

Bower Primary School Handbook

2022 - 23



Small School – Big Education



Green Flag Award Holder
Re-awarded June 2018

Bower Primary School
Bowermadden
Wick
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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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Welcome to Bower Primary School

Dear Parent/ Carer,

Welcome to Bower Primary School. It gives me great pleasure in presenting our school handbook. We are a small, non-denominational school. We currently have 19 pupils on our roll with two multi-composite classes consisting of a P1-P3 class and a P4 - P7 class. In June 2020, we were re-awarded with our ECO schools Green Flag.

Our Staff

Our staff are, in one word, exceptional. The staff team at Bower Primary School always go the extra mile to ensure that our pupils acquire an excellent educational experience.

Our P1-P3 class is taught as a job share by Mrs Gulloch on a Monday and Tuesday and by Mrs Ross on a Wednesday, Thursday and Friday. Our P4-P7 class is taught by Mrs Henderson on a Monday, Tuesday, Wednesday and Thursday. Mrs Duffy takes the class on a Friday. We have two Pupil Support Assistants who work across the week and an Additional Support Needs Teacher, Mrs Sinclair, who works in our school each term.

Our school and grounds

Our school was built in 1976 and is now 44. There is a wooden building which has two classrooms and a hall, which we use for various learning activities, including P.E., music, drama, assemblies and it also doubles up as our dining hall. There are also infant and senior cloakroom areas and toilets for both classrooms.

We have a large tarmac play area and a huge grassy field surrounds our school. Both of these areas are used to promote outdoor learning and the children also enjoy playing on our fantastic timber trail. We are also very fortunate to have a garden in which the children with parent and staff support, have planted a variety of plants, trees and vegetables and this is where they also care for their bug hotel. We also have huge tyres and planters in which the children also plant items.

Vision, Values and Aims

Vision

At Bower Primary School, we are a small school that delivers a BIG Education.

Values

We will all work together to develop our school values.

Respect	Endeavour
Initiative	Teamwork
Nurture	Community
Happiness	Kindness

Aims

At Bower Primary School we aim to provide:

- a caring approach to our practice that considers the needs of our pupils, families and wider community,
- an ethos that fosters respect and collaboration and,
- exciting experiences that develop resilience, confidence and success for *all* of our learners.

Set in consultation with Pupils, Staff and Parents – September 2021

What our pupils are saying

Our children are at the heart of everything we do... so we asked the children what we should tell you about Bower School!

Primary 1 - "I enjoy learning in groups at school"

Primary 1 - "I like drawing at school"

Primary 1 - "I like playing with my friends, everyone is kind and we all play together."

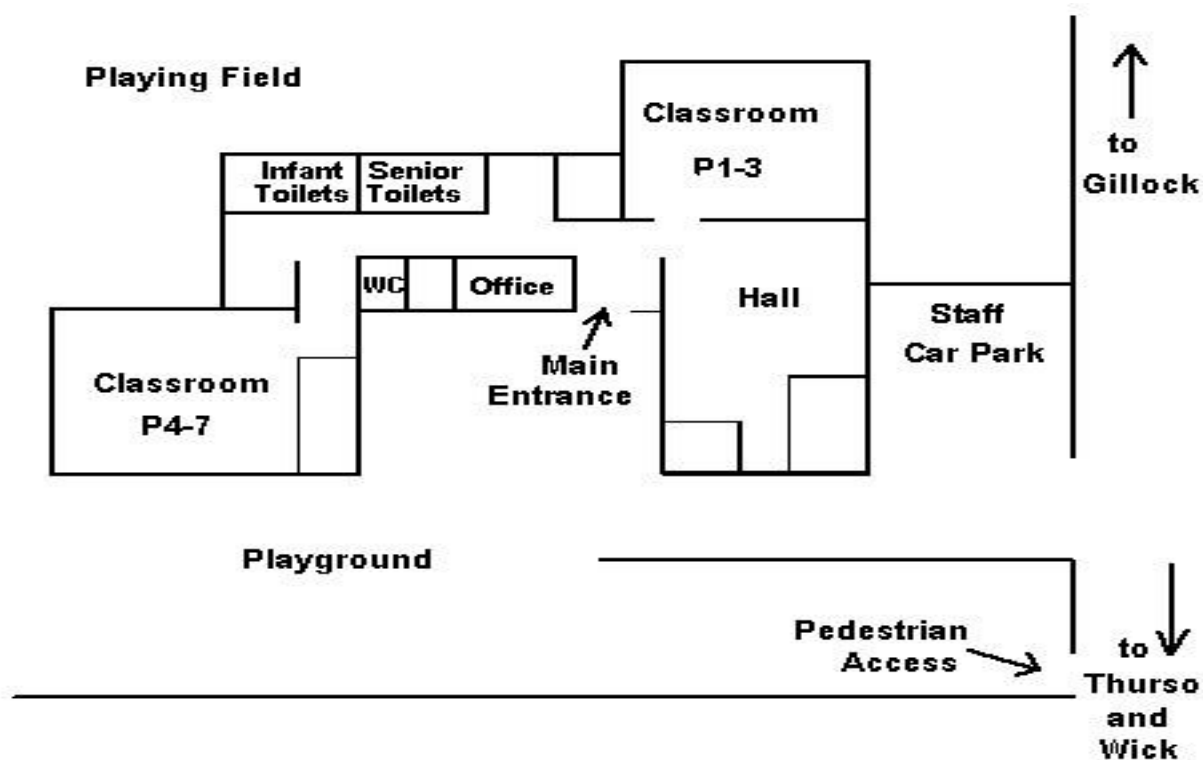
Primary 3 - "I enjoy maths and we get to play fun maths games and get to use the chrome books."

Primary 5 - "Golden time is good because we get to play more football." "Maths is good because it is easy, I like chimney sums."

Primary 5 - "I like football and math too, Technology is great fun"

Primary 5 – "Woodwork is the best because we get to use tools like hammers, saws and the glue gun."

Plan of Bower Primary School



Useful contacts

Bower Busy Bees Playgroup

Busy Bees Playgroup
Bower Hall
Bowermadden
By Wick
Caithness
Tel: 01955 661397

Thurso High School

Mrs H Flavell
Rector
Ormlie Road
Thurso
Caithness
Tel: 01847893822

Area Education Manager – North

Manager: Alison Donald
Highland Council
Inverness Tel: 07780545039

Wick High School

Mr. S Sandecki
Rector
West Banks Avenue
Wick
Caithness
Tel: 01955603333

School Nurse: Sandra Macleod

Tel: 01955 608123

Dental Unit, Dunbar Hospital:

Tel: 01955 604134

School Staff

Class Teacher (P1-3)	Mrs V Ross (Job share 3 days) Mrs K Gulloch (Job share 2 days)
Class Teacher (P4-7)	Mrs C Henderson (Job share 4 days) Mrs A Duffy (Job share 1 day)
Class Cover Teacher	Mr N Beaumont
Clerical Assistant	Mrs S Davidson
Learning Support Teacher	Mrs K Sinclair
Pupil Support Assistants	Mrs J Swanson and Mrs Y Shearer
Minister	Rev McCree
Cleaners	Mrs Marea Burnett
Dining Supervisor	Ms Rosie Barter
Janitor	Mr J Munro
Head Teacher	Mr F Thomson

School Hours and dates for 2022/2023

Monday - Friday

9.00am - 12.15pm

1.00pm - 2.45pm

Parents are strongly urged to book family holidays during the school holidays and not to interrupt their child's education by taking holidays during term time.

School Calendar 2021/22

Open

16th August 2022
24th October 2022
9th January 2023
17th April 2023

Closes

7th October 2022
22nd December 2022
31st March 2022
29th June (12:05pm) 2023

Inservice Days

Monday 15th August 2022
Monday 12th September 2022
Tuesday 13th September 2022
Wednesday 22nd February 2023
Thursday 5th June 2023

Other Holidays

Monday 21st February 2022
Tuesday 22nd February 2022
Monday 1st May 2023

Enrolment

PLACING REQUESTS - PARENTAL CHOICE

Each school serves its own particular catchment area. Children 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. It is important, however, that your child is registered at his/her local school in advance of making a placing request. Applications must be made to the Area Education Manager. Placing request forms can be obtained online from www.highland.gov.uk/learninghere/schools/informationforparents

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

If children live out-with the school catchment area and their parents wish them to attend Bower School please contact the school to arrange a visit.

Bower School runs a programme of transition visits for pre-school children and holds an information session for parents. This is done in co-operation with our feeder playgroup – Bower Busy Bees.

Children starting school in Primary 1 should be enrolled at the school during enrolment week, this year it is **week beginning Monday the 27th January**. When enrolling a child, the parent should bring the child's birth certificate and be prepared to give the name, address and telephone number of an emergency contact. Parents can also enrol online at https://www.highland.gov.uk/info/878/schools/11/school_enrolment.

Parents wishing to enrol children during the session should phone or call at the school to get information and make arrangements for admission and/or a visit to the school beforehand if they wish.

Transport

New entrants to the school at any stage must make a formal application to the transport officer if transport is required. Transport will only be provided for children living within the school's catchment area. Any child under 8 years of age who lives 2 miles or more from the school and any child over 8 who lives 3 miles or more from the school is

entitled to free transport, however they may be expected to walk to a convenient pick up point. Concessions are sometimes made for those living within these distances but the decision lies with the Transport Officer. School has no control over who has entitlement to a seat on the bus.

Transport forms must also be completed for Primary 7 children leaving school to go to High School. All children travelling by school transport are expected to behave well on the bus. This is essential for safety reasons.

School Meals

School meals are provided for children. They are cooked in Castletown School and are transported to us in time for lunch. The menus provide healthy, nutritionally balanced meals, which have been approved by a dietician. Menus are normally available in advance and are supplied twice yearly.

All children in P1, P2 and P3 are provided with a free school lunch each day. However, children in P4, P5, P6 and P7 need to pay for their lunch. The current cost of a school lunch is £2.30 per day or £11.50 per week. If your child wishes to have school lunches they have to order and pay for them on Friday mornings for the following week. Children taking meals on odd days should pay on the day or by the Thursday morning of that week. Credits can be carried forward to the following week should your child be absent after ordering. Children wishing to bring packed lunches also eat in the dining hall. Packed lunches must be carried in suitable boxes and glass bottles are **not** permitted. Can you please also ensure that your child does not bring fizzy drinks to school. Drinking water is available in the classrooms and at lunchtimes.

Uniform

Children are encouraged to wear school uniform every day. This consists of a navy blue sweatshirt with an embroidered school logo, to be worn with a pale blue or white polo shirt. You can also order good quality clothing at reasonable prices locally from Highland Work Wear by logging on to www.highlandworkwear.com and choosing 'Bower' from the Primary School choice. Clothing grants are also available to all pupils whose parents receive Income Support or Job Seekers Allowance. Application forms are available from our school office.

All children **must** bring shoes for indoor wear and **must** have a **gym kit** consisting of shorts, t-shirt and gym shoes for indoor gym. When the weather is fine, children will need suitable trainers for outdoor use.

For lessons such as Art and Technology, your child will require a **painting shirt** of some sort to protect their clothes. This can be an old shirt/blouse.

All articles of clothing **must have the child's name clearly labelled**. School cannot accept responsibility for any items of clothing which go missing.

School Assemblies and Events

School assemblies take place fortnightly and when possible, a local minister also attends.

There are many opportunities for you to be involved in school life, for instance, helping on regular gardening days, by being on the Eco Committee, visiting to speak about your job/hobbies, coming in to read to the children, being a helper at fortnightly swimming and for visits, being a 'Helping Hand' parent volunteer in school, making costumes and props for concerts and at other events throughout the year.

Pupil care and Welfare Absence of Pupils

Parents must inform the school by telephone of the reason for their child's absence on the first morning of absence **before 9.30am**. A written note **must** be sent in on the child's return to school.

In accordance with Highland Council policy if a parent fails to contact the school before 9.30am we are obliged to phone parents to find out a reason for their child's absence.

Parents who wish to take a child on holiday during term time must request permission of the Head Teacher. If parents have no control over the dates of annual leave, permission is possibly granted. **It should be noted that holidays taken during term time are recorded as unauthorised absence.**

Parents should note that should a child regularly be absent from school without notification the school is required to forward relevant details to the Area Education Manager.

Homework will not be given to children going on holiday, although every effort will be made to ensure that, on their return to school the child covers any learning missed. Likewise, when children are ill, homework should not be expected of them. In the case of routine work (reading, spelling etc.) they may wish to 'keep up' at home but any new teaching requires to be supervised on their return.

Unexpected School Closure

It is sometimes necessary to close the school at short notice because of bad weather or power failure. Every precaution is taken to ensure that parents are informed. Parents have the responsibility during periods of severe weather to ensure that they or an emergency contact are available to take messages and to be prepared to take the children home. Parents should ensure that the school is informed immediately of any **change of address or phone number of either parents or emergency contacts**. Details of our closure procedure are sent out regularly.

The messaging system number will be used in these circumstances and is detailed below. This is used by the HT to record a message to parents regarding school closure or any other change to transport arrangements etc. Information on school closures is also given out at regular intervals on Moray Firth Radio on 102.5FM.

- Highland Council phone number:
0800 564 2272
- Enter the school's own pin number when prompted:
04 1570

There is also a web site which parents can log onto to view school closures – this is: www.highland.gov.uk/schoolclosures

Playground

Children are expected to play outside at morning and lunchtime breaks unless the weather is unsuitable. They really benefit from the time they spend playing in the fresh air. If your child requires to stay in for any of these times, please let us know.

Promoting Positive Behaviour

In Bower School, we aim to create a positive ethos where children are rewarded for good behaviour and feel valued and cared for. We have high expectations for behaviour and self-discipline is our ultimate goal for the children. Members of staff deal with any negative behaviour immediately. The parent may be contacted depending on the

severity of the misdemeanour. Often there are one-off incidents, which are a learning experience for many children who never 'offend' again. In incidents of repeated bad behaviour, parents are always contacted.

Data Protection

Any information you have supplied to the school or any information gathered from or about pupils will be used only for the purposes for which it was provided and any relevant procedures following from this. This data will be maintained in accordance with the Data Protection Act and will not be passed onto any other organisation without your prior approval unless this is a legal requirement. (Please see appendix 1 for more detailed information)

Health

It is important that parents inform the teachers of any particular medical condition that a child may have. (e.g. allergies, epilepsy, diabetes, etc.)

The School Nurse carries out a routine medical examination of all children in P1. Children throughout the school who have noticeable hearing/sight defects can be referred at this time. Parents can attend these appointments. Screening of P7 children is also carried out.

Staff from Dental health NHS, visits the school once a year to check pupils' teeth in P1 and P7. Parents are sent letters before the checks take place to give their permission. This is purely a check and no treatment is given.

In the event of a child taking ill in school the parent is notified. Parents should make arrangements to transport the child home. **It is essential that each family have an emergency contact that can take over if the parent is not available.** Please advise us immediately of any change of emergency contact, address or phone number. In case of accidents at school requiring medical help, this is immediately sought and the parent contacted. In the case of minor accidents (scrapes, bumps and cuts) we ensure that any break of the skin is cleaned and a plaster may be applied. If there is a known allergy to plasters please inform us.

If your child has a vomiting bug the NHS Guidelines recommend that you keep your child at home for 48 hours from the last vomiting episode. This helps to stop the spread of the outbreak.

Administration of Medicines

Staff will only administer medication when there is clear written guidance from the parents on: the name of the medicine, the quantity of the medicine to be given, the time it has to be given. Parents also have to complete a consent form before their child can be given medication. A record of regular / daily medicine given during the school day is kept.

Drug misuse

In line with Highland Council Policy, the school will record and report all instances of drug misuse or suspected drug misuse on school premises.

Fire Safety

Fire drills are held in school to familiarise staff and pupils with the procedures to be followed in the event of a fire and the 'Fire Action Plan' is displayed around the school to remind everyone of this important procedure.

Transition

During the summer term all P7 children pay a two-day visit to the High School of their choice. They take part in a normal timetable at the High School and meet staff. An evening meeting for parents is also arranged prior to transfer. Primary/Secondary liaison between the local High Schools and the feeder primaries is very good with primary and secondary teachers meeting throughout the year to ensure that a smooth transition for each child is achieved.

Complaints Procedure

We hope that you and your child's experience at Bower School is a very positive one and we welcome any suggestions you may have. If you feel you have a concern or a reason to complain, then please contact the school office to make an appointment with the Head Teacher.



Welcome to Primary 1/2/3

P1 children will join P2 and P3 children in the one classroom, where learning through play and active learning are promoted. P1 children will be given daily opportunities to play together to help them develop their use of language in readiness for learning to read. Singing and saying rhymes, clapping out syllables, discussions, reading and telling stories, news times and dramatic play will help to further develop this. Children are active in their learning from the start of P1 and will have daily opportunities to play sorting, matching and counting games.

As a parent you are a most important and valued part of our teaching team. Your encouragement and praise are most important to your child, so please show an interest in their work and spend time reading with and to them.

Curriculum for Excellence

We follow 'Curriculum for Excellence' to ensure that your child is active in their learning which is cross-curricular, interesting, fun and outdoors whenever possible.

The curriculum areas in 'A Curriculum for Excellence' are: Expressive Arts (Art & Design, Music, Drama and Dance), Health & Wellbeing (which includes PE), Language, Mathematics, Religious and Moral Education, Sciences, Social Studies and Technologies.

Children are taught as a whole class, group or on an individual basis, so that they progress at a speed and in a manner suited to their levels of ability. There is particular emphasis on collaborative learning, which encourages children to discuss their learning and make choices together, each child accepting responsibility for the choices their groups make. In Bower School we often have whole school activities e.g. when preparing for a fundraising event, which allows the children to share multi-stage learning experiences and acquire skills and knowledge in 'real life' and active learning situations.

A stimulating learning environment is provided in both classrooms with the best use being made of all the resources available. We are also very fortunate to have lots of outdoor space in which the children also learn. The emphasis is on the children being active in their learning and getting opportunities to self-evaluate how well they did and how they can further improve.

Maths and Numeracy

The children will be encouraged to be active in their learning of numeracy. The learning will be delivered using contexts whenever possible, so that it has real life meaning for them and can be related to the world outside the classroom.

It is important that children become quick and accurate in mental calculation. You can help at home by spending time working on counting, addition and subtraction number facts and later in a child's mathematical development, multiplication tables. Practise really does make perfect!

Literacy

Reading is crucial in enhancing all children's learning. At the early stages, please do read to your child regularly. Look at the pictures and talk about what might happen next or which picture or character they like the best and why. Encourage your child to read fiction and non-fiction books, magazines about their interests, national geographic for kids, newspapers for children, etc.

At Bower Primary, we follow Highland models for reading (highland literacy project, emerging literacy) which uses a variety of texts to help the children to learn about reading and different types of writing too. P1 parents will be given a booklet explaining what this involves and will also learn a little about this during the P1 information session in Term 4. In the P5/6/7 class, we use accelerated reading alongside core reading, which allows pupils to focus in on their own specific reading targets and select books with appropriate challenge when they are reading for pleasure.

Children are encouraged to write for a variety of purposes. Much written work is related to 'topic' or Social Studies. Children are encouraged to develop skills needed for the future: taking notes, looking up in reference books, recording data etc. A high standard of handwriting and spelling is encouraged. This year we are developing Wrap around Spelling across the whole school as a phonological approach to the teaching of spelling.

Children are encouraged to listen and respond to adults and other children. When possible, we encourage opportunities for the older children to support the younger children in their learning. They have opportunities to take part in group and class discussions as well as giving talks to the class. The P4-P7 children especially enjoy and benefit from their 'Media News' sessions.

Social Studies

Our teachers choose topics for our children to learn through, depending on contexts which they think the children will be interested in and enjoy. We also use a cyclical plan based on a 3-4 year cycle to ensure that the same topics aren't repeated. We aim to make the children aware of their immediate environment and progressively of the wider world and to appreciate their own heritage and that of other cultures. We link pupil learning in with the skills they will need for life, learning and work. Last year we participated in a local '*Dragon's Den*' event, where pupils pitched their business ideas to a panel of judges. At the start of each topic, the teachers lead a 'brain storming' session with the children, during which they ask them what they would like to learn about within that topic, which often proves very interesting! They revisit this at the end of the topic to evaluate what they have learned.

Religious & Moral Education

When possible, a local Church of Scotland minister visits our school to take part in assemblies. During this, they often read the children stories which have a moral message within them. We also visit our local church at different times of the year, to mark certain religious events. We do recognise the right of every parent to withdraw their child from RE activities, so please do get in touch with the Head Teacher if you wish to do this.

A Curriculum for Excellence requires us to give the children an awareness of other world religions as well as Christianity and we hope to teach respect, tolerance and understanding of others points of view and beliefs.

Personal and Social Education is an on-going process, preparing our children to have socially acceptable behaviour thus preparing them for life. We use some 'Circle Time' materials, to help promote a sense of right and wrong and to help the children to learn about the importance of how they treat each other.

Expressive Arts (Music, Art, Dance and Drama)

Whenever possible, Expressive Arts learning activities will be linked to our topics. We are very fortunate that our P4-7 children benefit from music sessions with Feis Rois and P1-3 from Kodaly. These focus on traditional Scottish music and song.

There are opportunities in the classroom for role-play and imaginative play. Our children are also encouraged to dramatize their core reading books or to re-tell the story through drama. Children also take part in drama and dance workshops when these are available and several theatre groups, including Eden Court, have visited our school.

Health and Wellbeing

As stated in 'Curriculum for Excellence' - "the mental, emotional, social and physical wellbeing of everyone within a learning community should be positively developed by fostering a safe, caring, supportive, purposeful environment that enables the development of relationships based on mutual respect".

PE is taught by each of our class teachers. Weather dependant, some sessions take place outside, making use of our extensive playing field and huge selection of equipment. All children must have a PE kit consisting of shorts, T-shirt and suitable footwear. Swimming is also part of our PE programme with all pupils from P4-7 having lessons once a fortnight, throughout the year. Our Active Schools Co-Ordinator also works closely with the school to organise a variety of experiences for the children in Bower which improves their strength, agility and abilities across different sports.

This year we have begun implementing a new Health and Wellbeing scheme, '*Jigsaw*' which covers all areas including sex education. Before more sensitive topics are taught in school, parents will be informed via termly newsletters or our Seesaw platform and information about the learning can be provided by request.

In Bower, our P5-7 children have a rota whereby a pair of children organise, display and distribute equipment for their schoolmates to play with at lunchtimes. We also have P6&P7 'Playground Leaders' who teach younger children various games and encourage everyone to participate and have fun.

Technologies

As technology becomes a natural part of children's lives, your child will be encouraged to develop their natural curiosity and problem solving skills across a wide range of activities to equip them with the skills needed for life, learning and work. They will be encouraged to use the interactive smart boards, access the internet, take pictures, video and record their work and manipulate programmable toys at all stages in school. They will be encouraged to use a wide range of software programmes to enhance learning. Last year we acquired Chromebooks which allows a 1:1 Chromebook per P6/7 child and 1:5 across P1-5. Mrs Ross is our Digital Leader and we are developing use of Chromebooks as part of our school improvement plan this year. As part of inter disciplinary learning technology aspects relating to food, design, craft, textiles, enterprise and graphics will be developed through a range of topic approaches.

Assessment

Our class teachers are continually assessing our children's progress. Teachers assess learners' progress through a variety of means to ensure they are achieving as best as they can. This may take the form of observation of a child at work, looking at completed work, end of unit check-ups, Key Assessment Tasks (KATs) and a chat with the child as well as standardised testing. Pupil progress is formally discussed with the head teacher each term and in May and November, the results of these discussions are recorded as part of the school's tracking system. We use our Seesaw app as our profiling and reporting system, which provides parents with ongoing information about their child's progress across all curricular areas, throughout the year. Parents can access these at any time from home. The app allows us to collate pupil progress from P1-P7.

If they notice that a child is having difficulties, they would discuss this with the Head Teacher, who would invite the parents in for a discussion about this. The staff may then complete a Form 1 and a copy of this would be sent home to the parents for their information. This would detail how the school is supporting their child.

A 'Curriculum for Excellence' details desired levels of learning and progression from the early to the fourth curriculum level, during the period from the preschool year to the end of S3. The experiences and outcomes of a 'Curriculum for Excellence' are set out in lines of progress in learning. Progression is indicated through curriculum levels, which are explained in this table:

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

Additional Support Needs

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. In Bower Primary School, the named person is the Head Teacher, unless otherwise stated. There are times when a Child's Plan may be put in place to help organise, monitor and regularly review a child's progress. Parents would be informed of and heavily involved in the writing and reviewing of this. They would also attend the meetings.

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/downloads/file/230/highland_practice_model_delivering_additional_support_for_learners

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

There are also information sheets available at: www.chipplus.org.uk click on education. Anyone wishing some advice on learning support can also contact:

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

Staff will also support the emotional development and wellbeing of pupils through formal and informal curricular activities. Schools have access to the Primary Mental Health Worker Service and consultation and advice can be sought if there are concerns that might require more targeted support.

Mrs Sinclair, Additional Support Needs Teacher, is with us for two days per term and gives extra support to children where needed and works closely with the Head Teacher, class teachers and the PSA to ensure suitable provision for all children.

Primary

For young people with severe and complex needs, there are Enhanced Provisions for pre-school and primary aged pupils in Mount Pleasant Primary School in Thurso and Newton Park Primary School in Wick. Placements may be offered on a full or part-time basis.

For young people with neurodevelopmental/social communication difficulties, there are two SCOPE provisions (Social Communication Provision for Education); one in Miller Academy Primary School in Thurso and one in Noss Primary School in Wick. SCOPE offers support for primary-aged pupils through providing a 'split placement' with the young person's local mainstream school. Through providing targeted, individualised support, this enables young people to access education in their local school.

Applications for specialist provision can be made to the Admissions Group. Parents/Carers can speak with the Named Person or Lead Professional about making the application.

Secondary

For young people with severe and complex needs, there are Enhanced Provisions for secondary aged pupils in both Thurso and Wick High Schools. Placements may be offered on a full or part-time basis.

Airport House (the 'Intensive Support and Vocational Training Unit' for pupils at secondary school) offers part-time support for up to 15 secondary pupils from the Thurso and Wick High Schools who have social, emotional or behavioural needs and find it difficult to attend their local school full-time. Targeted support is provided on an individual basis, catering for the specific requirements of each individual, with the aim to progress towards full-time attendance.

Applications for specialist provision can be made to the Admissions Group. Parents/Carers can speak with the Named Person or Lead Professional about making the application in discussion with the young person.

School Activities Pupil Committees

In Bower, we have various child led committees - a Pupil Council, an Eco Committee, Digital Leaders and Junior Road Safety Officers (JRSOs). Children are invited to volunteer for one of the committees and these meet weekly. They often make up competitions and arrange different events for their school mates and they share these ideas and initiatives with them during our fortnightly assemblies. We try to make links with our local community wherever we can, for example our JRSO's worked with Norscot to provide high-vis vests for all pupils.

Sporting Activities and Events

An annual sports day is held during the summer term to which our parents, friends and pre-school children are invited.

Throughout the year there are many sporting events organised by the Active Schools Co-Ordinator. These include: an annual swimming gala at Wick Swimming Pool where the P5, P6 and P7 pupils are invited to swim; badminton festival; a TAG rugby festival, a Sports hall Athletics event held in Thurso High School and a Shinty Festival, all of which allow the children to meet other children from different schools as well as using their skills to have great fun.

After School Club Activities

Our fantastic Parent Forum have a timetable of activities which they lead during a weekly after schools club throughout the year, which allows our children to participate in various games, sports and other activities. The After School Club which currently runs on a Friday is well attended by our children and our Active Schools Co-Ordinator uses it as an example of excellence, when promoting this at other schools.

Swimming

Swimming lessons have been suspended temporarily and we hope that they can resume in 2022.

Concerts

At the end of the Christmas Term the children either perform a musical in Bower Hall or organise and sell at our Christmas Craft Fayre to which family and friends are invited. At the end of the Summer Term the children enjoy putting on a short concert for parents and friends, performing the poems, songs and stories which they have practised and performed at the Caithness Music Festival. If you have any skills or hobbies which you

feel would interest our children, please contact the Head teacher to discuss ideas for activities. For example, chess, gardening, football, sewing, drama, art and craft, music and spinning, etc.

Caithness Music Festival

Our children are welcome to take part in the Caithness Music Festival; this is held in Wick Assembly rooms. The festival includes the option to perform a dramatised song, choral verse, music making etc. In the past we have had assistance with the Feis Ros musicians who encourage the children to achieve a better knowledge of performing in front of an audience as well as learning a new skill.

Individuals can also take part in; Performing Poem's, Caithness Dialect or playing an instrument. For individual entries, this is done through parents taking their own children along to the Assembly Rooms.

Parental Engagement

The staff team will keep you informed of events through a termly newsletter and through 'Bower News'. In addition, the Class Teacher's provide a termly overview with information on what the children will be learning during the term in literacy, maths and numeracy, topic, health and wellbeing and any other events due to happen during the term. Bower Primary School uses an app called Seesaw across both classes which connects parents into learning live and gives parents a chance to be involved in their child's day to day learning. On Seesaw, we will share learning across all eight curricular areas throughout the year, and will share information on children's next steps. In addition to providing information, we may also ask for ideas and resources from you to support some learning.

Discussion and practice of reading is often the only homework given in the early stages. Children benefit greatly from the interest taken in their reading progress and the time you spend with your child discussing books read is invaluable. This helps develop reading skills, vocabulary and comprehension.

At any stage a pupil should not expect to spend more than half an hour on homework on any evening and P1-P3 should find quarter of an hour sufficient. We tend to forget that children have, in fact, been very busy learning during the school day and need their leisure time too.

Primaries 4-7 are encouraged to bring their homework diaries to school every day to enable them to share their learning between home and school. Homework is given out on a weekly basis to reinforce learning done in school.

Communication with Parents

Consultation between staff and parents take place twice a year and are welcome to contact the school at any point with concerns or queries. Parents are kept up to date with learning via Seesaw throughout the year and a written report of each child is issued to each parent in the summer term. Parents, are of course, welcome to discuss any concerns regarding their child's progress or welfare at any time, by contacting the Head Teacher, so that an appointment can be arranged.

Parent Forum

Our school benefits greatly by having a very supportive, enthusiastic and hard working Parent Forum. Our well attended meetings are held regularly throughout the year and I do hope that you will be able to come along to these. The Parent Forum is very active in fundraising which has assisted us in purchasing resources which we could not otherwise afford. Our Parent Forum are committed to doing the very best for our School and were described as a strength of our School in our 'Education Scotland' report in June 2013.

School Improvement Report and Plan (SIRP)

Each year in June, the Head Teacher collates views and evidence from all stakeholders to collate and evaluation of the school against HIGIOS 4 indicators (Government publication, *How Good is our School?*). We gather this information in a variety of ways e.g. questionnaires, focus groups. We use our evaluations to form a plan for the following year with reference to school, council and national priorities. Our staff work collegiately on the plan and are committed to improving the learning experiences for children in Bower. Last year we began our recovery in education placing a firm emphasis on the health and wellbeing of our pupils, implementing Better Movers Thinkers as an approach in Physical Education, developed and implemented a new tracking and monitoring database.

This year we are working on:





Improvement Priority Title	What exactly are we going to do?
Recovery from Covid-19 impact: 1) Health and wellbeing	<ul style="list-style-type: none"> • In August 2021, the teaching team will launch outdoor learning projects. • Continue to survey school community, survey pupils, families and staff re: Mental, Social and Emotional needs. • Continue to implement Jigsaw HWB resource. • Continue to experiment with Better Movers Thinker (BMT). Continues input at inservice focusing on Executive Function skills and how these can be honed using BMT scaffolding practices in Physical Education. • Implement Relationships Policy and consult school community on school values and aims. • Careers Fayre
2) Recovery of learning, teaching and assessment	<ul style="list-style-type: none"> • Continue to identify gaps for learning during observations, assessments, professional dialogue and tracking and monitoring. • Introduce Number Talks • All colleagues to participate in Moderation events in school and cluster. • Continue to embed Key Assessment Tasks (KATS) at agreed times in the year.
3) Attainment in session 21/22 (focusing on identifying new or widened gaps caused by the Covid-19 situation)	<ul style="list-style-type: none"> • Continue to use monitoring and tracking system. • Tracking and monitoring conversations once per term. • Continue assess appropriately and evidence on a termly basis

Parents will be kept informed of development work through 'Bower News', through Parent Forum meetings and feedback from parents will be collected via these forums. At the moment, we are seeking parents views via a google form on how they feel Seesaw is working for them. This report and plan is available to any parents who wish a copy. Please ask at the school office.

Education Scotland Report

Our School was visited by 'Education Scotland' in June 2013 and the full report can be found on the 'Education Scotland' website. The following were identified as strengths

-

-  The caring, inclusive and ambitious ethos.
-  The children's behaviour, ambition and commitment to their learning.
-  The contribution made by parents and the whole community to '*Small School, Big Education*' by delivering a broad range of stimulating learning experiences.
-  The impact of the acting head teacher and all staff in improving the school.

Policies

Please access at:

<https://blogs.glowscotland.org.uk/glowblogs/bowerprimaryschool/policies-anddocuments/>

You can also access authority policies at

https://www.highland.gov.uk/info/893/schools_-_general_information/29/school_policies_procedures_and_guidelines

Photographs

In line with Highland Council's guidelines –

- A child's photo will only be included in newsletters, in the local press, etc, if their parent has signed the generic consent form thus giving written permission for this. (completed as part of enrolment)
- Parents are only permitted to post photographs of their own child(ren) on social media.
- Commercial Agencies, the Press and any other media, retain copyright of all photographs that they take, e.g. – school or class group photos taken by Tempest Photographers.

Equalities and anti-bullying

All staff ensure that everyone is treated fairly and equally. We focus on key topics through fortnightly assemblies, class topics and our new Health and Wellbeing resource '*Jigsaw*' will further integrate these key messages. Any incidents reported would be dealt with sensitively and quickly. The staff have contributed to writing 'Equalities' and 'E-Safety' policies and in doing so, have been made aware of possible issues and solutions.

Highland Council Child Protection Policy

From time to time incidents may 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. Information may be passed on without immediate reference to a pupil's parents or guardians and can lead to a joint Social Work/Police investigation.

All agencies involved in Child Protection are obliged to make the welfare of children their paramount consideration and this will be the priority for Education Service staff. Copies of Child Protection Policy Guidelines are available online at http://www.highland.gov.uk/info/1361/childcare_and_family_care/438/child_protection

Whilst the information in this handbook is considered to be true and correct at the date of publication, changes in circumstances after the time of publication may impact on the accuracy of the information. Please feel free to contact the school directly if you have any queries.

Appendix 1

Access to Pupil Records

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

Data Protection Legislation

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

Transferring Educational data about pupils

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

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

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

Data policy

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

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

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

Information on why we collect data about pupils and who we share this data with can be found in Highland Council's Privacy Notice which is available here:
https://www.highland.gov.uk/directory_record/1095920/enrol_your_child_at_a_school

Why do we need your data?

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

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

Your data protection rights

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

Scottish Government works with a range of partners including Education Scotland, Skills Development Scotland and the SQA. On occasion, in order to help meet our aim of improving the life of young people in Scotland, we may make individual data available to partners such as the National Registers of Scotland to carry out research relating to the national population census and also academic

institutions and organisations to carry out additional research and statistical analysis to meet their own official responsibilities. Any sharing of data will be done under the strict control of Scottish Government, and will be consistent with our data policy. This will ensure that no individual level data will be made public as a result of the data sharing and that these data will not be used to take any actions in respect of an individual. Decisions on the sharing of data will be taken in consultation with relevant colleagues and individuals within and outwith Scottish Government. At all times pupils' rights under the Data Protection Act and other relevant legislation will be ensured.

Concerns

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

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.