

Kinlochewe Primary School Handbook 2022-2023

Active, Ambitious, Achieving



Kinlochewe Primary School
Incheril
Kinlochewe
IV22 2PB
01445 760260

Head Teacher : Mr Thomas O'Halloran

School e-mail address: kinlochewe.primary@highland.gov.uk

School website: <https://kinlocheweprimary.wordpress.com>



Dear Parents/Carers,

Welcome to Kinlochewe Primary School. We would like to welcome you to our school and hope that you find the information contained within this handbook useful.

Our school is part of a cluster with Shieldaig Primary School. The school sits within the Gairloch ASG, with children moving on to Gairloch High School after Primary 7.

Kinlochewe Primary School is situated in a beautiful part of Wester Ross in the Scottish Highlands. We are a small, friendly, community based school. Built on a strong ethos of inclusion and child led learning, we aim to inspire and encourage children to aim high and meet their full potential.

We all look forward to our time together and hope that your child enjoys their time with us at Kinlochewe.

A copy of this brochure, information and newsletters can be found on our website at www.kinlocheweprimary.wordpress.com

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](#).

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Our Vision, Our Values, Our Aims.

The School aims to:

- Be a learning organisation capable of continuous improvement
- Be a school where high quality learning and teaching are accepted as the norm
- Be a place where children's safety and welfare is of the utmost importance
- Be a school where children are supported and encouraged to achieve their maximum potential across all areas of the curriculum through all stages of their emotional, intellectual and social development
- Be a place where opportunities are given to achieve in the wider world so children may become successful learners, confident individuals, effective contributors and responsible citizens
- Be a school where health promotion and environmental care are given prominence so children may learn life-long attitudes and skills to support them and the world they will inhabit
- Encourage all children to be outward looking: young people who celebrate diversity, show tolerance and who develop skills to enable them to build relationships of value in their lives
- Be a school where children take an interest in local and global issues and appreciate how people and places are interdependent on each other
- Provide equal opportunities for each child irrespective of gender or race
- Be approachable to parents, work with the Parent Council and encourage their interest in their child's education
- Promote links with the community, local businesses and partner agencies

In carrying out our work we aim to:

- *Have integrity, show compassion, be impartial, show fairness, tolerance and demonstrate mutual respect*
- *Have an environment where everyone feels welcomed and valued*
- *Seek progress through partnership, working closely with people whom we share a common purpose*

Reviewed in consultation with pupils, staff and parents - June 2016

Active, Ambitious, Achieving



Accommodation

The school consists of two teaching areas. The main teaching classroom is a lovely, bright and spacious room with windows on both sides offering rural views over the fields and surrounding mountains.

The nursery is located in the former infant classroom and has outdoor access onto the school playground.

We also have a school library which has been recently upgraded. This is a relaxing place to enjoy books and ideal for group work.

The school also has a school kitchen, full disabled toilet facilities including a fully accessible shower, boys and girls toilets, and a school office.

The children eat their lunch in the Classroom.

School Catchment Area and Placing Requests

Kinlochewe Primary School is one of five primary schools in the Gairloch High School catchment area. Kinlochewe Primary School is a small, rural school situated in a beautiful part of Wester Ross. The catchment area includes the villages of Kinlochewe and Achnasheen, extending from Achnasheen in the East, Loch Maree in the West to Coulin Estate in the South.

If you live out-with the school's catchment area, you have the right to request that your child attend the school. In this instance, you must complete a placing request form and send it to the Area Education Office. Further information on placing requests and the relevant forms can be found at:

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

West Area Care and Learning Office

Oifis Foghlaim Sgìre an Iar

Fingal Centre

Viewfield Road

Skye

IV51 9ET

Tel: 01478 613697



STAFF

Head Teacher:
Class Teacher:
Class Teacher: (CCR)

Mr Thomas O'Halloran
Mrs Sara Mackenzie
Mrs Eleanor Kennedy

Clerical Assistant:
Early Years Practitioner:

Mrs Fiona Price
Mrs Fiona Price

School Hours

School starts: 9.00 a.m.
Morning break: 10.30 a.m. to 10.45 a.m.
Lunchtime: 12.30 p.m. to 1.15 p.m.
School finishes: 3 p.m

Nursery Hours

Monday to Friday

Nursery starts: 9.00 a.m.
Lunchtime: 12.30p.m. to 1.00 p.m.
Nursery finishes 3 p.m.

School Roll

The school currently has 4 children in the school. There are no nursery children at the moment but we anticipate that the nursery will re-open in April 22.

SCHOOL CALENDAR



Autumn

Autumn term starts – 16th August 2022
Autumn term ends – 7th October 2022

Winter

Winter term starts – 24th October 2022
Winter term ends – 22nd December 2022

Spring

Spring term starts – 9th January 2023
Mid-term break – 21st and 22nd February 2023
Spring term ends – 31st April 2023

Summer

Summer term begins – 17th April 2023
Summer term ends – 29th June 2023

Public holidays

May Day – 1st May 2023

In-service days

15th August 2022
12th September 2022
13th September 2022
22nd February 2023
6th May 2023

FOR MORE INFORMATION ON SCHOOL TERM TIMES GO TO...
https://www.highland.gov.uk/info/878/schools/32/school_term_dates

Absence from School

Attendance at school is expected at all times during the term, with illness being the obvious exception. The school should be informed of any absences by contacting the office by 9 a.m. If no contact has been made by 9.30 a.m., we are required by law to make contact with parents. If 3 days lapse with no contact from parents, we are then required to make a report to the police.

The following categories are examples of authorised absences:

- Ill health and medical/dental appointments
- Bereavement
- Education at another establishment
- Sporting/artistic events

Children with a stomach bug should not return to school until 48 hours following the last bout of diarrhoea or vomiting.

While the school appreciates that parents are not always able to take holidays during the school holidays, breaks in education can be highly disruptive for all of the children in the school. Due to the increasing number of families taking holidays during term time, Highland Council has issued guidelines against the practice. Such absences are therefore unauthorised.

On return to school, all absences must be followed by a written note explaining the reason for the absence. These notes are filed in your child's record.

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

Accident/Illness at School

If your child has a small accident at school, first aid will be administered and a note will be sent home.

If your child has a more serious accident or becomes ill during school hours, the school will endeavour to contact home or an emergency contact. If that fails, the child will be kept in school until contact can be made. The local Doctor or nurse may be contacted as a precaution.

Health

The school should be notified of any health conditions which may affect children while at school.

The school nurse visits the school regularly and undertakes health checks with Primary 1 and Primary 7 pupils. The flu vaccination is also given in the winter term for pupils who have parental permission.

Strong mental health is promoted and children are encouraged to talk about their emotions, share their worries and develop resilience.

NOT COMING IN?

CHANGE OF PLANS?

LET US KNOW.....

Tel: 01445 760 260

Administration of Medicines

We have an administration of medicines policy. A copy of this policy can be requested from the school office, or found on our school website. It is left to the discretion of each individual class teacher as to whether medicines will be administered or not. Children should never have medicines left in their bags or trays. Medicines should come to school in a clearly labelled bottle / packet. The bottle must have prescribed instructions clearly marked on the bottle or container. Only GP prescribed medicines will be administered by school staff. An administration of medicines letter should accompany the medicine detailing the dosage and the time the medicine should be given. These forms can be requested from the school office. All medicines are stored safely by school staff, and detailed records are maintained within school.

Early Closure / Adverse Weather

Should the school need to close earlier than normal you will be contacted by telephone if prior warning has not been given out. Please ensure your details are always up to date and any changes are given to the office. In the morning, if there is extreme weather, parents should contact the Schools Information Line on 0800 564 2272 + the school's PIN 04 2380 where there will be a recorded message informing them of any closures. They can also access the winter weather website at the following web address:

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

Please click on the relevant geographical area for local school closure information. Parents can also listen to local radio stations which will report any closures due to adverse weather.





What to Bring?



School Uniform

The school uniform is worn by all children from Primary 1 upwards. It consists of a sweatshirt with school badge, a white polo shirt or shirt, grey or black trousers, skirts or pinafores and a school tie. School uniform can be purchased from the school at a heavily discounted price. Alternatively, uniform can be ordered from Tesco online. Contact the school office for further information.

PE kit

Physical Education is an important part of a child's education. In order to encourage safety and health awareness, children must bring with them a change of clothes for P.E. Whenever the weather permits, P.E. lessons will take place outside. It is therefore advisable that children bring with them a change of:

- Trousers (or shorts in hot weather)
- Shirt
- Sweatshirt
- Shoes



Ready for the Outdoors?

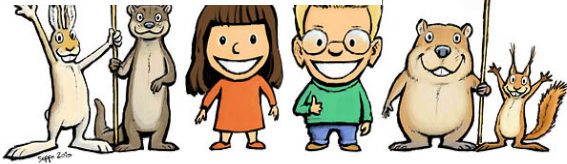
The children will play outside during most playtimes. They therefore need to come to school in appropriate wet weather clothing. This should include a waterproof jacket, gloves, hat and scarf if the weather is cold, and a sunhat if the weather is hot. The children will be given plenty of time to get changed into their wet weather clothing if the weather is bad. During snow conditions, wellies and good waterproof trousers are a good idea.

DUE TO THE WET AND BOGGY NATURE OF OUR SCHOOL GROUNDS, WELLIES ARE A MUST MOST DAYS PLEASE.





We have 6 Green
Flags!



Eco-Schools
seppo.net



Sustainable Education is an integral part of our work at Kinlochewe Primary School. We have thoroughly embraced the Eco-School ethos and work closely with local rangers, SNH, and many local community partners to ensure that environmental education is firmly embedded in our work at Kinlochewe.

Over the past year this has involved litter education and litter picks, community rag bag collections, gardening club, education about sustainable transport, seashore studies, bird watches, season based welly walks, links with UNESCO, visits to the Coulin Estate Hydro plant, work alongside the marine biologist, den making, the creation of a fire pit, composting and even mole monitoring!!



School Meals

Due to lack of a school cook at present, the children all bring with them a packed lunch. Children and staff all eat their lunch together in the school classroom. Glass bottles or containers are not allowed in school due to health and safety regulations. In addition to their lunch, the children are allowed to bring with them a healthy snack to be eaten at break time.

All children in P1-P4 are entitled to free school meals and while we have no canteen parents will be recompensed for the daily cost of a school meal - currently £2.30.

You may be entitled to a free school meals payment if you are receiving certain benefits. Forms can be obtained from any service point, the school office or on the Highland Council website.



Do you think you might be entitled to free school meals or clothing assistance?
Please ask the school office for advice or visit

https://www.highland.gov.uk/info/899/schools_-_grants_and_benefits/10/free_school_meals_and_assistance_with_clothing



School Transport

Children living within the school catchment area and out-with two miles of the school (under 8) or three miles (aged 8 and over) of the school are entitled to free transportation.

For further information and application forms, visit:

http://www.highland.gov.uk/info/878/schools/12/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.

Children who attend the school as a result of a placing request are not entitled to school transport and responsibility and cost of transport rests with parents.

Enrolments

Nursery and Primary 1 enrolments are usually made during enrolment weeks at the end of January/beginning of February. For families moving into the area, please contact the school to arrange a visit and the enrolment of your child.

SCHOOL PLACING REQUESTS - PARENTAL CHOICE

Each school serves its own particular catchment area. Pupils whose homes are located in that area will have priority in being allocated a place in the school. However, parents have the right to specify the school in which they wish to place their child. Application are made to the Area Education and Learning Manager <insert contact details> . **Placing request applications are made online at:**

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

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

If pupils live out with the school catchment area and their parents wish them to attend Kinlochewe Primary School they can contact the school via e-mail

kinlochewe.primary@highland.gov.uk or telephone 01445760260 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.

Cluster Arrangements.

Kinlochewe Primary is currently part of a cluster arrangement with Shildaig Primary School. This means that the school 'shares' a non-class committed Head Teacher whose time is divided between the two schools. This arrangement has allowed the school to have dedicated teaching staff that are fully focused on providing high quality education to the children in the school. The two schools work closely together to the benefit of staff, children and the community.

PARENT COUNCIL

The Parent Council is very supportive of the work of the school. It helps with fund raising - enabling us to purchase new library furniture, provide overnight activity trips, visit the theatre, attend sporting competitions etc.

Meetings are held at least once a term and provide a forum for discussion on a variety of school related issues. **All** parents are invited to attend meetings and minutes are posted on our website. The Parent Council is a most helpful vehicle for gathering parental opinion and sharing views and supports our aim to work in partnership with all stakeholders.

Chairperson:

Parents may find the information on the ParentZone website

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



PUPIL VOICE

Children at the school have historically had a very active voice in the running of the school and this year we are working to re-establish the Pupil Council with the Head Teacher. Learning is child-led and often follows the interests and passions of the children.

CURRICULUM

Curriculum for Excellence

Our school curriculum is delivered through the experiences and outcomes set out in a Curriculum for Excellence. During your child's time in school and nursery we aim to provide them with opportunities which enable them to reach their full potential in 4 key areas:

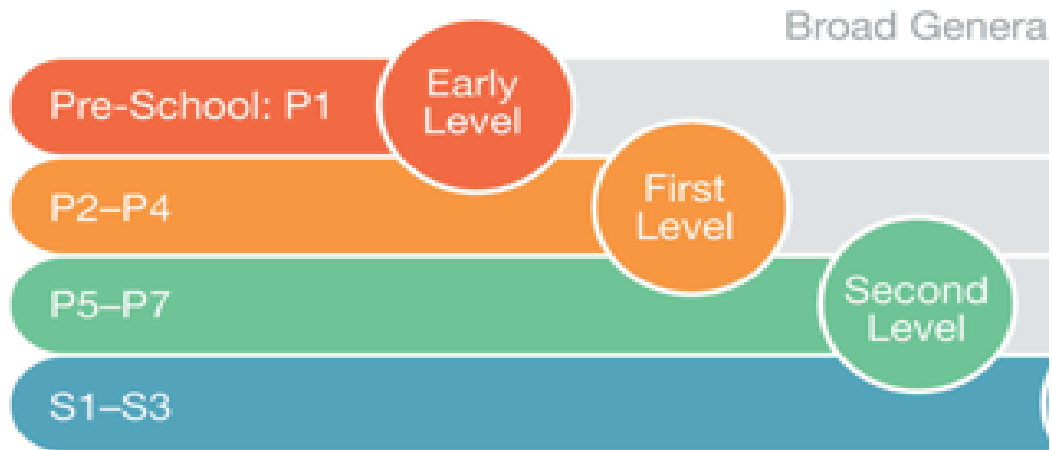


Curriculum for Excellence



You can find our more information about these four capacities and the curriculum by asking a member of school staff, on the school and nursery notice boards, school website and on the Education Scotland website: <https://education.gov.scot/>

CfE is divided into the following levels which most children are expected to achieve in the following timescales:



Each curricular area is divided into experiences and outcomes which teachers use to plan and assess. There is the expectation that planned learning experiences will be meaningful and interactive, with children fully engaged in their learning. Where possible, links are made between different curricular areas to provide contextualised learning. For further information on CfE for parents, visit:

<http://www.educationscotland.gov.uk/parentzone/learninginscotland/broadgeneraleducation/index.asp>



Literacy and Languages

Language is the basis for learning and competent language skills are essential to allow children to access all other areas of the curriculum. The school follows the Highland Literacy Project guidelines in all areas of language.

Phonics is introduced at the beginning of Primary 1, following the Jolly Phonics scheme. The Core Infant Reading Scheme is Oxford Reading Tree, from which children progress onto chapter books/novels. Fostering an enjoyment of reading is extremely important and children of all ages are encouraged to read books of their own choosing in E.R.I.C. (Everyone Reading in Class) time and at home.



Handwriting lessons, using the Nelson Handwriting scheme, are undertaken throughout the week in Primary 1 to 3, with two weekly lessons from Primary 4 to 7. Initially, the correct grip and letter formation are developed and secured. This then progresses to joining letters and the development of a fluid style of writing.



From Primary 1 to Primary 7, children learn to write a range of Personal, Functional and Imaginative writing forms, studying the craft of other writers as models for their work. Wherever possible, the class topic or real-life contexts provide the basis for writing activities.

Listening and talking skills are developed every day in class, using current affairs and personal news as a means of reporting to the class and as a starting point for group discussions.

In line with the 1 + 2 Scottish Government policy, French is taught to pupils from Primary 1 to Primary 7, with simple phrases, basic vocabulary and numbers introduced and practised in daily sessions. The emphasis is on spoken language and games and songs are used to make learning fun. This vocabulary is then extended to provide more of a challenge for Primary 4-7 children. Gaelic is also taught on a weekly basis by Mrs Kennedy.

Numeracy and Mathematics

We are continuing to develop our teaching of Mathematics and Numeracy, in line with the Highland Numeracy Progression and New Zealand Maths programme. We aim to equip children with the necessary knowledge of number and mathematical skills to enable their progress through school and out into the adult world. The emphasis is on the development of strong mental maths skills, using a range of strategies, which can then be applied to all areas of Maths. We use a variety of games, computer and interactive whiteboard activities, and teaching schemes to resource maths lessons. Problem solving and real life contexts provide opportunities to apply acquired strategies.



Inter-Disciplinary Learning Topics (IDL)

Through IDL work we aim to combine curricular areas, wherever possible, to provide linked learning experiences. To provide a balanced curriculum, a range of topics are covered over the course of the year. The pupils begin the planning process by deciding what they already know about a topic and what

they want to find out. The class teacher then turns this into a cohesive set of lessons that build on knowledge and ensure balance, breadth, challenge, enjoyment and progress. Recent examples of IDL topics include Castles, the Seashore and the World of Work. If certain curricular areas cannot be included in a topic, they will be taught as stand-alone subjects.

The other curricular areas in CfE are:

- **Social Studies:** with an emphasis on Scotland's environment, history, economy, and its relationship to the wider world.
- **Religious and Moral Education:** we aim to develop a knowledge and understanding of all major world religions and an appreciation of moral values. Occasionally, the school may participate in a local church service. Parents have the right to remove their children from religious education if they so wish.
- **Science:** delivered using Highland Council's Primary Science Framework.
- **Technologies**
- **Health and Wellbeing:** a healthy lifestyle and eating are encouraged, with 2 hours of P.E. taught across the school. Substance abuse and sex education are important parts of the curriculum in the upper stages.
- **Expressive Arts:** Music, Dance, Art & Design, Drama

Swimming lessons are undertaken for a block each year, usually in the summer term. Kodaly and Feis Rois specialists deliver music lessons with two blocks of lessons every year.

Assessment and Record Keeping

Assessment is a vital way of monitoring pupil progress and raising attainment and achievement. It is done informally by teachers at the end of every lesson to plan next steps, either by observation or by marking of completed work. At the end of a teaching block, a more formal assessment may be made to assess the impact of teaching. Various methods of marking are used but feedback is given on what has been achieved and what needs to be done to improve. Standardised Assessment Tests introduced by Education Scotland are used for children in P1, P4 and P7. Education Scotland is currently publishing benchmarks in every curricular area and we plan to use these to assess pupils' progress through CfE.

There are a variety of ways in which children are becoming more involved in the assessment of their own learning:

- Children are more involved in setting their own learning targets and success criteria
- There is a greater emphasis on self and peer evaluation to develop assessing skills
- Personal Learning Profiles have been started, which detail achievements in and out of school, academic targets and progress through the curriculum
- Learning Snapshots have been introduced. These are based around rich tasks which demonstrate the application of knowledge, and these are jointly assessed by pupil and teacher. Parent comments are invited.
- Learning Conversations between pupils and teachers

All pupil work, learning logs and Pupil Learning Profiles are available for parents to see at any time. They will be shared at parents' meeting and sent home termly, but should you wish to see them at any other point, please contact the school to arrange a suitable time. Pupil reports will continue to be issued in May each year, containing a summary of achievements for the year, next steps and a pupil comment on their primary year. To ensure that teaching and learning standards are consistent across all primary schools associated with Gairloch High School, work is sometimes moderated by teachers from other schools.

For more information on the new Standardised Assessments visit:
<https://standardisedassessment.gov.scot/>

Homework

All children within school will receive homework on a regular basis. This may include a mixture of the following:

*Mental maths homework targets / sumdog.

*Spelling targets - again, these will be issued and tested on the same day each week and recorded in your child's homework diary.

*Reading - the children will be asked to read at home each night. Specific tasks relating to the child's school reading books will be recorded in their homework diaries. If no tasks are recorded, we would suggest that your child should read a book or text (comic, magazine, newspaper article etc) of their own choice from home. The children are more than welcome to borrow books from the school library to read at home, and are actively encouraged to make use of the mobile library when it visits school.

* Topic based homework

*Personal Projects - During the school year the children are given a number of personal projects to work on at home. They will be given an outline of their project, and a submission date. The children should work on these at home, and can have plenty of help from parents, friends and family. The aim of these projects is to encourage research, independent learning and an ability to spread out their work to meet a submission date.

* Phonics - During the Early Stages of school we use a programme called 'Jolly Phonics' to help children to develop their early phonics skills. Reinforcement of phonic work covered in class may be given as homework. This may include word making, sound reinforcement, looking at simple sentence structure and practising the actions for specific sounds.





NEWSLETTERS

Newsletters are sent home every month. These contain lots of information about events and learning in school and nursery. Newsletters and information can also be found on the school and nursery notice boards and on the school website. <https://kinlocheweprimary.wordpress.com/>

PARENT MEETINGS

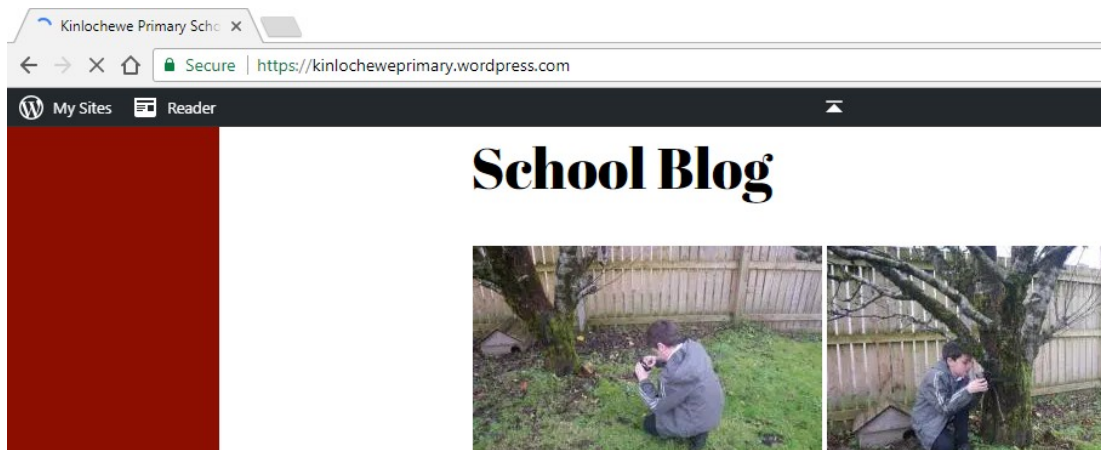
More formal opportunities to meet and discuss how your child is doing in school take place twice a year, in November and May. The class teacher will be in touch to arrange a convenient time to meet. If every you wish to speak with your class teacher or with the Head Teacher please do not hesitate to get in touch. We operate an open door policy, and informal discussions take place before and after the school session on a regular basis.

REPORTS

A school report will be issued to parents and carers in June of each year.

SCHOOL BLOG

We maintain a regularly updated school blog. This is a great way to keep up to date with events in school and to see photographs and examples of the children's work. We also keep an up to date photograph album which can be found on the school website.



Visit the school website to find out more about nursery and school life.....
<https://kinlocheweprimary.wordpress.com>

CHILD PROTECTION

The school follows the national strategy known as 'Getting It Right For Every Child' (GIRFEC). Getting It Right places children's and young people's needs first and provides co-ordinated help where this is required. Services involved could be Social Work, Health and Police. The named person with overall responsibility is the Head Teacher, but all school staff have had training in GIRFEC and are aware of their role in supporting children. Copies of Child Protection policies are available from the school office or online at

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



VOLUNTEER

We welcome volunteers, but all volunteers in school and nursery must have a police disclosure check to ensure the safety of your child. If you would like to help out in nursery, please speak to a member of staff and we will be happy to arrange this for you.



COMMENTS AND COMPLAINTS

We hope you will enjoy your child's time at our nursery and welcome comments or suggestions, which could help us to improve our service. However, we are aware that difficulties can occur from time to time and if you feel you have reason to complain, then please follow the procedure outlined below. Please use the open door policy and speak to the person in charge of the nursery, either at the beginning or end of a nursery session. If you prefer, an appointment can be made to speak to the Early Years Practitioner in private. It will then, in consultation with the parents/carers, be decided if the matter needs to be taken further, in which case, the Head Teacher will be informed and a meeting arranged. From here, if necessary, the matter will be brought to the attention of the Care and Learning Manager who will decide what the next steps should be. Parents will be kept fully informed at each stage and will be invited to attend any meetings being held. Should you feel unable to speak to the person in charge of the nursery, please make an appointment to speak directly with the Head Teacher.

AREA EDUCATION OFFICE:

FAO:
Fingal Centre,
Viewfield Road,
Portree
Isle of Skye
IV51 9ET
Tel: 01478 613697

SCSWIS:

The Nursery is regulated by Social Care and Social Work Improvement Scotland (SCSWIS)
Web site: www.scswis.com
e-mail: enquiries@scswis.com
Telephone: 08456009527

WANT TO SEE OUR LAST INSPECTION REPORT? GO TO ...
<http://www.careinspectorate.com/>

Additional Support Needs

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

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.

Sometimes a Child's Plan may be put in place to help organise, monitor and regularly review your child's progress.

If you wish to find out more about The Highland Practice Model or the Child's Plan you can access more information at :-

<http://www.highland.gov.uk/learninghere/supportforlearners/generalguidance/planning/>

There are also Information sheets available at: www.chipplus.org.uk click on Education

Support for Learners Website

<http://enquire.org.uk/>

Equal Opportunities

All children will be given equal access to teaching and learning opportunities. The school follows a policy of inclusion for all. This year the school has stated to work towards accreditation as a Rights Respecting School.

School Improvement Plan and Standards and Quality Report.

Our Standards and Quality Report and School Improvement Plan can be found on our school website and on the school noticeboards in school. A copy is given each year to the Chair of the Parent Council and additional paper copies can be requested from the school office. This year our school improvement priorities focus on the recovery from the Covid Pandemic. This includes a focus on Health and Wellbeing and supporting attainment with regards to gaps in learning that have arisen as a result of the pandemic. If you have any further information about school improvement please do not hesitate to speak with the Head Teacher or with your child's class teacher.

Appendix

Employment of Children

The employment of children byelaws regulate the types of occupation in which children under school leaving age may be employed and other conditions of employment. For further information please see:

http://www.highland.gov.uk/download/downloads/id/94/employment_of_children_guidance_notes

2009 Additional Support for Learning Act:

<http://www.legislation.gov.uk/asp/2009/7/contents>

Information about the 2009 Additional Support for Learning Act

Legal information

The Education (Additional Support for Learning) (Scotland) Act 2004 came into force in November 2005. In June 2009, the Act was amended. These amendments form the Education (Additional Support for Learning) (Scotland) Act 2009 and it comes into force on 14 November 2010.

What does this mean for pupils and parents?

The new Act doesn't change the basic purpose of the 2004 Act - it aims to strengthen some duties under the Act and clarify parts that have been confusing.

Here are some of the main changes:

- Under the 2004 Act 'additional support' means support that is provided in a classroom or a school. The 2009 Act changes this to include support that is given out of school but that helps a child get the most out of their school education. This could include a social worker helping a child who refuses to go to school or a mental health nurse supporting a child to cope with issues affecting their school life.
- Children who are looked after by a local authority will automatically be assumed to have additional support needs. For looked after children who don't need extra help this will have little impact. For those who do need help it will make sure their needs are considered as they move through school or if they change school. Local authorities will also be expected to check whether these children require a Co-ordinated Support Plan (CSP) or not.
- The 2009 Act allows parents to ask their local authority for a specific type of assessment at any time. Under the 2004 Act parents had this right only when asking the education authority to identify whether their child had

additional support needs or when asking the education authority whether their child required a CSP.

- The duties that local authorities have towards young disabled children have been strengthened. Under the new Act local authorities have a duty to assess disabled children aged between 0 and 3 and provide them with additional support, if required, in agreement with their parents.
- Local authorities will have to publish information on where parents and carers can find help, information and advice, including contact details for Enquire. Local authorities will have to make sure that a summary of this information (including details of dispute resolution and mediation services) is available from all schools (and other sites that provide education). They also need to make sure this information is included in school handbooks and on their website.
- There is a section about placing requests that states that parents of children with additional support needs, (including those that have CSPs) 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 (whether the child has a CSP or not) will be referred to the Additional Support Needs Tribunal. Some of the changes made in the 2009 Act deal specifically with children who have, or may require a CSP, and in particular to disagreements between local authorities and parents about the CSP.
- The Act extends the reasons that a parent or young person can make a referral (called a reference) to the Additional Support Needs Tribunal. Parents can make a referral when a local authority decides that a child does not need a CSP but also when local authorities have: failed to provide the additional support set out in the CSP; not responded to a parent's request to find out whether their child needs a CSP within a given time; or, after having said they will consider whether a CSP is required have not made a decision (within a given time) on whether the child needs a CSP or not.
- The Act also gives the Additional Support Needs Tribunal extra powers to force local authorities to provide, or make arrangements providing additional support that is set out in a CSP if they have not done so.
- The new Act includes a duty for the Scottish Government to fund a national independent advocacy service (on request and free of charge) to support parents and young people in Additional Support Needs Tribunal proceedings.

The above points do not include all the changes resulting from the 2009 Act but simply cover the main points. Throughout the summer Enquire will be changing all their guides and fact sheets to take account of the 2009 Act.

If you have any questions about the 2009 Act

Please contact the Enquire Helpline on 0845 123 2303 or by email on info@enquire.org.uk

Access to Pupil Records

The school pupil records (Scotland) Regulations 1990 extend to parents the right of access (with certain specific exceptions) to any record held by the Authority in relation to their child. Parents may make application to the Head Teacher.

Data Protection Act 1998

Information on pupils, parent and guardians is stored on a computer system and may be used for teaching, registration, assessment and other administrative duties. The information is protected by the data Protection Act 1998 and may only be disclosed in accordance with the codes of practice. Further information can be obtained from <http://www.gov.scot/Topics/Statistics/ScotXed>

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.

Why do we need your data?

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

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

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

Data policy

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

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

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

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 out-with Scottish Government. At all times pupils' rights under the Data Protection Act and other relevant legislation will be ensured.

Concerns

If you have any concerns about the ScotXed data collections you can email the Head of Schools Analysis at ScotXed@scotland.gsi.gov.uk or write to The ScotXed Support Office, Area 2D, Victoria Quay, Leith, EH6 6QQ.

Alternative versions of this page are available, on request from the ScotXed Support Office, in other languages, audio tape, Braille and large print.

Equality and Inclusion

For up-to-date information please see:

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

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

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

Protection of Children

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

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

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

COPIES OF CHILD PROTECTION POLICY GUIDELINES are available from:

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

