

Beauly Primary School



**Handbook
2022/2023**



**Beauly Primary School
Croyard Road
Beauly
IV4 7DJ**

Tel: 01463 782576

Email: beauly.primary@highland.gov.uk

Website & Blog: www.beaulyprimary.co.uk

Twitter: @BeaulySchool

Head Teacher: Mrs Tracey Fraser-Lee



Dear Parents/Carers

May I take this opportunity to welcome you and your child to Beauly Primary School. Starting school life will be an exciting time for your child. New pupils soon settle down to the activities and work of the school. Please do not hesitate to come and discuss any queries you may have. Staff are sympathetic and will gladly assist you if any minor settling in difficulties arise.

Beauly Primary School welcomes parental input and we believe that this is a crucial component of school and pupil development. Parents/carers are encouraged to discuss with staff how we can best help your child to extend their learning potential; whether this is through individual approaches or changes that may impact on a year group, or even the whole school. It is important that together we continue to strive for excellence and ensure all our pupils benefit from a broad range of stimulating and challenging educational opportunities.

The Beauly Primary School Handbook explains key aspects of the delivered curriculum and contains important information about your child's school. The Nursery Handbook is also available to supplement this if your child attends our nursery. I hope that you will find answers to many of your questions and can also retain the handbook for future reference. In addition, the Beauly Primary School Website and Blog delivers up-to-date news and information, while also providing an opportunity to regularly celebrate our pupils' experiences and successes.

Yours sincerely

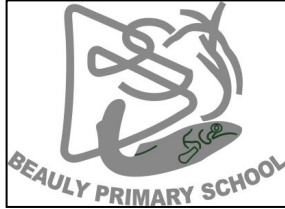
Mrs Tracey Fraser-Lee
Head Teacher

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](#).

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

Beauly Primary Vision and Values

*Work Together, Learn Together, Achieve Together
Respect, Kindness, Teamwork and Fun!*



About Beauly Primary School

Beauly Primary School is a busy, happy environment where we encourage home-school and community links. The school caters for children from Primary One to Primary Seven from the village of Beauly and the surrounding country area within a radius of about 2 miles. We have a positive and caring ethos. Our experienced and committed staff establish effective relationships with our pupils. Our large school playground ensures we have lots of space to play in. Our school is in the heart of the village of Beauly and we love that our community supports us so well. We have an active, supportive Parent Council who meet termly.

Positive relationships, Health and Wellbeing is vitally important in all aspects of school, including a focus on children's rights (United Nations Convention on the Rights of the Child- UNRC). Our vision and values are at the heart of all aspects of school too. Children with barriers to learning are supported to ensure they have an equal opportunity to progress. We enjoy celebrating our pupils' achievements, whether these have occurred in or out of school.

Beauly Nursery is part of our school, which means we have super links and opportunity for transition experiences. We also have good links with Charleston Academy, where most of our children attend after leaving us.

Parents/Guardians/Carers as Partners

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 and their learning, as well as any key decisions being made about their education. This includes:

- Parents' evenings
- Information sharing events
- Profile sharing opportunities
- Information on the school website
- Information on the class blogs and google classrooms

- Information on twitter
- Information on the parent's Facebook page
- Open days

The support of parents in their children's education is key to the success of young people. Taking time with them, discussing work, practicing language, helping them manage their homework and encouraging responsibility are important ways of supporting children's learning. The school has an open door policy and 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 discussions, questionnaires and information gathered at Parents evenings and from Parent Forums. The Head Teacher is in school most evenings for parents to contact with any issues.

What does being a member of the Parent Forum mean?

All parents are automatically members of the Parent Forum, and are entitled to have a say in what happens at the school.

Members of the Parent Forum can expect to –

- Get information about what their child is learning.
- Get information about events and activities at the school.
- Get advice / help on how they can support their child's learning.
- Be told about opportunities to be involved in the school.
- Have a say in selecting a Parent Council to work on behalf of all parents at their school.

•

What is a Parent Council?

Parent Council is a group of parents selected to represent all parents of children at the school. The role of a Parent Council is to:

- Support the school in its work with parents.
- Represent the views of all parents.
- Encourage links between the school, parents, pupils, pre-school groups and the wider community.
- Report back to the Parent Forum.

Beauly Parent Council

The school is fortunate to have an active Parent Council who meet for formal business once per term. In addition to this they support a variety of fundraising events during the year. Any parent who wishes to raise an issue for the Parent Council to consider can do so by contacting the chairperson. The elected members of the Parent Council can be contacted via the school and are:

Lynsay Boyle - Chairperson David Hodgson –Secretary Louise Moir - Treasurer

If you would like to become a member of the Parent Council, or just help out with fundraising events, please contact the school office and we will forward your details. Alternatively you can contact the chairperson at beauly.primary@highlandpc.co.uk

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>

Placing Requests

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 - Mrs Fiona Shearer, Area Education Manager, Highland Council Head Quarters, Glenurquhart Road, Inverness, IV3 5NX

Placing request applications are made online at:

https://www.highland.gov.uk/info/878/schools/887/enrol_your_child_for_school/2

If pupils live out with the school catchment area and parents wish them to attend Beaully Primary School please contact the school on 01463 782576 to arrange a visit.

If your child attends this school following a placing request, they may also live outside the catchment area of our associated secondary school—Charleston Academy; so you would need to complete a **placing request to Mrs Fiona Shearer, Area Education Manager (address above) prior to your child attending Secondary School.** Please note that there is no guarantee that your placing request will be granted. Furthermore, you should still enrol your child at the local secondary school for the area in which you live. You should do this well before your child's entry to the school in August.

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

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.

School Hours (Monday to Thursday)

Primary 1—3	Primary 4— 7
9.00am - 10.45am	9.00am - 10.45am
Morning Break	Morning Break
11.00am -12.20pm	11.00am - 12.30pm
Lunch Break	Lunch Break
1.15pm - 3.05pm	1.15pm - 3.30pm

School Hours (Friday)

Primary 1 - 3	Primary 4 - 7
9.00am - 10.45am	9.00am - 10.45am
Morning Break	Morning Break
11.00am -12.05pm	11.00am - 12.15pm

Nursery Hours

Monday to Thursday	Friday
8.45am—3.15pm	8.45am-12.45pm

School Roll as at November 2021

Primary: 125

Nursery: 31

Class Organisation

At present we have 6 composite classes. We have a P1 class, a P2/3 class, a P3/4 class, a P4/5 class, a P5/6 class and a P7 class. This however this can change from one year to the next and is dependent on the school roll.

Beauly Primary School Staff for Academic Year 2020/21

Mrs Tracey Fraser-Lee	-	Head Teacher
Mrs Jill Williams	-	Primary 1 Teacher (job share)
Mrs Julia MacRitchie	-	Primary 1 Teacher (job share)
Ms Yvonne Stoddart	-	Primary 2/3 Teacher
Mrs Sandra Mackenzie	-	Primary 3/4 & Principal Teacher
Mr Simon Harrison	-	Primary 4/5 Teacher
Mrs Susan Cullen	-	Primary 5/6
Mrs Susie Lockett	-	Primary 6/7 Teacher
Mrs Rebecca MacIver	-	CCR Teacher
Mrs Clare Ross	-	Management Time Teacher
Mrs Paula Mackenzie	-	Pupil Support Assistant
Mrs Jane Mackintosh	-	Pupil Support Assistant & Playground Supervisor
Mrs Glynis Forbes	-	Pupil Support Assistant
Mrs Jane Nair	-	Pupil Support Assistant
Mrs Rachael Stewart	-	Pupil Support Assistant
Mrs Caterina Neill	-	Pupil Support Assistant
Mrs Anne Bissett	-	Early Years Practitioner
Mrs Mairi MacDiarmid	-	Early Years Practitioner
Miss Laura Murison	-	Early Years Practitioner
Mrs Sharon Brindle	-	Early Years Practitioner
Ms Deborah Humphries	-	Nursery Support Worker
Visiting Teachers		
Ms Andrea Wright	-	Additional Support Needs Teacher
Ancillary Staff		
Mrs Tracey Ritchie	-	Clerical Assistant
Mr Billy Macdonald	-	Facilities Management Assistant
Mrs Susan Brookhouse	-	School Cleaner
Miss Carla Pieroni	-	School Cleaner
Mrs Catherine MacCallum	-	Crossing Patroller
School Canteen		
Mrs Heather McGregor-Robertson	-	Cook in Charge
Mrs Susan Ross	-	Cook
Mrs Susan Brookhouse	-	Cook

School Calendar

School Closes after School on: School opens for pupils on:

Thursday 30 th June 2022	Tuesday 16 th August 2022
Friday 7 th October 2022	Monday 24 th October 2022
Thursday 22 nd December 2022	Monday 9 th January 2023
Friday 31 st March 2023	Monday 17 th April 2022
Thursday 29 th June 2023	

Extra Closure Days

Monday 15 th August 2022	Inset Day – Staff only
Monday 12 th September 2022	Inset Day—Staff only
Tuesday 13 th September 2022	Inset Day—Staff only
Monday 20 th February 2023	Weekend Break
Tuesday 21 st February 2023	Weekend Break
Wednesday 22 nd February 2023	Inset Day – Staff only
Monday 1 st May 2023	May Day Holiday
Monday 5 th June 2023	Inset Day – Staff only

School Improvement

This year, because of the ongoing pandemic, all schools in Highland are continuing to focus 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)

We will also be focusing on the teaching of writing across all stages from P1 –P7, using aspects of talk for Writing to enhance this.

Information about our current school improvements and attainment can be found in Beauly Primary's Standards and Quality Report, which can be viewed on our website or at this link <https://www.beaulyprimary.co.uk/wp-content/uploads/2021/11/Beauly-SQ-September-21.pdf>

How we plan to improve our school's performance can be found in our School Improvement Plan at this link <https://www.beaulyprimary.co.uk/wp-content/uploads/2021/11/Beauly-SIP-2021-22.pdf>

Our latest HMle report (May 2019) can be found at this link <https://education.gov.scot/education-scotland/inspection-reports/reports-page/?id=1614>

School Uniform

We encourage the wearing of school uniform as it adds to the sense of community within the school and reduces the need for unnecessary expenditure for parents, to meet changes in fashion.

It consists of:

- Grey or black skirt / trousers
- White or green polo-shirt / t-shirt / shirt / blouse
- Green school sweatshirt / fleece / hooded top

The school uniform is standard low cost school wear and can be purchased from

- Schoolwear Made Easy, Unit 4, 57 Harbour Road, Inverness
- Klas Kloting, 1 Lotland Place, Inverness
- Clothing at Tesco

Our P7 pupils monitor the wearing of school uniform. If 95% or more of the school consistently wear uniform, the pupils have a dress down day on the final Friday of the month as a reward

Application for Assistance with School Clothing

If you are in receipt of Income Support, Working Families Tax Credit, Income Based Jobseeker Allowance or Widowed Mothers Allowance you can apply for the above. Forms are available from the school office in strictest confidence or through the Highland Council website:

<http://www.highland.gov.uk/info/899/schools-grants-and-benefits/10/free-school-meals-and-assistance-with-clothing>

Indoor Shoes

All children should have labelled indoor shoes that they can change into while in the school buildings. This is important to maintain the floor coverings and ensure the children's comfort.

PE/Clothing

Shorts, House coloured T-shirts (Affric – Yellow, Aird – Red, Glass – Blue, Kilmorack – Purple) and gym shoes/soft trainers are required for PE. These should be kept in school during the week. It is useful to have a change of clothing in school especially for the younger pupils. The labelling of garments is strongly recommended e.g. jackets, gym shoes, sweatshirts. This aids identification for the pupil and staff and prevents the loss of these items.

Extra Activities

We have a number of extra activities in Beaully Primary. This includes tuition of the fiddle, chanter, drums, cross-country and art club. Music tuition takes place during the school day. We are always interested in hearing from parents if they have ideas for running clubs.

Parent Helpers

We welcome parents help in and out of the school. Volunteers are invited to support learning through maths and language games, assist at events or attend school trips. We have guidelines for parents who wish to offer help. If you have any talents, hidden or otherwise, please feel free to offer them. We are particularly keen to have support in delivering additional lunchtime and after-school clubs and activities.

School Meals

We are very fortunate in having our own school kitchen which serves a healthy, interesting menu. This changes weekly and a copy is available from the school website/office. The standard of food served in the school is good. Special diets – medical, religious and vegetarian are catered for by the staff. All children are supervised by ancillary staff during meal times.

A two course meal is offered daily. If possible we ask that parents pay the total cost for the week on a Monday as additional administration time is given to Cook on that day. Cheques should be made payable to 'Highland Council'.

Hot and cold drinks, toast and healthy snacks are on sale from the kitchen at break. The prices of snacks are reviewed in August every year and you will be informed of this. The cost of a school meal as at November 2020 is £2.30 per day.

Children taking packed lunches eat in the canteen at the same time as pupils having school dinners. Packed lunches must be carried in an appropriate container, clearly labelled with your child's name, and for health and safety reasons no hot foods or drinks, glass containers or cans are permitted in school. The Local Authority cannot be held responsible for any loss or damage to packed meals or their containers.

All Primary 1-5 children are automatically entitled to a free school meal. There is no application form involved for a child in Primary 1-5 to have a school meal; however, you will still need to apply for clothing grants where applicable. This initiative does not cover children in Primary 6 and 7, who if entitled still need to apply for Free School Meals following the usual process: http://www.highland.gov.uk/info/878/schools/9/school_meals

Health

The school nurse will visit the school periodically to check hearing and sight. You will be informed and invited to attend if your child is required to have a full medical in either P1 or P7. Please feel free to contact the school if you wish to speak with the school nurse about health matters. The school also has the service of a visiting speech and language therapist.

Administration of Medicines

Staff can only administer medication when there is clear written guidance from the parents on; the name of the medicine, the quantity of medicine to be given and the time it has to be given. If your child requires to take medication during the school day, please contact the school office to complete the necessary forms. The medication should be unopened, clearly marked with the directions from the pharmacist and administered as part of the agreed medical protocol. As far as possible prescriptive medication should be given at home by parents/carers.

Behaviour

Our aim is to create an atmosphere of mutual respect, trust and responsibility. Positive behaviour strategies are used in the school and children are rewarded for good behaviour, as well as for sticking to our core values. They are actively involved in the setting of class and school charters in their classrooms and around school. If a child is finding it difficult to behave, initially staff will speak to the child to find out the root of the issue. If this continues then parents will be contacted and sometimes advice and help will be sought from appropriate outside agencies so that everyone can work together to support the child. School values and rules help pupils to work and play in harmony with one another, while actively encouraging responsibility, fairness and a sense of community within the school.

Procedures for dealing with behaviour issues

1. Minor incidents are dealt with by classroom teachers or Pupil Support Assistants. An incident during break time may require a pupil to have a short time out.
2. More serious incidents or repeated incidents are dealt with by the class teachers or Head Teacher and may be noted in the child's records. Parents are informed if appropriate. (A home-school diary may be set up in some cases)
3. If behaviour issues continue an individualised programme may be set up in consultation with parents/carers.
4. Advice from outside agencies e.g. Educational Psychologist, CAMHS (Children and Adolescent Mental Health Services), School Doctor are sought if challenging behaviour persists.

We have a Promoting Positive Behaviour Policy and all incidents of bullying are dealt with in line with these procedures. Our Policy is available to view on our school website at this link <http://www.beaulyprimary.co.uk/wp-content/uploads/2019/01/Beauly-Promoting-Positive-Behaviour-Policy-2017.pdf>

Attendance/Absence

Good attendance is vital if pupils are to achieve their full potential. If your child is unwell please contact the school office on 01463 782576 or on our absence line on 01463 784910 before 9.30am to let us know that your child will not be coming to school. Once the registers have been taken we will endeavour to contact the parents / guardians of any child not in school, for whom we have not received notification of absence. It is essential that the contact numbers we hold on our system are accurate and up to date. This is to ensure the safety of absent children. If your child becomes ill or has an accident while attending school, we will contact you by telephone. If there is no reply, we will contact your emergency contact number.

Permission to leave during the school day: If a pupil needs to leave during the school day for an appointment etc., then pupils need to bring with them a note from a parent or guardian. Where at all possible, medical and dental appointments should be arranged out with school hours. If you know your child will not be in school in advance, please send a note to your child's teacher or contact the school office. If pupils fall ill during the day, parents are contacted for them to collect their child, therefore it is essential that we have up to date daytime contact numbers and emergency contact numbers for all pupils. Where at all possible, medical and dental appointments should be made out with school hours.

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.

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

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

During the current pandemic we may need to amend our approaches to recording attendance, for example if it becomes necessary for pupils to work from home. For more details please contact the school

Intimate Care

Assistance with intimate care may be needed by children in any school and this will be provided if required to support these needs quickly and with respect for children's privacy, dignity and rights. Staff ensure these matters are handled with sensitivity and discretion. Parents will be offered support and advice by the school nurse or other health professionals as required.

Head Lice

Head lice is often a problem within school and the wider community. Regularly practising of 'wet combing' is advisable for parents of children throughout their school years. If head lice are detected, Pharmacists are able to advise on the management of a head louse infection. We would be grateful if you would contact us if you find your child has head lice. Children should be returned to school once they have been treated. We will contact you personally or by letter if we detect head lice and will be able to give advice and support about treatment if required. Information about how to treat and deal with head lice is available from the school at all times. Head Lice 'alert letters' are against Highland Council policy as most schools will have a few pupils with head lice at any one time. In the past these letters have led to parents attempting preventative treatment, this does not work and over-use of treatment may lead to resistance.

Transport

If your child is under 8 years of age and lives more than two miles from the school and if your child is over 8 and lives more than 3 miles from the school then free transport will be provided. Please note you must live within the school catchment area to qualify.

Secondary Education

Pupils from Beauly usually transfer from P7 to Charleston Academy in Inverness. The Head Teacher is Mr Gordon Stewart and he can be contacted at 01463 234324 for further information. You will find a link to the Charleston Academy website from the Beauly Primary Website/Blog. Transition events for all pupils transferring to Charleston Academy take place in pupils' P7 year.

Beauly Nursery

Our Nursery offers 30 hours per week of Early Learning and Childcare. This is open to children aged three and four. A supplementary handbook is available for Beauly Nursery. Transition activities for all children transferring to our P1 class take place during the pre-school year.

Equality and Inclusion

For up-to-date information please see:

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

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

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

Our Equality and Diversity Policy can be found on the school website at this link <http://www.beautyprimary.co.uk/wp-content/uploads/2019/11/Promoting-Diversity-and-Equality-Policy-Beauty-May-17.pdf>

Confidentiality

Parents and children have a right that confidentiality be maintained.

- Staff will not discuss individual children with people other than the parents or carers of the child
- Staff are always willing to listen or help with any concern you may have about your child. However, parents should be aware that if they disclose any information of a child protection nature then staff are duty bound to pass this on to the Head Teacher who may be required to involve other agencies.

Due to the multi-agency nature of child care services it may be necessary to share information with other professionals e.g. School Nurse, Social Worker, Speech and Language Therapists etc.

School Policies

We follow guidelines set by Highland Council and have a range of School and Nursery Policies in line with these. These cover aspects such as behaviour, curriculum, child protection and safety. Some of our policies can be viewed on the school website. Highland Council policies can be found at this link [Authority Policies](#)

Assessment and Reporting

Assessment of the pupil's progress in all areas of the curriculum is mainly by means of continuous assessment (observation of each child's on-going daily work.) Assessment is also made by means of regular revision work. Much of this will identify difficulties and strengths and enable the staff to adapt the curriculum accordingly. Each child from Nursery to Primary 7 has a Pupil Profile which contains information about each child as a learner. These are shared with parents each term. Pupils, parents and staff will reflect on progress and achievement in their profiles.

Parents are invited to join us for at least one Open Day each year. This is an informal opportunity to visit the classroom and meet the teacher while seeing the school 'in action'. Parents' views will also be sought on a selection of Key Assessment Tasks which the children will be involved in at various points throughout the year.

Parents are given the opportunity twice in each school year to meet formally with the teacher to discuss their child's progress. A written report will be issued in the Summer Term for pupils in P1 –P7. Reporting is now completed in the context of the capacities and principles of Curriculum for Excellence. The format of the reports is in line with Regional/National Guidelines on reporting to parents.

As a school, we seek to provide information to pupils, parents and staff to assist in the

effectiveness of the learning and teaching process and in raising attainment.

Teachers will use the assessment process as an evaluative, diagnostic and formative tool to provide evidence of pupil attainment and progress and to inform learning and teaching approaches and pupils 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 wishing to enquire about their children's progress are invited to get in touch with class teachers.

Additional Support Needs

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

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

http://www.highland.gov.uk/download/downloads/id/11/co-ordinated_support_plan

Sometimes our Children's Service Worker will be involved in supporting a child. A **Children's Service Worker** is usually based at the school and will generally focus on social and emotional needs rather than issues about the curriculum or classroom learning. They:

- work in collaboration with the school staff
- work to support families in their own communities
- work with individual pupils and small groups - offering a further level of support
- support P7 pupils in transition to Charleston Academy, and in some cases offer an enhanced transition

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, the Head Teacher on 01463 782576. If your concerns continue, there are a number of means of resolving difficulties and disputes and information on this can be found at [Support for Learners Website](#)

More information about how to support children can also be found at <http://enquire.org.uk/> and <http://forhighlandschildren.org/>

Progress

Parents who have concerns or who wish to enquire about a pupil's progress are invited to get in touch with their child's class teacher initially.

The following organisations specified by Scottish Ministers provide advice, further information and support to parents of children and young people with ASN:

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

THE CURRICULUM

Curriculum for Excellence aims to provide a coherent, flexible and enriched curriculum for young people from 3-18. It is firmly focused on the needs of the child and designed to enable them to develop the four capacities, which are:

**Successful Learner
Confident Individual
Effective Contributor
Responsible Citizen**

The Curriculum taught takes account of the National Priorities in Education for Scotland and also includes the initiatives such as health promotion, raising attainment and achievement, citizenship and inclusion. We also aim to ensure that all pupils have equal access to all areas of curriculum irrespective of gender, ethnicity, ability or background. Explicit links are made to real life contexts, where appropriate to ensure pupils are aware of the purpose of their learning. Reference to developing skills for life, learning and work are also made across the curriculum to make the pupils aware of their developing skills and how these relate to life beyond the classroom. We are also developing the use of the outdoor environment across the curriculum.

The eight areas of the curriculum are as follows:

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

English Language

Language is at the heart of children's learning. Through language they receive much of their knowledge and acquire 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. As a result of language development being central to children's intellectual, emotional and social wellbeing, it has an essential role across the curriculum and helps pupils' learning to be coherent and progressive. English Language

comprises writing, reading, talking and listening. The following are the aims for the teaching and learning of English Language at our school:

- To provide experiences for developing pupils' capacities to communicate, through language.
- To introduce pupils to books and literature, including Scottish materials, as sources of these experiences.
- To take full advantage of dialects, ethnic diversity and bilingualism, in teaching cultural tolerance and knowledge about language.
- To help pupils to develop confidence and pleasure in their own use of language and make them aware of the importance of language.
- To provide alternative modes of communication for pupils with special needs.
- To ensure appropriate support for pupils with English as an Additional Language.
- To take advantage of the rich contexts for language development provided by the mass media, ICT and drama.

Mathematics

Mathematics is a core subject of the school curriculum. We aim to offer all our pupils a high quality mathematical programme for lifelong learning. Using a variety of approaches, we hope to develop in each pupil an enquiring mind, the necessary attitudes, skills and knowledge. To achieve this aim for mathematics, all pupils will experience a range of activities that are practical, investigative, enjoyable and challenging. To achieve this view of mathematics we need to develop in our pupils:

- A positive attitude to maths in order to view it as an interesting and useful subject.
- An ability to think clearly, logically and creatively in mathematics with confidence, independence and flexibility of mind.
- An awareness of the usefulness of mathematics in the world beyond the classroom.
- An understanding of mathematics through a process of problem solving, enquiry and experiment.
- An understanding of the nature and purposes of mathematics.
- An appreciation of the importance of sharing mathematics by discussing, explaining and reporting.
- An awareness of the personal qualities such as perseverance when working.

Social Studies

Social Studies is the curriculum area in which children acquire and develop the skills, attitudes, knowledge and understanding which they need in order to understand themselves and the world around them. This area includes Social Subjects, Technology and Science and is delivered within thematic, cross-curricular learning experiences throughout the school year; pupils should:

- Develop an understanding of the environment, their place within it and the factors, past and present that have shaped it.
- Acquire knowledge and skills that will enable them to interact effectively with the environment in all aspects of life.
- Progressively recognise the knowledge, understanding and skills associated with social subjects, science and technology.
- Develop informed attitudes and values relating to the use of resources and sustainable global development.

Information Communication Technology

Every class from Nursery to P7 use interactive white boards and a wide selection of games and

activities to support various curricular areas. Chrome tablets and chrome books are used from P1-P7. All P5, P6 and P7 pupils have an individual device which they are responsible for taking to school each day and keeping it charged. The use of ICT is integrated into all areas of the pupils' curriculum. The skills are taught in a progressive manner through areas such as maths, language and topic work.

Expressive Arts

The Expressive Arts include music, art and design, drama and dance. Teachers deliver these experiences throughout the year, which gives rise to a great deal of lively work. The Expressive Arts are an essential part of a pupil's curriculum, developing and providing outlets for talents, creative abilities, individual expression and response. Much of the work done in this area is integrated across the curriculum; developing confidence, self-esteem and a growing awareness of cultural heritage, values and diversity.

Religious & Moral Education

Religious Education in Beauly School is approached on a non-denominational basis. The aim of our Religious Education programme is to provide our pupils with an understanding and appreciation of global beliefs, moral values and attitudes. This approach supports the development of an awareness and tolerance of other world religions, beliefs and festivals. The teaching of Religious and Moral Education aids the development of the understanding that for some people religion as a significant area of human experience. It enables the pupils to explore questions relating to the meaning of life and to develop responsible attitudes.

We have weekly assemblies which are led mainly by the Head Teacher. There are also opportunities given for classes to share what they have been learning. Our assemblies celebrate individual success through our 'Best Beauly Bairns' awards and we also celebrate individual milestones and successes, (from home or school) through our Beauly Primary Achievement Tree – a leaf detailing the child's experience is discussed and subsequently hung on our tree. Moral and social issues are dealt with in a sensitive way in the classroom or at assemblies. As a school we aim;

- To help pupils have an appropriately positive regard for self, and for others and their needs.
- To develop life skills to enable them to participate effectively and safely in society.
- To identify values held by pupils and society and how they affect thoughts and actions and to encourage increasing responsibility for their own lives.

As Religious Education is required by statute to be included in the curriculum, parents who wish to have their child withdrawn from religious activities should inform the school.

Health and Wellbeing

Health and wellbeing are positive and dynamic concepts that embrace physical, emotional and social dimensions. We aim to enable the children to explore and clarify their beliefs, attitudes and values, develop personal and interpersonal skills and increase their knowledge and understanding of a range of health issues. Physical Education is part of HWB and each class is timetabled for 2 hours of P.E. each week.

All schools in Highland Council were required to gain health promotion status. We provide children with a variety of health promotion initiatives, sporting activities and promote citizenship through Citizenship Groups from P1-7. We achieved our award as a Health Promoting School in June 2006 and received re-accreditation in January 2010.

French and Gaelic

French is taught in all classes within the school. As part of Regional/National guidelines all pupils are involved in learning an additional language from Nursery. French is often taught through games and songs which enables pupils to learn appropriate vocabulary in a real life context. French activities are mainly oral but also include simple reading and writing exercises. In addition to this Gaelic is also taught to pupils from P4 upwards. Mrs Maciver teaches Gaelic as part of CCR time.

Homework

Research has shown that the completion of homework has a very positive and significant effect on children's achievement and puts in place positive learning habits for lifelong learning.

Aims and objectives

- To develop important life skills such as organising and managing time effectively, problem solving and positive learning habits
- To encourage independence, responsibility and confidence
- To consolidate and build on work taught in school
- To promote partnerships between home and school while supporting and encouraging a positive attitude to learning
- To increase pupils' self-esteem and understanding that their achievements are valued both by home and school

We are currently updating our homework policy but the existing one can be found on our website or at the following link <http://www.beaulyprimary.co.uk/wp-content/uploads/2019/11/Homework-Policy-Nov-18.pdf>

CARE AND LEARNING SERVICE GUIDELINES FOR PARENTS TRAVELLING TO SCHOOL DURING ADVERSE WEATHER

It is the responsibility of parents or carers to decide if a pupil should attempt to travel to school, by transport or on foot, in adverse weather conditions. The Council encourages full attendance at school but in severe weather conditions the safety of pupils is much more important. Parents and pupils are often concerned that important examinations may be missed, but this should not override good judgement. Schools normally make alternative arrangements for missed examinations.

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

- **parents** should advise schools of an alternative address, as close as possible to the school, which may be used by their children in emergencies
- **the school** will advise parents of normal local arrangements for school transport and any special arrangements in the event of adverse weather
- **the school** will establish a system of communication with parents and local transport operators and ensure that parents are fully informed of any revised arrangements. A telephone service is offered to provide parents with up-to-date information. Parents may call **0800 564 2272** to access your schools' information. Please note, you will need the unique pin number for your school which is available from your school or Highland Council website. http://www.highland.gov.uk/downloads/file/4653/telephone_pins_for_checking_if_a_school_is_closed

The Highland Council Website, Facebook and Twitter

- The Council's **website** <http://www.highland.gov.uk/schoolclosures> will be updated with information for individual schools
- The Council's **Facebook** page at <https://www.facebook.com/highlandcouncil> will show updated posts on the latest news of school closures and weather related problems
- The Council's **Twitter** page at <https://twitter.com/HighlandCouncil> will list Tweets of the latest news of school closures and weather related problems

When weather conditions are poor

Local radio stations issue news and weather bulletins on traffic conditions and school closures. Transmissions may not cover all households and may be subject to re-scheduling but should be helpful. Parents are advised to remain "tuned in" to ongoing road weather, or school information updates.

Broadcast times

BBC Radio Highland

6.30 am

7.30 am

8.30 am

12.30 pm

4.30 pm

5.30 pm

In extreme conditions, Radio Highland will interrupt Radio Scotland transmissions (usually on the hour), to carry emergency bulletins.

Moray Firth Radio www.mfr.co.uk

Local news on the hour 6am – 6pm carries local information on weather, roads and conditions affecting schools. In severe conditions normal programmes will be interrupted more frequently to carry emergency bulletins.

Please do not telephone local Radio for advice but listen to appropriate broadcasts.

For pupils using school transport

- Parents should note that the final decision on whether it is safe to operate rests with the driver of the school transport vehicle. Therefore there may be occasions on which a school is open but some routes, or parts of routes, are unable to operate
- Parents should advise their children on how long they should wait at the pick-up point for their transport. This will depend on the prevailing weather conditions and the availability of shelter at the pick-up point. During adverse weather conditions no pupil is expected to wait longer than twenty minutes past the normal "pick-up" time
- Morning journeys may be delayed by an hour if road conditions are unsafe at the normal journey time but have improved within the hour. Before pupils return to a pick up point parents should check the schools telephone information line for updated messages from their schools Head teacher. Please note that for some routes the transport operator may contact the parent directly
- Drivers are advised not to drop off children where there is a risk that they may not safely reach home or other place of shelter. This may involve children being taken to an alternative place of safety, agreed in consultation with the school
- Where parents are concerned about weather conditions at "drop-off" points, they should contact the school as early as possible

Please note: when weather conditions are poor, parents should ensure that children are met at the "drop-off" point, especially where public service transport is used.

Access to Pupil Records

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

Data Protection Legislation

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

Transferring Educational data about pupils

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

Why do we need your data?

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

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

Data policy

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

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

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

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

Your data protection rights

The collection, transfer, processing and sharing of ScotXed data is done in accordance with data protection legislation. We also comply with the National Statistics Code of Practice requirements and other legislation related to safeguarding the confidentiality of data.

Data Protection legislation gives you the right to know how we will use your data. This note can give only a brief description of how we use data. Fuller details of each individual ScotXed survey, including the purpose of each and the published data, can be found on the ScotXed website <http://www.gov.scot/Topics/Statistics/ScotXed/SchoolEducation>

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

Concerns

If you have any concerns about the ScotXed data collections you can email the Head of Schools Analysis at ScotXed@scotland.gsi.gov.uk or write to The ScotXed Support Office, Area 2D, Victoria Quay, Leith, EH6 6QQ. Alternative versions of this page are available, on request from the ScotXed Support Office, in other languages, audio tape, Braille and large print.

Child Protection

From time to time incidents can occur within the school setting that cause concerns and could indicate that a pupil is suffering some sort of abuse. In terms of Highland Child 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 from school or online at http://www.highland.gov.uk/info/1361/childcare_and_family_care/438/child_protection

Complaints and Request for Service

If a parent has any concerns they should contact their child's teacher in the first instance. The next step or for more serious issues please discuss matters with the 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 are invited to contact the Area Education Manager, Fiona Shearer, Highland Council Headquarters, Glenurquhart Road, Inverness, IV3 5NX.

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.