

# FERINTOSH and MULBUIE

## PRIMARY SCHOOLS HANDBOOK

2022/23



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We hope you find our handbook to be interesting and informative and that it reflects aspects of life at Ferintosh and Mulbuie Primary Schools.



And ELC

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# FERINTOSH AND MULBUIE PRIMARY SCHOOLS

*(Our VVAs are currently under review)*



Mighty Oaks from Little Acorns Grow

## Our Mission Statement

Ferintosh and Mulbuie promote a strong sense of community and belonging, giving children the opportunity to learn in a caring and supportive environment. The schools play a key part in their communities. School staff know the children very well and are approachable, friendly and dedicated.

The schools offer experiences that are ambitious and challenging, including a wide range of activities in the expressive arts. The curriculum offered is very good in terms of content and balance, and children leave well prepared for secondary school.

### Our Aims

We want to create and maintain the supportive learning environment in which children are active in their learning and enjoy it. We want all those who are part of the school community to act supportively and enthusiastically to support learning in our schools.

It is very important to us that our children are proud of what they do and that we have outstanding teachers. Our children doing their very best and reaching beyond their potential in school work is very important to us.

We want to develop children's understanding of their role in the wider community, including accepting accountability, the ability to make sound choices and to contribute successfully in a range of relationships.

### Our Purpose

As a school community, we think that the most important things for pupils to have experienced or learned are:

- Competence in reading, writing and maths
- Preparation for secondary school and into lifelong learning
- A wide range of experiences across the curriculum, including opportunity to take part in expressive arts, sports and citizenship
- Personal skills and attributes
  - Confidence
  - Resilience
  - Consideration for others
  - Independence
  - Respect

## Social code

We are:

'Resilient, Respectful and Reaching our potential'

**H**elpful and kind

**A**chieving with confidence

**P**roud and independent

**P**repared for life

**Y**ourself

(February 2018)

## School Ethos

School rules exist for the safety and well-being of all pupils. A high standard of good behaviour and courtesy is expected in Ferintosh and Mulbuie Primary.

**Ferintosh** and **Mulbuie**

Golden Rules are explained to all pupils regularly.

Do be polite

Do be kind and helpful

Do work hard

Do look after property

Do be honest

The school's aims are to promote positive behaviour and to recognise and reward examples of such behaviour.

There are consistent strategies in place throughout the school to encourage this behaviour. The class has a reward system in place. Children are regularly praised for good work, manners and thoughtfulness along with out of school achievements.

Golden Time is an established reward period for those children who have demonstrated positive behaviour.

Only with the creation of a partnership between school and parents/carers can such aims be fully realised.

As a matter of course, unacceptable behaviour, in all its aspects, is discussed throughout the school and the emphasis is placed on the feelings of the victims and the need for positive action to be taken to minimise its effects.

Class teachers initially address unacceptable behaviour with a verbal reminder, giving the child the chance to change the behaviour. If misbehaviour continues, a chance to change card is given. If the child still chooses the unacceptable behaviour, there will be a loss of Golden Time.

If a child is still finding it difficult to behave or follow the Golden Rules, parents/guardians will be contacted in order to discuss possible solutions. The child will be brought to the attention of the Head Teacher.

The school has a very robust positive relationships policy which is shared with parents/guardians of children new to the school and an additional copy offered to anyone else on request. As with all Highland Schools, an Equality and Diversity Policy is also in place. Both are available on the school website or from the school office.

Our positive school ethos is dedicated to developing the well-being of the children, including development leading to increased educational attainment and other achievements.

Pupils are always made aware of the high expectations placed upon them by school and home and are expected to strive to give of their best in all things.

The relationship between parents/guardians and their children's school is very important and we work together to ensure an equitable approach that takes into account the needs of all children and their families.

## **STAFFING**

### Senior Leadership Team

Head Teacher: Mr A.McCallum-McKay

### Class Teachers

#### **Ferintosh**

P1-7 Mrs S-A.Stevenson  
Ms Cumming (Wed AM- CCR)

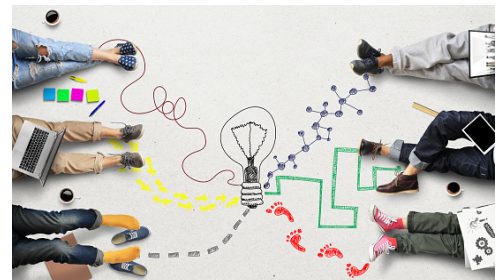
#### **Mulbuie**

P1-3: Miss C.Reid (Mon, Tues and Wednesday)  
Ms Cumming (Thursday and Friday)

P4-7: Mrs C.Fraser (Tue-Fri)  
Ms Cumming (Monday and Tuesday AM)

### Mulbuie ELC

Mrs L.Oman (EYP)  
Miss N.Ross (EYP)



## Administrative Assistant

(Ferintosh and Mulbuie)

Ms F.Waters

## Support

Mrs T.Urquhart

Ms P.Mackay

Ms A.Bain

Mrs T.Daschofsky

Mrs A.Bain

Mrs.Watkin

Mrs.Woodham

Mrs F.Bain

Mrs M.MacDonald

Mrs J.MacDonald

Mrs N.McWhirter

## Catering

Ms L.Mackenzie      Ferintosh

Ms L.Steell          Mulbuie

## Visiting Specialists

Ms Bennie          PE

We also have visits from members of Feis Rois to deliver music in the form of group work, Gaelic, children's song and tin whistle, and teachers from Dingwall Academy to teach PE.

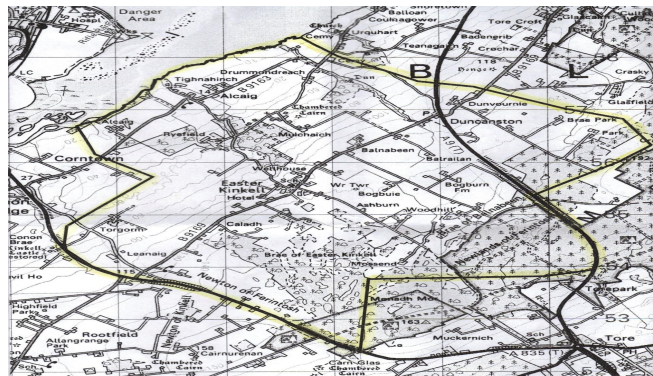


## CATCHMENT AREAS

### Ferintosh Primary School

Situated on the B9169 1 mile west of the A9 at Duncanston. Its catchment area is from the A835 at Leanaig to the road from Dunvournie to Munloch.

The main building is of a traditional type, stone with a slate roof. There are three large classrooms, a school office and staff room. The demountable unit at the back of the main building is used for serving lunches as well as a variety of other activities. The school has extensive grounds, with a large field and woodland area ideal for learning outdoors.

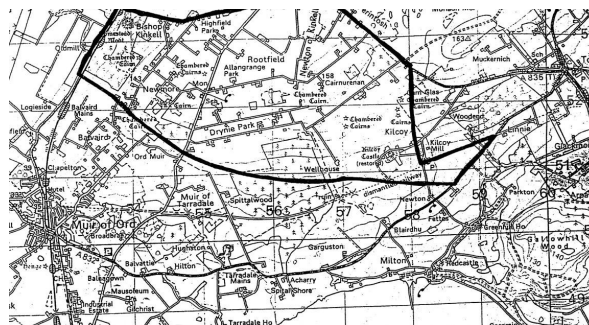


### Mulbuie Primary School

For over 130 years, the Victorian building has retained many attractive and original features. The rural school is at the heart of the community and receives positive support from parents and local residents. We pride ourselves on our welcoming and friendly atmosphere and on being a place where children are happy and feel cared for.

The main school building has 2 classrooms, toilet facilities, two general purpose rooms, a Head Teacher's office, the school office and a staff room/resource base. There is a demountable unit at the rear of the school which is used for both an ELC and a canteen. There are also toilet/disabled facilities available in this building.

***For safety reasons, the front of the school and drop-off zone are out of bounds to children/parents/carers and are for staff parking and the school bus only.***



The school provides an educational service for the Mulbuie area indicated on the map above. We do have children from out with these areas who also attend our school.

## SCHOOL ROLE

The school's staffing complement is determined by the total school roll. In Session 22-23:

**Ferintosh** has a roll of 11 pupils in one P1-6 class.

**Mulbuie** has a roll of 55 pupils across two multi-composite classes, P1-3 and P4-7 and the ELC.



## ENROLMENT

Parents/guardians are invited to enrol their child in January. Advertisements are placed by the local authority in the press giving details of how to enrol. Your child must reach the age of 5\* by the end of February 2023 in order to be enrolled to start in P1 in August 2023.

Details of enrolment week in Ferintosh and Mulbuie Primary Schools will be emailed and included in the newsletter.

### Placing Requests - Parent/Guardian Choice

Each school serves its own particular catchment area. Pupils whose homes are located in that area will have priority in being allocated a place in the school. However, parents/guardians have the right to specify the school in which they wish to place their child. Application must be made to the Area Care and Learning Manager, 84 High Street, Dingwall, IV15 9QN. Placing request forms can be obtained from

[Enrol your child for early learning and childcare | Enrol your child for early learning and childcare | The Highland Council](#)

If pupils live out with the school catchment area and their parents/guardians wish them to attend Ferintosh or Mulbuie Primary school, they can contact the school office -

**01349 861827 (Ferintosh) / 01349 861289 (Mulbuie)** - to arrange a visit

*Transportation to and from school, for placing request pupils, is a parent/guardian responsibility.*

Parents/guardians of children with additional support needs, (including those that have Coordinated Support Plans) can make placing requests to any school in Scotland including schools outside of the local authority area they live in. All appeals about placing requests to special schools will be referred to the Additional Support Needs Tribunal.



## SCHOOL HOURS

09.00 am - 10.30 am      *Interval*      10.45 am - 12.30 pm      *Lunch*      1.15 pm - 3.00 pm

The school gates will open at 8.45 am for the arrival of the first school bus/taxi. Whilst punctuality is a requirement, pupils should nevertheless not arrive at school in excess of 15 minutes prior to starting time as supervision is ultimately the responsibility of parents/guardians before 9am and after 3pm.

## SCHOOL TRANSPORT

School Transport is currently provided by Capital Taxis. All parents/guardians should fill in the appropriate form which is available from the school to access a place on the school transport. Please inform the bus company if your child will not be needing transport for that day. The contact number for Capital Taxis is 01349 866654.

Highland Council policy states that pupils less than eight years of age who live more than two miles from the school but still within the catchment area can obtain free transport for the journey to and from school. For children of eight years and above the minimum distance is three miles. In addition, children may occasionally qualify for free transport because of health reasons or disability.

All eligible pupils are issued with a bus pass which should be carried when travelling on the bus.

For pupils using school transport, weather conditions will dictate just how long a child should wait at the pick-up point and parents are asked to advise children appropriately in relation to prevailing conditions. During difficult weather, no pupil is expected to wait longer than twenty minutes past normal 'pick up' time.

It is of course essential that the school has on file a telephone number and address of someone we can contact in the event of these conditions, so parents must complete the school Emergency Contact forms when these are issued to the pupils.

Parents/guardians should apply through the Highland Council website if they think that their child(ren) may qualify for free transport.

## SCHOOL MEALS

School meals are prepared in Ben Wyvis Primary and delivered to the school. The dining assistant serves the children their meal which currently costs £2.30. Money for a whole week's school meals is collected on Mondays or the first weekday the school is in session. The preferred method of payment is by cheque, made payable to 'The Highland Council.' Cash is also an acceptable form of payment. Pupils in Primary 1 - 5 are entitled to a free school lunch daily.



Menus are available online and updated regularly on the School App. The menus run on a 3 weekly rota with a vegetarian/fish option available each day. The options are varied and healthy. Water and milk are available for the children to drink.

Children can eat packed lunches in the canteen, or in nicer weather outside at one of the picnic tables. All food should be in a semi-rigid container with a secure lid. Cans and bottles or containers made of glass are not permitted. Suitable (NON glass) vacuum flasks are allowed provided that the contents are not overly hot and there is no danger of scalding. Packed lunch boxes should be clearly named both inside and out. As we are aiming to be a healthy school, we would ask for your cooperation in providing a healthy, balanced packed lunch for your child. Application forms for free school meals can be obtained online via the council website or from the Area Education Office, 84 High Street, Dingwall, IV15 9QN. Free school meals and clothing grants are available only to pupils whose parents/guardians are in receipt of Income Support.

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

<https://www.highland.gov.uk/info/878/schools/9/school meals>.

## UNIFORM/PROPERTY

We encourage children to wear a school uniform at all times. We hope that this encourages a sense of purpose and identity.

The uniform consists of:

**Ferintosh Primary** - white polo shirt, bottle green sweatshirt and grey skirt or trousers. Plain jogging trousers may be worn.

**Mulbuie Primary and ELC** - burgundy school fleece jacket, sweatshirt and, white or burgundy polo shirt. All are embroidered with the school badge.



Golden Broom tartan has been incorporated into the uniform.

If you wish your child to have a kilt, skirt, pinafore, shorts or trousers made in the tartan, we can give you details of local seamstresses who will make your garments, otherwise the uniform consists of black or grey trousers or skirts.

***Pupils are not permitted to wear jeans to school.***

Uniform is available from:

[Schoolwear Made Easy - Scotland's Leading Schoolwear Supplier - Schoolwear Made Easy](#)

and

<https://macgregorschoolwear.co.uk/>

Children should have a suitable change of clothes for P.E including trainers. They will not be able to wear their indoor shoes unless PE is in the hall. Please note football shirts are not permitted. The Authority operates a scheme to assist families in receipt of Income Support. Application forms are available from the school or the Area Education Office, 84 High Street, Dingwall, IV15 9QN.

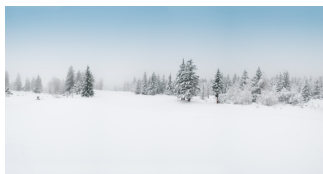
All children must have a pair of indoor shoes to change into for school and for P.E. in the hall.

## Property

It is in your interest and very helpful to us if all belongings are clearly marked with the child's name. This is especially important for items which are similar e.g. sweatshirts and gym shoes. Items which remain unclaimed in classrooms or cloakrooms will be kept in a box for a short time and thereafter put into the Blytheswood collection box. Children should be discouraged from bringing items of value to school, as this often leads to upset if they are lost or broken.

## Winter Play

Ferintosh and Mulbuie Primaries operate an all-weather policy and children work and play outside in the fresh air in all but the very worst of weather. Children should come to school dressed appropriately for working and playing outside whatever the weather - good waterproof shoes and a warm jacket with hood. During the autumn and winter the school grounds at Ferintosh can become very muddy. Please ensure your child has a change of clothing or waterproof trousers for playtimes.



### **ADVERSE WEATHER**

In the event of adverse weather conditions, e.g. a heavy snowfall, it may be necessary to close school early. If such conditions occur during the school day, parents/carers are asked to use the media outlets, listed below, to check on school closure updates. We will endeavour to give a minimum of

one hour's notice of the school closing but you are free to collect your child at any time before that if you are concerned about the local conditions.

During a period of heavy snow, where conditions in the early morning might prevent school from opening at all that day, parents/guardians are asked to listen to Moray Firth Radio where an announcement would be made.

Parents/guardians are also requested to keep an eye on the Council's Facebook or Twitter page. A message will also be added to the School App.

Highland Council's Weather Line

Telephone no **0800 564 2272** - school pin number: **Mulbuie: 042680 Ferintosh:042040**

A message will be left by the Head Teacher on this number.

Also available is Highland Council's Adverse weather website. [www.winter.highlandschools.org.uk](http://www.winter.highlandschools.org.uk)

The decision as to whether a pupil should attempt to travel to school in adverse weather conditions, whether by transport or on foot, lies with the parents/guardians. While recognising that education should be interrupted as little as possible, the Education Authority accepts that in such conditions the safety of the pupils is paramount.

## HEALTH CARE

At some point during their first year at primary school, all pupils undergo a medical examination by the school medical officer. Parents/guardians are invited to be present during this examination and may use this as an opportunity to discuss their child's health.

The Health department also provides routine health screening throughout the child's school career, especially covering dental, sight and hearing care.

It is essential that parents/guardians inform the school if their child has any condition which might affect their performance and / or require special attention or consideration. Should an existing pupil develop any such condition or illness, the school should be informed as soon as possible.

In addition, if the child is taking a course of medication, the school should be informed, in writing. Parents/guardians are assured that all such information will be treated in strict confidence.

The parent/guardian of any pupil requiring medication during the school day must complete the necessary forms in order for medicine to be administered as prescribed.

All children are encouraged to bring a labelled water bottle to school which they can access whilst working. Toilet facilities for all children are modern, clean and bright. Water thermostats are in operation at all sinks and temperatures are checked regularly. The toilets are thoroughly cleaned every day.



## Administration of Medicines

Staff will only administer medication when there is clear written guidance from the parents/guardians on the correct name of the medicine, the quantity of the medicine to be given and the time it has to be given. The authority policy on administration of medicines in schools is available on the Council website. Prescriptive medication should be given at home by parents/guardians.

[School policies and guidance - child health and nutrition | Administration of medicines in schools](#)

## Accidents

Identified staff have received Emergency First Aid Training: *Mr McCallum-McKay, Ms Stevenson, Ms Cumming, Mrs Bain, Mrs MacDonald, Mrs MacDonald, Ms MacKay, Miss Ross and Mrs Oman*. School staff will only deal with minor cuts and bruises, and these will be cleaned and a plaster applied if deemed appropriate.

In other instances, parents/guardians are contacted so that treatment can be agreed. In an emergency, medical attention will be sought or the child will be taken to the out-patients department at Dingwall. Parents will be informed as soon as possible.

School staff will make a decision deemed to be in the best interest of the child.

## Mental Health and Wellbeing

Staff 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. Schools 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/guardians would generally be involved in discussions beforehand, however a young person over the age of 12 can ask for support themselves.

## ABSENCE FROM SCHOOL

Good attendance is vital if pupils are to achieve their full potential.

Parents/guardians should inform the Head Teacher or school office in writing of any need to withdraw a pupil from school during normal school hours. When pupils require being absent from school during school hours, e.g. medical or dental appointments, parents/carers must collect the children from the school.

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.

Parents/guardians of children absent from school through illness should please telephone/email the school by 9:15 a.m. on the first and each subsequent day of their absence. This is Highland Council policy. If no word is received, the school will contact the parents/guardian to check on the child's whereabouts.

After a period of absence, the child is required to bring an explanatory letter to his/her teacher. This is a policy of Highland Council.

When parents/guardians 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/guardians 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

[School term dates | School term dates | The Highland Council](#)

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



## Illness During School Time

If a pupil becomes unwell during the school day, the parents/carers are contacted in order that their treatment may be agreed. It is therefore essential that details of an emergency contact be provided. Where such contact proves to be impossible and the child's condition worsens, medical attention will be sought.

It is therefore important that the school be notified if parents/guardians have objections to any aspect of medical / surgical attention. Please ensure that emergency contact details are kept up-to-date. These forms are issued to all children at the beginning of every session.

## SCHOOL IMPROVEMENT

This year, we are focusing on certain key priorities as followings:

1. Raising Attainment in Literacy Using Digital Tools
2. Rights Respecting Schools (UNCRC)
3. Ferintosh and Mulbuie Vision, Values and Aims



Information and updates of progress relating to this will be issued throughout the duration of the school year in newsletters, information leaflets and on the school website.

Pupils and parents/guardians are systematically offered opportunities to give their views on things over the course of the year. This feedback affects future change and improvement.

A 'Standards and Quality' Report is written annually to give account of the difference the planned improvements have made to the Teaching and Learning in Ferintosh School. Copies of these are available for parents/guardians and members of the community on request.

The School Improvement Plan and Standards and Quality Report are both available on the school website, along with the most recent HMIE inspection report -

<https://sites.google.com/dingwallacademy.org.uk/ferintoshandmulbuie/home>

## **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/guardians. These relationships must be nurtured by a healthy exchange of information between teachers and pupils, between home and school. We always welcome parent/guardian interest in the welfare of our pupils.

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

- Pupil progress evenings (Term 1 and Term 3)
- Sharing of Pupil Profiles
- Weekly blog posts
- Open afternoons
- Monthly/Termly newsletters
- Information on the school website/school app
- Home School Communication diaries



Annually, there are two Pupil Progress evenings where you are afforded an opportunity to discuss your child's progress with the class teacher. Written reports are issued in June using Highland Council's template.

There are regular open afternoons through the year giving the opportunity to have a look at the work your child has been doing in school. The class blogs also offer pictures and descriptions of the activities and learning the children have been doing.

There is a school website with details of school information, activities and event -

<https://sites.google.com/dingwallacademy.org.uk/ferintoshandmulbuie/home>

If, at any time, you have any worries or concerns, please make an appointment to speak to the class teacher. The Head teacher is also available for a chat. However, it is easier if you phone for an appointment first. Please do not ask our support staff questions about your child's schooling as they will direct you to the class teacher for information.

We also have a School App for Parents, where key information, dates and news are frequently shared.

A green rectangular box with the text "School App for Parents" in white and yellow.

For more detailed information, the school has a communication policy which is shared with parents of children new to the school and an additional digital copy can be found below:

<https://sites.google.com/dingwallacademy.org.uk/ferintoshandmulbuie/about-our-schools/policies-and-procedures>

The support of parents/guardians 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. Useful information for parents/guardians 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:

<http://www.educationscotland.gov.uk/parentzone/>

## Parent/Carer Council

The Parent/Carer Council helps to support the school in its work with pupils, while representing the views of parents and carers. This helps to encourage links between the school, parents and carers, pupils, pre-school groups and the wider community

Information about the Parent/Carer Council can be found on the school website. Alternatively you can email them directly on:

[ferintosh.primary@highlandpc.co.uk](mailto:ferintosh.primary@highlandpc.co.uk)

[mulbuie.primary@highlandpc.co.uk](mailto:mulbuie.primary@highlandpc.co.uk)

## Helpers

Volunteers are highly valued and give their time, skills and talents to widen children's experiences. Highland Council has clearly understood procedures for vetting volunteers who will work with children. This requires a Disclosure Scotland check. The school has a stock of application forms which will have to be completed and submitted with references to the Staffing Unit.

## Progress

Parents/guardians wishing to enquire about a pupil's progress or to raise concerns about their progress are invited to get in touch with the class teacher in the first instance.

## THE CURRICULUM

As with all schools across Scotland, Ferintosh and Mulbuie follow A Curriculum for Excellence. The values and principles are based on enabling all our children to become

*Successful Learners, Confident Individuals, Effective Contributors and Responsible Citizens.*

The Curriculum for Excellence recognises the need for children to access a broad range of achievements, as well as striving for high attainment.

In line with all Scottish primary schools, the school curriculum is split into eight main areas which are -

- (1) Languages
- (2) Mathematics
- (3) Social Studies
- (4) Expressive Arts
- (5) Religious and Moral Education
- (6) Health and Wellbeing
- (7) Technologies
- (8) Sciences



The curricular guidelines offer a range of targets and learning outcomes which most children should meet at various stages in the primary school.

There are six levels: Early, First, Second, Third, Fourth and Senior.

Level	Stage
<b>Early</b>	The pre-school years and P1
<b>First</b>	To the end of P4
<b>Second</b>	To the end of P7
<b>Third and Fourth</b>	S1 to S3. The fourth level broadly equates to Scottish Credit and Qualifications Framework level 4. The fourth level experiences and outcomes are intended to provide possibilities for choice and young people's programmes will not include all of the fourth level outcomes.
<b>Senior phase</b>	S4 to S6, and college or other means of study.

Some children and young people will start learning at these levels earlier and others later, depending upon individual needs and aptitudes. The framework is, however, designed to be flexible in order to permit careful planning for those with additional support needs, including those who, for example, have a learning difficulty and those who are particularly able or talented.

The school has written a high level curriculum map which outlines how Ferintosh and Mulbuie manage the curriculum and is shared with parents/guardians of children new to the school. An additional copy offered to anyone else on request. Information regarding CfE and useful website links can be found on the school's website.

### Languages

Language is at the heart of all children's learning. Through literacy, children receive and develop much of their knowledge and many of their skills.

Language enables children both to communicate with others effectively, for a variety of purposes, and to examine their own and others' experiences, feelings and ideas, giving them order and meaning. It is central to children's emotional and social development, and helps pupils' learning to be coherent and progressive.

The Highland Literacy Project, rolled out to most Highland schools, has given teachers a wider range of skills to increase attainment and awareness of language.

The development of each child's language is supported through an integrated programme of language work involving listening, talking, reading and writing. Each child comes to school with a wide range of experiences and it is on these that the early stages of language are built.

### Listening

Pupils are given opportunities to listen for information, instructions and directions, to listen in groups and their critical faculties are developed by listening to different forms of texts e.g. poems, plays and stories so that they can gain knowledge about language and its uses.

### Talking

Pupils are encouraged to acquire a vocabulary and familiarity with oral language, which enables them to talk fluently yet concisely for different purposes and in different contexts. Thus they can take an influential part in such activities as conveying information in the form of oral reports, debating topics, expressing their own feelings and ideas, talking to different audiences and talking in groups within a framework of a growing understanding of the uses and delivery of speech.

### Reading

In our largely literate society, reading is the fundamental tool which children must acquire if they are to fully participate in the modern world. In this school a mixture of methods is used which will provide the best means of individual pupils gaining this essential tool. 'Look and Say' is combined with phonics as a basic for word attack skills. It is intended that whilst 'Look and

Say' provides an initial working vocabulary, phonic skills enable new words to be built up through the association of sounds with a single or blend of letters.

Once the basic skills have been mastered, a variety of texts (both fiction and non-fiction) are selected to maintain pupils' interest in reading and to provide them with interesting sources of information. These are graded for difficulty, and facilitate progression as the pupil's develop in their ability to cope with more complex texts. Higher order reading skills (comprehension, inference, anticipation of outcome, extraction of the main idea from a text, skim reading and distinguishing between fact and opinion) are progressively developed.

### Writing

Along with the manual skills necessary to develop legible handwriting, pupils learn to communicate in a range of written styles. As well as imaginative stories, pupils are offered experiences to develop skills of writing in a range of contexts including writing personal reports, diary entries, poetry, science reports, diagrams, historical accounts.

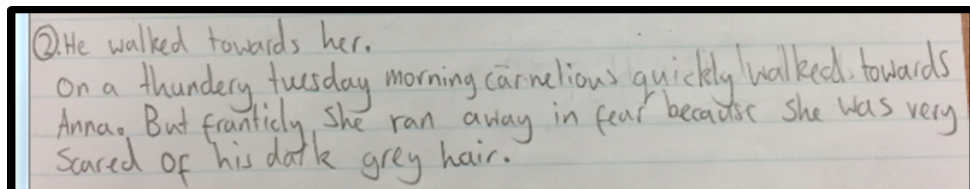
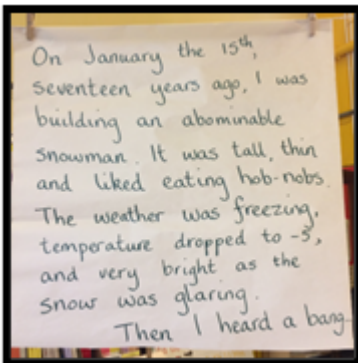
We are developing the way that we teach writing in Mulbuie and Ferintosh. Instead of writing an extended piece each week, children will become writers that learn from other writers while working together and receiving direct teaching in....

#### 1. Imitation

Understanding and learning or creating the plot of a story, what happens and in what order.

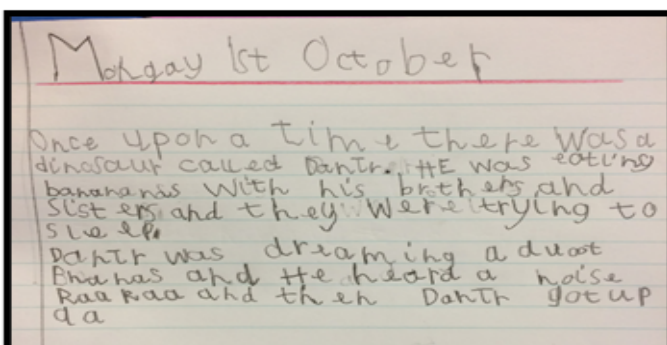
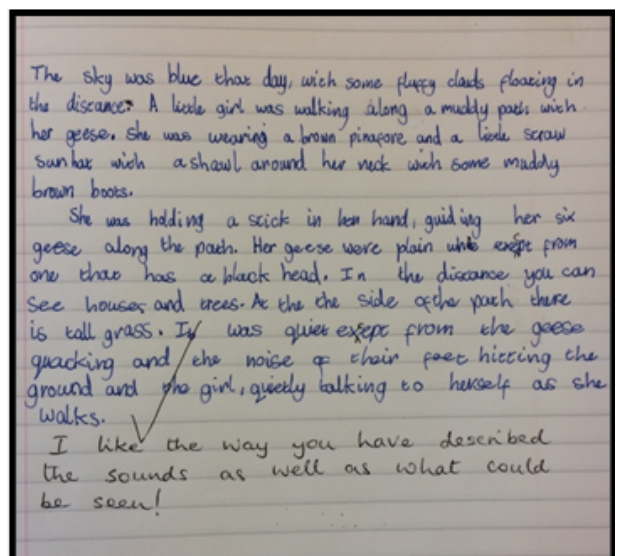
#### 2. Innovation

Learning to create description, hook the reader and use tricks and techniques to engage the reader. In these lessons, children use the text that they learned or created together to expand, develop and learn new skills in writing.



#### 3. Application

Using what they have learned, having a go to write their own story or part of story.



## Modern Languages

P1-7 pupils currently receive teaching in Spanish by Ms Cumming.



## Mathematics

Through a Curriculum for Excellence, children are encouraged to view numeracy as a practical subject used in a meaningful way. They are taught to count and work with numbers, to measure and record information 'mathematically' thus developing their mathematical experiences. Many 'maths' experiences are taught in an active way which is meaningful to children. Learning outcomes are shared with the children on a regular basis and their skills revisited. Their skills are enhanced by their usage in practical situations e.g., going 'shopping' and weighing goods. There is a focus on problem solving and enquiry skills and early numeracy is expanded to include knowledge of shape, position and movement. An emphasis on 'the basics' such as mental and written computation allows the children to apply mathematical skills more easily.

## Social Studies

Social Studies are taught on a discovery basis throughout the school. Topics are balanced to provide children with an appreciation of enterprise, history, geography, global citizenship and eco sustainability, and an emphasis on Scottish and local issues. Teachers and children are involved in planning these studies, bearing in mind appropriate levels for composite classes. As children work on themes, they develop an extensive range of progressive skills and experiences. Outdoor learning is integrated into our work and play.

## Technologies

The use of ICT is integrated into all areas of the curriculum to support learning.

Technologies also include understanding technological developments in Society, contexts for developing technological skills and knowledge such as in business, computing science, food and textiles and craft, design, engineering and graphics.

Lessons can be stand alone or part of a larger project.



## Expressive Arts

This covers a wide area of activities all of which seek to enable the pupil to develop relevant, creative and expressive skills through personal experience.

A broad and balanced curriculum recognises the important role the aesthetic subjects have to play. Art, Music and Drama are all classified under this term. Where possible they are linked with class work and Social studies. Specialist teachers, Feis Rois along with lessons from class teachers provide our children with a wide range of skills and experiences. In Art a variety of media is used including paint, collage and clay.

Music makes provision for singing and instrumental instruction as well as listening to music.

Drama encourages roleplaying, mime, improvisation and enactment of episodes in stories and poems.

#### Science

Through science, children and young people develop their interest in, and understanding of the living material and physical world. They can engage in a wide range of investigative group tasks which allow them to develop important skills to become creating and enterprising adults. Children are encouraged to investigate their environment by observing, investigating, exploring and recording.

#### Religious and Moral Education

Religious Education takes account of knowledge and understanding of Christianity and other World Religions and to recognise religion as an important expression of human experience. We encourage the children to appreciate moral values such as honesty, liberty, justice, fairness and concern for others and to investigate and understand the questions and answers that religions can offer about the nature and meaning of life.

Moral Education reinforces the school ethos concentrating on consideration for others and the value of kindness and courtesy.

Whilst Religious Education is required by Statute to form part of the curriculum, parents have the right to withdraw their children from Religious observance such on written notification of the same to the Head Teacher.

#### Personal and Social Development

Schools have responsibilities to help each child develop personally and socially. This is a very important part of education. We aim to enable the children to have a positive regard for the needs of self and others, develop skills to enable them to participate effectively and safely in society; to be resilient and tolerant, and to take increasing responsibility for their own lives. Teachers often use a 'circle time' approach to give pupils a voice and to discuss issues involving themselves & others.

Local and world-wide charity work forms an important part of school life and helps the children to learn strong moral values.

#### Health and Wellbeing

In the course of a school year, all pupils are encouraged to look at the 3 areas encompassing health education.

- 1 Emotional Health. This explores emotions, feelings and relationships and how they affect us.
- 2 Social Health. This explores the interaction of the individual, the community and the environment in relation to health and safety.
- 3 Physical Health. This explores physical factors in relation to our health and looking after ourselves.

When sensitive lessons such as relationships, sexual health, parenthood, drugs awareness and Internet Safety are being taught at school, parents/guardians are informed by letters and are invited to attend Information Evenings.



Physical Education involves gymnastics, games skills, dance and expressive movement.

We strive for all pupils to receive the recommended two hours of Physical exercise per week. There are many additional sporting opportunities offered during the school year such as swimming and football.

Pupils complete PE outside or alternatively walk to the nearby community hall. They are supervised at all times and risk assessment procedures are followed.

## Learning and Teaching

All teachers use a variety of methods when teaching. Children may be taught as a whole class, in groups, and at times, individually. Teachers ask a range of questions requiring children to think. Children will write reports, carry out experiments, solve problems, research using ICT, discuss issues with classmates and use textbooks effectively.

For more information on the curriculum and on Learning and Teaching at Ferintosh, please refer to our Curriculum Rationale which is available both on the website and through the school office.

## Assessment and Achievement

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

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

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

Assessment is carried out in a variety of ways: -

- Day to day informal observations of pupils by teachers to assess the ability and working level of each pupil. Special note is also taken of any pupils with a special aptitude or any who may be finding a specific area of learning difficult.
- Class, group and individual assessments are used to check more precisely how well pupils are meeting their learning outcomes. These may include online assessments and standardised assessments, as well as assessments in class and assessments conducted by the Head Teacher.



- Self and peer assessment. This can be a very effective tool allowing pupils to take more responsibility for their learning. All pupils set learning targets each term and evaluate their success in achieving them.

Parents/guardians will receive feedback on their child's progress through pupil reports, profiles, and meetings.

## Achievement

Pupils' achievements in and out of school are celebrated in the classroom and through our displays and newsletters. All pupils have a book where they record these achievements in written & photographic form and through drawings. Children are encouraged to share 'out of school' achievements and record them.

Pupils are given opportunities to share their targets and achievements books with their peers during school time and also with their parents at our open afternoons.

## Partnerships with the Local Community/Organisations

Ferintosh and Mulbuie Primary Schools work in partnership with many partners to fulfil our pathways to wider achievement.

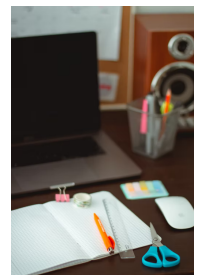
These partners include:

- Feis Rois
- Eden Court Creative Team
- Dingwall Swimming Pool - Highlife Highland
- Active Schools Coordinator
- Parents/Carers and Friends
- Craggan Outdoor Centre
- Evanton Woodland Community Trust
- Abriachan Forest Trust and the Moniack Mhor Creative Writing Centre
- Tesco
- Dingwall Academy
- Ross County Football Club
- NSPCC
- SSPCA

We are always keen to identify new partnerships to enhance pupils' learning. Please contact the Head Teacher if you can support in any way.

## Homework

In keeping with the ideals of the Curriculum, pupils will be given homework using a flexible arrangement. Whilst younger pupils will have reading practice on a daily basis and we ask that pupils are encouraged to read for enjoyment at home; the majority of homework will be given to build on a class lesson or to practise a skill being learned at school.



The setting of homework gives parents/carers the opportunity to see what their children are learning in school and to work as a partner with the school to promote the importance of Education.

Although all homework will be fully explained to your child in school, confusions can sometimes arise. Please don't hesitate in asking advice from the class teacher. The Homework Policy can be accessed from the school's website or on request, one can be obtained from the school office.

## **SUPPORT FOR PUPILS**

All children need support to help them learn. Some children require more help than others.

Schools are bound by The Education (Additional Support for Learning) (Scotland) Act 2009. We follow The Highland Practice Model staged approach to assessing, identifying and supporting additional support needs. In this model every child has a 'named person' who is responsible for making sure that the child or young person has the right help to support his/her development and well-being. More information can be found at [www.forhighlandchildren.org](http://www.forhighlandchildren.org).

If you have a concern about your child in primary school, please contact your child's class teacher in the first instance, or the 'named person', who will usually be the head teacher and can be contacted through the school office.

Class teachers, in conjunction with Head Teacher, monitor the progress of pupils who need 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/guardians and pupils will be involved in these procedures and in reviewing the success of support and interventions. More information can be found about the Highland Council model for support and child's plans at:

[Policies and guidance - support for learners | Highland Practice Model - delivering additional support for learners](#)

[Support for Learners Website](#)

[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 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/guardians 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 may 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 Head Teacher in the first instance. 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 | Support for learners | The Highland Council](#)

Information can also be found from organisations specified by Scottish Ministers which provide advice, further information and support to parents of children and young people with Additional Support Needs:

(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 [My Rights, My Say](#)

(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

Parents/guardians 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.

## **TRANSITION/TRANSFER**

### **ELC Transition to P1**

Transition from the ELC into P1 begins early in the year, with classroom visits and the P1 teacher visiting the ELC. Activities are planned throughout the year, including information sessions for parents/carers and a buddy system to support children as they move into P1.

### **Transfer To Another Primary School**

In the event of a pupil transferring to another primary school, parents/guardians should give written notification of the name and address of the next school to be attended.

Ferintosh/Mulbuie Primary will provide a report for the receiving school which will include the child's profile and record of achievements, and the levels of attainment of the child.

To ease transition it is recommended that jotters and other written work be retained as these can prove useful to the class teacher at the new school.

## Transition To Secondary School

According to the Parents Charter, parents/guardians have the choice of Secondary Schools to which they may wish to send their children.

The feeder Secondary School for Ferintosh/Mulbuie Primary is:-

**Dingwall Academy, Dingwall, IV15 9LT**

**Tel: 01349 869860**

**Head Teacher: Mrs Karen Cormack**



### Moving On - From P7 to S1

To ensure that the move from Primary School to Secondary School is positive and seamless, regular contacts are made between the Secondary School and the associated Primary Schools which help make the transition as smooth as possible.

There are teachers from Dingwall Academy working in Ferintosh Primary throughout the year, teaching French and PE to our pupils. In addition, the Guidance Departments of Dingwall Academy visit Ferintosh and Mulbuie Primary in May/June to meet with the pupils and answer all questions.

Dingwall Academy arranges a 3-day induction to Secondary life during June followed by a parent information session.

If parents/guardians decide to choose any other school as their choice of Secondary school, then they must provide their own transport for their child to and from the school.

## 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 an application to the Head Teacher.

#### Data Protection Legislation

Information on pupils, parents 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>.

## Why do we need your data?

In order to make the best decisions about how to improve our education service, the 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:

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

## Data policy

Information about pupils' education is collected through 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 the 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, the Scottish Government will not publish or make publicly available any information that allows individual pupils to be identified, nor will data be used by the 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 the Scottish Government. The individual data collected by the 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:

[Privacy notices - Enrol your child in school or Early Learning and Childcare setting | The Highland Council](#)

## 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

## [Scottish Exchange of Data \(ScotXed\) - gov.scot](http://gov.scot/Scottish-Exchange-of-Data-ScotXed)

The 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 the 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 this 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](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.

## Bullying and Positive Relationship Policy

<http://www.mulbuieandferintosh.org/index.asp?pageid=392701>

[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)

## Child Protection

From time to time, incidents can occur within the school setting which cause concern. 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 guidelines are available from the school office or online at:

[http://www.highland.gov.uk/info/1361childcare\\_and\\_family\\_care/438/child\\_protection](http://www.highland.gov.uk/info/1361childcare_and_family_care/438/child_protection)

Anyone who has a concern around a child's wellbeing should please talk to the Head Teacher. Any information shared will be addressed sensitively and in line with the guidelines. If you believe a child to be at immediate risk of harm, then the police should be informed. Advice and information is available from

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

## Photographs

Ferintosh and Mulbuie Primary Schools recognise the issues surrounding Child Protection and personal privacy and a policy aimed at safeguarding pupils exists. Parents/carers are asked not to publish or post pictures of children other than their own on social media or in other public places.

## Equality and Inclusion

For up-to-date information, please see:

[Equal opportunities](#) | [Equal opportunities](#) | [The Highland Council](#)

In summary our activities in school should ensure that we:  
Eliminate unlawful discrimination, advance equality of opportunity [and] promote good relations. Activities should not discriminate any of the following "protected characteristics" - age, disability, race, religion or belief, sex, sexual orientation, gender reassignment, pregnancy and maternity.

## COMPLAINTS AND REQUESTS FOR SERVICE

If a parent/carer has any concerns they should contact their child's Named Person in the first instance, who for children in ELC-P7 is the Head Teacher, Mr A.McCallum-McKay. The school will always endeavour to resolve issues by listening to parents/carers and seeking solutions in partnership. Should a situation not be resolved, parents can contact Mr Derek Martin, the Care and Learning Manager at The Council Offices, Dingwall.

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).

## CONCLUSION

We hope that this booklet provides you with an understanding of our school, our aims and how we endeavour to achieve these. Should you wish to visit the school you will be made most welcome

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

All information included in this handbook is correct at time of going to print - details and policies may change over the course of time.

## DATES FOR YOUR DIARY 2022 - 2023

### Highland School calendar 2022/23

Please note - Dates may be subject to change

August 2022							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
31							
32	1	2	3	4	5	6	7
33	8	9	10	11	12	13	14
34	15	16	17	18	19	20	21
35	22	23	24	25	26	27	28
36	29	30	31				

September 2022							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
36				1	2	3	4
37	5	6	7	8	9	10	11
38	12	13	14	15	16	17	18
39	19	20	21	22	23	24	25
40	26	27	28	29	30		

October 2022							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
40						1	2
41	3	4	5	6	7	8	9
42	10	11	12	13	14	15	16
43	17	18	19	20	21	22	23
44	24	25	26	27	28	29	30
45	31						

November 2022							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
45		1	2	3	4	5	6
46	7	8	9	10	11	12	13
47	14	15	16	17	18	19	20
48	21	22	23	24	25	26	27
49	28	29	30				

December 2022							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
49				1	2	3	4
50	5	6	7	8	9	10	11
51	12	13	14	15	16	17	18
52	19	20	21	22	23	24	25
1	26	27	28	29	30	31	

January 2023							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
1							1
2	2	3	4	5	6	7	8
3	9	10	11	12	13	14	15
4	16	17	18	19	20	21	22
5	23	24	25	26	27	28	29
6	30	31					

February 2023							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
6			1	2	3	4	5
7	6	7	8	9	10	11	12
8	13	14	15	16	17	18	19
9	20	21	22	23	24	25	26
10	27	28					

March 2023							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
10			1	2	3	4	5
11	6	7	8	9	10	11	12
12	13	14	15	16	17	18	19
13	20	21	22	23	24	25	26
14	27	28	29	30	31		

April 2023							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
14						1	2
15	3	4	5	6	7	8	9
16	10	11	12	13	14	15	16
17	17	18	19	20	21	22	23
18	24	25	26	27	28	29	30

May 2023							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
19	1	2	3	4	5	6	7
20	8	9	10	11	12	13	14
21	15	16	17	18	19	20	21
22	22	23	24	25	26	27	28
23	29	30	31				

June 2023							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
23				1	2	3	4
24	5	6	7	8	9	10	11
25	12	13	14	15	16	17	18
26	19	20	21	22	23	24	25
27	26	27	28	29	30		

July 2023							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
27						1	2
28	3	4	5	6	7	8	9
29	10	11	12	13	14	15	16
30	17	18	19	20	21	22	23
31	24	25	26	27	28	29	30
32	31						

School holidays  
In-service days

School days

For full details on school dates and public holidays, visit: [School term dates | School term dates | The Highland Council](#)