



# GLENELG PRIMARY SCHOOL



## Handbook for 2022-2023

GLENELG PRIMARY SCHOOL  
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Head Teacher: Kate MacArthur

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Welcome to Glenelg Primary School. It is hoped that this handbook will provide an insight into the vision, values and aims of the school; explain the routines of the school and be useful as a reference document with elinks to further information.

This handbook is updated each year and is available to any parent. I hope the information contained will promote partnership between home and school.

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.

Yours sincerely,

Kate MacArthur  
Head Teacher  
November 2021

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. The following information has been compiled for session 2022-23. Any changes which occur will be notified in the school newsletters which are sent out regularly during the school year.

Parents wishing an appointment with the Head Teacher or a member of staff are asked, if possible, to telephone in advance. Visits are best arranged for a time after 3.15 p.m., as all teachers have a full teaching timetable.

## **Glenelg Primary School Vision, Values and Aims**

A curriculum rationale sets out the most important aspects of our curriculum and highlights our approach to building the curriculum, so that everyone knows why, how and what we are trying to achieve.



**Our Overall Vision: (why)**  
to provide experiences that nurture a sense of wonder and curiosity in learning and in life.

### **Our Values: (how)**

**Being Ready** – ready for school, well slept, well fed, punctual, prepared with resources.

**Being Respectful** – mindful of others, kind, building up each other, rights respecting, being fair.

**Being Safe** – protected, risk considered, careful with each other, knowledgeable.

### **Aims: (what)**

**Using our unique context for learning:** we live in a rural, coastal peninsula with interesting heritage sites and places of natural beauty. Pupils will use the unique spaces, interactions and experiences available to them.

**Supporting our community:** our community and school are mutually supportive, pupils benefit from the experiences of supporting and working for their wider community.

**Building knowledge, understanding and skills:** learning through literacy and numeracy allows development of understanding of wider concepts.

**Promoting wellbeing:** giving pupils skills and knowledge to look after themselves in positive ways and developing understanding of their rights.

Our Curriculum is built around the four contexts of learning:  
working to build the ethos of the life of the school as a community,  
learning through curricular subjects with a key focus on literacy, numeracy and health & wellbeing;  
providing opportunities for personal achievement,  
developing skills through interdisciplinary learning.

Our vision, values and aims personalises our approach to Getting It Right For Every Child, where we aim for children to be Safe, Healthy, Achieving, Nurtured, Active, Responsible, Respected and Included (SHANARRI), and to become Confident Individuals, Effective Contributors, Responsible Individuals and Successful Learners.  
Written in collaboration with our school community Nov 2021

## SCHOOL STAFF

Glenelg Primary School is clustered with Loch Duich Primary and shares the same Head Teacher.

|                              |  |
|------------------------------|--|
| Head Teacher                 | Kate MacArthur   |
| Class Teacher (3 days/week)  | Margaret Finlayson   |
| Class Teacher (2 days/week)  | Moira Lane   |
| Clerical/Auxiliary           | Fiona Cameron  |
| Early Years Practitioner     | Pauline Harvey   |
| Early Years Practitioner     | Caroline McMurdo   |
| Pupil Support Assistant      | Rebecca Main   |
| Cook                         | Marion Broadfoot   |
| Cleaner                      | Catriona Cameron   |
| Janitor (Thursdays)          | vacant   |
| <u>School Visiting Staff</u> |  |
| Principal teacher            | Lia Hunter/Freya Young(Loch Duich based)                                     |
| Support for Learning Teacher | Donalda MacRae (consulting)  |
| Piping Instruction           | Niall Stewart  |
| School Nurse                 | Nicky MacPherson/Shona Goldby  |
| Christian Youth Worker       | Timmy Currie   |
| Parent Council Chairperson   | Amy Floweree   |
| Parent Council Email:        | <a href="mailto:Glenelgprimarypc@gmail.com">Glenelgprimarypc@gmail.com</a> ) |

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## AREA OFFICE CONTACT DETAILS

Mr Don Esson  
Area Care and Learning Manager  
Fingal Centre  
Viewfield Road  
Portree  
IV51 9ET  
Tel: 01478 613697

### **The School:**

The school is located in the centre of Glenelg village. The building opened in 1970. It includes two classrooms, a hall/ dining room and a nursery unit. The adjacent village hall is also used for activities. School meals are cooked in the premises.  
The catchment area for Glenelg Primary stretches from Moyle in the north to Corran in the south.

Glenelg Primary is a cluster school with Loch Duich Primary, sharing the same Head Teacher.

### **School Roll:**

The school provides both nursery and primary education, from ages 3 – 12 years.  
The school roll for session 2020/2021 is eight pupils and is a P1-7 composite class; there are three children in the nursery.

### **The Nursery Day:**

Monday to Friday: 9.15 – 15.15

### **The School Day:**

9.15 - 12.30  
13.15 - 15.15

Morning Break: 10.45 - 11.00  
Lunch Break: 12.30 - 13.15

## School Calendar:

School term dates and those of next school session can be found on the Highland Council Website under “school term dates” or by clicking on the following link:

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

Please note that occasionally these dates change!

- Christmas and New Year break 2021 - 23 December to 5 January

### 2022 holidays

- February break - 21 and 22 February
- In service day - 23 February
- Easter holidays - 4 April to 18 April
- May Day - 2 May
- In-service day - 5 May
- Summer holidays - 1 July to 12 August
- In-service day - 15 August
- In-service day - 12 September and 13 September
- October holidays - 10 October to 21 October
- Christmas and New Year break - 23 December to 6 January

### 2023 holidays

- February break - 20 February and 21 February
- In service day - 22 February
- Easter holidays - 31 March to 17 April
- May Day - 1 May
- In service day - 5 June
- Summer holidays - starts 30 June

**Enrolment:**

Parents seeking to enrol a child/children in school or nursery should access the following link:

[https://www.highland.gov.uk/info/878/schools/11/school\\_enrolment](https://www.highland.gov.uk/info/878/schools/11/school_enrolment)

Before starting Glenelg nursery or school, children are invited to taster sessions prior to the starting date.

**Placing Requests – Parental Choice**

Placing request forms can be obtained from:

[http://www.highland.gov.uk/info/878/schools/11/school\\_enrolment](http://www.highland.gov.uk/info/878/schools/11/school_enrolment)

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

If pupils live outwith the school catchment area and their parents wish them to attend Glenelg Primary 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.

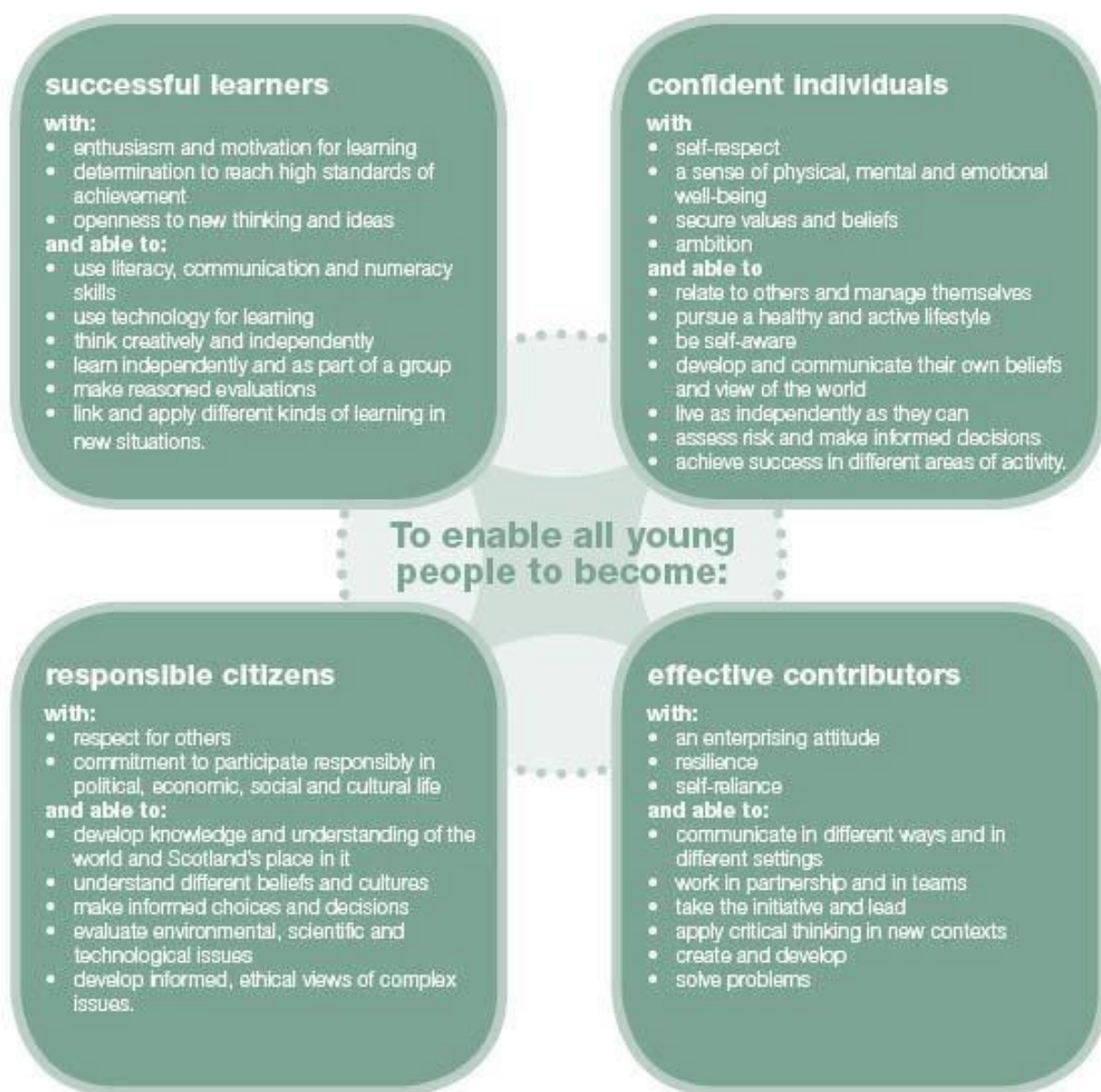


## A Curriculum for Excellence:

The aim of Curriculum for Excellence is to help prepare all young people in Scotland to take their place in a modern society and economy. The curriculum provides a framework for all young people in Scotland to gain the knowledge and skills for learning, skills for life and skills for work that they need.

This means:

- > a coherent and inclusive curriculum from 3 to 18 wherever learning is taking place, whether in schools, colleges or other settings
- > a focus on outcomes
- > a broad general education
- > more opportunities to develop skills for learning, skills for life and skills for work for all young people at every stage
- > a focus on literacy, numeracy and health and wellbeing at every stage
- > appropriate pace and challenge for every child
- > ensuring connections between all aspects of learning and support for learning



## **Literacy:**

Literacy plays a key role in all aspects of learning and children are encouraged to develop their literacy skills in all areas of the curriculum through the enjoyment and exploration of texts whether in written or oral format.

There are three organisers:

- Listening and Talking
- Reading
- Writing

For Literacy & English, we use a wide variety of resources in Glenelg from the Highland Literacy Project, Emerging Literacy, Jolly Phonics and Grammar, the Scottish Criterion for writing, WrapAround Spelling, the Literacy Shed, Talk for Writing, to mention only a few.

In Primary 1, the phonological awareness and the fine motor skills are assessed so to have clear targets for development in order to foster and affirm solid foundations in language. A love and interest for language is encouraged and the fascination of sounds, letters, words and the way it all works together, is followed up by an understanding of the way words are made up with roots, prefixes and suffixes and even some etymology should it prick their interest as early as Primary 3.

Children sharpen their writing skills by writing all types of pieces ranging from letters and poems, to instructions, accounts and fictional prose. Each piece of writing will have clear success criterion or criteria discussed as a group or class, and either group or individual targets which the children know they need to focus on.

Children are encouraged to take pride of their writing and to present their work neatly at all times which enable us, teachers and parents to quickly identify areas they find challenging as presentation tends to be less neat at such times.

## **Mathematics:**

Mathematics is a creative subject and develops ways of thinking flexibly to solve practical challenges. Counting strategies and knowledge of number facts are developed throughout all years so as to free working memory in order to solve problems.

Just as with Literacy, Mathematics is set into three organisers:

- Number, Money and Measure
- Shape, Position and Movement
- Information Handling

To ensure coverage of the curriculum, we follow the Highland Numeracy Progression and use a wide range of resources such as:

- Scottish Heinemann Maths and Scottish Active Maths for practice
- Interactive online resources
- Nrich Maths for problem solving
- Cuisenaire rods, abacuses, ten frames, etc
- YouCubed activities
- New Zealand Maths activities

## Health and wellbeing:

Good health and wellbeing is necessary for effective learning and steady development. Health and Wellbeing has 8 indicators with powerful messages:



Your children will likely refer to this as SHANARRI and might mention the presentation they have undertaken in whole school assemblies to share their class representation of an aspect of the indicators – each class covering a different one.

The curriculum is set into eight organisers also which are:

- Mental, emotional, social and physical wellbeing
- Planning for choices and changes
- Physical education, physical activity and sport
- Food and health
- Substance misuse
- Relationship, sexual health and parenthood

Parents will be informed when sensitive areas of learning are to be covered and are encouraged to contact the school should they wish further information.

UNICEF and the United Nations Convention on the Rights of the Child (UNCRC):

Glenelg school and nursery are proud to be accredited with the Rights Respecting School Silver Award and are currently working towards the Gold one. Click on the link for more information about Rights Respecting Schools: <https://www.unicef.org.uk/rights-respecting-schools/the-rrsa/what-is-a-rights-respecting-school/>

## **Expressive Arts:**

Through the Arts, children discover, cultivate and refine new means of expression, become more discerning as to the aesthetics of the surrounding world.

The four organisers are:

- Art and Design
- Dance
- Drama
- Music

Our school cluster is very fortunate to have talented and dedicated artists, who visit the school, and volunteer to undertake wonderful art projects.

Dance is often covered through preparation for the Ceilidh dances prior to Christmas and linked to Physical Education classes.

Children love to role play from a very young age however moving further up the school doesn't mean they stop doing it as they often have the opportunity to turn a chapter of their book into a scene and become the characters, therefore putting into practice the intonation and pace they have been practising during their reading sessions.

Feis tutors deliver traditional music and singing tuition, but the younger children also learn the makings of music through the Kodaly method. Children will have the opportunity of perform in front of a wider audience during assemblies and/or concerts and compete in the annual local Mod.

## **Technologies:**

### **ICT and Digital Learning**

The arrival of Chromebooks to the cluster during the session 2018-19 has changed our approach to digital learning. Pupils have access to one Chromebook each.

All children have been allocated their own Associated School Group Google Account which allows them to access their work both at school and at home. This Account will follow them throughout Primary and Secondary School.

Prior to accessing Chromebooks, children learn about the Google Suite for Education but also how to keep their information secure, how to be safe online and how to use the Internet responsibly.

## **Other technologies, Science and Social Studies:**

Sciences, Social Studies and Technologies activities are mapped to the Highland Primary Curriculum Overview document which ensures a thorough, varied and rolling coverage of the curriculum. Far from being prescriptive, it allows the school to invite children to have their input as to not only the topic they study within a context but also as to the direction the learning will take while still ensuring experiences and outcomes are met.

Children in the upper stage, compete in Young Engineer competitions undertaking STEM challenges as an after school activity.

## **Religious and Moral Education:**

Religious and Moral Education is approached through a series of topics. These cover beliefs, values, religious practices and traditions of Christianity and other world religions. Moral Education is included within these topics and considers the common values of fairness, respect for others, honesty etc. Pupils are encouraged to form their own opinions but also to be tolerant and show respect for the opinions of others.

Religious Observance assemblies are held monthly.

Parents who wish to withdraw their children from the latter can do so by informing the school so that alternative arrangements can be made.

## **Languages and 1+2:**

Children in Scotland learn two languages in addition to their mother tongue hence the 1 (mother tongue) + 2 (additional languages). Plockton High School Associated Schools Group has opted to learn Gaelic and French.

Gaelic is taught to all pupils. Gaelic is the native language in the Skye and Lochalsh area as is evident in place names etc. We endeavour to ensure the children understand the relevance of Gaelic in the modern world. Emphasis on traditions and culture is evident through drama, dance and music. We do encourage an understanding of the traditions and culture, which form the basis of the language. The class also enjoy blocks of Gaelic singing through the Youth Music Initiative and perform at the local Mod.

French is introduced in Primary 5 and continue in Primary 6 and 7. French is promoted by the Highland programme along with resources from the Primary Languages Platform through the CfE Principles and Practice in Modern Languages.

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 and provide a meaningful and rewarding experience.

Since the start of the 2018-2019 session, our cluster is linked to the École Marcel Bouquet, a French Primary School in the Académie de Versailles, and staff have collectively planned a programme of activities for the children to learn from each other's school day, learning approaches, traditions and culture.

## Assessment and reporting to Parents

Children from the Early Level learn to work to set learning intentions and success criteria before measuring the work undertaken against the said criteria and learning to undertake self and peer evaluations.

Assessing peers' work against a criterion or criteria helps children develop a clearer understanding of how to systematically overcome and master the targets; in doing so, they strengthen their own learning. Parents/Guardians will often see their child's work evaluated by themselves, their peers, their teacher or even sometimes a combination of all three.

But checking learning is constant and takes many guises; it could consist of children being asked to show 'fist to five' to share their understanding or their enjoyment of the lesson, asked to quickly give an adjective in the line for lunch or invited to work as a team and take turn with their friends to state all the multiples of a particular time table against the clock, or it could consist of the evaluation of a skill recorded in a Learning Snapshot traffic lighted as Green – Got it! – Amber – Getting there! – or Red – Not quite there yet but working on it! This learning is then shared with parents/guardian through a hard copy sent home and then kept in the children's Learning Journey Folder.

Children also undertake assessments online such as the SNSA (Scottish National Standardised Assessments) or the InCAS assessments, both giving further information as to the progression, strengths and areas for development of each child therefore providing, along with the less formal ongoing evaluations, a full picture of each learning journey.

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

### Parents' Meetings

Parents are encouraged to attend Parents' Evenings, which take place in term 2, 3 and 4, as they are a wonderful opportunity to share and discuss the progression of children before identifying next steps.

Please do not hesitate to contact the school should you have any concerns regarding your child's wellbeing or progression.

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

You will find more information about the **school's curriculum, skills for life and the four capacities** on <https://education.gov.scot/parentzone/>

## Summary of Standards and Quality Report/School Improvement Plan

### Engagement process:

The process of engaging with the whole school community when we are developing our Standards and Quality Report and School Improvement Plan involves seeking the views of a wide range of people.

Usually, we would discuss these documents with, for example:

- Teachers, Early Learning and Childcare (ELC) staff and other school staff
- Parents of children in the school and nursery
- Pupils
- Partners that work with and support the school
- Other schools with which we link.

Session 19/20 has been extremely unusual, with the closure of schools taking effect from Monday 23 March and extending into the summer term. This is exactly the time when we would be engaging with our school community about our Standards and Quality Report and School Improvement Plan, and we have had to put most of that activity on hold for this session. As a result, for this year only, we will be developing our documents with less consultation than is usually the case.

Our overall evaluation of the school's capacity for continuous improvement (including ELC setting):

Our school's capacity for continuous improvement, like that of every school in the country, has been affected by the school closures caused by the Covid-19 situation. This has restricted our ability to complete planned improvements and to evaluate the effectiveness of changes we have made. Much of our work once the school re-opens will be to rebuild our capacity for improvement.

### School Improvement:

- **This year, because of the ongoing pandemic, all schools in Highland are continuing to focus on certain key priorities as followings: \_**
  1. **Health and wellbeing**
  2. **Recovery of learning, teaching and assessment**
  3. **Attainment in session 2020/21 (focusing on identifying new or widened gaps caused by the Covid-19 situation)**

Our recent School Inspection Findings can be found: <https://education.gov.scot/inspection-reports/highland>

<https://education.gov.scot/parentzone/my-school/school-information-dashboard>

**Anti-bullying Strategy:**

We believe that bullying in any form is unacceptable.

Very useful information can be accessed at 'Respect Me – Scotland's Anti-Bullying Service'  
<https://respectme.org.uk/bullying/>

'Bullying is both behaviour and impact; what someone does and the impact it has on a person's capacity to feel in control of themselves.'

Anyone can be a victim. If bullying happens, it should be reported to a staff member. If it relates to events outside school, parents should be informed.

When bullying does occur, it will be investigated, discussed and hopefully resolved restoratively. If incidents persist, active parental involvement will be strongly encouraged. It is vital that we work together.

Highland Council's anti-bullying policy can be found:

[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)

**Equality and diversity:**

In Glenelg we actively teach, practise and embrace differences; we ensure everyone has the necessary tools to access the curriculum, that all have a voice and can make themselves understood.

**Summary of our duty in Equality and Diversity**

Eliminate unlawful discrimination; advance equality of opportunity; promote good relations. Activities should not discriminate against any 'protected characteristics' as follow:

Age  
Disability  
Race, Religion or Belief  
Gender  
Sexual orientation  
Gender reassignment  
Pregnancy  
Maternity.

For up-to-date information please see:

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



**Homework:**

Homework is usually handed out regularly. It should be a relaxed experience where children share their learning and are further supported in their development by their parents/guardians/older siblings.

Homework will comprise of daily reading and basic maths knowledge practice which we encourage you to support at home as acquiring automaticity will enable your child to quicken and widen their learning.

If there is a reason that homework cannot be completed then please communicate with the class teacher to let them know.

**Additional Support :**

If you have any concerns about your child, please do contact the class teacher or the head teacher to discuss any issues.

You will find information on the Highland Practice Model on the following link:

<http://www.forhighlandchildren.org/5-practiceguidance/>

And further points on the CHIP + (Children in the Highlands Information Point) here:

<https://www.chipplus.org.uk/home>

**Home, School and Community Link:**

We welcome parental and community help in our school life and are fortunate to have volunteers sharing their time and skills for the benefit of the pupils.

For those who regularly participate in schools, a PVG certificate is necessary and easily obtainable by contacting the head teacher in the first instance.

We in turn regularly support our community ventures and enjoy the mutual benefits.

**Pupil Empowerment:**

Increasingly we are giving pupils the opportunity to lead in their learning and in giving their views about their school. Currently, we have various committees who are working on different aims to improve our school. We have Pupil Council, JRSO, Eco committee and RRSA committee. In addition to these groups, we actively ask pupils to evaluate lessons and in what way they suggest better ways of learning.

**After-school clubs:**

Pre-pandemic, our clubs were bike club, shinty, young engineers and art club.

The Facebook page of Lochalsh Active Schools will keep you informed of all other after-school clubs run by High-Life-Highland Active Schools.

## **Attendance at School:**

Registration takes place every morning. It is essential for parents/guardians to contact the school by 9:30. Should a child be absent or late - without prior notice – the school will endeavour to find out the reason for this absence and follow the Three Day Rule for Unexplained Absences.

### **The Three Day Rule for Unexplained Absences:**

**Day 1:** the school will make a concerted effort to find out the reason for an unexplained absence.

**Day 2:** the school will continue to obtain a reason for the unexplained absence by contacting a carer or family member.

**Day 3:** should no contact be established, the police shall be notified of a child's absence; the police will treat this as a missing person alert.

### **Encouraging Attendance:**

In order to ensure continuity and progression, programmes are carefully planned or followed. While the learning is cyclical in order to build on prior knowledge and understanding, and therefore revisited, any absence of any length will result in children missing out on practising strategies, honing skills and increasing readiness for new learning.

### **Emergency Contacts:**

Parents are asked to supply the Head Teacher with a telephone number where they can be reached in an emergency during the school day, should the need arise. Parents should also supply the school with an alternative number. Parents who are not normally at home during school hours, are asked to supply another address that their child can go to should the school be required to close early. If parents cannot be contacted and there is no-one available at the emergency contact number, pupils will have to remain in school until collected by a parent.

It is essential that parents ensure that the school is advised of any change of telephone number etc. in order that information for emergency contacts may be updated as necessary.

### **Behaviour:**

We have three school rules in Glenelg: **Be Ready, Be Respectful, Be Safe**

We encourage and expect children to follow these rules; if there are regular difficulties in some aspect of behaviour then parents are informed so that parents and staff can have a coordinated approach towards improvement. Our stance is that 'all behaviour is communication.'

Our school uses The Highland Council's Positive Relationships Framework and Guidance [https://www.highland.gov.uk/downloads/file/20086/ppr\\_framework\\_and\\_guidance](https://www.highland.gov.uk/downloads/file/20086/ppr_framework_and_guidance)

**School uniform:**

A uniform fosters a feeling of belonging which is essential to our school's ethos.

While we encourage sweatshirts and polo shirts bearing the school badge we recognize the extra cost involved and will therefore leave this at the parents' discretion.

Sweatshirts and polo shirts with the school crest can be purchased from Schoolwear Made Easy at any time.

<https://www.schoolwearmadeeasy.com/>

We do however ask that children respect the following:

- White polo shirt
- Racing green sweatshirt
- Grey or black school trousers/shorts/skirt
- Indoor shoes which can be used for PE (please note that children without indoor shoes will be prevented from playing on the grassy areas of the playground)

**PE kit:**

Children will do some form of physical education for two hours every week and therefore require to keep a PE kit in school. We encourage pupils to take their PE kit home at the end of every week so that it can be washed.

We will endeavour to find a spare pair of shorts and send you a PE kit reminder, should your child forget their PE kit.

The PE kit should include:

- A plain pair of shorts or leggings
- A plain tee-shirt
- A pair of trainers – please refer to the note on indoor shoes

All clothing should be labelled with the pupil's name and P.E. clothing should be brought to school in a separate bag. Pupils should not come to school dressed in gym clothes or to leave them on after their P.E. lesson.

Children whose parents are in receipt of Income Support/ Income Based Job Seeker's Allowance or Child Tax Credit (but not Working Tax Credit) may be entitled to help with school uniform. Further information and application forms can be obtained from the Head Teacher.

**Health Promoting School**

As a Health Promoting school we also encourage pupils, staff and parents to think about healthier lifestyles. Healthy living is a regular topic in class.

As a school, we take part in health promotion activities such as the Daily Mile where staff and pupils alike endeavour to cover a mile in 10 minutes every day – weather permitting. This teaches all that with application and dedication, one can improve stamina and endurance.

We value all the activities that make up a healthy and happy community.

**School Meals**

School Meals cost £2.30. P1-4 pupils are provided with free school meals. Your child/children will be given a copy of the menus which change twice a year (Spring/Summer and Autumn/Winter). Should you wish another copy, please ask the office. If a pupil has special dietary needs, please inform the school.

[https://www.highland.gov.uk/info/878/schools/9/school\\_meals](https://www.highland.gov.uk/info/878/schools/9/school_meals).

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)

## Medical and Health Care:

### 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.

**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, i.e. the Head Teacher.

School have access to Highland Council's Primary Mental Health Worker Service and consultation and advice may be sought if there are concerns that might require more targeted support. Parents would generally be involved in discussions beforehand, however a young person over the age of 12 can ask for support themselves.

## **School Transport**

Transport is provided for children in our catchment area who live over 3 miles from school, and for those under 8 years who live over 2 miles from school.

At present Mrs. Alice MacRae has the contract for Glenelg Primary School. The law currently specifies one child, one seat but where there is room on transport any extra places may be allocated to children living less than the specified distance if parents request this service. Children may not travel on the conveyance unless they are on the official list. The contractors have been instructed by the Education Department to refuse requests for any informal arrangements. Children from out with our catchment area have no entitlement to transport. Children must wear seatbelts and behave sensibly at all times.

Transport application forms may be obtained from the Head Teacher or Area Education Office in Fort William.

The good behaviour of pupils travelling on school buses is paramount to safety. Pupils, who misbehave and so endanger the lives of other pupils, may be denied school transport.

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

## **Adverse Weather/Early Closures**

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 head teacher.

To use the service dial 0800 564 2272 and enter when prompted:

04 2120 – school and nursery

You can also access the highland school closure website on:

[www.highland.gov.uk/schoolclosures](http://www.highland.gov.uk/schoolclosures)

Local radio stations issue news and weather bulletins on traffic conditions and school closures. Parents are advised to remain “tuned in” to ongoing road weather, or school information updates.

## **Guidelines for Parents on Travel**

It is the responsibility of parents or carers to decide if a pupil should attempt to travel to school, by transport or on foot, in adverse weather conditions. The Council encourages full attendance at school but in severe weather conditions the safety of pupils is much more important.

## **School Transport during Adverse Weather**

For pupils using school transport

Parents should note that the final decision on whether it is safe to operate rests with the driver of the school transport vehicle. Therefore there may be occasions on which a school is open but some routes, or parts of routes, are unable to operate.

Parents should advise their children on how long they should wait at the pick-up point for their transport. This will depend on the prevailing weather conditions and the availability of shelter at the pick-up point. During adverse weather conditions no pupil is expected to wait longer than twenty minutes past the normal “pick-up” time.

Morning journeys may be delayed by an hour if road conditions are unsafe at the normal journey time but have improved within the hour. Before pupils return to a pick up point parents should check the schools telephone information line for updated messages from their schools Head teacher. Please note that for some routes the transport operator may contact the parent directly. Drivers are advised not to drop off children where there is a risk that they may not safely reach home or other place of shelter. This may involve children being taken to an alternative place of safety, agreed in consultation with the school.

Where parents are concerned about weather conditions at “drop-off” points, they should contact the school as early as possible.

## **Emergency Planning**

Each school is required to prepare a plan of the action to be taken if a school building has to be evacuated in the event of a major emergency. The emergency plan requires taking account of all fire drill procedures and security provisions.

Plans in the event of a major emergency are available in school.



## **Parental Involvement**

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

The support of parents in their children's education is key to the success of young people. Taking time with them, discussing work, practising 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.

Parental information is obtained from questionnaires issued regularly at Parents' evenings and from Parent Forums.

## **Parent Forum and the Parent Council**

All parents with a child in Glenelg primary school or nursery are members of the Parent Forum and can have their views shared through the Parent Council.

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 the Parent Council Chair on [glenelgprimarypc@gmail.com](mailto:glenelgprimarypc@gmail.com).

As a member of the parent forum, you have an important role to play. You'll find Useful information for parents and how to get involved in your child's education, how to support the school, information on curriculum developments in the Highland Council: [Parent Forum Presentation](#) and at Parentzone: <https://education.gov.scot/parentzone/>

## Transition To and From Primary School

Nursery pupils who are enrolled to attend Glenelg Primary will have daily opportunities to integrate with the school prior to the start of P1. Teaching staff collaborate with Early Years Practitioners to best plan a smooth transition programme. Developmental Overviews and Learning Journals are passed on to the class teacher and continue to be used in P1. There are also information meetings, early on in Term 1, for parents of P1 children.

P7 pupils from Glenelg Primary will normally transfer to Plockton High School.

All P7 pupils receive a Plockton High School Prospectus in February which provides lots of information.

During the third term, a support teacher from the High School will visit the school and meet the children who are due to transfer. At this time, pupils will be given a list of their subjects, class group and other information about the school. In the fourth term, P7 pupils will spend a week at Plockton, following a timetable and helping to allay any fears and misgivings. The P7 pupils will travel on the Plockton High School bus during the designated week and no charge is made. Primary staff will meet with High School staff to pass on information about pupils, especially those with particular needs, so that any necessary arrangements can be in place at the start of term. There are also extended transition experiences organised for pupils on a needs-based basis. Several cultural and sporting events are held throughout the year at Plockton High School which include P7's from all the feeder schools. This allows pupils a chance to get to know their future classmates.

### Plockton High School

Rector: Mrs Susan Galloway Tel No: 01599 530800

### Additional Support for Learning

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/downloads/file/230/highland_practice_model_-_delivering_additional_support_for_learners)

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

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

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

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

Highland Council would seek to work in partnership with parents at all times, but sometimes you will have a concern that you don't feel is being addressed, or will want to talk to someone out with the school. Should you have any concerns that your child's additional needs are not being met, you should contact the Head Teacher. If your concerns continue, there are a number of means of resolving difficulties and disputes and information on this can be found at:

**[Support for Learners Website](#)**

There is also information from organisations specified by Scottish Ministers which provide advice, further information and support to parents of children and young people with ASN. These organisations are identified under The Additional Support for Learning (Sources of Information) (Scotland) Amendment Order 2011 as:

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

**Child Safety and Child Protection:**

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

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

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

COPIES OF CHILD PROTECTION POLICY GUIDELINES are available online at [http://www.highland.gov.uk/info/1361/childcare\\_and\\_family\\_care/438/child\\_protection](http://www.highland.gov.uk/info/1361/childcare_and_family_care/438/child_protection)

**Recording a concern:**

Parents or members of the community who have a concern about a child/children should contact the Head Teacher who as the 'Named Person' will take the necessary steps. Parents or members of the community can also reach to Parentline helpline for further information and advice:

<https://www.children1st.org.uk/help-for-families/parentline-scotland/>

## **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>

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

## **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](https://www.highland.gov.uk/directory_record/1095920/enrol_your_child_at_a_school)

## **Your data protection rights:**

The collection, transfer, processing and sharing of ScotXed data is done in accordance with the Data Protection Act (1998). We also comply with the National Statistics Code of Practice requirements and other legislation related to safeguarding the confidentiality of data. The Data Protection Act gives you the right to know how we will use your data. This note can give only a brief description of how we use data. Fuller details of each individual ScotXed survey, including the purpose of each and the published data, can be found on the ScotXed website <http://www.gov.scot/Topics/Statistics/ScotXed/SchoolEducation>

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

## School Data

### Access to Pupil Records

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

### Data Protection Legislation

Information on pupils, parent and guardians is stored on a computer system and may be used for teaching, registration, assessment and other administrative duties. The information is protected by 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>.

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

### 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 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

### Concerns

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

## **Comments and Complaints Procedure**

We hope you will enjoy your child's time at Glenelg Primary School and we welcome comments and suggestions which will improve our service. 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. Parents are always welcome to make an appointment – please contact the School Office in order that a suitable time may be found for both parties.

In the unlikely case of a failure to solve a problem, parents have the right to pursue the matter by contacting the Area Care and Learning Manager at The Area Education Office, Fingal Centre, Viewfield Rd, Portree, Isle of Skye IV51 9ET.