

CASTLETOWN PRIMARY SCHOOL

Brochure 2022-23



castletownprimary.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](#).

INTRODUCTION

Welcome to the Castletown School Brochure. We hope it will help you to become familiar with procedures and practices in our school.

It is our hope that this working document will be a source of information for both current and prospective new parents of Castletown Primary School. We welcome comments and suggestions for improvement to our brochure at any time throughout the school year.

It is available online at <https://castletownprimary.wordpress.com> and also on the Highland Council website, however if you would prefer this in as a paper copy please contact the school office.

The brochure cannot hope to cover all questions you may have, especially those of a day-to-day nature, therefore we welcome visits by parents. Liaison between home and school is essential at all times to ensure we work together to achieve the full potential of your child.

Please note that whilst the information is considered to be correct at the time of printing, it is possible that there may be changes affecting a matter dealt with in the document.

This brochure was last updated in December 2021.

HOW TO CONTACT THE SCHOOL

Address **Mrs Rhona Moodie - Head Teacher**
Castletown School, CASTLETOWN. KW14 8UA 01847 821256

Email castletown.primary@highland.gov.uk or rhona.moodie@highland.gov.uk

Should you have cause for concern about any aspect of your child's progress, behaviour or any other matter involving the school, please do not hesitate to contact us immediately. Issues or questions can be dealt with more quickly if they are identified promptly.

INFORMATION FOR PROSPECTIVE NEW PARENTS

Choosing the best school for your child can be an extremely daunting and worrying process for any parent, whether they are starting school for the first time or changing schools at any point during their education. At Castletown Primary our aim is to make this transition as easy and as seamless as we possibly can. We hope that you will find the information in this brochure helpful and informative.

To get a real feel for our school we would strongly recommend that you and your family visit the school. It is a good time to meet staff, show your child(ren) the different areas of the school and discuss any queries or concerns you may have. The enrolment process is straight forward and you can be given assistance with this by the school office.

OTHER CONTACT INFORMATION

North Area Manager - Care and Learning Manager Mrs Alison Donald	Tel: 07780545039
Mrs Rhona Moodie, Headteacher Castletown Primary School, Castletown, Caithness KW1 4YH	Tel: 01847 821256 Email: rhona.moodie@highland.gov.uk or castletown.primary@highland.gov.uk
Mrs Hannah Flavell, Thurso High School, Ormlie Road, Thurso	Tel: 01847 893822
Lochshell Dental Clinic, Unit 8, Wick Business Park, Wick	Tel: 01955 609940
Dunbar Dental Clinic, Dunbar Hospital, Thurso	Tel: 01847 896580
Yvonne Mackintosh and Janelle Sprat Community School Nurses, Caithness House, Wick.	Office: 01955 608 123/124 Yvonne: 07717546513 Janelle: 07393761858

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GENERAL INFORMATION

ABOUT OUR SCHOOL

Castletown lies on the North Coast of Caithness, about five miles east of the town of Thurso on Dunnet Bay. The village owes its existence to the Caithness Flagstone Industry and dates to the beginning of the nineteenth century, when Sheriff Traill established a Pavement Works at Castlehill and built the associated Castletown Harbour. Several of the workers' cottages still exist along the main street. After being situated initially in the Traill Hall, a new school was provided in 1875 by the Olig School Board. A Higher Grade Department was added, and although threatened with closure as early as 1935, it was not until 1966 that the senior department actually closed.

The school currently has a ELC (Early Learning Centre) class for 3 and 4 year olds and primary classes P1 to P7. The ELC operates 5 days a week from 9am until 3pm. The brochure is available from the school office or also on the school website. At present there are 87 mainstream pupils and 25 ELC children (as of December 21).

The school has a school hall, with a stage and library, rooms available for ICT, science, music, pupil support and meetings. It also has a separate gym building. It has large areas of new tarmac and a large pitch for the children to use at playtimes and for sports activities. We also have many areas of playground markings/games on our site.

The children, with the help of the local Countryside Ranger, had developed a Wildlife Area, which is situated at the bottom of the pitch, containing a pond, trees and a flowerbed. We also have an outdoor learning base with recently purchased benches, large shed and planters. The children enjoy playing in the sand and bark pits located in this area. We also have 2 enclosed playgrounds and garden for use by the nursery children.

AIMS OF THE SCHOOL

1. Castletown Primary School aims to be a happy and dynamic learning environment in which pupils are encouraged to achieve their full potential. Every member of our school community should be treated equally and with respect.
2. Learning and caring are at the heart of school activities, both formal and informal. We aim to promote a positive attitude to learning, to encourage pupils to be proud of their school, to celebrate their own efforts and achievements and those of others, and to feel that all their contributions are valued.
3. Through effective learning and teaching we aim to raise attainment by providing a variety of challenging experiences that cater for all our pupils' needs and prepare them to take an active role in their lifelong learning.
4. We want our pupils to become active and caring citizens who respect the needs and feelings of members of their own community and understand the responsibility they have within the wider community. Our pupils are encouraged to be involved in the community and we welcome members of the community into school. We value the contributions they make and the example they set in providing positive role models.
5. We value the role parents play in encouraging pupils to become independent and enthusiastic learners. With open and honest dialogue we will work together to support our pupils and provide good quality resources to enhance their learning.
6. We aim to provide a professionally fulfilling environment for all staff, teaching or ancillary. All staff are encouraged to work together as an effective team within an atmosphere of mutual support. Opportunities for professional development are given a high priority.
7. We aim to work closely with other agencies in order to meet the needs of every child and, with them, help overcome obstacles to learning and successful development.

CATCHMENT AREA & PLACING REQUESTS

Castletown Primary School's catchment area extends from Murkle to Dunnet and from Lochend to Durrans. For a detailed map please contact the school office or go to the Highland Council website

https://www.highland.gov.uk/downloads/download/678/school_catchment_maps

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.

Applications must be made to the Area Manager for Care and Learning. Application forms and procedural details are available from the school office or online at

https://www.highland.gov.uk/info/878/schools/887/enrol_your_child_for_school (Enrolment)

https://www.highland.gov.uk/info/878/schools/887/enrol_your_child_for_school/2 (Placing Request)

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

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

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

Castletown School they can contact Mrs Rhona Moodie to discuss this and to arrange a visit.

ENROLLING YOUR CHILD IN P1

In January enrolment notices will be advertised in the local paper and details will be provided for enrolling your child online. At a later stage we will any issue school specific paperwork which is required.

The Primary 1 teacher is also the teacher providing support to nursery and this is done throughout the year. In May/June the children will be invited into school for 3 mornings to familiarise themselves with their classroom and surroundings. This will give the new pupils an opportunity to get to know their teacher and their class before they start school in August. (Other transition measures are also in place). ELC staff and the P1 teacher will also have opportunities to discuss children's progress and their needs to ensure a smooth transition.

New P1 pupils starting in August attend full days from the first day. The class teacher will also arrange a welcome evening in order to go over routines, reading homework and answer any questions. Any parent wishing to enrol a child during term time should make an appointment to see the headteacher and view the school.

SCHOOL TIMES

	PRIMARIES 1 to 3	PRIMARIES 4 to 7
SCHOOL DAY	09.00 to 14.45	09.00 to 15.15
Morning Interval	10.40 to 11.00	
Lunch Break	12.40 to 13.35	

SCHOOL YEAR 2022/23

All school term dates are always available at the following link

https://www.highland.gov.uk/info/878/schools/32/school_term_dates

STAFF LIST

Headteacher	Head Teacher	Mrs Rhona Moodie
Class Teachers	Primary 1/2 & Principal Teacher	Mr Kevin Cormack
	Primary 1/2 Teacher on a Thursday	Mrs Audrey Mackay
	Primary 3/4 (Mon, Tue)	Mrs Audrey Mackay
	Primary 3/4 (Wed, Thu, Fri)	Mrs Jennifer Porteous
	Primary 4-6 CCR Teacher $\frac{1}{2}$ day per week	Miss Susan Watson Mrs Audrey Mackay
	Primary 6/7 CCR Teacher $\frac{1}{2}$ day per week	Mrs Lindsay Coghill Mrs Audrey Mackay
	Additional Support Needs Teacher	Mrs Vida Innes
Visiting Teachers & Instructors	Active Schools Coordinator	Mr Jay Dufaur
	Woodwind Instructor P6 upwards	Mrs Karen Anderson
	Piping Instructor P4 upwards	Mr Kevin Gunn
	Strings Instructor P2 upwards	Mr Niall Laybourne
Early Learning Centre (ELC) Staff	Early Years Practitioner	Mrs Patricia Gunn
	Early Years Practitioner	Mrs Judith Nicolson
	Early Years Practitioner	Mrs Heather Calder-MacPhee
	Early Years Practitioner	Mrs Nicola Mackay
Auxiliary Staff	Support Worker	Miss Kerry Moran
	Pupil Support Assistant	Mrs Jackie Sutherland
	Pupil Support Assistant	Miss Fiona Swanson
	Pupil Support Assistant	Mrs Michelle Sutherland
	Clerical Assistant	Mrs Linda Smith
	Playground Supervisor	Miss Kerry Moran
	Cook	Mrs Anne Welch
	Kitchen Assistant	Mrs Shona Fraser
	Kitchen Assistant	Mrs Katrina Gunn
	Kitchen Assistant	Natalie Phillips-Shearman

SCHOOL MEALS

School lunch costs £2.30 per day. When paying by cheque, it should be made payable to **Highland Council**, with the school, child's name and class **and** the name and address of the person who signed the cheque written on the back. Best practice is to pay in advance where possible and on a Monday

morning have an envelope with choices and money/cheque enclosed. Your child's name and amount enclosed should be written on the envelope.

All Highland Primary Schools have been awarded the Bronze Food for Life Catering Mark, for more information on school meals and to view school meal menus please visit -

https://www.highland.gov.uk/downloads/file/22860/primary_3-choice_menu

We offer the 3 choice menu.

If parents are in receipt of Income Support, Job Seekers Allowance (income based) or Working Families Tax Credit, etc the Education Authority will consider financial assistance towards the cost of purchasing essential clothing/footwear to enable each child to attend school. Application forms for the school clothing grant are available from the school or online at the following link.

Clothing Grant and Free School Meal Application Form-

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

Free School Meals for Primary 1-5

This Scottish Government funded initiative entitles all Primary 1 to 5 children to a free school meal at lunch time. The meal is completely optional and all the choices provided are healthy and nutritious and meet all the requirements of the Scottish School's Health Promotion and Nutrition Act.

There is no application form involved for a child in Primary 1-5 to have a school meal however you will still need to apply for clothing grants where applicable. If your child has a medically confirmed special diet an application form must be completed online. Guidance and forms are available at the bottom of the page at this link https://www.highland.gov.uk/info/878/schools/9/school_meals

This initiative does not cover children in Primary 5 to 7, who, if entitled still need to apply for Free School Meals following the usual process.

Milk, toast and fruit are available at morning interval. The costs are: milk 15p, toast 15p and fruit 15p to 30p.

SCHOOL CLOTHING

Pupils are encouraged to wear school uniform as it establishes a sense of identity with the school, encourages a sense of team spirit, is smart and practical and removes the pressure of wearing brands. The school is proud of its smart red uniform and pupils are encouraged to wear the following school clothing during the normal school day and when representing the school at special occasions:

- School Polo Shirt - Red
- School Sweatshirt with logo
- Dark Trousers or Skirt

A range of school uniform is available for purchase via the school office where samples are on display and a limited stock of items held. All items carry the traditional Castletown School 'Okie' logo. Order forms are available from the school office.

Clothing and possessions should be marked clearly with your child's name or initials.

If you would like to order directly (at a slightly higher cost) please let us know and we will provide the details. Children will sometimes be rewarded for wearing uniform through house points.

School uniform can also be ordered through Highland Workwear.

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

SCHOOL MEALS & CLOTHING GRANTS

Free school meals and assistance with school clothing can be claimed if you meet specific criteria. This is the same form as mentioned above in the School Meal section.

The clothing allowance, in normal circumstances, is made once per school year, and payment is made directly to the applicant with a set sum for every eligible child.

An application form for free school meals and the clothing grant can be found at

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

This link also provides all of the information needed to check if you are eligible.

Application forms are also available from the school office and Highland Council Service Points.

You must include proof of entitlement with your application form. **A new application needs to be submitted for the start of every new school session in August. The form is usually made available in June for the following session.**

TRANSPORT

I am unable to provide timings for the school transport as these can be subject to change due to changing numbers and routes. At the end of the day both buses leave the school soon after **3.15pm**, returning the children to their pick-up point. Children departing school by bus are checked by staff. Infant pupils who finish at 2.45pm but who travel home on the bus are supervised in school by a staff member.

The transport contracts specify the provision of seatbelts in all vehicles. Children must wear their seatbelts and remain in their seats for the whole journey. It is important that parents, as well as the school, make certain that the children are aware of this safety issue.

Free transport to school is available for children living within the delineated area of the school:

- if under eight years of age and over two miles from school,
- or are eight (or over) years of age and over three miles walking distance from the school.

Application forms for free transport are available from the school or an application can be made online at <http://www.highland.gov.uk/info/878/schools/12/school-transport>

Depending on individual circumstances bus travel can be paid for if required but you do not meet the criteria to receive free transport. Children are not able to travel on the bus if they have not applied. Help can be provided to complete the online transport application in the school office.

SCHOOL ASSEMBLIES/TOGETHER TIMES

The school is non-denominational. In religious observance, the school aims to engender humanity, compassion and caring attitudes in our pupils towards themselves and others. Morning assemblies are held every fortnight. The minister of Orlig Free Church of Scotland acts as chaplain to the school.

Parents have the right to withdraw their child from religious observance and must let the school know in writing or via the permission sheet at enrolment.

Together Times are held in the weeks when there is no assembly. These are non-religious and we use these to share achievements within and outwith school, share learning and talk about whole school matters. In both events house points are shared, pupil of the week for each class and Accelerated Reading Certificates are awarded. Every day, at all stages in the school, children are encouraged to develop a sense of self and social responsibility. In addition to assemblies, End of Term Services are held at Christmas and the end of the year when parents and friends are warmly invited to attend. The last one of the year is usually held in the Orlig Free Church.

COMPOSITE CLASSES

Generally, most or all of our classes are composite classes which have a maximum capacity of 25 pupils. A composite class is defined to be a class in which there are pupils at more than one stage of the primary school. In most cases for Castletown School, a composite class will comprise pupils at only two stages. The number of pupils enrolled in a school determines the staffing levels. At present (December 2020) we have 97 pupils enrolled covering primaries 1 to 7. They are split into 5 classes.

The ways in which learning and teaching are organised in primary schools means that work is tailored to the needs and current achievement levels of individual pupils. The school will plan the educational experiences for pupils in all classes in ways which ensure progression and continuity.

A Parent Guide to Composite Classes is available on our website

<https://castletownprimary.files.wordpress.com/2019/06/composite-classes-guide-for-parents-june-2019.pdf>

PUPIL CARE & WELFARE

CHILD PROTECTION - CARE AND WELFARE POLICY

The school has a comprehensive policy covering all aspects of child protection, care and welfare. This policy adheres to Highland Council's directives.

From time to time incidents can occur within the school setting which cause concern and could indicate a pupil is suffering some form of abuse. In terms of Highland Child Protection Committee Inter-agency Guidelines, 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 a priority for Education Service staff.

HEALTH CARE

The Health Team, working in partnership with parents and teachers, carry out assessments to ensure the best level of health for all schoolchildren.

Primary 1 (Aged 5 years)

Parents are asked to return a completed health questionnaire. The school nurse will pick up on any issues arising from these questionnaires and arrange for interviews for specific parents. Checks on vision, hearing, height and weight are carried out in primary one.

Primary 7 (Aged 11 years) or S1

All parents are asked to return a completed health questionnaire, following which height, weight and vision are checked. Opportunity to discuss health problems with the school nurse is offered.

Children with an identified health need may be seen more frequently.

Dental checks may also be done with some children as part of an annual survey.

The Oral Health Educator visits the school once a year to educate children in the need for dental hygiene. This may involve disclosing tablets for which permission will be sought.

MENTAL HEALTH AND WELLBEING

Staff will support the emotional development and wellbeing of pupils through formal and informal curricular activities. Any concerns about a pupil's wellbeing can be discussed with the named person. School have access to Highland Council's Primary Mental Health Worker Service and consultation and advice may be sought if there are concerns that might require more targeted support. Parents would generally be involved in discussions beforehand.

TRAVELLING TO SCHOOL

The children are regularly reminded of the correct procedure to follow when crossing a road by the school staff. We try to train the children to use the safest possible ways to enter the school and ask the help of the parents in this task.

Parents are advised not to let children use the staff entrances to the car park unless accompanied. Children coming from the direction of the main part of the village should enter the school by the path at the side of the gymnasium. Children coming from the other direction should enter the school grounds by the small gate at the front of the school.

If parents bring their children to school by car, they should drop them off at the opening in the fence so that they walk along the path by the side of the gym. Moving vehicles in the car park prove a great danger to the safety of the children.

Children having to cross the Main Street should be advised not to do so directly at the T- junction near the garden centre. We advise that the child should cross the road away from the bend to Dunnet so that the traffic has a clearer view of them, and they have a better view of the approaching traffic.

Children coming to school on the buses must use seat belts when provided on the bus. They must remain in their seats during the whole journey and not move about while the bus is moving. The bus will stop at the front of the school for children to disembark.

BUILDING & PLAYGROUND SECURITY

The school has a security system controlling access/exit via all external doors during normal school hours. Child safety is our paramount concern therefore all visitors to the school must enter the school via the main entry at the arches and report immediately to reception. Parent/carers or other family members should not enter the building by any other access.

There is no requirement for a school to provide adult supervision before 8.40 am therefore we would ask parents to ensure that their child does not arrive before this time. School rules were made in consultation with staff and children. As part of these we state that children should not be in cloakrooms or corridors before the bell at 9am. (Bags can be dropped off in the cloakroom if the ground is wet outside). If children need access to the school or assistance they should use the front door to the office. If they need shelter they can use the arches at the front door, bike shelters or the playrooms at infant door. In extreme weather children are permitted to enter the building.

If you require to contact your child during the school day you should always make arrangements with the office. Children should be collected at the school office, not directly from their class.

The playground has limited supervision during morning interval and lunch time. Children who stay for school or pack lunch must not leave the playground during their lunch hour and no child should leave the playground during morning interval. All entrances have gates in place.

EMERGENCY CONTACT

We ask all parents to complete an emergency contact form at enrolment and at the start of each school year. This gives us home details and emergency contact details if you are not available. This information is treated as confidential.

If a child is unwell, has been involved in an accident or we have to close the school at short notice we try to contact parents or emergency contacts as soon as possible. No child will be sent home without either a parent or emergency contact being informed and asked to come to the school to collect the child. It is therefore very important that all emergency contact forms are returned to school speedily. It is also vital that the school is informed of any change of contact details immediately to ensure that we are able to contact you at all times. You should also have an additional contact who is in a reasonable distance from the school for adverse weather reasons.

ABSENCES AND APPOINTMENTS DURING THE SCHOOL DAY

For your child to gain the maximum benefit from school, he/she needs to attend each day of the school year if at all possible. Any absences from school, however short, have a detrimental effect on a child's learning.

Parents/carers must inform the school of the reason for absence of their child(ren) on the first day of absence preferably before 9:30am. If the school has not been advised of the reason for absence then the school has a responsibility to contact parents to find out the reason for the absence, this is in line with Highland Council policy. If the school cannot make contact with the parents/carers within three days then the school has an obligation to pass this information to Social Services, Area Education Manager and the Police.

The school should be advised in advance of any medical or dental appointments during the school day. Children should be collected from the office.

Parents are advised to take their family holidays during school breaks and not to withdraw their children from school during term time.

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

ADVERSE WEATHER/SCHOOL CLOSURE PROCEDURES

CARE AND LEARNING SERVICE GUIDELINES FOR PARENTS TRAVELLING TO SCHOOL DURING ADVERSE WEATHER

It is the responsibility of parents or carers to decide if a pupil should attempt to travel to school, by transport or on foot, in adverse weather conditions. The Council encourages full attendance at school but in severe weather conditions the safety of pupils is much more important. Parents and pupils are often concerned that important examinations may be missed, but this should not override good judgement. Schools normally make alternative arrangements for missed examinations.

The school updates its procedures for adverse weather closure annually, therefore

- **parents** should advise schools of an alternative address, as close as possible to the school, which may be used by their children in emergencies
- **the school** will advise parents of normal local arrangements for school transport and any special arrangements in the event of adverse weather
- **the school** will establish a system of communication with parents and local transport operators and ensure that parents are fully informed of any revised arrangements. A telephone service is offered to provide parents with up-to-date information. Parents may call **0800 564 2272** to access your schools' information. Please note, you will need the unique pin number for your school which is available from your school or Highland Council website.
http://www.highland.gov.uk/downloads/file/4653/telephone_pins_for_checking_if_a_school_is_closed

The Highland Council Website, Facebook and Twitter

- The Council's **website** <http://www.highland.gov.uk/schoolclosures> will be updated with information for individual schools
- The Council's **Facebook** page at <https://www.facebook.com/highlandcouncil> will show updated posts on the latest news of school closures and weather related problems
- The Council's **Twitter** page at <https://twitter.com/HighlandCouncil> will list Tweets of the latest news of school closures and weather related problems

When weather conditions are poor

Local radio stations issue news and weather bulletins on traffic conditions and school closures. Transmissions may not cover all households and may be subject to re-scheduling but should be

helpful. Parents are advised to remain “tuned in” to ongoing road weather, or school information updates.

Broadcast times

BBC Radio Highland

6.30 am

7.30 am

8.30 am

12.30 pm

4.30 pm

5.30 pm

In extreme conditions, Radio Highland will interrupt Radio Scotland transmissions (usually on the hour), to carry emergency bulletins.

Moray Firth Radio www.mfr.co.uk

Local news on the hour 6am – 6pm carries local information on weather, roads and conditions affecting schools. In severe conditions normal programmes will be interrupted more frequently to carry emergency bulletins.

Please do not telephone local Radio for advice but listen to appropriate broadcasts.

For pupils using school transport

- Parents should note that the final decision on whether it is safe to operate rests with the driver of the school transport vehicle. Therefore there may be occasions on which a school is open but some routes, or parts of routes, are unable to operate
- Parents should advise their children on how long they should wait at the pick up point for their transport. This will depend on the prevailing weather conditions and the availability of shelter at the pick-up point. During adverse weather conditions no pupil is expected to wait longer than twenty minutes past the normal “pick-up” time
- Morning journeys may be delayed by an hour if road conditions are unsafe at the normal journey time but have improved within the hour. Before pupils return to a pick up point parents should check the schools telephone information line for updated messages from their schools Head teacher. Please note that for some routes the transport operator may contact the parent directly
- Drivers are advised not to drop off children where there is a risk that they may not safely reach home or other place of shelter. This may involve children being taken to an alternative place of safety, agreed in consultation with the school
- Where parents are concerned about weather conditions at “drop-off” points, they should contact the school as early as possible

Please note: when weather conditions are poor, parents should ensure that children are met at the “drop-off” point, especially where public service transport is used.

CASTLETOWN SCHOOL TELEPHONE MESSAGING SERVICE

To enquire about school closures in times of adverse weather please phone:

- Highland Council number: **0800 564 2272**
- Enter the school's own pin number when prompted: **04 1680**

In the event that the school has to be closed during the school day the Emergency Closure Procedure will be invoked and all parents will be contacted. Parents must ensure that the school is advised of any changes to address, telephone number or emergency contact details immediately they occur to ensure we have up to date information for every child.

ACCIDENTS & ILLNESSES

Staff are only expected to deal with minor cuts and bruises, these will be cleaned and a plaster applied when necessary. We have a policy in place includes procedures to inform parents of incidents and any action taken. All accidents, apart from those of a very minor nature, are recorded in the school's Accident Folder. If your child is injured, falls with significant injury or becomes unwell

during the school day you or the emergency contact you have provided, will always be contacted and you may be advised to collect your child from school.

MEDICAL CONDITIONS & MEDICATION

It is most important that the school is kept advised of any important medication being taken by a child, or of any known medicinal or food based allergies.

Children on medication should not take medicines to school without the prior knowledge and permission of the Head Teacher. The school is unable to administer medication without your formal consent and the completion of an Administration of Medication Form. This must then be approved by the Head Teacher.

Any medication should be delivered to and collected from the school office by an adult. Children should not transport medication to and from school. All medication must be in its original container.

Administration of Medicines

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

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

Under Article 24 of the United Nations Convention on the Rights of the Child, all children have a right to the highest attainable standard of health and to health care services that help them attain this. Article 7 of the United Nations Convention on the Rights of Persons with Disabilities states that children with disabilities have the right to express their views freely on all matters affecting them. The arrangements for each individual will therefore take account of the health professionals' advice, the pupil's views and, where appropriate, their parent's views.

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

We will work with pupils and parents/carers to support the healthcare in our school, making reasonable adjustments that children and young people with healthcare needs might need and require. Where appropriate, we will make arrangements for staff providing healthcare to pupils to receive appropriate training from a health professional, or other accredited source in the care they are providing.

Assistance with intimate care may be needed by children in any school and this will be provided if required to support these needs quickly and with respect for children's privacy, dignity and rights. If your child requires medication, please note that this will only be administered by staff when there is clear written guidance from a parent/carer, providing:

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

BULLYING

Bullying is defined as deliberate repeated behaviour that uses physical or psychological power in order to hurt, frighten or cause unhappiness to others.

This type of behaviour will not be tolerated in Castletown Primary School. Incidents of bullying are all thoroughly investigated and parents are encouraged to report any bullying or suspected bullying to the school as soon as possible.

The school accepts that bullying can have a very disturbing effect on children, whether as a victim or bully. At all stages in the school, anti-bullying strategies and discussion take place at different points in the curriculum and in response to particular situations when they arise.

In Promoting Positive Behaviour, the school will examine all means of improving behaviour in terms of organisation, resources and playground. Parents of pupils who are involved in any type of bullying behaviour will be kept informed as to how the incident is being dealt with until the matter has been resolved. Please see our School Policy for Promoting Positive Relationships and Prevention of Bullying in the policy section of our website <https://castletownprimary.wordpress.com/policies/>
[https://www.highland.gov.uk/downloads/file/19358/anti_bullying - guidance for schools](https://www.highland.gov.uk/downloads/file/19358/anti_bullying_-_guidance_for_schools)

BEHAVIOUR & DISCIPLINE

We expect all pupils in Castletown Primary to behave in a responsible and courteous manner. The school puts great emphasis on developing positive attitudes and acceptable behaviour. All staff work together in a positive and consistent way to encourage good behaviour. Pupils are encouraged to take responsibility for their own actions and all classes discuss behaviour issues in class. We encourage positive behaviour through incentive schemes in the classroom, with rewards for good work and behaviour given out at together times.

The children are allocated to one of four houses; Castlehill, Orlig, Stangergill and Traill. They gain House Points for good behaviour, being courteous and helpful, caring for others, excellent work or personal achievements. Houses are also rewarded for wearing school uniform. Each week the weekly house winners are rewarded with special privileges in school, e.g. cushions to sit on in class during the following week.

The school follows the Golden Rules:

Do be gentle	Do not hurt anybody
Do be kind and helpful	Do not hurt people's feelings
Do work hard	Do not waste your or other people's time
Do look after property	Do not waste or damage things
Do listen to people	Do not interrupt
Do be honest	Do not cover up the truth

Golden Time encourages pupil's positive behaviour. Pupils earn Golden Time on Friday afternoons for following the Golden Rules throughout the week. This is a time for relaxation and fun as a reward for good behaviour. If they misbehave or break a rule pupils may lose minutes from their Golden Time.

The support of parents is essential and we keep them informed by sending home information about their child's behaviour where necessary.

MILITARY FAMILIES

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

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

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

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

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

CURRICULUM

INTRODUCTION

The acquisition of literacy and numeracy skills is seen as essential for all pupils and especially in the early stages, great emphasis is put on reading, writing and numeracy.

We deliver the Curriculum for Excellence. In brief, this is the Scottish 3-18 Curriculum which affords pupils more choices at all stages in their learning, encouraging and supporting them to be more reflective, self-aware, measuring their own progress and that of their friends. It promotes seamless transitions from pre-school to primary, primary to secondary; equipping young people to make appropriate education, employment and training choices 16+. It is about recognising and celebrating lifelong learning in all its forms - not just because it happens in the classroom and/or leads to an award - but also in homes and communities.

This curriculum aims to better prepare children for the challenges of the future and places a far greater emphasis on not just acquiring skills but being able to use them effectively and creatively. It places literacy, numeracy and health and wellbeing at the heart of the curriculum.

The Curriculum for Excellence levels are as follows:

Early Level	The pre-school years and P1, or later for some.
First Level	To the end of P4, but earlier or later for some.
Second Level	To the end of P7, but earlier or later for some.
Third & Fourth Level	S1 to S3, but earlier for some.

Obviously children will progress through these levels at different rates however this indicates what we would hope most children will have achieved by the end of P1, P4 and P7.

The 8 curricular areas are:

Mathematics	Languages
Health and Wellbeing	Sciences
Social Subjects	Religious and Moral Education
Expressive Arts	Technologies

The purposes of the curriculum will ultimately be to enable all young people to become:

- successful learners
- confident individuals
- effective contributors
- responsible citizens.

If you would like more information on A Curriculum for Excellence you can visit

<https://education.gov.scot/parentzone/>

LANGUAGES

The main components are Talking, Listening, Reading and Writing. In reading the main resource is Oxford Reading Tree and Treetops as well as a wide range of non-fiction, supporting language development. The children work at differentiated levels according to their ability. We also have alternative reading schemes available.

Primary 3 to Primary 7 are involved in an Accelerated Reading Programme, where their reading age is assessed and they are encouraged to participate in a programme of personal reading and assessment at their individual level. This programme has been proven to significantly improve children's reading capabilities and performance. Many parents also use the Home Connect feature which allows them to sign up and receive e-mails which inform them of their child's progress each time they take a quiz.

In writing we have adopted the Talk for Writing approach and Wraparound Spelling.

All pupils are taught French and a further language or blocks of language are taught from P5.

MATHEMATICS

The mathematics programme is based on Curriculum for Excellence and one of our resources used is Scottish Heinemann Mathematics. This maths scheme puts great emphasis on direct, interactive teaching methods and the development of strong mental maths, strategies and proficiency.

Additional activities and experiences are also provided, using ICT where appropriate, to ensure that our pupils have as broad and comprehensive an understanding as possible.

HEALTH & WELLBEING

Health Education deals with physical, emotional and social aspects of healthy development. Physical education, physical activity and sport is also promoted as part of a healthy lifestyle, with pupils receiving at least 2 hours of physical activity each week.

A full programme, covering all aspects at every stage, is used throughout the school. Visits from various health professionals and activities provided by our Active Schools Co-ordinator also help us to provide a very comprehensive programme for all our pupils.

Pupils receive sexual health education which covers the following topics:

- Physical and emotional changes at puberty
- Body image and self-worth
- Understanding of own developing sexuality
- Developing an awareness of gender identity
- Changing nature of friendships
- Dealing with sexual feelings
- Menstruation, pregnancy and birth

Permission will be sought before sexual health lessons take place.

EXPRESSIVE ARTS

Expressive Arts involves Music, Art and Design, Drama and Dance. Various visiting teachers and/or workshops make a valuable contribution to this area of the curriculum, and class teachers provide an interesting and appropriate programme based on the Curriculum for Excellence Guidelines.

RELIGIOUS & MORAL EDUCATION

Castletown Primary School is a non-denominational school. The Religious Education programme is based on the Curriculum for Excellence Guidelines and develops Personal Search, Christianity and knowledge of Other World Religions. Moral Education focuses on Citizenship and developing positive

attitudes towards others, respecting and valuing differences. Every child is encouraged to develop a high level of self-esteem, recognising their individual value in society.

SOCIAL STUDIES

The school has developed a programme of topics that follow the Curriculum for Excellence Guidelines in Social Studies. These topics provide children at each stage with an appropriate experience of Science, Social Studies and Technology. Children will be given opportunities to develop skills in ICT and also utilise it as a tool for enhancing learning in other curricular areas.

SCIENCES AND TECHNOLOGIES

Our Science and Technologies programmes are based around Highland Guidelines, incorporating Curriculum for Excellence so that children experience progression and structure but also have some elements of enjoyment, choice and personalisation. They help our pupils to develop inquiry and investigative skills alongside scientific analysis skills.

We also take part in our local Science Festival, an annual event which hosts a wide variety of activities for pupils throughout the school, and participate in various initiatives at different times.

New Highland policy means that our children now have access to a Chromebook at school and at home in P6 and P7. Children in P3, 4, and 5 have access to Chromebooks at a ratio of at least 1:5 and P1 and 2 have access to a Google Tablet at a ratio of at least 1:5.

DEVELOPMENT OF SOCIAL AND CULTURAL VALUES

Children are encouraged from an early age to be aware of their place and responsibility within society. Through the work of the class they will look at local and Scottish issues and examine Scotland's place in the wider world. We want our children to learn to appreciate their immediate environment and the uniqueness of our Highland and Scottish culture. However, we fully recognise that Scotland has always been an outward looking country and our history has been interlinked with many other countries and cultures. We recognise the strengths and worth of other countries and heritages and ensure that the pupils appreciate this too. It is a priority for us to accept everyone's individual worth, diversity and to promote equal opportunity for all in Castletown Primary School.

ASSESSMENT AND REPORTING TO PARENTS

Teachers continually monitor children's progress. Formal tracking of progress is also carried out three times a year which is discussed with the Head Teacher. From time to time, more formal testing is carried out to add further information. All of the data is used to inform the full picture. We also use analysis of these results to evaluate how we are achieving as a school, in different stages year to year and also in different areas. Conversations take place between the staff and then also the Head Teacher and the Quality Improvement Officer or Quality Improvement Manager.

A report for individual children is issued at the end of the session informing parents of progress in relation to Curriculum for Excellence Experiences and Outcomes. This is now a brief report due to the information given home during the year through Learning Profiles. Pupils are expected to continually reflect on their learning and progress and this is also reflected in the Learning Profiles. This will also allow parents to engage with their child's learning throughout the year.

Parents have the opportunity to come in to school to discuss their child's progress with the teacher. Parents' evenings are organised twice in the session, one of which is an Open Evening in November. Parents are always welcome to make an appointment to see a member of staff or the Head Teacher if they are concerned about their child, at any time during the school year.

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

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.

The named person for all primary 1-7 pupils in Castletown School is Mrs Rhona Moodie and for children in ELC it is the health visitor. The health visitor can be contacted via the school if necessary. If you have a concern about your child or another child please contact the head teacher. Sometimes an initial form 1 or a Child's Plan may be put in place to help organise, monitor and regularly review your child's progress. Parents are fully involved in this process as well as any other agencies required.

Individual transition plans for pupils with additional support needs will be put in place to ensure a seamless transition to primary and high school.

Arrangements are made between the school and the authority in order to ensure that enough provision is in place for children who have additional needs in the school and for any school to which they are transferring. If you wish to find out more about The Highland Practice Model or the Child's Plan you can access more information at: [Support for Learners Website](#)

The guidance abides by legislation within the Education (Additional Support for Learning) (Scotland) Act 2009.

There are also information sheets available at: <https://www.thrivingfamilies.org.uk/>

You can get more general information and advice from the following websites:

- (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

Alternative Provision

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.

TRANSITION (ELC to Primary 1)

Our ELC is adjoined to the school building and during a child's time in ELC they frequently visit the school and meet the staff. The Primary 1 teacher also attends ELC on a regular basis as he also has $\frac{1}{2}$ day per week to support the nursery.

A "Resilient Kids to School" circle time programme is carried out in the final term of ELC to aid transition and introduce the school's Golden Rules. In the final term the children will be invited to

attend several sessions in the P1 classroom to ease their transition. The Additional Support Needs teacher will also liaise with teacher and ELC staff at this time.

TRANSITION (Primary 7 to High School)

At the end of Primary 7, pupils transfer to Thurso High School. A guidance teacher from Thurso High will come to meet the Primary 7 pupils in their own primary school environment. He/she will talk to the pupils informally, answering any questions they may have. Before starting High School the children will receive an information guide, attend 2 transition days and receive their registration classes for the coming session. Parents of the Primary 7 pupils are invited to Thurso High School to meet teachers, see the school and receive additional information.

During the session information is shared between primary and High School to prepare for transition. Pupil Profile Record Files and electronic data are then transferred to the High School at the end of the year.

HOMEWORK

Aims:

- To encourage partnership between home and school.
- To reinforce and consolidate class work.
- To develop your child's self-discipline and promote a positive, responsible attitude to work.
- To extend your child's knowledge beyond what is learned in class.

Please remember children often work best in a quiet, calm atmosphere away from any distractions where possible.

Content - In the early stages of school, much of the homework will be related to the development of reading and phonics. As children progress through the school they will be set a variety of activities with which parents can help, for example:

- reading and new vocabulary, learning poems, sounds, practising writing, spelling, times tables, consolidating maths and language work done in class, music, topic related work, etc.

Approximate duration - The time required to complete homework will vary depending on the child and the work set. As a guide, in the early stages homework should not normally exceed 20 minutes, rising to 30 minutes by P7. Some pupils may also require spending extra time completing work not done in school. Please initial your child's homework or reading record as an indication to class teacher that you have checked the work.

SCHOOL IMPROVEMENT PLANNING

This year, because of the pandemic, all schools in Highland are focusing on certain key priorities as followings:

- 1. Health and wellbeing**
- 2. Recovery of learning, teaching and assessment**
- 3. Attainment in session 2021/22 (focusing on identifying new or widened gaps caused by the Covid-19 situation)**

In order to ensure that we move forward and keep up with educational developments all staff are involved in a programme of professional development activities. Along with the 5 in-service days we also have a programme of curriculum development meetings throughout the session. This means that on a planned basis, teachers meet to discuss, plan and develop the curriculum.

We have to consider very carefully how we move forward as there are many areas we could work on and too few hours are available. This is done through a process of planned self-evaluation. Improvement priorities also take account of Scottish Executive and Local Authority priorities. As a staff we then agree a School Improvement Plan.

We are also interested in what you think about the work we undertake and from time to time we will send home a questionnaire or survey about an area of our work or about the school. It would help us a lot if you could find time to fill these in and return them to school. We value your views and we will take them into account when we work on our improvements. Pupil's views are sought through discussion and questionnaires. Parents may also be invited to take part in working parties to work on developments.

The School Improvement Plan is presented to and approved by the Quality Improvement Team each year. A full copy of the most recent plan is available in the school on the school website and is also shared with the Parent Council.

As it has been more than 5 years since our last inspection there is no report available to view at

<https://education.gov.scot/inspection-reports/highland>

By following the link below you can access any published data for our school's attainment data.

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

SCHOOL ACTIVITIES

SCHOOL TRIPS

During the session classes may have visits connected with their learning. On these occasions care is taken to make certain that the children are carefully supervised, and occasionally parents may be asked to help with supervision. Risk assessments are undertaken for trips. There is no expectation that all classes go on a trip each year. We also try our best to ensure that the P6 and 7 children experience a residential trip every 2 years.

SPORTING ACTIVITIES

We place great emphasis on Healthy and Active Lifestyles. The children have the opportunity to participate in a wide range of activities throughout the school day and also within our After School Clubs, many of which are organised by our Active Sports Co-ordinator, volunteering parents or by teachers within school. Over the last few years these have included Touch Rugby, Dancing, Cricket, Athletics in addition to our regular football and netball skills training sessions which are delivered by Mrs Coghill and Mr Cormack.

We have a Sport's Day towards the end of May, when all the children take part. We also hold events in school in order to try and beat our current Castletown Record Holders in a variety of athletics events.

Our children at the P4 and 5 stage are entitled to swimming lessons for part of the year. Timetabling is done for this on an annual basis.

In the summer term inter-school football and netball matches are held between the primary schools in the Thurso Associated Schools Group.

EXPRESSIVE ARTS ACTIVITIES

MUSIC

We consider our school to be a very musical one! Within the last 10 years we have secured extensive funding from "Awards for All" and this has allowed us to purchase equipment such as belleplates, hand chimes, boomwhackers, digital recorders, headphones and some superb Composer Software. During the year we take a full and active role within the Caithness Music Festival, produce and present a varied Christmas Concert. We also have regular class based block-visits for our pupils through the Youth Music Initiative, Feis Rois.

Music tuition is also available for individuals from 3 different tutors. This is delivered by Highlife Highland. Information on tuition and applications should be done through the following site <https://www.highlifehighland.com/music-tuition/>

ART & DRAMA

We are regularly visited by members of the Feis, which is a traditional Gaelic arts and culture festival. Our local Eden Court Creative Drama Worker also comes to the school to lead and help pupils with various drama sessions, such as those entitled Play in a Day.

The children take a great deal of pride in their art and craft work which is displayed both in the classrooms and along our main corridor. We also sometimes take part in various art and craft work displays in the local community.

WORKING WITHIN THE COMMUNITY

We encourage the children to become Responsible Citizens by thinking of others and what they can do help. The school supports the Blythswood Shoe Box appeal and, within the last 9 years, have taken part in local and national events raising funds for The Archie Foundation, RNLI, Children in Need, Caithness Diabetes and Headway Highland and Sports for Champions UK to name a few.

PUPIL INVOLVEMENT

We strongly feel that the pupils should have the opportunity to voice their opinions and suggestions with regard to their own learning environment. Our aim is that pupils feel happy, supported, safe and valued. Pupils are given various opportunities to voice their opinions.

Throughout the school year, pupils are given the opportunity to have an input into issues that affect them. A few examples of this are:

- Pupils select their own House Captains, Vice Captains and any Pupil Group Representatives.
- Pupils are involved in Junior Road Safety Officers and ECO Projects.
- Since 2013 the children have been involved in deciding upon school rules and continue to be involved in revising them.

PUPIL COUNCIL

The Pupil Council is the voice of the pupil body within the school. The council consists of at least four children in the P6/7 class and communicate with the Head Teacher when required. Meetings are held on a regular basis. The representatives bring questions and suggestions from their class, discuss current issues and concerns and report back on the meetings. We encourage members of the Pupil Council to become actively involved with helping to improve our school.

ECO COMMITTEE

We continue to ask classes to take on independent Eco Projects rather than having a separate Eco Committee.

JUNIOR ROAD SAFETY OFFICERS

We currently have 2 JRSOs who work alongside a class teacher to work on safety. This can involve doing presentations or competitions on awareness-raising on cycle safety, road safety, winter safety

when walking and safety around the school and on the bus. Two of our current JRSOs have received training to fulfil this role.

WORKING WITH PARENTS

The current pandemic has affected the way in which we are able to engage with parents, and this may change further depending on how the pandemic progresses. For the latest information, please contact the school.

We encourage as much parent participation in school life as possible and continue to promote an open school ethos. We encourage parents/carers to visit or contact the school if they wish to discuss any aspect of their child's educational experience. The clerical assistant is available during the school day to help you with any general enquiries you may have, however if you would like to meet with your child's class teacher or the headteacher, a mutually convenient appointment can be arranged within 24 hours of your request, if it is urgent.

For health and safety reasons, it is extremely important that we are aware at all times who is in our building and the reason for their visit. We would therefore ask that you access the school via the main entrance at the arches only and report to reception on arrival. Visitors are requested not to park in front of the school but to use the car park and enter the school grounds via the gate.

HOW PARENTS CAN HELP

We sometimes have parent helpers who offer to keep our libraries really tidy, help with our story sacks, work with classes, accompany classes on trips and help with a variety of extra-curricular activities. Additional volunteers are always most welcome!

HOMEWORK

Homework is a vital link between home and school. It not only enables parents to see their child's progress but also encourages the children to develop a sound study habit which will become increasingly important in future years. Children respond well when a parent shows an interest in their work and provides them with encouragement. Where possible, homework should be done in a quiet area free from distractions. Homework regularly requires participation of a family member.

PARENT COUNCIL

Parent Councils play an active role in supporting parental involvement in the work and life of the school, while also providing opportunities for parents to express their views on children's education

and learning. At Castletown Primary we are extremely fortunate to have an active and supportive Parent Council. The Parent Council is made up of any individual who comes along to the meetings. Teachers and other Highland Council staff may also attend these meetings. The Parent Council also has office bearers who are elected at the AGM.

The Parent Council is there to represent the parents/carers of children at the school. Castletown Primary School Parent Council welcomes all parents from the ELC upwards to get actively involved in helping with fundraising, school events and meetings; these are usually held once per term.

The main functions of your Parent Council are to:

- Support the school in its work with pupils and parents
- Represent the views of parents
- Promote contact and communication between the school, parents, pupils, the community, ELC and other providers
- Report to the wider Parent Forum.

The Parent Council members for 2021/2021 session are as follows:

Chairperson	Alex Groves Corrinda Pearson	Secretary	Ruth Young
Treasurer	Lisa Jardine		

Below is a link to a Parent Council information booklet which is easy to read and explains everything involved with a Parent Council clearly. <http://scotland.gov.uk/Publications/2007/08/09153454/0>

PARENT VOICE

We are very keen to promote a strong home-school relationship. Parental opinions matter a great deal; these allow us to recognise our strengths and address any weaknesses. Currently we do this by working closely with our Parent Council, regular parental contact and consultation.

At events, parents are often asked to contribute ideas and suggestions and the Head Teacher is always available to chat to about any issue at these events or any other agreed time.

KEEPING PARENTS INFORMED

- The school website can be found at <https://castletownprimary.wordpress.com>
This contains newsletters, the most recent brochures, school rules, information about past and forthcoming events, some policies, dates for your diary, etc. We welcome any suggestions for inclusion on the website. It may also be used by some classes. Appropriate measures are in place to ensure permission is granted for work or photos on the website.
- Newsletters and notes are regularly sent home by email or sometimes on paper. Newsletters are intended to keep parents up to date with holiday dates, pupil achievements, school events, etc. Notes of forthcoming opportunities and events are also sent home with children as and when required. Please ensure that you check your children's school bags regularly for these. Newsletters and other items are added on to the website along with a blog post. If you choose to 'follow' the website you will get alerted to blog posts.

POLICIES

Please ask in school regarding school policies. Some policies are on the website. Local Authority policies can be accessed through [Authority Policies](#)

COMPLAINTS PROCEDURE AND REQUESTS FOR SERVICE

If you have any concerns you should contact your child's named person, which for Castletown Primary is myself, Rhona Moodie. I will always strive to resolve issues by listening to your concerns and involving other agencies where appropriate. Should a situation not be resolved complaints or requests for service should be made to the North Area Care and Learning Manager (contact details at the front of the brochure).

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

USEFUL LINKS FOR PARENTS

Guidance on the Scottish Schools (Parental Involvement) Act 2006

www.scotland.gov.uk/Publications/2006/09/08094112/0

Parentzone provide information and resource for parents and Parent Councils

<https://education.gov.scot/parentzone/>

TRANSFERRING PUPILS' EDUCATIONAL DATA

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

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

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' including age, disability, race, religion or belief. Our school policy adopted from Highland Council is available on the website at <https://castletownprimary.wordpress.com/>

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 online at

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