

Banavie Primary School

School Handbook

2022-2023



Banavie Primary School
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Dear Parent/Guardian

This brochure provides information about Banavie Primary School so that as parents you can become aware of our organisation and administration.

Our aim at Banavie is to foster the intellectual, social and personal development of the pupils along with all the educational opportunities that school has to offer.

We invite parents to become actively involved in the school as well as in the education of their children. We encourage all parents to visit the school and find out more about us.

The current pandemic has affected 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 this session, 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.

We trust the information in this document will prove useful.

Mrs Kerry Young
Head Teacher

SCHOOL HANDBOOK	1
INTRODUCTION	6
AIMS OF BANAVIE SCHOOL	6
SCHOOL HOURS	6
UNIFORM	6
BUDDY SYSTEM	6
TEACHING STAFF	6
ADDITIONAL SUPPORT NEEDS	7
ADDITIONAL INFORMATION	7
ROLE OF THE S.F.L.T.	8
COMMUNICATIONS BETWEEN SCHOOL AND PARENTS	8
COMPLAINTS PROCEDURE	8
POLICIES	8
NURSERY CLASS	8
PARENT COUNCIL	8
SCHOOL LINKS	9
SUCCESSFUL LEARNERS	9
CONFIDENT INDIVIDUALS	9
RESPONSIBLE CITIZENS	9
EFFECTIVE CONTRIBUTORS	9
CURRICULUM AREAS	9
LITERACY AND ENGLISH	10
NUMERACY AND MATHEMATICS	10
HEALTH AND WELL BEING	10
PHYSICAL HEALTH	10
EMOTIONAL HEALTH	10
SOCIAL HEALTH	10
PE	10
SCIENCE	11
SOCIAL SUBJECTS	11
TECHNOLOGIES	11
EXPRESSIVE ARTS: INCLUDES THESE FOUR AREAS OF STUDY	11
MODERN LANGUAGES/GAELIC	11
RELIGIOUS AND MORAL EDUCATION	11
EXTRA-CURRICULAR ACTIVITIES	11
ASSEMBLIES	11
ENTERPRISE PROGRAMME	12
CHARITIES	11
SCHOOL LIBRARY	12

ASSESSMENT & RECORD KEEPING	12
HOMEWORK.....	12
SETTING TARGETS/RAISING STANDARDS	12
PARENTS' EVENING	12
CHILD PROTECTION	13
DRUGS MISUSE INCIDENTS	13
FIRST ENTRANTS.....	13
ABSENCE FROM SCHOOL	14
DOCTOR OR DENTIST APPOINTMENTS	14
HOLIDAYS TAKEN OUTWITH THE NORMAL SCHOOL HOLIDAY PERIOD	14
MEDICAL AND PROFESSIONAL SERVICES	14
SCHOOL ROAD AND SCHOOL CROSSING	14
TRANSPORT	14
WET WEATHER PROCEDURE.....	14
ADVERSE WEATHER.....	14
SOLUTION FOCUSED GROUP	15
DISCIPLINE.....	15
PUPIL COUNCIL /ECO COUNCIL.....	15
SCHOOL MEALS/PACKED LUNCHES /SNACK	15
LOST PROPERTY.....	15
SCHOOL FUND	16
SCHOOL WEBSITE	16
TRANSFERRING EDUCATIONAL DATA ABOUT PUPILS	16
DATA POLICY	16
EQUAL OPPORTUNITIES.....	17
MULTI-CULTURAL AND ANTI-RACIST POLICY	17
EDUCATIONAL EXCURSIONS	17
TRANSFER TO SECONDARY SCHOOL	17
HEALTH PROMOTING STATUS	17
DOJO	16
GREEN FLAG STATUS	17

INSPECTION OF BANAVIE PRIMARY SCHOOL 17

CONCLUSION 17

Introduction

Welcome to Banavie Primary School.

Banavie School is a 2-storey building with 4 classrooms upstairs and 4 downstairs. Two of the downstairs classrooms house the support for learning room and the nursery respectively. There is also a gym hall, dining room, G.P. room, medical room and offices. There is a grass football pitch beside the school, plus other playing areas.

The present roll is 127 pupils in 6 mainstream composite classes. There are 15 children in the nursery class. If parents have any concerns please come into school and discuss this with the Head Teacher or the class teacher or it can be taken to the Parent Council.

Aims of Banavie School:

- ❖ To provide a caring, happy, stimulating environment for pupils and staff which promotes equality for each pupil to learn effectively.
- ❖ To deliver a broad and balanced curriculum through which each pupil should achieve their full potential, using a variety of learning and teaching styles aimed at raising achievement.
- ❖ To work in partnership with the parents and the wider community to enhance the quality of the pupils' learning and welfare in order to promote a healthy lifestyle.
- ❖ To promote achievement and success and set appropriately high expectations of pupils attainment, attendance and behaviour.
- ❖ To encourage in our pupils the ability to become confident individuals, effective contributors, responsible citizens and successful learners.
- ❖ To enhance professionalism of staff through teamwork and staff development.

There are **equal opportunities** for all children regardless of ability, creed or colour at Banavie.

Further we align ourselves with the education services Anti-Racist and Multi-cultural Guidelines for Primary and Nursery Education.

School Hours

- ❖ P1 – P7 **9.00am - 10.30am**
- ❖ Interval
- ❖ P1 –P7 **10.50am – 12.20pm**
- ❖ Lunchtime
- ❖ P1-P7 **12.20pm – 1.15pm**
- ❖ Afternoon session
- ❖ P1 – P3 **1.15pm – 2.45pm**
- ❖ P4 – P7 **1.15pm – 3.15pm**

Uniform

The school colours are a maroon sweatshirt with black trousers, skirts, pinafores or knee length culottes with sensible shoes. A white polo shirt should also be worn.

All uniform is available to order online at www.sptuniforms.co.uk. Items of clothing should be clearly marked with the child's name.

Buddy system

We also have buddies for the nursery and primary one pupils from the children in primary six and primary seven. This operates throughout the year.

Teaching Staff

There are five full-time members of staff and three part-time staff, including the Head Teacher.

HEAD TEACHER Mrs Kerry Young

Principal Teacher	Mrs C. MacLean (Wednesday/Thursday/Friday)
Principal Teacher	Mrs I. Drysdale (Monday/Tuesday)
<u>CLASS</u>	<u>TEACHER</u>
P1/2	Miss C. Childs
P3/4	Mrs C. MacLean and Mrs A. Ross
P4/5	Mrs C. Harley
P5/6	Miss K. Pendreigh
P6/7	Mrs I. Drysdale/Mrs K Young

P.E. Specialist Mrs S. Chisholm P3-7

Learning Support Teacher Mrs J. Abell

Pupil Support Assistants	Miss L. Dunlop	Miss D. Campbell
	Mrs S. Davies	Mrs G. Anderson
	Miss E. Wink	Miss M. Oliver

Early Years Practitioner - Miss J. Grant/Mrs P. Moan/Mrs E. Smith

The following are Visiting Music Staff: -

Brass	Mr. M. Reynolds
Woodwind	Miss K. Thomson
Chanter	Miss M. MacMaster
Violin	Miss S. Hollingdale

Clerical Assistant 2 Schools	Ms. M. Adam	8.45am -3.15pm
Facilities Assistant	Mrs Margaret Taylor	Mon 8.30-11.30am Wed 8.30-4pm Fri 8.30-11 am
Crossing Patroller	Miss G. Barker	8.30-9.30am, 2.45-3.30pm

Additional Support Needs

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

If you have a concern about your child in primary school please contact your child's class teacher in the first instance or the 'named person', who will usually be the head teacher. In a secondary school, the named person will usually be the Principal Teacher Guidance/Pupil Support.

Sometimes a Child's Plan may be put in place to help organise, monitor and regularly review your child's progress. If you wish to find out more about The Highland Practice Model or the Child's Plan you can access more information at

<http://www.highland.gov.uk/learninghere/supportforlearners/generalguidance/planning/>

There are also Information sheets available at: www.chipplus.org.uk click on Education.

<http://enquire.org.uk/Education> <http://enquire.org.uk/>

http://www.highland.gov.uk/info/886/schools_-_additional_support_needs/1/support_for_learners

Additional Information

The following organisations provide advice, further information and support to parents of children and young people with ASN. These organisations are identified under The Additional Support for Learning (Sources of Information) (Scotland) Amendment Order 2011 as:

(a) Children in Scotland: Working for Children and Their Families, trading as "Enquire – the Scottish advice and information service for additional support for learning", a charitable body registered in Scotland under registration number SC003527;

- (b) Scottish Independent Advocacy Alliance, a charitable body registered in Scotland under registration number SC033576; and
(c) Scottish Child Law Centre, a charitable body registered in Scotland under registration number SCO12741.”

Role of the S.F.L.T

At Banavie we have the services of a support for learning teacher for 2 days per week in mainstream. The support teacher’s timetable is constructed through examining the needs of the pupils and consists of small group, individual or in class support. She is supported by a team of Pupil Support Assistants. Parents are kept fully informed of the strategies which the class teacher may adopt in order to help facilitate the pupil’s learning. Children’s Plans are reviewed annually but targets are reviewed termly. Parents and pupils are regularly consulted and have an input into all aspects of the plan.

Communications between School and Parents

The current pandemic has affected the way in which we are able to engage with parents, and this may change further depending on how the pandemic progresses. For the latest information, please contact the school.

Any parent who wishes to see his/her child’s class teacher should telephone the school during the morning, or write in for an appointment. After school hours is the most convenient time for appointments as staff are free to discuss any matters with parents. We hold a monthly drop in for this purpose and the Head Teacher is available without an appointment on a given afternoon each month subject to her commitments (check the newsletter for details). **Newsletters are accessed through our website www.banavieprimary@wordpress.com**

Our **School Improvement Plan** and our **Standards and Quality report** are on our website.

Complaints Procedure

If a parent has a complaint they may put this in writing to the Head Teacher who will meet with all parties to discuss the issues. If there is no resolution at this meeting then Steven Hamilton, Education Officer (West) will be informed and he will meet with all parties involved. The Area Education Manager Mr Don. Esson will only become involved if there is no resolution at this stage.

Policies

Our school policies are available from the school office on request and are also available on our school website.

Nursery Class

The nursery principal teacher is **Mrs C. MacLean** who is assisted by **Miss Jennifer Grant and Mrs Elizabeth Smith**. We operate flexible nursery hours Monday to Friday. At present we have **11** pupils joining us each day.

Parent Council

The current pandemic has affected the way in which we are able to engage with parents, and this may change further depending on how the pandemic progresses. For the latest information, please contact the school.

Banavie School has an active Parent Council. All parents are automatically members of the Parent Council. Present Committee:

- Mrs C. Cant (Chairperson) 01397 772860
- Mrs S. Cran-Crombie (Vice Chair) 01397 706253
- Mr S. Ham (Treasurer) 07503 775874

Meetings are held termly and any parent can join us. The meetings are usually held in the staffroom or online via GoogleMeet from 7.30pm onwards. Through fundraising activities our school library, school outings, visiting specialists, computer equipment, the eco garden, playground equipment and a variety of resources are all supported.

Any parent who wishes to raise an issue for the Parent Council to consider can do so by contacting Mrs Charlotte Cant. 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.parentzone.gov.uk

School Links

We work closely with the local community on litter pick-ups and visits to the canal. The school also provides a quarterly update for the local community newspaper. We work alongside our local co-op store in supporting Fair Trade and we follow a programme of Global Citizenship which embraces the "fair trade" initiative.

The Curriculum /Areas of Study

At Banavie the pupils follow a curriculum around the four capacities of a Curriculum for Excellence which encourages pupils to become:-

Successful learners

with: enthusiasm and motivation for learning, determination to reach high standards of achievement, openness to new thinking and ideas.

are able to: use literacy, communication and numeracy skills, use technology for learning, think creatively and independently, learn independently and as part of a group, make reasoned evaluations, link and apply different kinds of learning in new situations.

Confident individuals

with: self-respect, a sense of physical, mental and emotional well-being, secure values and beliefs, ambition.

are able to: relate to others and manage themselves, pursue a healthy and active lifestyle, be self-aware, develop and communicate their own beliefs and view of the world, live as independently as they can, assess risk and make informed decisions, achieve success in different areas of activity.

Responsible citizens

with: respect for others, commitment to participate responsibly in political, economic, social and cultural life.

are able to: develop knowledge and understanding of the world and Scotland's place in it, understand different beliefs and cultures, make informed choices and decisions, evaluate environmental, scientific and technological issues, develop informed, ethical views of complex issues.

Effective contributors

with: an enterprising attitude, resilience, self-reliance.

are able to: communicate in different ways and in different settings, work in partnership and in teams take the initiative and lead, apply critical thinking in new contexts, create and develop, solve problems.

Curriculum Areas

The Curriculum for Excellence is divided into 3 levels within the primary school

1. Early level..... Nursery and Primary 1
2. First level Primary 2,3,4
3. Second levelPrimary 5,6,7

We study the following curriculum areas and plan using the experiences and outcome information linked to each area. The children work through the different levels based on their ability and progress is closely monitored. All staff have a responsibility for Health and Well Being/Literacy/Numeracy.

Literacy and English:

1. Listening and talking

This area is developed in a variety of ways at each stage of the school and is inter-linked with the other elements of language work.

2. Reading

Following the principles of the Highland Literacy Progression our reading is split into 4 key areas:-

Core reading session 3-4 times per week using a variety of levelled material

Reading for enjoyment at home and in class with a variety of levelled novels

Reading for information one session per fortnight

Writer's Craft one session per fortnight

Further details on the HLP project can be found at <http://www.highlandschools-virtualib.org.uk/>

3. Writing

Pupils are taught personal, imaginative and functional writing from P1-7. The presentation as well as the content of writing is important, and the children are taught to write legibly and correctly. **Punctuation, spelling, grammar, sentence construction and handwriting are taught systematically throughout the school.**

Numeracy and Mathematics:

Number, Money and Measure

Maths and its impact on the world

Problem solving and the relation of maths to realistic and meaningful situations are taught throughout the school, alongside daily mental maths activities.

Shape position and movement

Information Handling

Health and Well Being:

- ❖ Mental, social physical and emotional well being
- ❖ Planning for choices and change
- ❖ Relationships, sexual health and parenthood
- ❖ Physical Education, physical activity and sport
- ❖ Food and health
- ❖ Substance misuse

Physical Health explores physical factors in relation to our health and looking after ourselves e.g. exploring changes in the body, identifying ways of crossing the road safely and recognizing the harmful effects of smoking, alcohol, solvents and illegal drugs.

Emotional Health explores emotions, feelings and relationships and how they affect our mental well being e.g. learning to share and care for others and reflecting on experiences and ways of dealing with problems, e.g. loss, bullying, drug misuse.

Social Health explores the interaction of the individual, the community and the environment in relation to health and safety e.g. dealing with litter, practicing personal safety strategies and exploring ways of helping the school to be a health promoting school.

PE: All classes participate in weekly P.E. lessons linked with our healthy schools initiative. Those in P4-7 have the services of a specialist teacher for one hour per week. Pupils should have appropriate gym kit i.e. tee shirt, shorts and gym shoes. No football colours should be worn and items must be labelled. Our P6 pupils have swimming lessons at the leisure centre in the autumn term and our P7 go skiing in February. The school works closely with the Active Schools Co-ordinator who provides a wide range of sporting opportunities throughout the year. Pupils may be excused from P.E. on the production of a note from

parents. **We request that each pupil brings a water bottle to school each day as part of our healthy living programme.**

Science

- ❖ Sciences Planet Earth
- ❖ Forces and Electricity
- ❖ Materials
- ❖ Biological systems

Social Subjects:

- ❖ People, past events and societies (HISTORY)
- ❖ People in society economy and business (ENTERPRISE)
- ❖ People, place and the environment (GEOGRAPHY)

Technologies:

- ❖ Technological developments in society
- ❖ ICT to enhance learning
- ❖ Computing science contexts for developing technological skills and knowledge
- ❖ Food and textiles contexts for developing technological skills and knowledge
- ❖ Craft design engineering and graphic contexts for developing technological skills and knowledge
- ❖ Business contexts for developing technological skills and knowledge

Expressive Arts: includes these four areas of study

- ❖ Art and Design
- ❖ Drama
- ❖ Dance
- ❖ Music

Modern Languages

In accordance with National Guidelines, we include the teaching of foreign language in the curriculum. The foreign language is French, and it is taught to all pupils in Primaries 6 and 7.

The aims are to encourage the children to have confidence in expressing themselves in a second language, and to increase their awareness of another culture. This is achieved through the provision of a wide range of activities including games, songs, role-play and story-telling as well as direct teaching of simple vocabulary and language structures.

Religious and Moral Education: is an integral part of our curriculum and encompasses three areas:

- ❖ Christianity
- ❖ World Religions
- ❖ Development of beliefs and values

The school is obliged to advise parents that they have a legal right to have their child withdrawn from religious and moral education. Please put this in writing to the Head Teacher.

Extra-Curricular Activities - netball, shinty, football, and dance take place after school hours. We also celebrate pupils' wider achievements through their own personal portfolio and across the school on our achievement board. Parents can access further information regarding the Curriculum for Excellence from national websites – Parentzone and Learning and Teaching Scotland.

Assemblies

Weekly assemblies are led by either the Head Teacher and pupils. Parents are invited to every assembly. Unless otherwise told these assemblies take place on a Friday at 9.15am. This is currently affected by Covid restrictions.

Enterprise Programme

This consists of activities which help pupils develop the skills and knowledge required for business life and links with the community are encouraged. Our Christmas enterprise projects are linked with fund raising for our nominated charity chosen through consultation with the pupil council. In November we hold a St Andrew's Day ceilidh and assembly, as an enterprise project by a nominated class.

Charities

Through our enterprise projects we support "Children in Need", Macmillan "Red Nose Day" as well as a nominated local charity.

School Library

The library is housed in the general purpose area in the school. Classes have access to the library throughout the week which houses non-fiction and fiction texts for both curriculum activities and reading for enjoyment.

Assessment & Record Keeping

Assessment is an on-going procedure and staff meet regularly to monitor and discuss pupil progress and next steps. Pupils are regularly consulted as to their own personal target setting. All teachers keep detailed records of each child's progress which is linked to the Curriculum for Excellence expectations and outcomes.

Homework

It is school policy that homework is given on a regular basis, the amount given depends on the age of the child and reflects the work being done in school. Parents are urged to supervise this activity. Homework diaries operate in all classes. Any concerns parents have with homework can be directed to the class teacher or if preferred at our drop in sessions where parents and staff can meet once during each term. Our homework policy is available on request.

Setting targets/raising standards

Target setting is a National incentive in order to raise standards in Scottish schools.

Numeracy and Literacy are the key areas and every school is expected to make a contribution to national improvement by setting its own targets for development. At present we are working closely with all schools in Highland to develop further our tracking and monitoring system linked to the Curriculum for Excellence.

Parents' Evening

The current pandemic has affected the way in which we are able to engage with parents, and this may change further depending on how the pandemic progresses. For the latest information, please contact the school.

Parents' Evenings are held in November and March with an "Open Day" in June. Parents are invited into school to view their children's work and to discuss their performance with the class teacher. At these meetings we encourage parents to contribute to our graffiti boards in order to gauge their views on aspects of school life. Every two years we randomly select a group of parents to receive our questionnaire to gauge parental views and we also hold a yearly **Parent Workshop** on an aspect of the Curriculum for Excellence. In June a **formal report** is sent home and an **Open Day** is held for parents in order to view first hand the work that has been undertaken throughout the year. 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 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. 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, progress checks, and target setting information.

An immediate concern can be easily dealt with by contacting school at any time (772402) and an appointment can be made with the class teacher or the Head Teacher.

Child Protection

In terms of our Child Protection Inter-agency guidelines, all 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 it their paramount consideration and this will be the priority for all staff, working at Banavie. Further information about Child Protection Procedures within Highland can be obtained from the Child Protection Development Officer. Telephone – 01463 703483.

http://www.highland.gov.uk/info/1361/childcare_and_family_care/438/child_protection

Drugs Misuse Incidents

In line with Highland Council's recommendation, Banavie Primary School endorses the Scottish Executive Guidelines for the Management of Incidents of Drugs Misuse in Schools. Any incidents of Drugs Misuse will be reported and dealt with in line with Highland Council Policy.

First Entrants

Enrolment

Children who are due to begin school in August are usually enrolled the previous January. Enrolment of new entrants is advertised in advance. Parents who are considering enrolling their children are most welcome to visit the school to meet the Head Teacher. An appointment can be arranged by telephoning the school. During the summer term, normally in June, a visit to the school by the new entrants and their parents is arranged. This visit gives the children and parents the opportunity to meet the primary one teacher. The children spend some time in the classroom where they are encouraged to participate in some creative activities, while their parents are given a guided tour of the school, and are given an opportunity to view and discuss educational materials and resources. Parents are served tea or coffee at this time. The primary one teacher has timetabled visits to the nursery throughout the year. This allows the teacher to meet the children within a setting they know, thus helping to promote as easy a transition into school as possible for all the children. Our Principal Teacher's remit is to develop the work within the Early years.

There is a designated catchment area for the school but pupils living out with the area can request a place but the decision to allocate this rests with Mrs Norma Young, Area Care & Learning Manager. 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.

Some **Reminders** for Parents of First Entrants

PLEASE:

- - Mark all articles of clothing, school bags and packed lunch boxes.
- - Provide a bottle for water each day.
- - Provide the child with an overall (an old shirt will do) for painting or other messy activities.
- - Make an appointment to see the Head Teacher/class teacher if you are worried about your child.

What parents can do to help their children who are just starting school:

- Teach them to tie their shoelaces and fasten buttons.
- Teach them the names of colours.
- Talk about picture books with them.
- Talk about numbers e.g. "One shoe, two shoes" "three places at the table".
- Tell them stories - even the same story many times over if it is requested.
- Teach them the use of a knife and fork.
- Instruct them in road safety.

What Parents can do to help their children when at school:

- Supervise their homework
- Teach them to tell the time
- Encourage them to use local libraries to read books regularly and discuss with them the books they read
- Talk about life at school with them or about their school friends or their interests

But most important of all, listen to them, and by doing so, show them that you are interested in their progress.

Absence from school

Parents should contact the school by telephoning the absence line **01397 773220** by 9.30a.m. each morning if a child is to be absent. If the absence is likely to be for one week or more, parents should contact the school and advise accordingly. A letter explaining the absence must be produced on a child's return.

Doctor or Dentist Appointments

If a child has to attend the doctor or dentist within school hours, it would be helpful if parents would send a note of the appointment time to the class teacher.

Holidays Taken Outwith The Normal School Holiday Period

Taking holidays out with the recognised holiday time is to be discouraged. Under guidance from the Scottish Executive, most family holidays will be coded as an unauthorised absence; only in exceptional cases will the absence be recorded as authorised. Parents are asked to be aware of these considerations when making decisions on planning holidays during term time. Holiday dates are included in this brochure to aid you in your planning of any holidays you may be considering. If you do decide to make holiday arrangements during term, you should confirm this in writing to the Head Teacher.

Medical and professional services

Parents must inform the Head Teacher of any disabilities their child may have. If any medication is to be administered during the day, this will be done as per the school's policy on the administration of medicines. Pupils will undergo examinations at the beginning and end of their primary education. There are regular visits to the school by the School Nurse, School Dental Unit and Speech Therapist.

School road and school crossing

As the school road is so narrow, pupils are instructed to walk on the pavement at all times. **It is recommended that parents do not use the road for daily delivery of their children**, but drop them off at the top of the road where there is a Crossing Patroller. The Crossing Patroller is on duty from **8.30am - 9.30am, and 2.15pm -3.30pm each day.**

Transport

Pupils from Achaphubuil, Blaich, Glenfinnan and Muirshearlich are eligible for school transport at the beginning and the end of the day. There is also a service bus for Corpach pupils. Pupils may cycle unaccompanied after parents have signed the required documentation. **In P1-3 we insist pupils are accompanied by an adult.**

Wet weather procedure

During very wet weather pupils will be supervised inside their classroom by the playground supervisor and our PSAs:

Adverse weather

ECS Winter Weather Website

As you will be aware, the schools' PIN number service for adverse weather information has been running successfully for a number of years. In addition you can also access the winter weather website at the following web address: www.highland.gov.uk/schoolclosures. Please also remember that the local radio stations will continue to provide regular winter weather updates with regard to school closures. Parents are

also asked to provide information, which can be acted on in the event of an emergency concerning their child. This should be updated as necessary.

Solution Focused Group

From time to time, the School Focused Group meets to consider how best to support the needs of specific pupils. This group includes staff (usually from Management, Guidance and Learning Support), Educational Psychology as well as staff from Child Health and Social Work services. It is important that such staff are able to share information in order to co-ordinate planning and delivery of services - the aim being to provide optimum support to children and families. Should there be any personal/family information that you would not want to be shared in such circumstances, please let one of the following know at the earliest opportunity:

- Head Teacher
- School Nurse
- Social Worker

The Solution Focused Group may, on occasion require access to additional resources to fully implement proactive early intervention approaches or meet the needs of an individual child and their family. In such circumstances the appropriate senior manager should be advised of the issues and of the resources which are sought. In all cases where the School Focused Group is of the view that the appropriate resources are not being directed to address a child/family's difficulties the appropriate Senior Manager should be informed.

Positive Behaviour Policy

- A good standard of behaviour is expected from pupils at Banavie at all times for a positive approach to every aspect of school life. Action taken against unacceptable behaviour will follow our Positive Behaviour Policy (available on our website) and depend on the circumstances of the event. Parents will be notified immediately in order to discuss any serious concerns. At Banavie our emphasis is on health and wellbeing of every child and we use positive behaviour strategies such as restorative, solution focussed and nurturing approaches.
- A link to Highland Council's anti-bullying policy can be found here:
https://www.highland.gov.uk/downloads/file/19358/anti_bullying_-_guidance_for_schools

Pupil Council /Eco Council /Learning Council

Pupils in Nursery-P7 are members of the Pupil Council and of the Eco Council. These groups meet regularly to discuss issues and concerns which pupils may have. There is a suggestion box for pupils in the vestibule. We also have 4 monitors weekly on duty in the corridor from P7. In the playground we have benches for the pupils and the green bench is our friendly bench for those pupils requiring some reassurance at break and lunch time.

School Meals/Packed Lunches /Snack

Cooked meals are provided daily at a cost of £2.30. Money is collected on a Monday. Cheques are payable to the Highland Council. All pupils in P1-3 are entitled to a free school meal. For information and application forms for Free School Meals please see [http://www.highland.gov.uk/info/899/schools - grants and benefits/10/free school meals and assistance with clothing](http://www.highland.gov.uk/info/899/schools_-_grants_and_benefits/10/free_school_meals_and_assistance_with_clothing) or the school office. The menus follow the healthy schools programme and work in a four week rotation. A drink of juice/milk/water is provided each day. Copies of the menus are attached to this brochure. Packed lunches should try to follow healthy guidelines and are eaten in the dining hall/GP room. Only cartons of drinks may be brought into school. All pupils integrate across the classes during the lunch. A small snack of preferably fruit/health bar can be consumed at break time. **Healthy Eating Days are Monday/Tuesday/Wednesday. A snack on a Thursday/Friday is the pupils' choice.**

Lost Property

All items found are handed to the Head Teacher or Mrs Taylor our Facilities Assistant.

School Fund

Each year the school engages in a variety of activities, under the auspices of fundraising. Discos, sponsored events and a fun night all help to augment the capitation allowance. The fund is held in a bank account at the Royal Bank of Scotland with the Head Teacher and the Principal Teacher as signatories.

The extra this provides includes, school trips, Christmas parties, visits by theatre groups. The fund is also used to swell our library, computers, playground equipment and musical instruments.

School website

Information on various aspects of our school can be found on our school website.

The link for our website is:- [Banavie Primary School \(google.com\)](http://Banavie Primary School (google.com))

The website is regularly updated. Contributions and suggestions from parents are most welcome.

Transferring Educational Data About Pupils

Education Authorities and Scottish Government have collected data about pupils on paper forms for many years. We now work together with schools to transfer data electronically through the ScotXed programme. Thus Scottish Government has two functions: acting as a 'hub' for supporting data exchange within the education system in Scotland and the analysis of data for statistical purposes within Scottish Government itself.

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 Careers Scotland need accurate, up-to-date data about our pupils. We are keen to help all our pupils do well in all aspects of school life and achieve better examination results. Accurate and up-to-date data allows us to:

- plan and deliver better policies for the benefit of all pupils,
- plan and deliver better policies for the benefit of specific groups of pupils,
- better understand some of the factors which influence pupil attainment and achievement,
- share good practice,
- target resources better.

Data Policy

The ScotXed programme aims to support schools and Local Authorities by supporting the collection, processing and dissemination of statistical information required for planning, management and monitoring of Scottish education services. ScotXed website

<http://www.gov.scot/Topics/Statistics/ScotXed/SchoolEducation>

A subset of this information is passed to Scottish Government for research and 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 published by Scottish Government.

The individual data collected by Scottish Government is used for statistical and research purposes only. We hope that the explanations contained on the ScotXed website will help you understand the importance of providing the information.

Your data protection rights

The collection, transfer, processing and sharing of ScotXed data is done in accordance with the Data Protection Act (1998). We also comply with the National Statistics Code of Practice requirements and other legislation related to safeguarding the confidentiality of data. The Data Protection Act gives you the right to know how we will use your data. This message can give only a brief description of how we use data. Fuller details of the uses of pupil data can be found on the ScotXed website (www.scotxed.net).

Scottish Government works with a range of partners including HM Inspectorate of Education and the SQA. On occasion, we will make individual data available to partners and also academic institutions and

organisations to carry out research and statistical analysis. In addition, we will provide our partners with information they need in order to fulfil their official responsibilities. Any sharing of data will be done under the strict control of Scottish Government, which will ensure that no individual level data will be made public as a result of the data sharing and that these data will not be used to take any actions in respect of an individual. Decisions on the sharing of data will be taken in consultation with relevant colleagues and individuals within and outwith Scottish Government.

Equal Opportunities

Access to all subjects is provided to all pupils without reference to the sex of the pupil, as Banavie Primary School conforms to the principle of Equal Opportunities in all areas.

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

Multi-Cultural and Anti-Racist Policy

We have a responsibility as a school for combating racism and promoting understanding respect for other people's cultural identity and beliefs. Regardless of race, gender, class or ability we aim to provide equality of opportunity and an environment in which shared cultural experiences provide the basis for mutual understanding of other backgrounds and beliefs. Incidents of a racist nature will be logged and the action taken will be recorded.

Educational Excursions

School excursions occur throughout the school session. They can range from a local walk to a whole school trip out with the area. Parents are notified of all school outings.

Transfer to Secondary School

On completion of primary 7, pupils normally transfer to Lochaber High School. The primary seven pupils have five induction days at Lochaber High School in June. This allows the pupils to meet staff, visit the different departments and follow a timetable. Guidance staff visit Banavie Primary to talk to our pupils and answer any questions they may have. Secondary learning support teachers visit pupils who have additional support needs. Parents can look at the website <http://www.myworldofwork.co.uk/>

Health Promoting Status

Banavie Primary School is a Health Promoting School We follow a structured programme of health related topics in order to afford pupils choice and information in order to make informed decisions as they grow and develop.

CLASSDOJO

The school uses ClassDojo as a way to communicate with parents. Some classes also use it as a reward system. More information will be given to you once your child starts.

Green Flag Status

Banavie Primary School has now achieved four "Green Flags" through the Eco initiative.

Inspection of Banavie Primary School

Banavie Primary School and Nursery were inspected in June 2007. The Inspection covered key aspects of the work of the school at all stages. Copies of the report are available from the school. Banavie Nursery was inspected by the Care Commission in November 2017 and the report is available should any parent wish to read.

Whilst information provided is considered to be correct at the time of printing it is possible that there may be changes affecting a matter dealt within the document.

Conclusion

May I assure you that the Staff at Banavie Primary will endeavour to provide the best possible education

for your child. We look forward to having a happy and successful partnership with you and your child.

Mrs Kerry Young, Head Teacher.