



Carbost Primary School Handbook

2022 – 2023



INDEX

1. Staff
2. School and Nursery Opening Hours
3. Term Dates
4. Key Names and Addresses
5. Introduction
6. Our School
7. Procedures for Admission of Infants into Carbost Primary School
8. Placing Requests
9. Transitions
10. Ethos
11. Our Visions, Values and Aims
12. Our Curriculum
13. Extra-Curricular Activities
14. Homework
15. Assessment and Reporting
16. Progress
17. Additional Support Needs
18. Standards and Quality Report
19. Communication Between Home and School
20. School Uniform
21. Break and Playtime
22. School Meals / Snack
23. Health Care
24. Attendance / Absence.
25. School Dentist
26. School Discipline
27. School Transport
28. Fire Drill
29. Parents/Guardians/Carers as Partners
30. School Policies
31. School Lets
32. Valuables and Toys
33. Lost Property
34. School Fund
35. Unwell Children in School
36. Child Protection
37. Complaints and Requests for Service
38. Inclement Weather Arrangements
39. Access to Pupil Records and Data Protection

STAFF

Head Teacher
Class Teacher P5 – 7
Class Teacher P1 - 4
CCR Teachers
Clerical Assistant
General Auxiliary
PSA
PSA
Cleaner
Cook
Piping Instructor
String Instructor
School transport

Miss Samantha Muir
Miss Rosalind McCord
Miss Lucy MacRae
Mrs Isobel Macalister
Mrs Tracy Robertson
Ms Janice Payne
Ms Leona Webster
Mrs Marie Morrison
Ms Janice Payne
Miss Samantha Curry
Mr Iain Ruaridh Finlayson
Mrs Roxinne Llewellyn - Porter
Mr Alasdair MacDonald

NURSERY STAFF

Nursery Staff:

Miss Lynne Turner – Early Years Practitioner
Mrs Karen MacAskill – Support Worker
Ms Joanne Faulkner – Support Worker

SCHOOL HOURS

0900	School opens
10.40 – 11.00	Break
12.40 – 13.30	Lunch
15.10	End of school day

NURSERY HOURS

Monday:	9.00 – 15.00
Tuesday	9.00 – 15.00
Wednesday:	9.00 – 15.00
Thursday:	9.00 – 15.00
Friday:	9.00 – 15.00

SCHOOL TERM DATES FOR PUPILS 2022-2023

Please see Appendix

KEY NAMES & ADDRESSES

Carbost Primary School

Carbost

Isle of Skye

IV47 8SR

Tel: 01478 640237

Carbost.primary@highland.gov.uk / <http://carbostprimary.wordpress.com>

Head Teacher

Miss Samantha Muir

Carbost Primary School

Carbost

Isle of Skye

IV47 8SR

Tel: 01478 640 237

Samantha.muir@highland.gov.uk

Ms Mhairi Macdonald

Area Education Manager (West)

Area Education Office

The Fingal Centre

Viewfield Road

Portree

Isle of Skye

IV51 9ES

Tel: 01478 613697

Kara Dealey

Parent Council Chairperson

Dear Parent,

INTRODUCTION

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.

On behalf of the staff at Carbost Primary School, I have great pleasure in presenting the School Handbook for 2022 – 2023.

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

At Carbost Primary, we try to ensure that all children achieve their potential in every area of a wide curriculum and leave the school with those skills, which will enable them to confidently undertake secondary education and life beyond. We also try to ensure that each child attains, to the best of his/her ability, the objectives set out for each area of the curriculum. Through a now fully embedded Curriculum for Excellence, we aim to encourage successful learners, effective contributors, confident individuals and responsible citizens.

Every member of staff does their utmost to establish an ethos in the school within which the children will work in an atmosphere that is happy and industrious, where they will learn to be independent, to be responsible for themselves and to carry out their tasks with a spirit of co-operation, courtesy and respect for others. We seek to maximise our pupils' potential and to make them 'all they can be'. To this end, we take every opportunity to celebrate our pupils' successes, whether they occur within school or out-with. Parents are encouraged to participate in this, using our WOW certificates to keep us informed of children's achievements outside of the classroom.

The school has built up effective links with many sectors of the community and it is our intention to strengthen these and to establish many more. It is our belief that the school is an integral part of the community and by creating a welcoming environment, by maintaining good relations with parents and the wider community and by being involved in many local events we will do our best to promote that ideal.

In all of the above, the role of parents cannot be stressed too greatly. A number of parents are already involved in school activities and this has been of tremendous benefit to the children. As well as those occasions during the school session when parents have the opportunity to come up and discuss their child's progress it is important that parents are welcome at any time. We all strive to create a positive partnership between the school and parents.

Head teacher

Samantha Muir

OUR SCHOOL

Carbost Primary is a rural school which serves the area of Carbost, Portnalong and nearby glens and, currently, has a roll of 27 pupils and 5 pupils in the Nursery.

The building was opened in 1988 and is surrounded by extensive wooded and grassy grounds, including a tarred Games Pitch area.

Two main classrooms are included in the building, along with the normal educational requirements e.g. a well-equipped gym.

A modern kitchen enables lunches to be provided every day.

Nursery education provision is delivered in a modern and bright building, next to the school.

Pupils continue their education, on completion of their P7 year, in Portree High School which is 17 miles away. Bus transport is provided.

PROCEDURES FOR ADMISSION OF INFANTS INTO CARBOST PRIMARY SCHOOL

The main reason for a planned induction programme for entrants is to ensure an easy, trouble free and happy transition from home to school for parents, as well as children. It allows everyone involved to build up a positive relationship, at the same time giving an opportunity to gather information, which will prove valuable in settling the child in the school environment.

The Area Education Manager announces a date each year on which those children beginning formal education should enrol. This date is usually in February and is published in the local press. Children due to be enrolled will normally be those whose 5th birthday falls on, or before the last day of February which follows the beginning of the session.

In Carbost, pre-school children are invited to appropriate activities such as Parties, Concerts, Prize-giving, and Sports Meetings etc. In this way, they become familiar with the surroundings and the staff, and meet with the other children, on a friendly, informal basis. They are also invited in for 2 or 3 morning sessions ahead of the summer holidays.

Throughout the year, our nursery and infant classes work together on a variety of topics, giving nursery children a chance to familiarise themselves with the routines of school. During the summer, before they start school, children entering P1 will spend at least 2 morning sessions in the classroom.

PLACING REQUESTS – PARENTAL CHOICE

Each school serves its own particular catchment area. Pupils whose homes are located in that area will have priority in being allocated a place in the school. However, parents have the right to specify the school in which they wish to place their child. Applications must be made to the Area Education Manager, Ms Mhairi Macdonald; placing request forms can be obtained from:

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

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

If pupils live out-with the school catchment area and their parents wish them to attend Carbost Primary School, they can contact Miss Muir to arrange a visit.

Parents of children with additional support needs 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.

TRANSITIONS

At Carbost Primary, we recognise the vital importance of transitions at all stages. The Nursery Staff and Primary 1 Teacher work closely together to plan collaborative activities and visits which will familiarise children with the Primary 1 classroom. At the moment we have two classes in the school, P1-4 and P5-7, the classes work collaboratively at every opportunity, making for a smooth transition from one class to the next. We are fully involved and engaged with all the transition activities of Portree High School in an effort to make this transition as easy as possible. As part of this process, children attend 3 Induction Days before the summer holidays as well as a four-day residential trip with other P7s from across Skye to Raasay House in June each year.

Carbost Primary School is an associated school of Portree High School. The contact details are as follows:

Mr Tony Breen
Head Teacher
Portree High School
Viewfield Road
Portree
Isle of Skye
IV51 9ET

Tel: 01478 614810
Portree.high@highland.gov.uk

ETHOS

Pupils, parents, staff and visitors would all agree that Carbost Primary is a great place to be, with everyone working together to realise the vision and values that we strive for. In the words of the children this is because;

“We are all respectful and caring”

“All of the teachers, so far, are very nice!”

“Everybody is kind and helpful and no one is mean. “

“We learn lots of interesting things”

“Everybody work hard together and is fair”

“We have fun inside and outside”

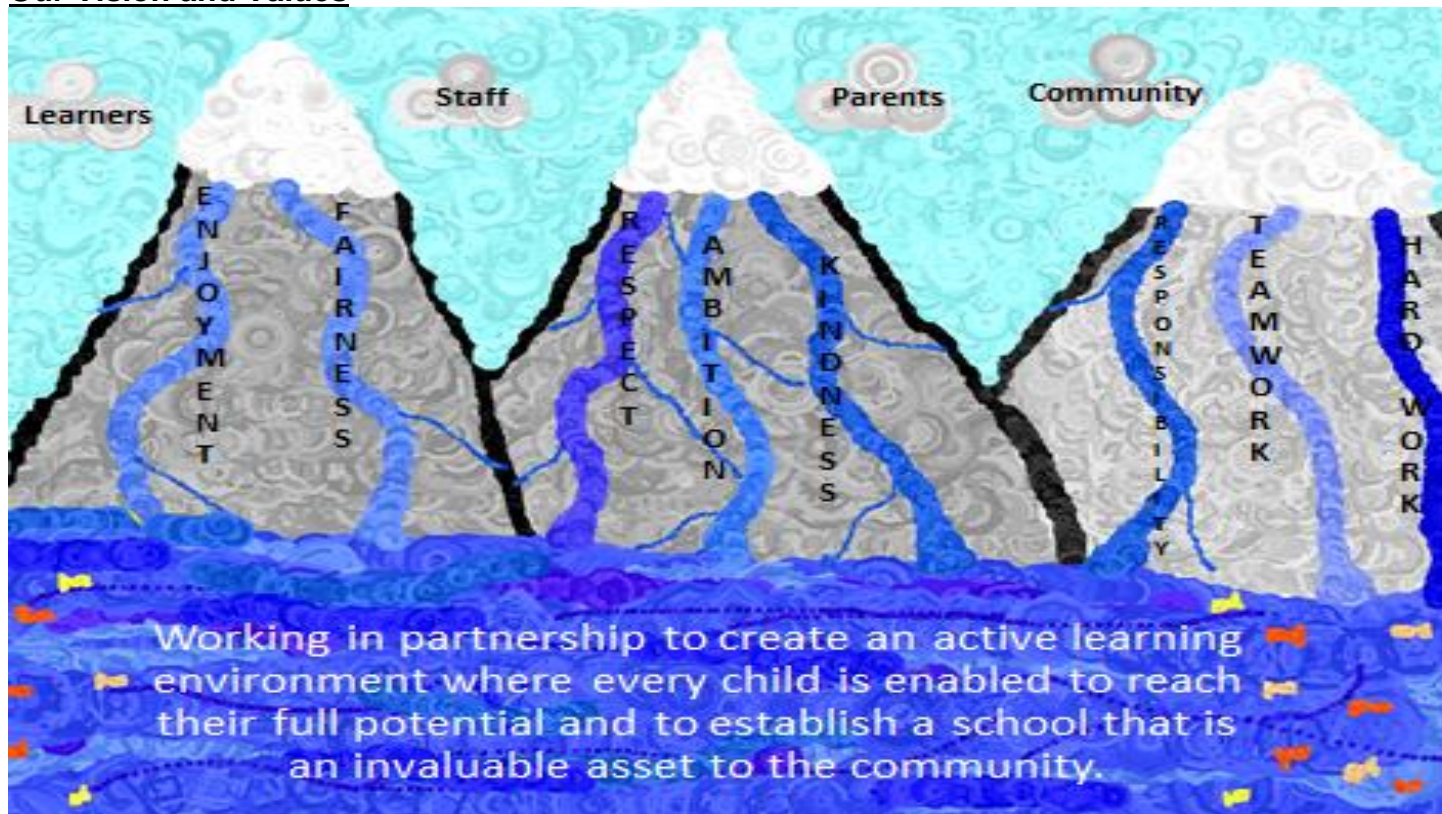
“When we are learning we get to talk about it first”

“We are polite to each other”

“We are a caring school because if someone gets hurt, someone is always there to help them.”

“We have fun ways to learn”

Our Vision and Values



OUR AIMS

To enable Successful Learners by;

- Ensuring that all children achieve appropriate levels of attainment in line with Curriculum for Excellence and creating an ethos of achievement and celebration.
- Ensuring the curriculum is accessible to all as an equal opportunities school.

To encourage Responsible Citizens by;

- Developing, in children, respect for the school environment and the wider world and fostering positive qualities towards citizenship.
- Ensuring that the school is a safe, healthy, secure and welcoming environment for all pupils, staff, parents, community and visitors to the school.

To create Confident Individuals by:

- Creating an atmosphere where children co-operate with each other and have the confidence to become independent learners with a positive attitude towards their self-esteem, confidence learning programmes and development.
- Equipping children with the social skills necessary to develop positive relationships and the ability to work cooperatively with each other.

To empower Effective Contributors by:

- Creating a partnership with parents and across the associated school group; to value the community contribution to the life of the school and to the education of the pupils.
- Providing opportunities for staff for continuing professional development including staff development and review.

Aims have been reviewed in line with A Curriculum for Excellence and are displayed around the school.

At Carbost School we work closely with partners whenever appropriate. We have close liaison with our Active Schools Coordinator, YMI and Kodaly. We participate in the Eco School programme and

we have achieved our Green Flag Status. We work very closely with our cluster school, Struan Primary, enabling all learners to benefit from a team teaching approach and a wider diversity of collaborate activities.

Our school participates in many initiatives both in our local community and the wider world. The school actively participates in Blythswood appeals, Children in Need, Red Nose Day and Cancer Research, to name a few. We very much enjoy the close connection we have with the Senior Citizens in our community and perform for them at the Minginish Hall twice a year.

Positive behaviour is promoted at our school and good relationships exist at all levels to motivate pupils to always do their best. Where behaviour requires attention, this is done through a solution focussed, nurturing approach.

At Carbost school, children take pride in belonging to a Squad. Each child takes collective responsibility for collecting points. These are awarded for behaviour which exemplifies the school's Vision and Values. The winning squad are rewarded at fortnightly assemblies and receive an extra playtime. At the end of each Term, the Squad with the most number of points receives a prize. At the end of each session, the Carbost Cup is awarded to the squad that has accumulated the most points over the school year.

OUR CURRICULUM

The school structures its learning and teaching on the Curriculum for Excellence, using the outcomes and experiences for planning the learning experiences of the children. The coverage of the Experiences and Outcomes are tracked on a 3-year cycle, ensuring a broad general education. Through our Curriculum Rationale, we aim to provide challenging, engaging and enjoyable learning activities to stimulate and motivate the children so that they become successful learners, confident individuals, responsible citizens and effective contributors. The main areas of the curriculum are Languages, Mathematics, Health and Well Being, Social Studies, Sciences, Technology, Religious and Moral Education and the Expressive Arts. Children are involved in the planning of their work giving opportunities for pupils' choice. Wherever possible, the outdoor environment is used in our learning. Digital learning is now being more firmly embedded in the school by the use of Chromebooks in the P5-7 Class. It is our intention that through the delivery of the curriculum children will develop the skills they will need for life and work.

Literacy and Language

This covers the areas of listening, talking, reading and writing. Our aim is to encourage learners to develop skills to help them to communicate fluently and confidently.

Basic skills must be taught directly in order that children become confident. However, literacy and language skills are also taught within other curricular areas so that the children learn to apply their skills in different contexts.

Children are encouraged to enjoy reading. Basic skills are acquired by learning phonics and key words in the Early Stages. These are further developed as the child progresses. The school has several structured reading schemes and a variety of other reading material. The school uses both fiction and non-fiction to teach the children to read.

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

The children start to write their personal stories by overwriting and underwriting in P1 then progress to write independently and in a variety of forms including stories, poems, letter writing, reports, presentations, etc. Punctuation, spelling and grammatical instruction are systematically taught throughout the school.

In Handwriting, children are encouraged to form letters properly and develop a fluent style.

Numeracy and Mathematics

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

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

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

Skills in problem solving are developed using different learning contexts.

Where possible maths is taught in cross curricular work to enable the children to apply their learning in different contexts.

Science

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

In previous years we have had a P5-7 STEM (Science, Engineering, Maths and Science) Club operating after school with the aim of the pupils completing challenges which will earn them a CREST Award. We have made close links with University of the Highlands and Islands as well as the Authority's Science Development Officer.

Social Studies

Our Social Studies curriculum focuses on learning experiences for people, past events and societies; people, place and environment; people in society, economy and business. At Carbost Primary School, an interdisciplinary approach is used where possible, which encourages learning through practical experiences.

Technologies

The technology curriculum develops children's technological skills, knowledge, understanding and attributes through creative, practical and work related activities. The curriculum covers technological

developments in society, ICT to enhance learning and different contexts to develop skills and knowledge such as business, food, textiles, craft and design. The school is equipped with PCs and smart boards in every classroom, linked to the Internet. All the children in P5-7 have access to Chromebooks for learning across the curriculum, and we have a number available for the P1-4 Class. ICT is an integral part of our teaching and learning process and is used to improve pupils' knowledge, understanding and skills in a range of curriculum areas and subjects.

Health and Wellbeing

Learning in health and wellbeing ensures that the children develop the knowledge, understanding, skills, capabilities and attributes which they need for mental, emotional, social and physical wellbeing now and in the future. The curriculum includes learning about mental, emotional, social and physical wellbeing; planning for choices and changes; physical education and sport; food and health; substance misuse; relationships, sexual health and parenthood. Mindfulness training has also been taught to the P5-7 Class.

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

We fully implement the mandatory 2 hours per week of PE. Our school has successful players in North West Skye shinty and football teams and participates in a number of festivals, including Dance, Badminton, Basketball and Cross-Country. Pupils in Primary 5-7 normally benefit from 2 weeks of swimming provision each year, offered at Portree High School and P1 -P4 1 week of swimming.

Expressive Arts

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

String and Chanter Instruction is also available to those who wish to take part.

Religious and Moral Education

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

Religious Observation

Local Ministers are invited to the school occasionally to conduct Assemblies. Special arrangements will be made for pupils whose parents do not wish them to participate in religious observance.

French

In accordance with the Scottish Government, schools in Highland Council began to implement the 1+2 initiative from 2015-2016. This initiative is to deliver two additional languages to all primary pupils. Language 2 will be delivered, discreetly, from Primary 1 and Language 3, no later than Primary 5. Our chosen Language 2 is French and our chosen Language 3, Gaelic.

Opportunities are given to develop confidence and skills and strategies which will hold them in good stead for future language needs. These opportunities contribute to learning about ways of life in other countries.

Interdisciplinary Learning

Wherever possible, children's learning in class occurs through interdisciplinary topics where links are made between different subjects. This enables the child to undertake their learning in a purposeful context and makes the learning enjoyable with real skills being applied.

Citizenship

All the children in the school take part in Citizenship activities. The children work in mixed age groups planning and undertaking many activities to develop their skills and awareness of community responsibility, helping others and organising projects for improvement. In the past this has included activities such as organising charity fundraising events, community entertainment and school garden development. Since August 2020, we have used small groups of pupils throughout the year to help plan events, rather than a Learning Council. We have found that this allows all the children to have more of a say in what happens in the school.

EXTRA CURRICULAR ACTIVITIES

At Carbost, pupils are encouraged to participate in as wide-ranging as possible extra – curricular activities, using skills and resources available in both the school and in the local community. During the course of the school year, pupils can normally participate in – Gardening Club, Craft Club, Lego Club, Dance Club, Football, Shinty, Baking Club, Badminton and Drama.

HOMEWORK

Our Homework Policy was revised in August 2021 and takes into account the views of pupils, staff and parents. A varied range of engaging homework tasks are provided each week by the class teachers, which includes literacy, mathematics and topical related research tasks. Homework is not mandatory but the tasks are designed to further learning in class and develop essential skills.

ASSESSMENT AND REPORTING

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

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

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

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

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

Progress

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

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

ADDITIONAL SUPPORT NEEDS

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

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

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

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

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

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

Highland Council would seek to work in partnership with parents at all times, but sometimes you will have a concern that you don't feel is being addressed, or will want to talk to someone outwith 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, Miss Muir. If your concerns continue, there are a number of means of resolving difficulties and disputes and information on this can be found at:

[http://www.highland.gov.uk/info/886/schools - additional support needs/1/support for learners](http://www.highland.gov.uk/info/886/schools_-_additional_support_needs/1/support_for_learners)

STANDARDS AND QUALITY REPORT

Copies of this report are normally issued in August but in 2020-21 it was available from November. Further copies can be requested from the school office or on the school website. From this document some of our key strengths are:

- Staff know the pupils very well and readily engage in self-evaluation as well as sharing good practice.
- Pupils are engaged in setting success criteria and their next steps.
- School works closely with partners and specialist services to support all.

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

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

COMMUNICATION BETWEEN HOME AND SCHOOL

Good communications between home and school are vital in a child's education. Every effort is made to continually seek ways to strengthen these links. Open afternoons and parent contact evenings are available each year and written reports are usually issued during the summer term. These reports will inform you of your child's strengths and development needs in the main curricular areas. Our website is updated weekly with news from each class. Newsletters and emails are issued on a regular basis, keeping parents informed of the day to day life in school along with any official notes that may need to be distributed.

Each pupil is assigned a school diary at the start of each session and these should be used for daily communication between home and school.

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

Carbost Primary School has a Parent Council which has an important role to play in promoting home / school links. The Parent Council meetings are open to all parents and are arranged each term.

SCHOOL UNIFORM

The school uniform consists of a Royal blue jumper or hoody embroidered with the school crest, polo shirts and dark trousers or skirts. Polo shirts and sweatshirts can be purchased online throughout the year. Should any parent wish the School to order any items of uniform then this can be arranged otherwise parents can order directly online from the supplier.

Parents in receipt of Income Support, Family Tax Credit or Income Based Jobseeker's Allowance, may apply for a clothing grant. Application forms are available at www.highland.gov.uk/info/899/schools_-_grants_and_benefits/10/free_school_meals_and_assistance_with_clothing

Similarity in the pupils clothing creates confusion over ownership and it cannot be stressed too strongly that all items of clothing must have a name tab.

BREAK AND PLAYTIMES

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

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

SCHOOL MEALS

All P1-3 pupils are entitled to a free school meal. For P4-7 pupils' meals are provided at a cost of £2.30 a day. Meal money should be sent every Monday.

When parents are in receipt of Income Support, Universal Credit, Income based Job Seekers Allowance, or a number of other benefits, their children are eligible for free school meals. A form to claim this is available at:

www.highland.gov.uk/info/899/schools__grants_and_benefits/10/free_school_meals_and_assistance__with_clothing.

Telephone enquiries can be made to: - Operations Team, 01463 703645. If a child has special dietary needs, then please let us know.

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

SCHOOL SNACK

A snack is normally available on a daily basis from the School Canteen at morning break.

All children are expected to be responsible for looking after their money, therefore having the correct change will avoid your child having to look after loose change.

HEALTH CARE

A well-stocked First Aid Kit is kept in the school for minor injuries. Carbost Medical Practice would be called for anything more serious. Parents will naturally be informed if the above occurs.

It is most useful if the school knows of any relevant medical history of a pupil, which, for example, may necessitate special care or special provision being made, e.g. inhalers for asthma, creams for eczema. Regular visits are made by the School Nurse for required health checks.

Any medication that is to be administered at school must be accompanied by the correct consent forms. These are available from the school office.

The nurse normally sends an appointment to parents when their presence is deemed necessary.

Minor injuries

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

Mental Health and Wellbeing

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

ATTENDANCE/ABSENCE

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.

Good attendance is vital if pupils are to achieve their full potential. But if a pupil is absent from school, a parent or guardian should phone the school on the first day of absence, on the school number 01478 640237. When returning to school after an absence, pupils must bring a note dated and signed by a parent or guardian giving the reason for the time absent.

Permission to leave during the school day: If a pupil needs to leave during the school day for an appointment etc., pupils need to bring with them a note from parent or guardian. Pupils can be collected from the school office. Where at all possible, medical and dental appointments should be made outwith school hours.

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

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

SCHOOL DENTIST

A portable dentist unit visits the school on a rota basis. Parents will be informed prior to visits to give permission for treatment.

SCHOOL DISCIPLINE

Children are expected and encouraged to behave in a polite manner at all times. Any pupils needing continual disciplining may have small privileges withdrawn at the teacher's discretion. Should this still prove not satisfactory, the parent will be contacted to discuss the situation.

Pupils are not allowed to leave the school grounds during school hours unless accompanied by (a) a teacher or (b) a parent who has first sought permission from the Head Teacher.

While we do not believe bullying to be a problem in the school, we do have a policy on how we should handle any such behaviour. However, should any parent suspect bullying is taking place, we would appreciate being contacted. All schools in the Highlands are required to have an Equality and Diversity Policy. You can also find anti-bullying guidance by following the link below.

[https://www.highland.gov.uk/downloads/file/19358/anti_bullying - guidance for schools](https://www.highland.gov.uk/downloads/file/19358/anti_bullying_-_guidance_for_schools)

SCHOOL TRANSPORT

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

Statutory Walking Distance

Under 8 years: 2 Miles
8 years & over: 3 Miles

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

Please direct all enquiries regarding transport to

**Transport Development Officer
Highland Council
Glen Urquhart Road
Inverness
IV3 5NX**

Tel: 01397 886606

Public.transport@highland.gov.uk

FIRE DRILL

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

PARENTS/GUARDIANS/CARERS AS PARTNERS

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.

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

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

- Parents' evenings
- Progress reports
- Target Setting
- Open Afternoons

- Information on the School Website

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.

Parent are also encouraged to contribute to our school Squad Points system by keeping the school informed, via homework diaries and WOW certificates, of achievements children are making outside of school. The school always seek to involve parents in any key decisions about their child's education and keep parents informed about progress.

Parental information is obtained from questionnaires at the end of each school year and feedback given at events. We are always very happy to meet with any parent to discuss any concerns/questions they may have. Parental participation is welcomed and encouraged in a variety of ways including Eco days, help with transportation, Fundraising, contributions to topical work where they have particular expertise and interest and to help run after school activities.

Parent Council is a group of parents representing all parents of children at the school. Any parent who wishes to raise an issue for the Parent Council to consider can do so by contacting lauramacdonald28@hotmail.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://www.education.gov.scot/patentzone/>

SCHOOL POLICIES

School Policies are available to view at the school.

SCHOOL LETS

The school is normally available for let after 4pm and in the evenings, subject to the approval from the Head Teacher and the Area Education Office.

Application forms may be obtained from the school office.

VALUABLES & TOYS

Children are encouraged not to carry money and valuables to school that they do not require. The school is not responsible for toys that pupils may bring to school.

LOST PROPERTY

Any items found are taken to each class for identification. Items not claimed are stored and anything which remains unclaimed at the end of session, is sent to Blythswood.

SCHOOL FUND

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

The main events sponsored by these funds are the Christmas Party, School Trip and Prize Giving.

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

UNWELL CHILDREN IN SCHOOL

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

Normally medicines are not administered in school. Where a child needs to finish a course of medicine, the parents are able to request an *Administration of Medicine* form which they should complete, sign and return to the school.

Inhalers are kept in the school office and are marked clearly with the child's name. **Asthma inhalers should be taken outdoors for games and kept with the child when swimming or on visits off site.**

If a child leaves the school premises for any reason, such as a dental appointment, the parent must report to the office or telephone the school with details of when their child will be collected / returned. Under no circumstances will children be allowed to leave school unaccompanied during school session times.

CHILD PROTECTION

The designated Child Protection Officer is the Head Teacher.

From time to time incidents can occur within the school setting which cause concern and could indicate that a pupil is suffering some form of abuse.

In terms of Highland Child Protection Committee Inter-Agency Protection Guidelines, Care and Learning 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.

COMPLAINTS AND REQUESTS FOR SERVICE

If a parent has any concerns they should contact their child's Named Person in the first instance, Miss Muir 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 can contact Ms Mhairi Macdonald.

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

**Transport Development Officer
Highland Council
Glenurquhart Road
Inverness
IV3 5NX
Public.transport@highland.gov.uk**

INCLEMENT WEATHER ARRANGEMENTS

All schools now have a dial-in-service if there is a risk of closure due to adverse weather. This allows parents to listen to a recorded message from the Head Teacher. Details on Carbost's messaging service is attached. You can also access the Highland School Closure website:

<http://www.highland.gov.uk/schoolclosures>.

ACCESS TO PUPILS' RECORDS

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

Data Protection Legislation

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

Transferring Educational data about pupils

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

Data policy

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

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

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

Information on why we collect data about pupils and who we share this data with can be found in Highland Council's Privacy Notice which is available here:

https://www.highland.gov.uk/directory_record/1095920/enrol_your_child_at_a_school

Why do we need your data?

In order to make the best decisions about how to improve our education service, Scottish Government, education authorities and other partners such as the SQA and Skills Development Scotland need accurate, up-to-date data about our pupils. We are keen to help all our pupils do well

in all aspects of school life and achieve better examination results. Accurate and up-to-date data allows us to:

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

Your data protection rights

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

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

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

Concerns

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

Equality and Inclusion

For up-to-date information please see:

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

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

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

DISCLAIMER

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

HIGHLAND COUNCIL

CARBOST PRIMARY SCHOOL
TELEPHONE MESSAGING SERVICE

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

- Highland Council number:
0800 564 2272
- Enter the school's own pin number when prompted:
04 (1660)