and how they learn.

Pupils are encouraged to become involved in their learning eg teachers share Learning outcomes with pupils, pupils identify their next steps in learning and evaluate their success and progress. There are planned and regular learning conversations between pupils and adults in school.

## Health and Wellbeing

Personal and Social Development is central to the educational entitlement of all pupils and permeates all aspects of life in school. It is encompassed within the teaching of several subjects, notably Physical Education (PE), Religious and Moral education (RME), Health, and a number of cross-curricular themes. It is an integral part of the whole curriculum, and is not seen as a separate subject.

The school's logo – 'Sunshine Over Avoch' guides the social and emotional learning under the key aspects of – safe, healthy, achieving, nurtured, active, respected, responsible and included.

In the course of a school year, all pupils will work within the 3 areas encompassing health education.

- 1 Emotional Health. This explores emotions, feelings and relationships and how they affect us.
- 2 Social Health. This explores the interaction of the individual, the community and the environment in relation to health and safety.
- 3 Physical Health. This explores physical factors in relation to our health and looking after ourselves.

We provide opportunities for Mental, Emotional, Social and Physical Wellbeing in many ways::

- ★ Awards and incentives
- ★ Circle Time and Golden Time
- ★ Giving of awards in assemblies
- ★ Individual, peer group, collaborative group work
- ★ Discussion and stories
- ★ Role play/drama and games
- ★ Involvement in a range of problem-solving activities
- ★ Preparation and presentation of tasks for different audiences
- ★ Positive self/peer assessment
- ★ Positive marking, with verbal or written comments
- ★ Visiting speakers
- ★ Visits/trips to local community and beyond



- ★ Personal writing and Expressive Arts
- ★ Target setting in class

We provide opportunities for Citizenship through:

- ★ Citizenship Time
- ★ Enterprise activities
- ★ Involvement in a range of problem-solving activities & decision making
- ★ Circle Time/Golden Time/house challenges & activities
- ★ Whole school assemblies on topics such as charity, helping others
- ★ Developing and expressing our own views and relating them to others
- ★ Opportunities to exercise responsibility in the Pupil Council, role of playleader, 'buddying', reading buddies, librarians and the appointment of House Captains etc
- ★ Being part of continuing the school's work on ECO, Fair-trade, safer Routes to school, outdoor learning developments
- ★ Singing and performing for the Senior Citizens
- ★ leading the school charity

Physical Education, Physical Activity and Sport covers the main areas of gymnastics, games, team sports, dance and athletics. Physical activity is essential to the growth and development of children. PE offers opportunities for the development of physical and social skills, fitness and a healthy lifestyle.

In addition to regular health education lessons in each class, we have a range of additional health related activities such as Health Weeks, various competitions involving healthy eating, visiting sports coaches and after school sports clubs. All pupils receive the recommended two hours of Physical exercise per week

Specific issues in Health Education are: Drug and alcohol misuse, Smoking online safety Relationships, Sexual Health and Parenthood

These issues are examined following National and Highland Council advice and resources eg Safe Highlanders for P7 pupils, classroom visits from specialists.

## Language

Language is at the heart of all children's learning. Through literacy they receive much of their knowledge and many of their skills.

Language enables children both to communicate with others effectively, for a variety of purposes, and to examine their own and others' experiences, feelings and ideas, giving them order and meaning. It is central to children's emotional and social development, and helps pupils' learning to be coherent and progressive.

Literacy at Avoch Primary School is based on best practice promoted by the Highland Literacy Project, enabling children to make the connection between reading, writing and listening & talking.

Interactive strategies to take these aims forward will include using a wide variety of resources and not just one Reading Scheme. When Literacy is being taught, pupils will be encouraged to develop discussion skills, take notes; taking part in whole class as well as group reading. Lesson aims and learning outcomes will be clear and discussed with pupils.

### In School

In P1-7 children will practise their reading most days in school. They will participate in text related activities and games, using the computer to practise their reading skills and embarking on a wide variety of written activities. They will be learning how to use their knowledge of phonics to decode words and will also be given opportunities to read fiction, non-fiction, plays and poetry. Furthermore, writer's craft and reading for information are studied in addition to the core reading sessions. The books used at the early stages offer the children a variety of different story types, broadening their reading experience. Children also study "real books" where they explore how an author crafts a novel. Phonics schemes are structured and reinforced in class through oral and written activities. This progresses to formal spelling using a variety of spelling resources.

Reading with older children encourages the development of the higher order reading skills which they will need for secondary school and in later life. Specific tasks aim to help children grasp literal meaning (looking for main ideas and specific details), to read 'between the lines' (to be aware of inferences), to read 'beyond the lines' (to be able to predict what will happen next), to distinguish fact, fiction and fantasy, and to read critically and thoughtfully.

They will also be looking at the author's craft such as style, character analysis, and development of settings and using this to help improve their imaginative and personal writing. They will be tackling follow up activities based on the text and will be practising their punctuation, grammar and spelling.

In addition, a further whole class lesson will be focusing on either Non-Fiction or Writer's craft. Although the children will continue to work individually and as a whole class, there is also collaborative learning, where the pupils work in pairs and trios with the opportunity to master a variety of roles. Writing at Avoch promotes both quality and quantity, whilst at the same time, teaches pupils about punctuation, grammar and spelling.

Criteria for neat handwriting is emphasised and promoted throughout the school.

### At Home

In Primary 1, children will be given books home when they are developmentally ready, it can have a detrimental effect on children if they receive reading books when they have not yet

developed the skills. Receiving a reading book too early can impact on the child's progress, therefore not all children will receive books at the same time. When they have received their book children need to be given as much practice as possible. We therefore ask that you help at this crucial stage by practising what has been taught in class that day. This may include Reading the book to your child & talking about it Reading the book with your child (at the same time) Listening to your child read. Remember to praise them.

Encouraging your child to retell the story and to talk in detail about the book are two of the most worthwhile activities a parent can do with their child at this stage.

Children at all stages will bring books home. Some will have been set by the class teacher as part of work done in class. Other books will have been chosen by the child from the school library – it is important that children are allowed to choose some books to take home themselves, and children may therefore choose books which seem too easy (but may be an old favourite for the child to just enjoy) or a harder book to share with adults at home. During the period of transition from infants (where the reading books comes home) to upper school (where the reading book stays in school), the children will have a home reader (called a 'skinny' book) which is intended to build their confidence towards independent reading.

Listening and talking have been recognised as vital communication skills. We endeavour to teach the pupils to listen – to stories, to instructions and most importantly, to other people's views. Pupils are helped to acquire a wide vocabulary and familiarity with oral language, which enables them to talk fluently yet concisely for different purposes and in different contexts. Thus they can take an influential part in such activities as conveying information in the form of oral reports, debating topics, expressing their own feelings and ideas, talking to different audiences and talking in groups within a framework of a growing understanding of the uses and delivery of speech.

### Additional Languages in the School

The cluster schools associated with Fortrose Academy currently teach French in their primary school. French is currently taught at P1-P7 levels by class teachers, trained to do so. Following Scottish Government guidance, a second language is introduced to pupils in P5-P7. At Avoch, this is British Sign Language but we have chosen to introduce it from nursery onwards.

The Modern Languages in the primary school [MLPS] Programme of Study provides an excellent range of materials including songs, games and activities for class use.

# Numeracy and Maths

The Mathematical programme will contain:

- Number, money and measurement
- Problem Solving
- Shape, position and movement
- Information handling

In Avoch Primary School we use the following definition of Numeracy.

“Numeracy means knowing about numbers and number operations and being confident and able to use them. More than this it requires an ability and inclination to solve numerical problems including those involving money or measures. It demands familiarity with the ways, in which numerical information is gathered by counting and measuring and is presented in graphs, charts and tables. It relates to a sense of shape and movement”.

The methodology used at Avoch aims to build children’s confidence and self-esteem, allowing them to develop independence when tackling maths concepts. It encourages all children to experience regular success, learning from their mistakes and helping them to understand mathematics as a relevant and satisfying part of their school and life experience. The children are regularly involved in practical, investigative, oral, written and problem-solving activities to consolidate and practise fundamental skills. Emphasis, especially in the early years, is placed on an ‘active approach’ where children develop confidence in being able to manipulate materials, visualise patterns and concepts, and then apply their learning in various real-life concepts.

We recognise the vital importance of a child’s ability to calculate mentally. Each class has a daily mental maths focus that helps children build number and maths concepts, as well as develop their skills in being able to explain mental strategies to their peers and the teacher. Parents can help in the mathematical development of their children by allowing them to use money - playing shops – encouraging them to give out change, counting on to check that the correct money is given. They can ask even young children to help with cooking and baking to consolidate skills in following instructions, measuring out ingredients using scales, and working out timings. They can be encouraged to use time, help in the weekly shopping and think about Mathematics concepts used in everyday life.

# Social Studies

Components of Social Studies are:

- ★ People, past events and societies
- ★ People, place and environment
- ★ People in society, economy and business Learning in Social Studies will develop:
- ★ An understanding of the history, heritage and culture of Scotland
- ★ An appreciation of the local and national heritage within the world

- ★ Principles of democracy and citizenship
- ★ Understanding of how to locate, explore and link features and places locally and farther afield
- ★ Activities which stimulate enterprise
- ★ Firm foundations for lifelong learning

Social Studies are taught on an interdisciplinary and discovery basis throughout the school. Topics are balanced to provide children with an appreciation of enterprise, history, geography, modern studies, global citizenship and eco sustainability; and Scottish and local connections are highlighted. Teachers and children are involved in planning these studies. As children work on themes, they develop an extensive range of progressive skills and experiences. Contributions from parents in the way of resources, their own expertise or supervision on class visits are always welcome.

## Expressive Arts

These subjects place special emphasis on developing creativity, imagination and personal response in individual pupils.

The Expressive Arts components, Music, Drama and Art, are delivered by the class teacher and sometimes by visiting specialists. Evidence of development and progression of these skills can be seen from work in display areas, classroom displays, public and school performances, formation of school orchestra and singing groups.

Instrumental Instructors provide string, drums, woodwind, brass and piping tuition. Where possible, they provide tuition for pupils from P4 to P7. At present, pupils who are selected for music tuition will pay fees. Other musical activities are offered such as Feis Rois and Kodaly music, usually to P5 and P3 and incur no charge currently.

## Technology

Opportunities for our pupils to develop their understanding and use of technologies will be sought in all areas of learning and teaching and will involve the following areas:

- ★ technological developments in society
- ★ ICT to enhance learning
- ★ business
- ★ computing science
- ★ food and textiles
- ★ craft, design, engineering and graphics.

Being skilled in using ICT is essential if children and young people are to be effective contributors able to communicate and interact on a global scale. Across the curriculum, skills in ICT will be developed in the context of the learning and teaching as appropriate to your

child's age and stage of development. Currently P6 and P7 are allocated chrome books which are used both at home and at school, whilst P3-5 have access to chrome books at school. Nursery to P2 use ipads.

## Science

Through science, children and young people develop their interest in, and understanding of the living material and physical world. They can engage in a wide range of investigative group tasks which allow them to develop important skills to become creating and enterprising adults.

Children are encouraged to investigate their environment by observing, investigating, exploring and recording.

The science outcomes are:

- Planet Earth
- Energy
- Communication
- Forces and Motion
- Life and Cells
- Materials
- Topical Science

Where possible speakers/visits to places of interest are arranged to enhance pupils' learning. Wherever possible, links in learning are made across all subjects.

STEM- Science, Technology, Engineering and Maths

The school actively promotes learning within these subjects and builds pupil knowledge and understanding about STEM careers. The senior pupils work towards a Young Engineer award and the whole school takes part in monthly STEM challenges to help build skills for life, learning and work.

## Religious and Moral Education

Religious Education takes account of knowledge and understanding of Christianity and other World Religions and aims to allow children to recognise religion as an important expression of human experience.

Children are encouraged to appreciate moral values such as honesty, liberty, justice, fairness and concern for others, and to investigate and understand the questions and answers that religions can offer about the nature and meaning of life.

One of the school chaplains, Revs Langille, Hughes or Sutherland visits monthly to conduct an assembly. At other times the Head Teacher, visitors to school as well as classes and individual children lead assembly.

Moral Education reinforces the school ethos concentrating on consideration for others and the value of kindness and courtesy.

## Withdrawing from Religious observance

Whilst Religious Education is required by Statute to form part of the curriculum, parents have the right to withdraw their children from religious observance on written notification of the same to the Head Teacher and alternative arrangements can be made.

## Contexts for Learning

At Avoch we embrace learning in all its forms and in all places. We have strong connections with the local community where the children learn how to take care of the wildlife, the coastline and river. During their time at Avoch, they will learn about Fair Trade, sustainability and global education.

All pupils in the school take part in enterprise projects, outdoor learning, STEM challenges (science, technology, Engineering and maths), Eco work and Citizenship activities; which work together to improve Avoch Primary School, the local community and those further afield.

More local info can be found at [Highland Curriculum for Excellence](#) information

## Extra Curricular Activities

Throughout the year pupils may participate, within and out with normal school hours, in activities such as hockey, football, swimming, athletics, gymnastics, orienteering, cross-country, Scripture Union, mini Bridge, dance, mathematical & general knowledge challenges etc.

We always encourage parents to be involved with extra curricular activities and are very fortunate to have a number of staff, parents and members of the community willing to do so. If you would like to take a group or assist with an extra curricular activity or club please do contact the Head Teacher.

## Parent Helpers

When Covid restrictions allow, parent volunteers are highly valued and give of their time, skills and talents to widen children's experiences. Highland Council has clearly understood procedures for vetting volunteers who will work with children. If this is on a regular basis or will be unsupervised by a member of school staff, a PVG check is required, which the school can organise.

# Assessment & Achievement

Assessment is an integral part of the teaching and learning process. The school follows the Highland Council's Learning, teaching and Assessment policy and uses assessment and tracking to check that progress has been made, and that the needs of the individual are being met. Assessment is carried out in a variety of ways: -

1. Day to day informal and formal observations of pupils by teachers to assess the ability and working level of each pupil. Special note is also taken of any pupils with a special aptitude or any who may have a learning difficulty.
2. Class, group and individual assessments are used to check more precisely how well pupils are meeting their learning outcomes.
3. Key assessment tasks- these are used after a period of learning to inform next steps in teaching and learning and are taken home with the pupil to help parents to understand where their child is in their learning and to promote parent/pupil discussion.
4. Standardised assessment- Since 2018, the Scottish Government asks all schools to use a standardised online assessment with pupils in P1, P4 and P7. This will be used only as an additional support to aid professional judgement.
5. Self and peer assessment. This can be a very effective tool allowing pupils to take more responsibility for their learning. All pupils set learning targets each term and evaluate their success in achieving them. They are building profiles of their best work, which are available to view and comment upon at parents' nights and open days.

Further information can be found at

<https://education.gov.scot/parentzone/learning-in-scotland/assessment-and-achievement>

Inspection reports may be found at

<http://www.educationscotland.gov.uk/inspectionandreview/reports/index.asp>

## Achievement

Pupils' achievements in and out of school are celebrated in the classroom, at Golden Assembly and through our displays and newsletters. We are keen to capture as much information as possible about wider achievements that take place out of school. It is great when parents email bits of good news through to us, and even better when there is a photo to go along with it.

## Homework

We recently carried out a survey to find out the opinions of homework.. The results can be found on our website.

<https://sites.google.com/fortroseacademy.org.uk/avoch-primary-and-elc/latest-news?authuser=0#h.urquv9ezgn0m>



Homework will vary across the school, it is likely that in the younger classes there will be an expectation that reading will be heard every night. It is likely that children will be expected to practice spelling words every evening.

### Family Learning

Class teachers will issue learning grids at the beginning of each term, it is expected that at least one activity will be completed each week. Parents/Guardians will then have the flexibility to choose what activity they feel beneficial and one that will fit in around after school activities.

Teachers will communicate with families on what homework should be completed and when as this may vary from class to class. Please do not hesitate to contact your child's teacher to discuss the homework.

## Additional Support Needs

Class teachers, in conjunction with Additional Support Needs 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/downloads/file/230/highland_practice_model_-_delivering_additional_support_for_learners)

[http://www.highland.gov.uk/download/downloads/id/11/co-ordinated\\_support\\_plan](http://www.highland.gov.uk/download/downloads/id/11/co-ordinated_support_plan)

Sometimes a Children's Service Worker will be involved in supporting a child. A **Children's Service Worker** is often based at the school 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 and/or the Head Teacher <contact details>. 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](http://www.highland.gov.uk/info/886/schools_-_additional_support_needs/1/support_for_learners)

## School Transition

### New children entering ELC

We currently have a settling in policy in place for any new children that start at Avoch nursery, this will involve having planned visits before their start date, having a tour around the nursery and meeting their key worker.

### New Entrants to P1

Avoch operates a planned transition programme to allow pre-school pupils to become familiar with the school and its staff. This includes joint activities with P1 such as assembly, Christmas Nativity, parties and other events. Pupils who attend other pre-school establishments will be included in the transition programme after they enrol for school (January ).

Visits to P1 are organised, information sessions offered and information shared. A full programme will be issued at enrolment.

### Transition from P7 to Secondary

Our Secondary feeder school is Fortrose Academy with a roll of over 600 pupils. Mrs J Ross is currently Acting Head Teacher. The contact number for Fortrose Academy 01381 620310 There is regular contact between Avoch Primary and Fortrose Academy to ensure that there is effective continuity in the pupils' education and the transfer after P7 is made as smooth as possible. Pupils with additional support needs will begin the process earlier- additional visits will be planned and meetings arranged with the secondary support team in order to pass on information and to plan for how best to support them.

There are curricular developments between departments and the Associated School Group ie feeder primaries meet with Fortrose Academy Management to enable the P7-S1 transition process. To aid the transfer process, Fortrose Academy play host to P7 for a week in June, when timetables and staff are introduced to the new pupils. The Academy host social and sporting joint P7 events, wherever possible.

Transfer to another school/secondary school

In the event of a pupil transferring to another primary school, parents should give written notification of name and address of next school to be attended. A form should be completed, signed and given to the outgoing school. To ease transition it is recommended that jotters and other written work be retained as these can prove useful to the class teacher at the new school.

According to the Parents Charter, parents have the choice of Secondary Schools to which they may wish to send their children. If parents decide to choose any other school as their choice of Secondary school, then they must provide their own transport for their child to and from the school and should apply through the Education Office in Dingwall.

## Protection of Children

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.

COPIES OF CHILD PROTECTION POLICY GUIDELINES are available online at

[http://www.highland.gov.uk/info/1361/childcare\\_and\\_family\\_care/438/child\\_protection](http://www.highland.gov.uk/info/1361/childcare_and_family_care/438/child_protection)

## 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 school pupil records (Scotland) Regulations 1990 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 Act 1998

Information on pupils, parents 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 the Data Protection Act 1998 and may only be disclosed in accordance with

the codes of practice. Further information can be obtained from <http://www.gov.scot/Topics/Statistics/ScotXed>

## 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.

### 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:

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

### 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.

### Your data protection rights

The collection, transfer, processing and sharing of ScotXed data is done in accordance with the Data Protection Act (1998). We also comply with the National Statistics Code of Practice requirements and other legislation related to safeguarding the confidentiality of data. The Data Protection Act gives you the right to know how we will use your data. This 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 outwith 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](mailto: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 Diversity

For up-to-date information please see:

[http://www.highland.gov.uk/info/751/equality\\_diversity\\_and\\_citizenship/313/equal\\_opportunities](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.

Please find our Promoting Equality and Diversity Policy on our website

<https://sites.google.com/fortroseacademy.org/avoch-primary-and-elc/>

## Confidentiality

All staff are expected to conduct themselves with the utmost professionalism including the highest level of confidentiality, at all times, whether in school or not. Children's behaviour and work should only be discussed with the class teacher, Support for Learning teacher or Head Teacher and this should be conducted within the school or by telephone.

### Complaints and Enquiries

If a parent has any concerns they should contact their child's Named Person in the first instance, Lynsey Third, Head Teacher.

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 Derek Martin, Area Education and Learning Manager for Mid Area, [Derek.Martin@highland.gov.uk](mailto:Derek.Martin@highland.gov.uk)

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

## Military Families

Our school welcomes and supports families, their children and young people from Forces families: serving, veteran and reservists.

We understand some of the challenges that mobility of service life can bring and we look forward to working with you to ensure a smooth transition for your child/young person coming into or moving on from our school. Please get in touch with us as soon as you can so we can work with you to ensure the transition is as smooth as possible.

Highland Council have proudly committed to the Armed Forces Covenant and as such support our veteran and reservist families as well as those currently serving. There is a dedicated Highland Council Military Liaison Group (MLG) which has been formed to promote and ensure equality and equity for your children and young people in their education.

Visit the Highland Council Armed Forces Website for lots of helpful information and support  
[https://www  
.highland.gov.uk/info/886/schools\\_-\\_additional\\_support\\_needs/833/armed\\_forces\\_-\\_support\\_for\\_families\\_and\\_schools](https://www.highland.gov.uk/info/886/schools_-_additional_support_needs/833/armed_forces_-_support_for_families_and_schools)

## Conclusion

Thank you for taking the time to go through our Handbook, please get in touch if you have any further questions about Avoch Primary School.

We look forward to having a happy and successful partnership with you and your child.  
Mrs L Third (November 2021)

Whilst the information in this handbook is considered correct at the time of publishing, it is possible that changes in circumstances may impact on the accuracy of the information. This handbook was updated in November 2021