

Bun-sgoil Ghàidhlig Phort Rìgh

Leabhar-làimhe na Sgoile

2022- 2023



School Handbook

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.

- **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)**

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

Fiosrachadh

Tha Bun-sgoil Ghàidhlig Phort Rìgh air oir baile Phort Rìgh air Rathad an t-Sruthain. Bidh clann bho sgìrean-sgoile Phort Rìgh, Càrrabost agus Bun-sgoil MhicDhiarmaid a' frithealadh na sgoile.

Dh'fhosgail Ghàidhlig Phort Rìgh airson sgoilearan air an 16mh là den Ghiblean 2018. Is e sgoil airson foghlam tro mheadhain na Gàidhlig a-mhàin a tha an seo - a' chiad sgoil de leithid anns an Eilean Sgitheanach agus Loch Àillse. Tha an sgoil a' tabhainn foghlam ionghabhaltach do sgoilearan na Sgoil-Àraich agus na bun-sgoile. Tha seachd seòmraichean teagaisg (le àite air a chur air leth airson dhà eile), talla ghoireasach airson spòrs, seòmar ciùil/ealain, Sgoil-Àraich, seòmar airson cùram-chloinne agus Cròileagan anns an sgoil. Tha gàrradh mu chuairt na sgoile agus tha pàirce ann airson spòrs a-muigh le solais.

Bu chòir dhuibh cuimhneachadh gum bi fiosrachadh ùr a' dol a-steach dhan leabhar seo oir tha an sgoil air a h-ùr togail, agus innsidh sinn dhuibh mu na leasachaidhean a bhios a' dol air adhart.

Tha 156 sgoilear anns an sgoil agus 49 anns an Sgoil-Àraich.

School Information

Bun-sgoil Ghàidhlig Phort Rìgh is located on the outskirts of Portree, off Struan Road. The catchment area for the school includes the current catchments for Portree, Carbost and MacDiarmid Primaries.

Bun-sgoil Ghàidhlig Phort Rìgh opened on the 16th April 2018 and is the first stand-alone Gaelic school in Skye and Lochalsh. It strives to offer high quality, inclusive education to Sgoil-Àraich (nursery) and primary aged pupils. The building contains seven classrooms (with capacity for more), a fully equipped games hall, a music/art room, Sgoil-Àraich and a Cròileagan. The school also has well-designed school grounds including a spacious nursery garden and an all-weather sports pitch with floodlights. The current school roll is 161 and there are 49 pupils in Sgoil-Àraich

Whilst the information in this handbook is considered to be true and correct at the date of publication (November 2021). Changes in circumstances after the time of publication may impact on the accuracy of the information

Bun-sgoil Ghàidhlig Phort Rìgh
Rathad an t-Sruthain
Port Rìgh
An t- Eilean Sgitheanach
IV51 9EG

Portree Gaelic Primary School
Struan Road
Portree
Isle of Skye
IV51 9EG

Fàilte Chridheil oirbh gu Bun-sgoil Ghàidhlig Phort Rìgh.

Chaidh an leabhar seo a dhealbhadh gus beagan fiosrachadh a thoirt dhuibh mun obair a tha sinn a' dèanamh agus mu na cothroman a gheibh ur cuid chloinne còmhla rinn. Tha sinn an dòchas gum faigh sibh an leabhar seo feumail agus tha sinn a' toirt cuireadh dhuibh a thighinn dhan sgoil uair sam bith gus fiosrachadh a bharrachd fhaighinn.

Ann am Bun-sgoil Ghàidhlig Phort Rìgh tha sinn ag obair còmhla mar choimhearsnachd sgoile gus taic a thoirt do na sgoilearan a bhith soirbheachail anns an ionnsachadh aca, a bhith misneachail mu na nì iad, a bhith ciallach agus taiceil dha chèile agus a bhith a' gabhail pàirt ann an iomadh diofar ghnìomh. Tha sinn airson gun cleachd iad na dh'ionnsaicheas iad anns an sgoil, anns a' choimhearsnachd agus ann an saoghal na h-obrach.

Tha a' Ghàidhlig aig cridhe ar cultair agus ar beatha làitheil anns an sgoil. Tha ar comas air cànan a chleachdadh aig teis-meadhan gach nì: mar a tha sinn a' cur ar faireachdainn an cèill, ar smuaintean, ar cuid ionnsachaidh agus an dòigh anns a bheil sinn gar faicinn fhèin. Tha sinn airson gum bi na sgoilearan, pàrantan agus an luchd-obrach cho moiteil dhen Ghàidhlig agus gun obraich sinn còmhla airson a leasachadh ann an iomadh dòigh.

Tha Bun-sgoil Ghàidhlig Phort Rìgh a' cur fàilte air a h-uile pàrant agus ag iarraidh orra pàirt a gabhail ann am beatha na sgoile. Tha e cudromach gu bheil pàrantan aig nach eil Gàidhlig no nach eil fileanta sa Ghàidhlig a' faireachdainn gu bheil iad nam pàirt chudromach den choimhearsnachd sgoile.

Ma bhios ceist sam bith agaibh mun sgoil no mu adhartas ur cuid chloinne, feuch gun tadhail sibh air an sgoil cho luath 's a ghabhas.

Tha sinn a' coimhead air adhart ri gach pàrant agus pàiste fhaicinn ag obrachadh còmhla anns na bliadhnaichean ri thighinn gus bun-stèidh làidir a shuidheachadh ann am Bun-sgoil Ghàidhlig Phort Rìgh.

School Phone Number 01478 61 4770

School email Bun-SgoilGhaidhligPhortRigh.GhaidhligPhortRigh@highland.gov.uk

Website <https://www.bsgpr.org/>

Facebook Bun-sgoil Ghàidhlig Phort Rìgh@BSGPR2018



Fàilte - Welcome to Bun-sgoil Ghàidhlig Phort Rìgh

The purpose of this handbook is to inform parents/guardians about our school and community. We hope you find this document useful and should you have any questions that are not answered within this handbook, please do not hesitate to contact us.

In Bun-sgoil Ghàidhlig Phort Rìgh, we work together as a school community to enable our pupils to be successful learners, to be confident about their achievements, and to support each other while engaging in a wide variety of activities. We encourage our pupils to utilise their skills in the school, in the community and in the wider world of the workplace.

Gaelic language is at the heart of our culture and of the daily life of our school. Our ability to use language lies at the centre of the development and expression of our emotions, our thinking, our learning and our sense of personal identity. Our aim is to ensure that our pupils, parents and staff share a common sense of pride in our Gaelic language and that we all work together to promote the language within our school and wider community.

Bun-sgoil Ghàidhlig Phort Rìgh welcomes all parents to participate fully in the life of the school, regardless of their own proficiency in Gaelic. It is very important to us that parents with no Gaelic feel supported and welcome in our school.

Should you wish to discuss your child's progress or have any concerns, please do not hesitate to contact the school immediately.

We sincerely hope that all parents and pupils participate fully in Bun-sgoil Ghàidhlig Phort Rìgh and that we all work well together in the years to come.



Clàr Innse

Duilleag

2. Fiosrachadh mun Sgoil
3. Fàilte
- 5 Clàr Innse
6. Luachan agus Amasan na Sgoile
8. Luchd-obrach
9. Uairean Fosglaidh na Sgoile
9. Clàradh
10. A' lorg àite sgoile
10. Curraicealam airson sàr-mhathais
12. Facal mun Ghàidhlig - Bogadh
14. An Curraicealam
18. Sgoil-Àraich, Cròileagan, Rionnagan
20. Measadh, Fiosrachadh do Phàrantan, Obair Dachaigh
22. Comhairle nam Pàrant
23. Taic a bharrachd
24. Frithealadh na Sgoile agus Saor-làithean
25. Clubaichean às dèidh na Sgoile
26. Modh, Riaghailtean na Sgoile agus Obair an aghaidh Bhurraidheachd
26. Aodach Sgoile
26. Seirbheisean Dion Chloinne
27. Slàinte agus Sàbhailteachd / Cùram Slàinte agus Meidigeach
29. Dùnadh Tràth/Suidheachadh Èiginn
30. A' Gluasadh dhan Àrd-sgoil
30. Filmadh agus a' togail dhealbhan
29. Làimhseachadh Fiosrachaidh
32. Fònaichean làimh
32. Aithisg sgoile
32. Poileasaidhean Sgoile
32. Conaltradh, Gearainean agus Taic
33. Buidhnean-obrach na Sgoile
34. Co-ionannachd Chothroman
34. Pàirceadh
34. Maoin na Sgoile
34. Miosachan na Sgoile

Contents

1. School Information
3. Welcome
- 5 Contents Page
6. Vision Statement and Aims
8. School Staff
9. School Opening Hours
9. Enrolment
10. Placing Requests
11. Curriculum for Excellence
12. Gaelic Statement - Immersion
14. The Curriculum
18. Sgoil-Àraich, Cròileagan, Rionnagan
20. Assessment, Achievements, Homework, Reporting to Parents
22. The Parent Council
23. Additional Support Needs
- 24 Attendance at School, holidays
25. Extra-curricular Activities
26. Behaviour, School Rules and Anti-Bullying Policy
26. Clothing and Uniform
26. Child Protection Services
27. Health and Safety / Health/ Medical and Dental Info
29. Early Closure and Emergencies
30. Transfer to Secondary School
30. Filming and Photography
29. Data Protection Act 1998,
32. Mobile Phones
32. Standards and Quality Report
32. School Policies
32. Communication, Complaints, Support
33. School Committees
34. Equality and inclusion
34. School Transport
34. Parking
34. School Fund
35. School Calendar

Luachan agus Amasan na Sgoile/Vision Statement and Aims

Nì clachan beaga tric càrn mòr uaireigin.

In Bun-sgoil Ghàidhlig Phort Rìgh, we strive to be a school of excellence delivering high quality education through the medium of Gaelic to our pupils. Gaelic Medium Education is based on the principles of immersion with children accruing all the benefits of bilingualism.

We believe in the importance of equipping our learners with the skills and attitudes to prepare them for life, learning and work.

We aim to create a secure, happy and friendly environment where our learners are encouraged to develop academically, socially, emotionally and creatively to the best of their ability through the medium of Gaelic.

We have consulted on the aims below and they have been adopted by our school community:

1. To promote the Gaelic language and culture by:

- creating a positive whole school ethos towards our Gaelic language and culture and ensuring that the language and culture are valued and feature prominently in all aspects of school life
- ensuring our learners are equally confident in the use of Gaelic and English
- enabling our children to use both languages in a full range of situations within and out with school.
- giving opportunities to develop knowledge and understanding of Gaelic culture as part of our local heritage and of Scotland's identity

2. To maximise standards of attainment by:

- providing a curriculum which is structured yet flexible and changes with learners as they develop;
- ensuring our curriculum illustrates breadth, depth, challenge and balance in all areas;
- maintaining a coherent and progressive approach to teaching and learning;
- enhancing the ethos of achievement through recognising and celebrating the success of all;
- regularly monitoring progress and achievement
- raising attainment at all levels

3. To provide a quality learning environment which stimulates and motivates pupils by -
 - using enterprising learning and teaching practices that encourage enthusiasm, creativity and ambition;
 - encouraging positive attitudes in pupils towards themselves and others
 - promoting the health and wellbeing of all members of the school community
 - utilising the outdoors in order to provide quality outdoor education

4. To make effective provision for pupils with Additional Support Needs by-
 - identifying and meeting pupils' individual needs;
 - involving pupils, parents and carers in the consultation process;
 - assisting pupils in making optimum use of their abilities and educational opportunities.

5. To encourage partnership with parents/guardians and the community to enhance the quality of pupils learning and welfare by -
 - supporting parents who wish to learn Gaelic or to develop their own skills and confidence in the Gaelic language.
 - welcoming parents/guardians as active participants in the life of school;
 - recognising the rights of parents/guardians to be informed consulted and involved in the education of their children.
 - maintaining co-operative relationships with our Parent Council;
 - promoting opportunities for pupils to develop enterprising skills through links with members of the local community.

6. To enhance professionalism of staff by -
 - increasing the collegiate role of all staff;
 - ensuring that all staff have opportunities for continuing professional development;
 - undertaking CPD courses which respond to individual needs and school priorities;
 - liaising with colleagues and staff in other schools to share good practice.

Luchd-obrach/Staff list

Head Teacher: Mrs Flora Guidi

Acting Depute Head Teacher: Mrs Shona MacDonald

Class Teachers

Clas 1/2CU - Mrs Anne Martin/ Mrs Rhoda Whatley

Clas 1/2LM - Mrs Lynsey Finlayson

Clas 2/3- Mrs Kate Macleod/ Mrs Mairi Milne

Clas 4 - Ms Eilidh Beaton

Clas 5- Mrs Megan Mackenzie

Clas 6 - Ms Ann Macleod

Clas 7 - Mrs Shona MacDonald/ Mrs Eilidh MacLean

Class contact reduction time/music/art - Mrs Kenna MacDonald

Sgoil-Àraich staff

Mrs Elizabeth MacDonald, Ms Jennifer MacKinnon, Ms Jennifer Morrison, Ms Mairi MacDougall, Ms Danielle Gordon, Ms Jessica Latton, Ms Emma Gordon

Pupil Support Assistants

Mrs Kathleen MacLean, Mrs Marion Colven, Mrs Moreen Pringle, Ms Megan Cowie

Pupil Equity Fund Staffing

Mr Angus Mackenzie and Mrs Mairi Milne

Cròileagan staff

Ms Elizabeth Munsie, Ms Ceitidh Douglas, Ms Dawn Daughtrey

Clerical assistants

vacancy

Instrumental tuition

Mr Iain Ruairi Finlayson, Ms Roxinne Llewellyn-Porter, Mr Allan Craig

Janitor

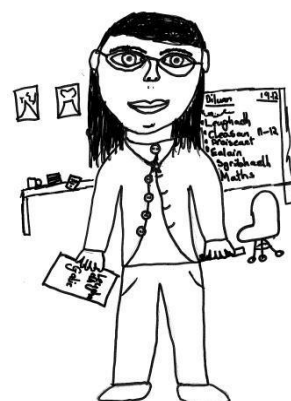
Mr Gordon Smith, Mr Ian Stratton

Kitchen staff

Mrs Karen Pirie, Mrs Chrisabel Weir, Ms Lorraine Murchison, Ms Sharon MacKinnon

Cleaning Staff

Ms Shani Johnson,



Uairean Fosglaidh na Sgoile/School Hours
School hours for pupils in Primary 1, 2 and 3

Monday to Thursday, 9.06am - 12.15pm and 1.30am - 3.30pm

School hours for pupils in Primary 3-7,

Monday to Thursday 9.06am - 12.45pm and 1.30pm - 3.30 pm

break: 11.00am - 11.15am

On Friday the school day will end for P1/2/3 at 12.15pm and will finish at 1.10pm for P4-7

Sgoil-Àraich: We offer flexible childcare between the hours of 8.45am -5pm Monday - Thursday and 8.45am - 12pm on Friday. This is dependent on parental demand and availability of staffing.

Pupils should not arrive at the school any earlier than 8.45am as there is no supervision or access to the playground at that time.

Clàradh/Enrolment

Parents will be invited to enrol children for Primary one in January of the year they begin school. Enrolment of new entrants is advertised in advance. Parents who are considering enrolling their children are most welcome to visit the school to meet the Head Teacher. An appointment can be arranged by telephoning the school.

The majority of children who enrol in Primary One are already in our Sgoil-Àraich, but children who do not attend Sgoil-Àraich are welcome to start Primary One in Bun-sgoil Ghàidhlig Phort Rìgh.

The pupils from Sgoil-Àraich work with the pupils of Primary One throughout the school year. All SA pupils play in the school playground, they join P1 for a weekly singing session and they eat lunches in the school canteen with the older children. They also join the school for special occasions and theatre visits. The Primary One pupils will spend time in Sgoil-Àraich prior to formal visits taking place, allowing the teacher to meet the children within a setting they know, thus helping to promote as easy a transition into school as possible for the children. Sgoil-Àraich pupils will visit the Primary One classroom on a weekly basis after Easter and also for two afternoons in June. In some situations, extended transitions will be put in place.

The Curriculum for Excellence stresses the importance of recognising and building on prior learning, and to ensure this, our school staff liaise closely with Cròileagan, parents and other pre-school groups.

Placing Requests/ A' lorg àite sgoile dhan leanabh agad

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.

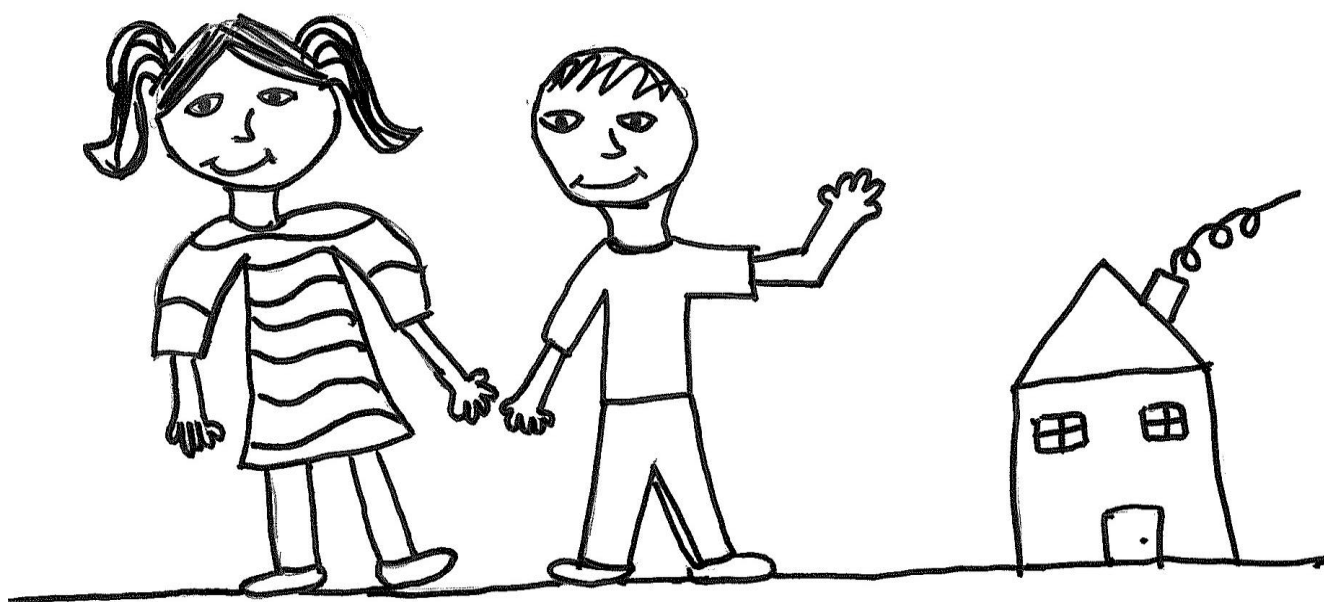
Application must be made to the Area Education Manager, Don Esson. Placing request applications are made online at:

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

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

If pupils live outwith the school catchment area and their parents wish them to attend Bun-sgoil Ghàidhlig Phort Rìgh, they can contact the Head Teacher to arrange a visit. 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.



Curriculum for Excellence aims to provide children with a progressive, challenging curriculum from 3-18. At Bun-Sgoil Ghàidhlig Phort Rìgh our overall aim is to ensure that we provide a broad general education to all our learners which provides them with opportunities and choices and values their own skills and knowledge and reflects and deepens their interest in the world around them. It is our principle aim to provide a curriculum that enables our children to become:



We offer our pupils a wide and varied curriculum which demonstrates the principles of the Curriculum for Excellence - challenge, breadth, depth and progression. We also aim to offer a curriculum which demonstrates personalisation, choice, coherence and relevance. We endeavour to teach skills across the curriculum and ensure that our learners are equipped with the skills they need in life, learning and work. Global education, active citizenship and enterprise skills are actively promoted at all stages throughout the school.

The curriculum is divided into eight parts:

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

Within the Curriculum for Excellence there are three broad levels:

Early Level - Nursery 3 year olds, 4 year olds and Primary 1

First Level - Primary 2, Primary 3 and Primary 4

Second Level - Primary 5, Primary 6 and Primary 7

Gaelic Statement/Facal mun Ghàidhlig

Advantages of Bilingualism/Buannachdan Dà-chànanachas

Some of the potential advantages of bilingualism and bilingual education currently publicised are:

Communication Advantages

- Wider communication (extended family, community, international links, employment).
- Literacy in two languages

Cultural Advantages

- Broader enculturation, a deeper multiculturalism, and two 'language worlds' of experience
- Greater tolerance and less racism

Cognitive Advantages

- Thinking benefits (creativity, sensitivity to communication).

Character Advantages

- Raised self-esteem
- Security in identity

Curriculum Advantages

- Increased curriculum achievement
- Easier to learn a third language

Cash Advantages

- Economic and employment benefits

'A Parents' and Teachers' Guide to Bilingualism',
Professor Colin Baker, International Expert on
Bilingual Education



www.gaidhlig.org.uk/fdp

Bogadh/Immersion

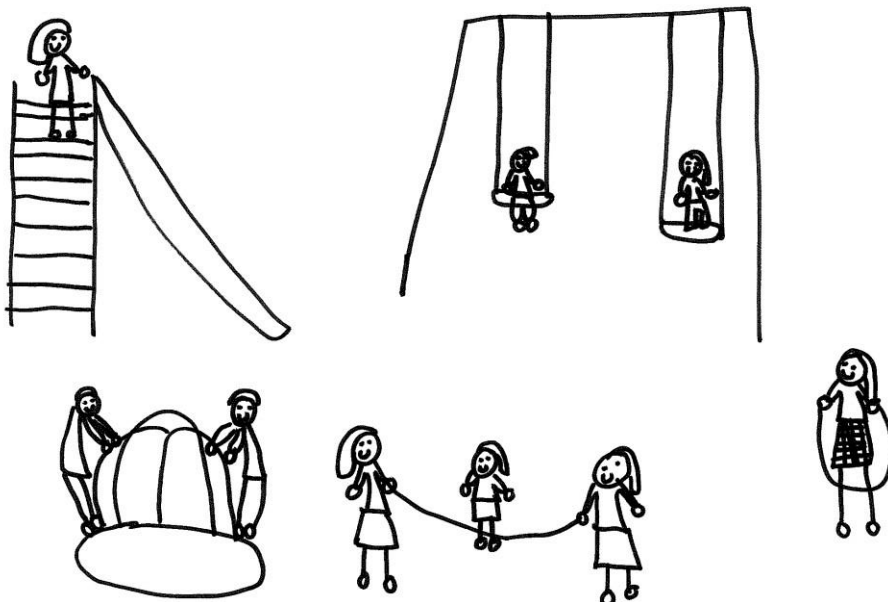
It is our aim in Bun-sgoil Ghàidhlig Phort Rìgh, to ensure our pupils are equally confident in their use of both Gaelic and English in a wide range of situations within and out with the school.

From Sgoil-Àraich till the end of Primary 3, children will be fully immersed in Gaelic so that they will have a firm foundation in the language and are approaching a level of fluency that will enable them to make appropriate progress across the entire curriculum.

From the end of Primary 3 onwards, in the immersion phase, the curriculum in its entirety will be taught through the medium of Gaelic across all four aspects of learning. Children will begin to read in English towards the end of Primary 3 and will also begin to write in English from Primary 4 onwards. Teachers will plan children's learning to develop vocabulary connected to the different areas of the curriculum, language skills, grammar and an appreciation of Gaelic language and culture. In the immersion phase teachers will facilitate learning in all curriculum areas, including the newly introduced English, through the medium of Gaelic

Fileantachd/Fluency

During the total immersion phase, the development of grammar and specialist vocabulary will be embedded within learning and play through the use of high-quality Gaelic all of the time. Later and at the immersion stages, children will become more aware of the language development. Particular points of grammar and specialist vocabulary will be planned in programmes and courses across the curricular areas and contexts of the curriculum. In Bun-sgoil Ghàidhlig Phort Rìgh all staff at all stages will work on reinforcing correct grammatical structures and correcting children's language errors so that these errors do not become the norm.



Litearras, Gàidhlig, Beurla agus Fraingis Literacy, Gaelic, English and French

Pupils in Bun-sgoil Ghàidhlig Phort Rìgh will experience an environment which is rich in language and which sets high expectations for literacy and the use of language. Our pupils will engage with stories, literature and other texts which will enrich their learning, develop their language skills and enable them to enjoy reading. Developing oral language skills will be of particular importance in the Early Years. Teachers will balance play-based learning with more systematic development and learning of skills and techniques for reading, including phonics.

The main organisers in literacy and language are:

Listening and Talking

Reading

Writing



Èisteachd agus Labhairt/Listening and Talking

Children will work on developing their skills in listening and talking in a variety of situations at each stage of the school. The skills are important in themselves, but they also link closely to the skills of reading and writing.

Leughadh/Reading

From the Early levels, children will regularly listen to texts, rhyme, song and discuss books. Language acquisition is key in developing reading skills and children, parents and the school will work together to foster a life-long love of reading. The school uses Facal agus Fuaim, Storyworlds, Oxford Reading Tree and Discovery Worlds to develop reading and literacy skills at the infant stages. Novels and reference books are used at the middle and upper stages.

Sgrìobhadh/Writing

Personal, imaginative and functional writing skills are developed in a progressive manner, focusing on the skills and knowledge of the child and developing next steps appropriate to each child's ability.

Teachers use a wide variety of topics and materials to stimulate writing and ensure that the skills of punctuation, spelling and grammar are developed.

Modern Language

In accordance with 1+2 approach to language learning, we include the teaching of a foreign language in the curriculum. The foreign language is French and is taught from Primary 5-7. The aims of this programme are to encourage our children to have confidence in expressing themselves in a third language, and to increase their awareness of another culture.

Àireamhachd agus Matamataig/Numeracy and Mathematics

The mathematics experiences and outcomes are structured within three main organisers, each of which contains a number of subdivisions:

Àireamh, airgead agus tomhas / Number, money and measure

Cumadh, suidheachadh agus gluasad / Shape, position and movement

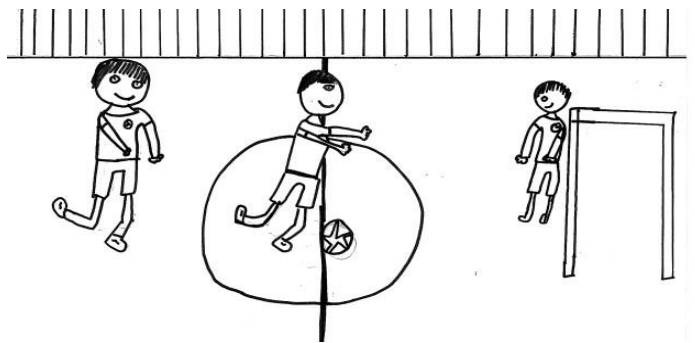
Làimhseachadh fiosrachaidh / Information handling

Our aim is to ensure our children will experience success in mathematics and develop the confidence to take risks, ask questions and explore alternative solutions without fear of being wrong. They will enjoy exploring and applying mathematical concepts to understand and solve problems, explaining their thinking and presenting their solutions to others in a variety of ways.

At all stages, an emphasis on collaborative learning will encourage children to reason logically and creatively through discussion of mathematical ideas and concepts.

Slàinte agus Sùnn/Health and Wellbeing

Learning in health and wellbeing ensures that children and young people develop the knowledge and understanding, skills, capabilities and attributes which they need for mental, emotional, social and physical wellbeing now and in the future.



Learning through health and wellbeing enables children and young people to:

- make informed decisions in order to improve their mental, emotional, social and physical wellbeing
- experience challenge and enjoyment
- experience positive aspects of healthy living and activity for themselves
- apply their mental, emotional, social and physical skills to pursue a healthy lifestyle
- make a successful move to the next stage of education or work
- establish a pattern of health and wellbeing which will be sustained into adult life,

We aim to ensure that children in Bun-sgoil Ghàidhlig Phort Rìgh will feel happy, safe, respected and included in the school environment and all staff should be proactive in promoting positive behaviour in the classroom, playground and the wider school community

Physical Education/Eòlas Corporra

All pupils receive a minimum of two hours PE lessons per week. The children are given a balanced programme of gymnastics, games, movement and dance. We work closely with the Active Schools Co-ordinator who provides a wide range of sporting opportunities for the pupils throughout the year.

Eòlas Creideamh agus Moraltachd Religious and Moral Education,

In Bun-sgoil Ghàidhlig Phort Rìgh, pupils will enjoy Bible stories and stories from other faiths around the world. They will explore the world's major religions and also views which are independent of religious belief and will talk about these. Through developing awareness and appreciation of the value of each individual in a diverse society, our pupils will be encouraged to respect the views of others.

Cruinneachadh/Seirbheisean Creideamh Assembly/Religious Observance

The school has regular assemblies where we celebrate the successes and achievements of our school community. We value all religions, cultures and beliefs and frequently have visitors to our assemblies including Rev Murdo MacLeod. If you do not wish your child to take part in religious observance, please write a letter to the Head Teacher. Alternative arrangements shall be made.

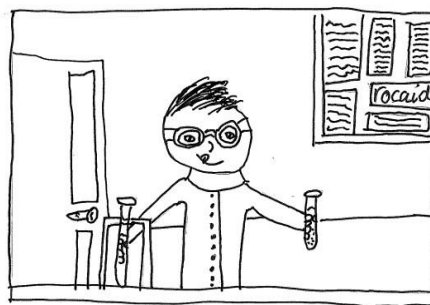
Saidheansan /Sciences

Our Science curriculum will cover the following areas:

- Planet Earth
- Topical Science
- Forces/Electricity
- Biological Systems
- Materials

Our pupils will be encouraged to develop their interest in, and understanding of, the living, material and physical

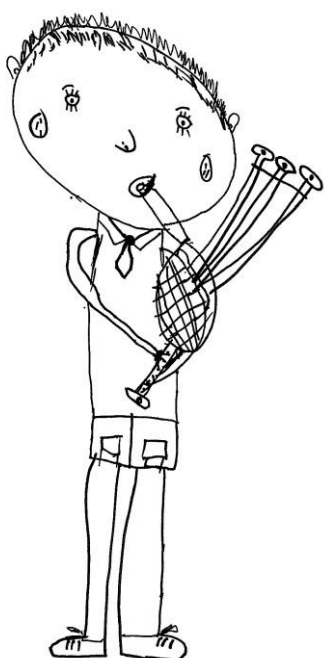
world. They will work individually and in groups on a range of investigative tasks. They will develop important skills to become creative, inventive and enterprising adults in a world where the skills and knowledge of the sciences are needed across all sectors of the economy.



Cuspairean Sòisealta/Social Studies

Through our Social Studies programme the pupils develop their understanding of the world by learning about other people and their values, in different times, places and circumstances. They also develop a deeper understanding of the environment, as well as their understanding of the history, heritage and culture of Scotland. This helps to give them an appreciation of their local and national heritage and culture of the world. Much of this work is delivered through projects or topics, in which a range of subjects and skills (history and geography, reading and writing, art and craft, music and drama, etc.) will be involved in an integrated way.

Ealain Chruthachail/Expressive Arts



Our expressive arts programme encompasses a range of activities and experiences through art, music, movement and drama.

Art and Design - pupils are taught a variety of different skills and techniques through drawing, painting, modelling, printing and collage as well as learning more about artists past and present.

Music - opportunities exist for the pupils to take part in a wide range of musical activities including singing, music making, listening to music and formal instrumental work. Instruction is available, at certain stages, for chanter and fiddle. We also have a school choir. Various classes participate in the Highland Youth Music Initiative and Kodaly Music Sessions. We encourage our pupils to

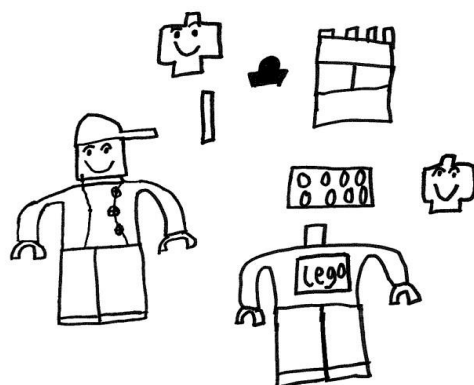
participate in the Local Mòd, Fèis and Colonel Jock Competition. We work closely with Fèisean nan Gàidheal.

Drama - pupils in all classes are given the opportunity to develop their skills in improvisation, role play, and mime. Pupils take part in shows throughout the year and in the local Mòd.

Teicneòlasan/Technologies

Through their learning in Technologies, our pupils are provided with frequent opportunities for active learning in creative contexts:

- Problem-solving skills
- Planning and Organisation skills
- Skills in ICT
- Skills in collaborating, leading and interacting with others
- Skills in using tools, equipment, software and materials



The school is well-equipped with computers, laptops and interactive whiteboards. ICT skills are directly taught and applied within the contexts of other curricular areas. All pupils complete a Responsible User Agreement.

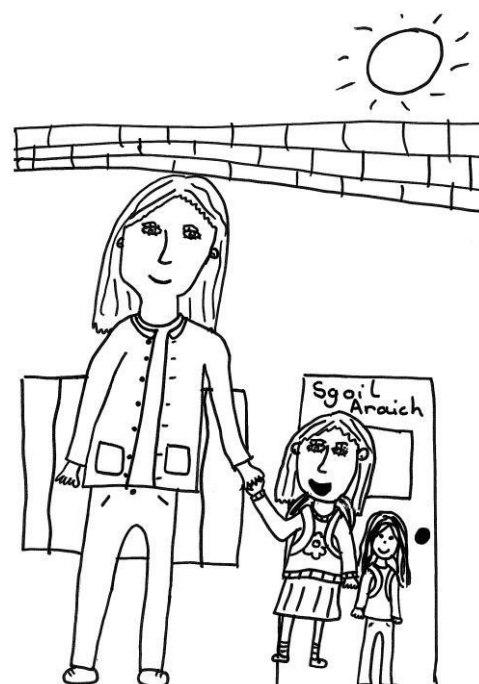
Sgoil-Àraich Ghàidhlig Phort Rìgh - Fàilte

Welcome to our Sgoil-Àraich. This is a safe, welcoming, busy place with lots going on and we hope that you and your child will enjoy your time with us. If there is anything at all that you need more information on, please ask us. Staff at the school can offer suggestions as to how best to support your child with Gaelic language or indeed on how to develop your own Gaelic language skills.

Our staff follow the advice given from Education Scotland:

"learning will firstly have a very strong focus on listening and talking in Gaelic through a play-based curriculum, which is widely evidenced to be the most appropriate approach for the development of young children's early learning. Adults in the play and learning room have a key responsibility to use high-quality Gaelic to each other and to the children, both within the play and learning and beyond. Staff model high quality Gaelic to children and play alongside the children as an effective approach to learning, while at the same time speaking Gaelic all of the time. Staff have many roles in the Gaelic Medium playroom and classroom: care and nurture, model Gaelic, play, acting and using prompts to aid understanding, learn and teach. Staff are important role models for children and create an environment where Gaelic is valued and used all of the time. As children play, staff need to be working alongside and interacting with children to enable them to develop their knowledge and skills in Gaelic language while also following their interests, being creative and curious."

-Advice on Gaelic Education - Education Scotland 2015



Luchd-obrach na Sgoil-Àraich/Early Years Practitioners

Ms Jennifer MacKinnon (Senior Early Years Practitioner)

Mrs Elizabeth MacDonald

Ms Jennifer Morrison

Ms Mairi MacDougal

Ms Emma Gordon

Uaireannan Fosglaidh/Opening Times

(We will consult with parents regarding changes to these hours)

We offer flexible childcare between the hours of 8.45 am and 5pm on Mondays to Thursdays and from 8.45 am to 12pm on a Friday. This is dependent on staffing. Parents are encouraged to come in to visit the Sgoil Àraich room and look at the children's work and chat informally with staff when collecting pupils.

Sgaoileadh fiosrachaidh/Sharing information

You will be asked for your email address on the enrolment form. Please make sure you let us know if this changes as we use the information at enrolment to make up a Sgoil Àraich mailing list. You will then receive information and regular updates via email.

A' Fàgail agus a' togail Clann à Sgoil-Àraich Procedures for Dropping off and Picking up Pupils

There are allocated parking places for parents of Sgoil-Àraich in Bun-sgoil Ghàidhlig Phort Rìgh. Parents will enter and exit the school building through the Sgoil-Àraich entrance at the front of the school.

Cleasan/PE

Children will take part in 20 minutes physical activity each day. Please ensure children bring or wear trainers on the days that physical activity takes place in the gym.

Pàrantan/Parent Session

Parents will be invited in from time to time to visit the Sgoil-Àraich room and join their child in a planned activity. Parents will be sent details of this by email.

Aodach/Clothing

As our pupils will be involved in active learning and outdoor play, there is a chance that they may get dirty and wet from time to time. A spare set of clothing can be handed into Sgoil-Àraich at the start of session. The bag containing this should have your child's name displayed clearly on it.

Cròileagan

Cròileagan run a Gaelic playgroup for two year olds as part of our school community. We work closely with the staff and committee. For more information on Cròileagan please contact Elizabeth Munsie on 07879025747.

Rionnagan Beaga

Pàrant is Pàiste is a mother and toddler group that meet in the school delivering play and social opportunities for babies and toddlers through the medium of Gaelic. For more information, contact Elizabeth Munsie on 07879025747.

Assessment, Achievements. Reporting to Parents, Parents' Evenings Measadh agus Aithisgean/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. We operate a policy of continuous assessment from Sgoil-Àraich to Primary 7 in order to build a clear picture of each pupil's progress.

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.

Pupils should view the assessment process as a motivating experience which takes place within the overall context of a supportive school. Pupils should make use of feedback, in all its forms to inform next steps for the improvement of their own learning. Parents will receive feedback on their son or daughter's progress through pupil reports, progress checks, and target setting information.

Pupils will reflect on their progress, achievement and best work on their portfolio.

Parents wishing to enquire about a pupil's progress are invited to get in touch with the Head Teacher

Our priorities for assessment are:

- a) To give a continuous and cumulative picture of the child's performance.
- b) To give the teacher information.
- c) To support and develop the strengths and next steps for the child.
- d) To give parents information.

Ìrean-coileanaidh/Achievements

At Bun-sgoil Ghàidhlig Phort Rìgh, we believe in promoting a strong ethos for positive achievement among our school community. We celebrate the achievements of our pupils and staff in many ways including assembly, display boards, website, letters to parents/guardians and social media. Pupils record their achievements in and out of school using their profiles.

Coinneachadh ri Pàrantan/Parents' Meetings

Parent's Meetings are arranged on a termly basis. Parents/guardians are invited to view their children's work and to discuss their learning with the class teachers.

Parents/guardians are encouraged to contact the school at any point and make an appointment with the class teacher or Head Teacher should they have any questions or concerns.

Taic bho Phàrantan/Parental Involvement

We welcome parents/guardians to visit the school and to work with us to strengthen home/school links. We welcome and rely on parental volunteers at various events during the school year.

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

Early engagement with parents to inform them of the benefits of Gaelic Medium Education and its link to the benefits of bilingualism is essential in securing the future of the language.

Children's fluency in Gaelic is enhanced by using the language out with school. Parents will be issued with information on how to support their children's education.

Parents/Guardians/Carers as Partners

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

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

- Parents' evenings
- Progress checks
- Target Setting
- Course choice/ Options evenings
- Information on the school website

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

The school always seek to involve parents in any key decisions about their child's education and keep parents informed about progress. Parents are encouraged to contact the school to discuss any issues regarding their child or the school in general. Parental information is obtained from questionnaires issued regularly at Parents evenings and from Parent Forums.

The Parent Council is a group of parents selected to represent 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 Sharon Fenlon.

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

Obair-dhachaigh/Homework

Homework helps to consolidate skills acquired in school and also aids with Gaelic language acquisition. Parents will be given a suggestion bank, should they wish to do more than the allocated amount. Daily reading and talking / playing with your child has also been proven to have a very positive effect on children's learning.

It would be appreciated if parents could:

- check the homework diary on a daily basis for set homework activities and correspondence from school;
- check that homework has been completed;
- sign the homework diary on a daily basis.

Taic le obair-dachaigh/Homework Support

For support with Gaelic homework, parents/guardians should visit www.gaelic4parents.com.

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/>

A copy of our Homework Policy is available on the school website.

Comhairle nam Pàrant/Parent Council

The Parent Council is a group of parents/guardians who are selected to represent all parents/guardians of children at our school. An updated list of Parent Council Members will be made available.

Chairperson - Sharon Fenlon

Secretary - Andrew Hunter

The role of the parent council is:-

- To support the school in its work with parents
- To represent the views of all the parents
- To encourage links between the school, parents, pupils and the wider community
To report back to the Parent Forum (every parent with a child at the school.)

Meetings are held in the school every term. Minutes of the meetings will be made available on our website.

Further information about the Parental Involvement Act 2006 and Parent Councils can be found on the internet: www.parentzonescotland.gov.uk

Taic a bharrachd/Additional Support

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 out with the school. Should you have any concerns that your child's additional needs are not being met, you should contact your child's named person in the first instance and/or the Head Teacher <contact details>. If your concerns continue, there are a number of means of resolving difficulties and disputes and information on this can be found at:

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

Progress

Parents wishing to enquire about a pupil's progress or have concerns about their progress are invited to get in touch with Flora Guidi, the Head Teacher

All children need support to help them learn. Some children require more help than others. We aim to make effective provision for pupils with Additional Support Needs

by meeting pupils' individual needs and assisting pupils to make optimum use of their abilities and educational opportunities.

It is the policy of this school that parents of children with additional support needs will be consulted at an early stage in the consideration of their child's difficulty.

If the assessment of a child by the Psychological Service or Speech and Language Service is deemed necessary then the parent will be consulted prior to referral.

We aim to encourage partnership with parents and the community to enhance the quality of pupils' learning and welfare by:

- Recognising the rights of parents to be informed, consulted and involved in the education of their children
- Promoting opportunities for pupils to develop enterprising skills through links with members of the local community
- Maintaining co-operative relationships with parents/guardians

Frithealadh na Sgoile Absence/Holidays taken during Term Time

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 614770

If no contact is established and no satisfactory explanation is given for absence, the relevant authorities will be notified and the school will investigate.

When returning to school after an absence, the parent or guardian must give written reason for the time absent.

Permission to leave during the school day: If a pupil needs to leave during the school day for an appointment etc, pupils need to bring with them a note from parent or guardian. Pupils must report to the school reception and 'sign out', if returning the same day, they must report again to the reception and sign in. Where at all possible, medical and dental appointments should be made out with 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.

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

Làithean-saora gan Gabhail Tron Teirm Holidays Taken During School Term Time

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.

Clubaichean às dèidh na sgoile / Extra-curricular Activities

Our pupils are given the opportunity to participate in a range of extra-curricular activities. This changes termly and parents are given an updated timetable termly.

Modh, Riaghailtean na Sgoile, Obair an Aghaidh Bhurraidheachd School Rules, anti-bullying policy and Discipline

We believe that developing a responsible attitude and self-discipline is the responsibility of our school community. Our school rules are mainly concerned with the safety and well-being of our pupils. All adults and children within our school are expected to behave in a socially acceptable manner, to treat others with consideration and fairness, to show respect to each other and to visitors and to respect school property. All children are encouraged to follow the school rules.

Parents / guardians will be informed of any serious breach of school rules or persistent bad behaviour.

The school follows the advice given in the Highland Council's anti-bullying policy:

Highland Council's anti-bullying policy

https://www.highland.gov.uk/downloads/file/19358/anti_bullying_-_guidance_for_schools

Aodach na Sgoile/Uniform

The school encourages pupils to wear the official school uniform at all times. The school uniform is as follows:

- A red sweatshirt with the school unique emblem
- A white polo shirt
- Grey/black/navy trousers and skirt
- A tartan skirt

Pupils representing the school in inter-school events or on public occasions are always expected to wear school uniform

Shorts and tee-shirts are required for PE. The children may wear either trainers or gym shoes in the gym, but outdoor shoes are not permitted.

Pupils are encouraged to wear waterproof clothing and shoes when we have bad weather.

Seirbheisean Dion Chloinne/Child Protection

In Bun-sgoil Ghàidhlig Phort Rìgh we take the care, welfare and protection of our children very seriously. We believe all children have a right to feel safe within the school, home and community.

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

In terms of Highland Child Protection Committee Inter-agency Protection Guidelines, Education Service staff must report such incidents to Social Work Services which can lead to a joint Social Work/Police investigation.

All agencies involved in Child Protection are obliged to make the welfare of children their paramount consideration and this will be the priority for Education Service staff.

COPIES OF CHILD PROTECTION POLICY GUIDELINES are available from Flora Guidi or online at

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

Military Families

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

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

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

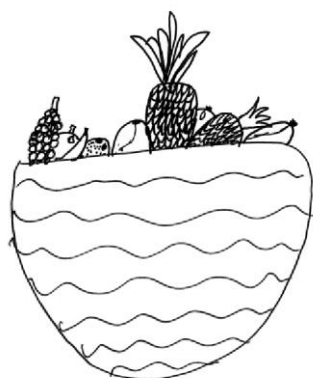
Visit the Highland Council Armed Forces Website for lots of helpful information and support

[https://www.highland.gov.uk/info/886/schools - additional support needs/833/armed forces - support for families and schools](https://www.highland.gov.uk/info/886/schools_-_additional_support_needs/833/armed_forces_-_support_for_families_and_schools)

Please get in touch with your child's named person or the Head Teacher if you have any concerns.

Slàinte agus Sàbhailteachd, Cùram Slàinte agus Meidigeach,

Health Promoting School



As a Health Promoting school we also encourage pupils, staff and parents to think about healthier lifestyles. S1 pupils are encouraged to set Health Targets. Healthy living is a regular topic in classes. We have a School Travel Plan which promotes safe and healthy routes to school. Staff take part in health promotion activities. We value all the activities that make up a healthy and happy community.

School Meals cost £2.30 for pupils and just keep getting better, with better quality food, healthier meals, larger portion sizes and more and better choices. If a pupil has special dietary needs, please inform the school. Free meals can be claimed in certain circumstances, for information and application form please see

[http://www.highland.gov.uk/info/899/schools - grants and benefits/10/free school meals and assistance with clothing](http://www.highland.gov.uk/info/899/schools_-_grants_and_benefits/10/free_school_meals_and_assistance_with_clothing)

Application forms are available from the school reception. Pupils receive credit on their account which they can use during break and lunchtime in the canteen. The Highland Council operates a 'Cashless catering' system which utilises pupils' NEC cards. For further details please see:

http://www.highland.gov.uk/info/878/schools/9/school_meals/2

We operate a cashless catering system and remind parents/guardians to top up online for school dinners by going to www.highland.gov.uk. Parents/guardians can contact the school office should they have any queries. If you choose to pay by cheque or cash, there is a drop box situated beside reception to leave payment.

Lunchtime Choices

Parents are responsible for pupils who decided to go out with school grounds at lunch time.

Cùram Slàinte/Health Care

The School Nurse attends the school regularly to carry out routine medical checks. Parents are notified in writing, and are requested to be present at such examinations. The Speech and Language Therapist works with a small number of children identified as having specific speech problems. Parents are fully consulted in such cases.

Fear nam Fiaclan agus an Dotair/Appointments - Dental/Medical

If a child has to attend a medical or dental appointment within school hours, it would be helpful if parents/guardians would send a note of the appointment time to the class teacher. Please remember that children will require to be collected from the school office and will not be allowed to leave the school premises unaccompanied

Cungaidh-leighis/Administration of Medicines

National Guidance on the Administration of Medicines in Schools has been issued by the Scottish Government. <https://www.gov.scot/publications/supporting-children-young-people-healthcare-needs-schools/>

This guidance is based on a number of common principles that will be consistently applied when identifying, supporting and reviewing the healthcare needs of children and young people in Highland schools to enable them to make the most of their learning.

Under Article 24 of the United Nations Convention on the Rights of the Child, all children have a right to the highest attainable standard of health and to health care services that help them attain this. Article 7 of the United Nations Convention on the

Rights of Persons with Disabilities states that children with disabilities have the right to express their views freely on all matters affecting them. The arrangements for each individual will therefore take account of the health professionals' advice, the pupil's views and, where appropriate, their parent's views.

NHS Highland, Highland Council and school staff will work collaboratively to ensure that pupils receive the service they need in the way most appropriate to their personal circumstances.

We will work with pupils and parents/carers to support the healthcare in our school, making reasonable adjustments that children and young people with healthcare needs might need and require.

Where appropriate, we will make arrangements for staff providing healthcare to pupils to receive appropriate training from a health professional, or other accredited source in the care they are providing.

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.

If your child requires medication, please note that this will only be administered by staff when there is clear written guidance from a parent/carer, providing:

- The name of the medicine, the quantity of the medicine to be given, the time it has to be given.
- As far as possible prescriptive medication should be given at home by parents/carers. If it is required to be given in school, the medication should be unopen, clearly marked with the directions from the pharmacist and administered as part of an agreed medical protocol.

Staff will only administer medication when there is clear written guidance from the parents on:

The name of the medicine, the quantity of the medicine to be given, the time it has to be given.

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.

Mialan/Headlice

Unfortunately, head lice can be a problem within schools. Weekly wet combing is advisable for all children throughout their school years. If head lice are detected, Pharmacists are able to advise on the management of a head louse infection. Please remember that children are entitled to free prescriptions and insecticide lotions and the "Bug Buster" Kit (a non-insecticide alternative) are both available on prescription. 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.

The School Nurse can be invited to hold workshops and talk to the children. Termly letters will contain any updated information with regards to head lice treatments and guideline changes.

Drugaichean/Drugs Misuse Incidents

We endorse the Scottish Executive Guidelines for the Management of Incidents of Drugs Misuse in Schools. Any incidents of Drug Misuse will be reported and dealt with in line with Highland Council Policy.

Dùnadh tràth, Droch Aimsir, Suidheachadh-èiginn Early Closure, Adverse Weather, Dial-in Telephone System



Schools now have a dial-in service if there is risk of closure due to adverse weather. This allows parents to listen to a recorded message from the headteacher.

It is an enhancement to the present service and does not replace existing methods of giving out information, such as radio broadcasts, described in the schools Adverse Weather Guidelines.

You can also access the highland school closure website on: for school closure information.

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

Major School Emergency

Procedures for evacuating the building will be drawn up in consultation with the emergency services, parents, staff and pupils. All staff will be made aware of procedures to be followed and we would appreciate the co-operation of parents/guardians in following the instructions of the Emergency Services. It is essential that all emergency contact details are kept up to date

A' Gluasad dhan Àrd-sgoil Transfer from Primary to Secondary School

On completing their primary school education, pupils normally transfer to Portree High School. Pupils are invited to spend time at the High School before the transfer is made and the High School prospectus is made available to the parents of primary school children. The primary school and the secondary school maintain a good working relationship and there are opportunities for staff and pupils to liaise frequently, during the course of a school session.

For some pupils with Additional Support Needs, extended transition can start up to a year in advance of transition.

Address:

Portree High School

Viewfield Road

Portree

IV51 9ET

Phone: 01478 614810

Filmeadh agus a' togail Dhealbhan Filming and Photography - School Events

In line with Highland Council Guidelines, we ask parents to advise the school if they do not wish their child to be photographed or filmed by any spectator or member of an audience at a school event. If any parental objection is received, unofficial photography/filming will not be allowed.

Làimhseachadh Fiosrachadh/Data Protection

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 Act 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

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 about pupil preferred routes, preferred occupations and anticipated school leaving date is also collected from S3/S4 to support planning for leaving school. This information is shared with Skills Development Scotland. Further information about 16+ Data can be found here:

<http://hi-hope.org/directory/listing/16plus-planning>

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.

Fònaichean-làimh/Mobile Phones

Mobile phones should not be taken to school. If they need to be taken for contacting AFTER school, they must be switched off all day and left in the classroom with the class teacher.

Aithisg Sgoile/Standards and Quality Report

A copy of our Standards and Quality Report will be available shortly. Parents/guardians will also be issued with a copy of the report.

Poileasaidhean Sgoile/School Policies

We are currently working on our school policies. Some of these have been uploaded to our website on the following link: <https://www.bsgpr.org/our-school/policies/>

Conaltradh, Gearainean agus Taic/Communication, Complaints, Support

We encourage all our parents/guardians to contact the school if they have concerns or complaints. It is hoped that parents will have little or no reason to complain about either the standard of the education offered or the manner in which it is taught. On occasions parents may feel that they would like to discuss some matter regarding their child's education more thoroughly with either the class teacher or the Head Teacher. When the complaint is made the following action will be taken by the school-

- Any investigation will be carried out or evidence gathered immediately.
- The Class Teacher will be informed if the issue relates to a specific class.
- The school's response will be relayed to the parent by letter, by a telephone call or by a further appointment with the Head Teacher, Class Teacher and parents and pupils.
- Formal documentation will be kept of each complaint and its resolution. We want to reassure parents that we take seriously any complaints and endeavour to resolve them as expeditiously as possible.

If you feel that an issue you have raised has not been dealt with appropriately please contact Mr Don Esson, Area Education Manager, ECS Office, Camaghael Hostel, Lochybridge, Fort William, PH33 7ND

Buidhnean-obrach na Sgoile/ School Committees Èicio-sgoiltean/Eco Schools Status

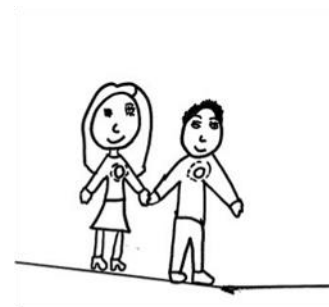
Pupils in Bun-sgoil Ghàidhlig Phort Rìgh will be given opportunities to participate in a variety of school committees including the Pupil Council and Eco Council. We are working towards getting our first ECO flag.

Fairtrade Status/Rights Respecting

We will work towards gaining Fairtrade status and becoming a Rights Respecting School.

Iomairt/Enterprise Education

We aim to develop enterprising attitudes and skills through learning and teaching across the school. We encourage independent thinking, creativity and positive attitudes to entrepreneurship.



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.

Còmhdhail Sgoile/School Transport

All pupils travelling by buses will be issued with a travel pass. Please note that if this card is lost, a £5 administration charge will be due for replacement. Pupils are expected to behave well on school transport and to show consideration to the driver and to other members of the community.

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.

Pàirceadh/Parking

Only parents of Sgoil-Àraich and Cròilleagan children should park in the school car park. This is to enable eparnets with small children to escort them safely to SA and Cròileagan. All other parents and carers should park outwith the school carpark. The shinty clubhouse area can also be used. Please do not park your car in the bus area, this is purely a drop-off zone.

Turas Sgoile/Educational Excursions

Educational visits and excursions are an important part of the school curriculum. They enable pupils to gain first-hand experience of their environment and to carry out practical investigations in a meaningful context. These visits vary from local nature walks to trips further afield which involve considerable planning and preparation. Details of excursions are sent to parents before the event. A risk assessment is carried out for all excursions in line with the council's policy.

Maoin na Sgoile/School Fund

From time to time we raise funds to provide our children with additional activities or resources, including school trips, Christmas parties and gifts, visits by theatre groups, science workshops, music workshops as well as additional classroom resources and ICT equipment. We are very grateful for the support we receive towards our school fund.