

THRUMSTER  
PRIMARY



SCHOOL  
BROCHURE  
2022 - 2023

# THRUMSTER SCHOOL

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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](#).**

## Welcome to Thrumster Primary School

If this is your first contact with the school, I hope you find the contents of this brochure helpful and informative. This brochure should offer parents information and advice relating to the school and familiarise them with the functions and names of adults with whom their child is likely to come into contact during a school session.

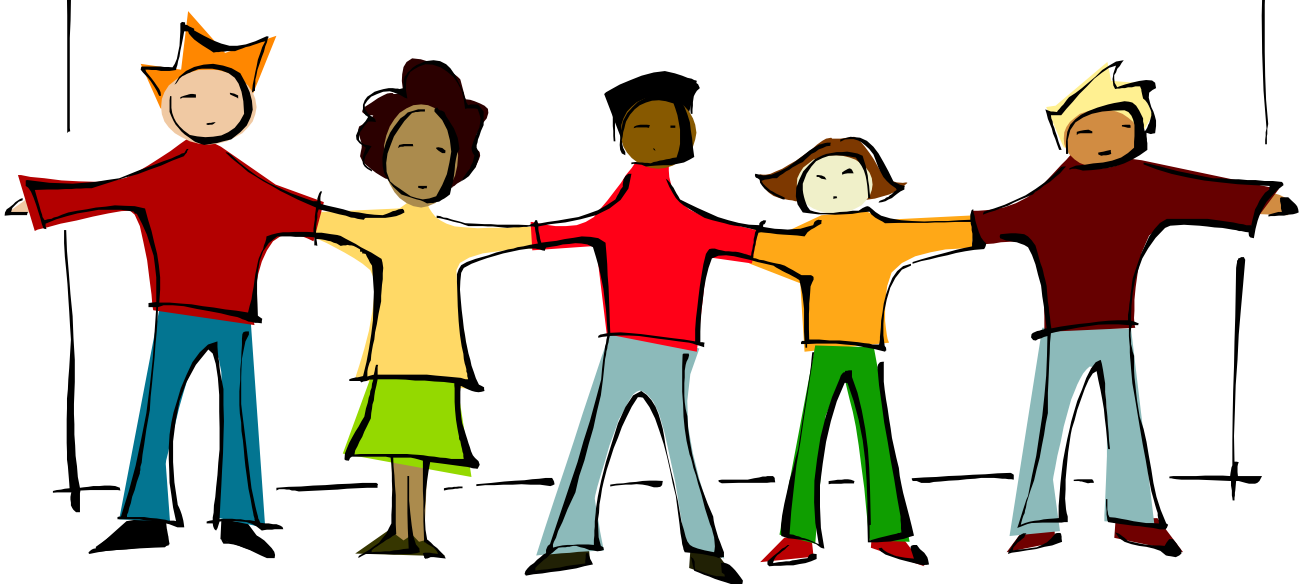
If, after reading this, you have any questions and/or suggestions please do not hesitate to get in touch. We are always looking at ways of improving communication with parents.

Thrumster School is an integral and important part of the community involving the children in the life of their immediate and wider environment.

Just as we attempt to involve ourselves in the community, we make every effort to encourage the community to be involved in the school.

We welcome suggestions as to how these links could be further extended. We appreciate the interest, co-operation and commitment of parents to the education of their children and welcome them along with friends and other interested members of the community to participate in informal functions held in the school throughout each session.

Linsey Mackay – Head Teacher



## **THRUMSTER SCHOOL VISION VALUES and AIMS**

Our values guide the way we work. Together we value:

- Respect
- Friendship
- Confidence
- Resilience
- Honesty

### **Our Aims**

In partnership with our parents/carers and the wider community, we aim to

- create a welcoming environment, where respect, happiness and empathy are promoted
- work together to create a nurturing and inclusive environment to support each individual to reach their full potential
- use our unique environment to provide wide and varied learning experiences within our community
- challenge and motivate children in their learning
- recognise and value all achievements

### **Vision**

At Thrumster School and ELC our vision is to prepare young people for their future by-

- valuing and respecting everyone
- developing their confidence, resilience and empathy
- developing their skills for learning and life
- having high expectations and developing ambition

## **EQUAL OPPORTUNITIES**

Thrumster is an Equal Opportunities School and as such we strive to ensure our activities eliminate discrimination.

Access to the whole curriculum will therefore be offered to all pupils without reference to gender, religion, age, disability, race or culture of the pupil.

Our Equality and Diversity Policy can be found on our school website.

### **Thrumster Primary School**

Thrumster

By Wick

Caithness

KW1 5TR

Telephone: 01955 651244

Email – [thrumster.primary@highland.gov.uk](mailto:thrumster.primary@highland.gov.uk)

Website- [thrumsterprimary.wordpress.com](http://thrumsterprimary.wordpress.com)

## **GENERAL INFORMATION**

Thrumster School is a non-denominational school which lies on the edge of the village of Thrumster, some four miles south of Wick. The school serves the surrounding rural districts of Clyth, Ulbster, Tannach and Sarclet.

The building consists of two classrooms, dining room and a G.P and Nursery classroom linked by a block containing cloakroom, toilets and administration.

The children have unrestricted access to a large fenced grass and tarmac play area.

At present there are 34 children in school who are currently taught in a P1-4 and P5-7 class groupings. In addition, we currently have 8 children aged 3 – 4 years in our Early Learning Centre.

We also have an Additional Support Teacher in school half a day per week and we have currently have support from our Pupil Support Assistants.

*(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).*

## **COMMUNICATION**

Currently Parent's sessions are held in November and March when parents are able to view their child's learning. Written report cards are issued in June with an opportunity to discuss this with your child's class teacher offered.

Throughout the course of the year school newsletters/information letters are issued which inform parents of forthcoming events, of successes and of matters relevant to our pupil's learning.

Parents and families are invited to join of us for various events throughout the year such as Sports day, concerts and assemblies. We also have open sessions where parents are invited into the classrooms to share in their child's learning.

We have Homework diaries/jotters and reading records which are a very useful communication method. Parents are very welcome to write a note in these books for the class teacher's attention and these will be replied to. Class teachers also use class do jo which is a computer based communication system which allows teachers to share aspect of children's learning, their success and general information with parents regularly.

Parents are welcome to discuss their child's learning or any queries or concerns which they may have with their child's class teacher. However it is helpful to the smooth running of the school if such discussions are arranged for a mutually convenient time. This can be arranged by telephoning the school office.

Sometimes the query or concern is best discussed with the Head Teacher – Mrs Linsey Mackay. It is helpful to the smooth running of the school if appointments can be made to discuss the queries or concerns by calling the school office. Whilst Mrs Mackay is not in Thrumster school every day she is available via telephone to deal with matters which need to be dealt with immediately.

We endeavour to deal with queries/concerns which parents have as promptly as possible and will respond either verbally or in writing.

Occasionally your child's class teacher or Head Teacher may contact you about a concern/query they have and very occasionally it may be because of an incident which your child was involved in.

We very much wish to work with parents to support our pupils in their learning.

## **COMPLAINTS**

If you have any complaint about anything pertaining to the school, please contact Head Teacher Mrs L Mackay, in the first instance. You can do this in writing, by telephone or in person, but please call to make an appointment first if you can. Any complaint will be dealt with as quickly as possible as we value good relationships with all parents. The school will endeavor to resolve issues by listening to parents and seeking solutions in partnership. Should a situation not be resolved, parents can contact Alison Donald, Area Education Manager at Council Offices, Drummuie, Golspie.

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

Parentline Scotland is the national helpline providing advice and support for anyone caring for or concerned about a child. Contact can be made by telephone 08000282233 or via the website: <https://www.children1st.org.uk/help-for-families/parentline-scotland/>

## **PARENTS/GUARDIANS/CARERS AS PARTNERS**

**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 believe that much of the strength of the school lies in the positive relationships between staff, pupils and their parents. These relationships must be nurtured by a healthy exchange of information between teachers and pupils, between home and school as mentioned previously. We welcome parental interest in the welfare of our pupils.

The support of parents in their children's education is key to the success of young people. Taking time with them, discussing work, practicing language, helping them manage their homework and encouraging responsibility are important ways of supporting children's learning.

Parental views is sought through discussions, questionnaires and through the school's Parent Council (a group of parents who are representatives of all parents of children at the school)

Useful information for parents and how to get involved in your child's education, how to support the school, information on curriculum developments can all be found at Parentzone:

<http://www.education.gov.scot/parentzone/>

## **ADMISSION**

Parents are notified through the local press as to the particular week in the Spring Term when they may visit the school to enrol their child. At this time they are shown around the school premises. They should bring with them their child's birth certificate for documentary details. The new intake will visit the infant class during terms 3 and 4. They will also, on occasion in June have their break at the same time as the P1 – 7 children along with our Early Learning Centre staff. This will allow them to mix and play with the older children. In addition our P1 teacher will visit the children in our Early Learning Centre. As our infant class teacher also provides teacher support within our ELC on a weekly basis she has lots of contact with the children and staff.

The new entrants attend for full days at the beginning of the autumn term.

## **ENROLMENT AND TRANSITIONS (INCLUDING TRANSFER TO HIGH SCHOOL)**

Children can be enrolled into school during the course of the school year by telephoning the school to arrange a convenient time to view the school and to complete the enrolment paperwork. A school handbook will be issued at this time and any questions or queries can be answered. For children commencing P1 in August details of enrolment procedures usually appear in the local press.

For children starting P1 or indeed moving between our 2 classes we strive to make the transition as smooth as possible. We have sessions for children to meet their teacher and their new class mates. This also allows children the opportunity to familiarize themselves with the layout of the classroom. These visits usually happen in term 4.

Transfer at the end of P7 is normally to Wick High School. Every effort is made to ensure a smooth transition. Liaison between the Primary and Secondary School is encouraged in accordance with National Guidelines.

There are several opportunities for the primary children to meet some of the Secondary School Staff. At present in the summer term the appropriate guidance staff members visits Thrumster to meet P7 pupils.

The P7 pupils are invited to make a morning visit along with their peers from other rural primary schools before they have their 2 full day visits to Wick High School and follow a normal working day timetable prior to entering Secondary School. Additional visits to view the building and to meet some of the staff can be held before the 2 transition days in June if it is felt that this would be useful.

In the case of children with Additional Support Needs transition arrangements start earlier depending on the child's need.

There is normally an Evening Session for Parents of P7 pupils at Wick High School on the evening of the first day of transition.

**ADDRESS: Wick High School**

Newton Road,  
Wick  
KW1 5SA

**Telephone:** 01955 603333/4

**RECTOR:** Mr S Sandecki ( acting)

## **PLACING REQUESTS – PARENTAL CHOICE**

Each school serves its own particular catchment area. Pupils whose homes are located in that area will have priority in being allocated a place in the school. However, parents have the right to specify the school in which they wish to place their child. Application must be made to the Area Care and Learning Manager, Council Offices, Drummie, Golspie.

Placing request applications are made online at:

[https://www.highland.gov.uk/info/878/schools/887/enrol\\_your\\_child\\_for\\_school/2](https://www.highland.gov.uk/info/878/schools/887/enrol_your_child_for_school/2)



[http://www.highland.gov.uk/info/878/schools/11/school\\_enrolment/2](http://www.highland.gov.uk/info/878/schools/11/school_enrolment/2)

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

If pupils live out with the school catchment area and their parents wish them to attend Thrumster School they can contact Mrs Linsey Mackay at the school to arrange a visit.

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

## THE SCHOOL DAY and SCHOOL HOLIDAYS

N.B. The following information is correct at this time but open to alteration.

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

### THE SCHOOL DAY

#### INFANTS

P1 – 3	9.30am – 1.00pm	Lunch Break	1.45pm – 3.00pm
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#### PRIMARY

P4 – 7	9.30am – 1.00pm	Lunch Break	1.45pm – 3.30pm
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**Children should not arrive at school before 9.10am unless they have been asked to do so for a special event.**

### 2022-2023

#### AUTUMN

- Autumn term starts - 16 August 2022
- Autumn term ends - 07 October 2022

#### WINTER

- Winter term starts - 24 October 2022
- Winter term ends – 22 December 2022

#### SPRING

- Spring term starts - 09 January 2023
- Mid term break – 22-21 February 2023
- Spring term ends – 31 March 2023

## **SUMMER**

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

## **PUBLIC HOLIDAYS**

- Good Friday - 07 April 2023
- Easter Monday - 10 April 2023
- May Day – 01 May 2023

## **IN-SERVICE DAYS**

- 15 August 2022
- 12 September 2022
- 13 September 2022
- 22 February 2023
- 5 May 2023

## **CURRICULUM**

The overall responsibility for the curriculum, care and behaviour of the pupils and staff administrative duties lies with the Head Teacher.

Our curriculum is based on the Scottish Executive Education Department National Guidelines, Curriculum for Excellence and Highland Council Policies.

Curriculum for Excellence aims to better prepare children for the challenges of the future and places far greater emphasis on not just acquiring skills but being able to use them effectively and creatively. We are encouraging the development of skills which will allow our pupils to be independent learners and will see them developing skills which will be used in the workplace and in their lives. Where possible cross curricular links are made and real contexts are utilized to make learning as meaningful as possible. There is also greater emphasis on using our outdoor environment and local community to extend our pupil's learning experiences.

Literacy, numeracy and health and well-being are at the heart of the curriculum.

We are part of a continuous process which sees the children move through from Early Learning and Childcare settings to Secondary School.

We aim to plan and deliver a broad and balanced curriculum which will allow our children achieve their potential. Staff involve pupils in planning their learning and provide opportunities for choice where possible.

The areas of the curriculum we cover are:

- Languages
- Mathematics
- Health and Well Being
- Religious And Moral Education
- Social Studies

- Science
- Technologies
- Expressive Arts

There may be a wide range of abilities within each class and consequently children may be grouped as a class, part of a smaller group or as an individual for different areas of the curriculum. All children develop at different rates and we place great emphasis on taking children on from where they are. It follows also that there will be a variety of teaching techniques, whereby a teacher may work with individual or with a group within a class, the whole class or as mixed groupings.

Our National Curriculum, 'Curriculum for Excellence' details the learning children and young people from 3-18 years will undertake.

The statements of experiences and outcomes describe national expectations of learning and progression from the early to the fourth curriculum level during the period from early years to the end of S3.

<b><u>LEVEL</u></b>	<b><u>STAGE</u></b>
<b>Early</b>	<b>the pre-school years and P1 or later for some</b>
<b>First</b>	<b>to the end of P4, but earlier or later for some</b>
<b>Second</b>	<b>to the end of P7, but earlier or later for some</b>
<b>Third &amp; Fourth</b>	<b>S1 to S3 but earlier for some</b>

As you can see children will not progress from one level to another over one year. Some children will attain a level earlier than stated above. Some for many reasons will not attain the level within these years. It is important to remember that children progress according to their own ability and needs.

We strive to ensure children's learning in different curricular areas are linked to make their learning as meaningful as possible. We also utilise visits out and visitors in to ensure our pupils are developing their skills for life, learning and work.

## **LITERACY AND ENGLISH**

We plan to give children a balance of experience across the areas.

- Listening and Talking
- Reading
- Writing

We encourage parents to take time to listen to their children read and read to their children on a regular basis. You can encourage your child to read for pleasure and talk to them about the books they read.

Writing tasks may be linked to an area being studied at that time or to topical matters. For example the children may write a letter of complaint or thanks regarding a local matter or they may write a set of instructions for undertaking a task such as constructing a puppet.

## **FRENCH**

French is being taught cross all stages.

## **GAELIC**

Gaelic is not taught within school.

## **MATHEMATICS**

The areas we cover in maths are:

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

Within the area of money older pupils are actively involved in raising money for charities. This involves them in pricing and selling in order to make a profit.

## **HEALTH and WELLBEING**

This area covers food and health, substance misuse, relationships and sexual health, physical activity and sport. Parents will be informed in writing when the sensitive aspects of learning- substance misuse and relationships, sexual health and parenthood are being taught to their child.

In Physical Education children will have the opportunity to develop skills in physical activity and sport. In the summer terms there is also the opportunity to take part in Rural School Inter School Sports Tournament.

P4-7 pupils receive swimming tuition weekly, from January to March from qualified staff at Wick Swimming Pool.

## **SOCIAL STUDIES**

Within Social Studies children will study:

- People, past events and societies
- People, place and environment
- People in society, economy and business

We utilise our local area whenever possible to support learning. This includes using the wooded area at the local estate and sessions organised in conjunction with Yarrows Archaeological Trust.

## **SCIENCE**

Children will develop their inquiry, investigation and thinking skills through their studies of:

- Planet Earth
- Forces, electricity and waves
- Biological Systems
- Materials
- Topical Science

Children participate in a range of science sessions during Caithness Science festival week.

## **TECHNOLOGIES**

In this area children will look at:

- Technological developments in society
- ICT
- Computing Science
- Food and Textiles
- Craft and Design
- Business Contexts

Children utilise our Chrome books well to support and extend their learning.

## **EXPRESSIVE ARTS**

Expressive Arts play an important role in the children's education. Through Art and Design children will use various materials, techniques and media to develop skills and express ideas and feelings.

Drama provides an opportunity for children to express feelings, work in groups, solve problems and work co-operatively. Through movement, mime, role-play and improvisation children will have many opportunities to express themselves and develop a sense of audience.

Through Music children will experience a range of skills which will involve singing, creating music, investigating sounds and playing tuned and untuned percussion instruments. P4-7 pupils enjoy 12 weeks of traditional music sessions delivered through the Feis initiative. Pupils perform at festivals and community events as opportunities allow.

Through dance learners will have opportunities to create and perform.

## **RELIGIOUS AND MORAL EDUCATION**

The aspects developed in Religious and Moral Education are:

- Christianity
- Other World Religions
- Development of belief and values

Useful information for parents and how to get involved in your child's education, how to support the school and information on the Scottish Curriculum can be found at Parentzone:

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

Opportunities for All is a commitment by Scottish Government to offer a place in learning or training to every 16-19 year old who is currently not in education, employment or training. Highland Council has a lead role in respect of Opportunities for All whilst young people are still in school. The long-term aim is to enable all young people to access and progress in learning and to equip them with the skills to participate and progress, where possible into eventual employment.

## **RELIGIOUS OBSERVANCE**

This is an expression of Christian worship. It is developed through our assemblies. We have assemblies some of which are lead by our local minister.

Special arrangements will be made for pupils whose parents do not wish them to participate in religious observance.

## **ASSESSMENT**

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

Pupils' progress is assessed continuously, as part of their daily work, particularly in relation to Reading, Writing, Talking, Listening, Spelling and Mathematics.

We use key assessment tasks to assess children's application of their skills and knowledge within real life contexts.

This on-going assessment of children's learning allows us to adapt the curriculum as and when necessary to meet the needs of each individual.

Children are involved in assessing their own work and in dialogue with the teacher agree their next steps to improve their own learning. their next steps to improve their own learning.

We also use Scottish Government standardised assessments at P1, P4 and P7 stages and computer based standardised assessments at other stages.

These assessments will assist teachers with their on-going assessments of children's learning. Our expectations of children are high.

Pupil Profiles and Progress Reports to parents are issued on an annual basis in May/June and staff time is available following their issue for discussion with parents.

These documents provide parents with information on their child's progress and performance within English/Literacy Mathematics/ Numeracy, Health and Well Being and other curricular areas. It indicates the next steps in your child's learning.

This document also comments on your child's wider learning and has a statement from your child on their learning.

Two evenings are available for parent to meet with teachers. Parents are given the opportunity to attend open sessions and 1-1 appointments with their child's teacher. These visits to the school are usually held in November and in mid-March offer an opportunity to discuss progress and to share any concerns. There will be opportunities to look at children's work. Parents are invited into school to share their child's learning at other times in the school year too.

Parents are welcome to discuss their child's progress or problems at any time in the school year. Arrangements can be made to find a mutually acceptable time.

Information on assessment can be found at <https://education.gov.scot/parentzone/learning-in-scotland/assessment-and-achievement/>

## ATTAINMENT

Our school attainment data can be found within our Standards and quality Report which is on our school website.

Data for schools in Scotland can be found at <https://education.gov.scot/parentzone/my-school/school-information-dashboard/>, however where pupil numbers are small this can affect what is published.

Reports on inspections carried out by Education Scotland Inspectors can be found at

<https://education.gov.scot/education-scotland/what-we-do/inspection-and-review/recent-reports/>

## ADDITIONAL SUPPORT

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.

The Headteacher, Mrs L Mackay, is responsible for making sure that the child or young person has the right help to support his/her development and well-being. Should you feel your child may have additional support needs please contact Head teacher Mrs L Mackay.

Parents will be informed if there are any concerns about their child's learning.

If you have a concern about your child in primary school please contact your child's class teacher in the first instance or Mrs L Mackay, the Head Teacher.

The Head Teacher and the Support Teacher monitor the progress of pupils formally recognised as having additional educational needs. Generally these needs are catered for within the school, sometimes specialist's advice and support is sought.

Sometimes a Child's Plan may be put in place to help organise, monitor and regularly review your child's progress. Parents and pupils will be involved in this process. Outside agencies will be involved if this is appropriate. We currently have a Support teacher in school half a day per week.

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

[https://www.highland.gov.uk/info/886/schools\\_-\\_additional\\_support\\_needs/1/support\\_for\\_learners](https://www.highland.gov.uk/info/886/schools_-_additional_support_needs/1/support_for_learners)

There are also Information sheets available at: [www.chipplus.org.uk](http://www.chipplus.org.uk) click on Education.

If you feel your concerns continue and are not being met by the school, there are a number of means of resolving difficulties and disputes and information on this can be found at:

[http://www.highland.gov.uk/info/886/schools\\_-\\_additional\\_support\\_needs/1/support\\_for\\_learners](http://www.highland.gov.uk/info/886/schools_-_additional_support_needs/1/support_for_learners)

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

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

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

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

<http://www.highland.gov.uk/info/886/schools - additional support needs/1/support for learners>

Organisations which provide advice, further information and support to parents of children and young people with ASN are:

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

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.

## **Information about the 2009 Additional Support for Learning Act**

### **Legal information**

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



## What does this mean for pupils and parents?

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

Here are some of the main changes:

- Under the 2004 Act 'additional support' means support that is provided in a classroom or a school. The 2009 Act changes this to include support that is given out of school but that helps a child get the most out of their school education. This could include a social worker helping a child who refuses to go to school or a mental health nurse supporting a child to cope with issues affecting their school life.
- Children who are looked after by a local authority will automatically be assumed to have additional support needs. For looked after children who don't need extra help this will have little impact. For those who do need help it will make sure their needs are considered as they move through school or if they change school. Local authorities will also be expected to check whether these children require a Co-ordinated Support Plan (CSP) or not.
- The 2009 Act allows parents to ask their local authority for a specific type of assessment at any time. Under the 2004 Act parents had this right only when asking the education authority to identify whether their child had additional support needs or when asking the education authority whether their child required a CSP.
- The duties that local authorities have towards young disabled children have been strengthened. Under the new Act local authorities have a duty to assess disabled children aged between 0 and 3 and provide them with additional support, if required, in agreement with their parents.
- Local authorities will have to publish information on where parents and carers can find help, information and advice, including contact details for Enquire. Local authorities will have to make sure that a summary of this information (including details of dispute resolution and mediation services) is available from all schools (and other sites that provide education). They also need to make sure this information is included in school handbooks and on their website.
- There is a section about placing requests that states that parents of children with additional support needs, (including those that have CSPs) can make placing requests to any school in Scotland including schools outside of the local authority area they live in.
- All appeals about placing requests to special schools (whether the child has a CSP or not) will be referred to the Additional Support Needs Tribunal. Some of the changes made in the 2009 Act deal specifically with children who have, or may require a CSP, and in particular to disagreements between local authorities and parents about the CSP.
- The Act extends the reasons that a parent or young person can make a referral (called a reference) to the Additional Support Needs Tribunal. Parents can make a referral when a local authority decides that a child does not need a CSP but also when local authorities have: failed to provide the additional support set out in the CSP; not responded to a parent's request to find out whether their child needs a CSP within a given time; or, after having said they will consider whether a CSP is required have not made a decision (within a given time) on whether the child needs a CSP or not.
- The Act also gives the Additional Support Needs Tribunal extra powers to force local authorities to provide, or make arrangements providing additional support that is set out in a CSP if they have not done so.

- The new Act includes a duty for the Scottish Government to fund a national independent advocacy service (on request and free of charge) to support parents and young people in Additional Support Needs Tribunal proceedings.

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

#### **If you have any questions about the 2009 Act**

Please contact the Enquire Helpline on 0845 123 2303 or by email on

[info@enquire.org.uk](mailto:info@enquire.org.uk)

## **HOW PARENTS CAN SUPPORT THEIR CHILD IN SCHOOL**

### **PARENTS/GUARDIANS/CARERS AS PARTNERS**

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

We believe that much of the strength of the school lies in the positive relationships between staff, pupils and their parents. These relationships must be nurtured by a healthy exchange of information between teachers and pupils, between home and school. We always welcome parental interest in the welfare of our pupils. Whatever the nature of your query/concern you can be assured of our help.

The school works very hard to keep parents informed regarding their child's progress and any key decisions being made about their education. This includes: Parents' evenings, open sessions, sharing pupils work and assessment information.

The support of parents in their children's education is key to the success of young people. Taking time with them, discussing work, practicing language, helping them manage their homework and encouraging responsibility are important ways of supporting children's learning. A positive, supportive approach will help to build your child's self-confidence and self-esteem. Talking to them about their experiences will stimulate their interest and encourage them to try new ideas.

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### **HOMEWORK**

Homework provides another vital link between home and school. It enables parents to see the level of work their child is engaging in in class and the progress they are making. Homework begins in Primary 1. It encourages children to develop study habits and in the middle to upper stages to pace their work and to take responsibility for ensuring their work is completed and handed in on time.

Homework should be done in a quiet, comfortable place away from distractions such as television.

We make every attempt to make it meaningful, manageable and interesting, with due consideration for week-ends, local holidays, festivities, etc. wherever possible.

## PHOTOGRAPHY IN SCHOOL

Photographs may be taken within school or at school related events for following main purposes:

- enrolment/registration
- teaching and learning
- assessment
- staff development
- publicity and promotion
- identification and security
- recording of events

The school recognises the issues of child protection and personal privacy around photography and follows Highland Council's Photography Procedures for Schools which is aimed at safe guarding pupils.

Photographs may be taken by school staff, by the press, by commercial photographers or by parents. It is important to be aware that the press and other media retain the copyright to their photography. Also when class or group photographs are taken by a commercial agency, copyright is retained by the photographer.

Where practical we will strive to allow photographs to be taken by parents and guests at school events. Please note parents are only allowed to post photographs of their own child/children on social media.

## PARENT COUNCIL

Our Parent Council is a group of parents who represent all parents of children in our school. The Parent Council meets once each term. The meetings are open to all parents. Dates and times are displayed in School. The AGM is held in April/May.

Chair Person	vacant
Treasurer	Mrs D Begg
Secretary	Mrs Laura Williams

Our Parent Council can be contacted by sending an E mail to their address at [thrumsterprimarypc@gmail.com](mailto:thrumsterprimarypc@gmail.com) or by passing a letter in a sealed envelope to the school office and we'll send it home to the relevant parent council member.

## SCHOOL UNIFORM

A school sweatshirt, designed by the children is available and worn with a white or sky blue polo shirt is our uniform. School fleeces or cardigans can be worn as an alternative to sweatshirts.

Uniforms prices are currently polo shirts - £7.12    sweatshirts - £8.37    cardigans - £11.48    fleece - £12.98

Up to date prices for uniforms and ordering can be done via suppliers **Highland Workwear at [www.highlandworkwear.com](http://www.highlandworkwear.com)**. If you have any queries regarding ordering uniform please contact the school office.

## **P.E. KIT**

Appropriate clothing would be a cotton T-shirt, shorts or trackies and trainers or gym shoes. In the interest of your child's safety, no jewellery is permitted during P.E. lesson.

## **INDOOR SHOES**

All children are required to have a pair of indoor shoes for wearing in school, these maybe the same as worn for P.E.

## **SCHOOL RULES**

School rules are kept to minimum and exist to ensure the safety of the children and to prevent bullying. We, staff and pupils, agree that bullying, in any form will not be tolerated. Bullying must be reported to the Head Teacher in order that the incident can be investigated and the appropriate action taken.

No child is allowed outside the school grounds at any time, unless with the express permission of the Head Teacher, or to return home for lunch.

### **Our Golden Rules are:-**

Do be gentle

Don't hurt anyone

Do be kind and helpful

Don't hurt people's feelings

Do be honest

Don't cover up the truth

Do work hard

Don't waste time

Do listen to people

Don't interrupt

## **BEHAVIOUR MANAGEMENT**

Emphasis is on children being self aware and all children are expected to show courtesy and respect to each other and adults and to demonstrate high standards of behaviour.

A verbal reminder of the appropriate, expected behaviour is usually all that is needed.

This school takes a positive approach to behaviour: **we believe in recognising and encouraging good behaviour.** In some circumstances we may have to call on the support of parents in order to work together on the solution to a problem.

These Golden Rules cover all areas of school life. The staff remind the children of these rules in many ways and they are displayed in classrooms and around the school.

Our behaviour policy will be made available to all parents and anyone who wishes to discuss any aspect of the policy should contact the head teacher. This policy is also available on our website.

We do not tolerate bullying in school and our Anti bullying policy is available to parents on our school website at [www.thrumsterprimary.wordpress.com](http://www.thrumsterprimary.wordpress.com). A paper copy can be supplied on request.

Highland Council's anti-bullying policy –

Should you have any concerns about your child's well-being please contact the Head teacher Mrs L Mackay

## **HEALTH**

### **Administration of Medicines**

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

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

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

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

We will work with pupils and parents/carers to support the healthcare in our school, making reasonable adjustments that children and young people with healthcare needs might need and require.

Where appropriate, we will make arrangements for staff providing healthcare to pupils to receive appropriate training from a health professional, or other accredited source in the care they are providing.

Assistance with intimate care may be needed by children in any school and this will be provided if required to support these needs quickly and with respect for children's privacy, dignity and rights.

If your child requires medication, please note that this will only be administered by staff when there is clear written guidance from a parent/carer, providing:

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

## **Minor injuries**

School will only deal with minor cuts and bruises, these will be cleaned and a plaster applied. If your child is injured, falls or becomes unwell during the school day you or the emergency contact you have provided, will always be contacted and you may be advised to collect your child from school.

In the event of any injury deemed to require medical attention every effort is made to contact the parents before the child is taken to Caithness General Hospital, Wick.

Please let us know if your child develops a condition or if a condition no longer affects them. The school has occasional visits from a Dental Hygienist and a School Nurse.

The school nurse gives P1 and P7 children a comprehensive medical check-up, of which parents are informed beforehand and at which they are invited to be present.

## **HEALTH PROMOTING**

We are a Health Promoting School. We encourage staff, pupils and parents to think about healthier lifestyles.

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## **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, however a young person over the age of 12 can ask for support themselves.

## **SCHOOL TRANSPORT**

Free transport to school is available for children living within the delineated area of the school if they are under eight years of age and over two miles walking distance from the school and are eight years of age and over three miles walking distance from the school. However, they may be expected to walk part of the distance to and from the school transport pick-up point.

## **TRANSPORT APPLICATION FORMS**

Transport application forms are available from the school or on the Highland Council website or through contacting Transport Development Officer, Highland Council, Glenurquhart Road, Inverness, IV3 5NX, or [public.transport@highland.gov.uk](mailto:public.transport@highland.gov.uk)

In the interest of safety I would welcome parents insisting that their child remains seated at all times while transport is in motion.

## **SCHOOL MEALS**

Healthy school meals are cooked / prepared on the premises. They are served in the dining room under the supervision of staff. School lunches currently cost £2.30 and menu choices operate on a 4 weekly cycle.

Children with packed lunches utilise the same area and facilities.

In the interest of safety, glass containers for packed lunches are not permitted. Plastic is recommended.

Meals are ordered and paid for on a weekly basis on Mondays.

All pupils in P1-4 are currently entitled to a school meal free of charge and this is to be extended to include P5 pupils.

Application forms for free meals are available from the School Office or Highland Council Website : [http://www.highland.gov.uk/info/878/schools/9/school\\_meals](http://www.highland.gov.uk/info/878/schools/9/school_meals) and should be returned to Support Officer, Catering and Cleaning Services, Limetree Avenue, Inverness, IV3 5RH.

## **ATTENDANCE**

Good attendance is vital if pupils are to achieve their full potential. If your child is absent from school please contact the school on your child's first day of absence to let us know they are unable to attend school. If we have not heard from you by 10.30a.m; the school will telephone you to discuss your child's absence.

Children are expected to be punctual and absences should be intimated to the school either by letter or telephone. On return to school children should bring a written reason for their absence from their parent or guardian.

**Highland Council discourages the practice of taking children out for school for holidays.**

When parents are considering whether or not to remove their children from school for a family holiday, they should be aware that such a decision:

- will result in a significant loss in classroom experience;
- will result in a pressure to 'catch up' on missed work by pupils;
- could result in pupils missing assessments with consequential impact on pupils and teachers;
- could result in the loss of curricular activities;
- will affect school attendance records and efforts to raise standards of attendance;
- under the guidance issued at a national level, most family holidays will be coded as unauthorised absence, only in exceptional cases will the absence be recorded as authorised.

In conclusion, we would ask parents to be aware of these considerations when making decisions on planning holidays during term time. We have enclosed a link to the school term dates on the Highland Council website to aid parents in planning any holidays they may be considering [https://www.highland.gov.uk/info/878/schools/32/school\\_term\\_dates](https://www.highland.gov.uk/info/878/schools/32/school_term_dates)

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

**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 contact the school.**

Medical and dental appointments should be made out with the school day where possible. When it is necessary for children to be removed during the school for a medical or dental appointment then the school should be advised in advance in writing.

Parents must not remove a child from school without informing staff. If pupils fall ill during the school day, parents are contacted for them to collect their child, therefore it is essential that we have up to date day time contact numbers and emergency contact numbers for all pupils.

## **INCLEMENT WEATHER**

In the event of school transport not appearing to uplift children normally provided with transport due to bad weather conditions then these children ought to remain at home. Any parent taking a child to school will be responsible for collecting him/her and should leave a note of where contact can be made should it become necessary to put the child home early. (See Guidelines: Page 25)

## **EMERGENCY CLOSURES**

It is likely that the school will only be closed in extreme conditions. In the event of an emergency closure due to severe weather conditions or heating failure the school will follow Education Authority procedures. Parents will also get information on the school's telephone information service by dialing **0800 564 2272** then enter Thrumster school's pin number **043140**. Moray Firth Radio will broadcast information on closures during periods of severe weather.

There is also a website that you can log onto for schools closure information, it is:

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

All parents will receive a leaflet with Emergency Closure information during November each year.

## **CHILD PROTECTION**

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

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. This might involve information being passed to other agencies without immediate reference to pupils' parents or guardians.

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

More information about Child Protection Guidelines within Highland can be obtained from *Resource Manager, Mrs Linda MacLennan- Shareef, Telephone: 0800 0938100*. Or online at

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



## **EMPLOYMENT OF CHILDREN**

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

[http://www.highland.gov.uk/downloads/download/19/employment\\_of\\_children](http://www.highland.gov.uk/downloads/download/19/employment_of_children)

## **SCHOOL IMPROVEMENT STRUCTURE**

This year, because of the ongoing pandemic, all schools in Highland are continuing to focus on certain key priorities as followings:

Health and wellbeing

Recovery of learning, teaching and assessment

Attainment in session 2020/21 (focusing on identifying new or widened gaps caused by the Covid-19 situation)

A summary of this document which outlines our areas for improvement can be found on our website at [thrumsterprimary.wordpress.com](http://thrumsterprimary.wordpress.com)

## **STANDARDS AND QUALITY REPORT**

This report has sections to highlight our

- ❖ Vision and Values
- ❖ A summary of what we do well and what we need to work on in each of the Core areas of our practice which are

This document is available on request from the school office or can be viewed on our website at [thrumsterprimary.wordpress.com](http://thrumsterprimary.wordpress.com)

## **Education Scotland Inspection Report**

Our most recent inspection report can be found at:

<https://education.gov.scot/media/3sspv1f/thrumsterpselcins210120.pdf>

## **POLICIES**

Available from the school:-

- Learning and Teaching Policy
- Anti-Bullying
- Promoting Positive Behavior
- Child Protection Policy
- Equality and Diversity
- Chromebooks- terms and conditions
- ICT- Acceptable use Policy

Highland Council Policies may be viewed at [www.highland.gov.uk](http://www.highland.gov.uk)

## **SCHOOL ACTIVITIES**

### **❖ PUPIL COUNCIL**

Thrumster has a pupil council. This is a group of pupils who meet with the teaching staff to discuss the life of the school and how things could be made better for the pupils. This is the vehicle we use to get the views of the pupils on a range of subjects. Each class from P1-7 has a representative who has the responsibility of gathering the views of the class, take notes at the meetings and sharing the minutes of the meetings.

### **❖ ECO COMMITTEE**

The Eco Committee comprise representatives from P1-7. The committee meet regularly over the year under the guidance of a teacher. The committee who have achieved a bronze award from Eco Schools Scotland are now aiming for a silver award.

### **❖ FLAG**

The Food for Life Action Group comprises representatives from P1-7. They work with a member of staff to encourage healthy eating.

### **❖ JRSO**

Our Junior Road Safety officers are pupils from P1-7 and they work with the support of a member of staff to encourage pupils to be aware of their safety. They organise competitions to promote road safety messages.

### **❖ BUDDY SYSTEM**

The school operates a buddy system where the older children are encouraged to develop supportive relationships with the younger children, Children engage in buddy activities on a regular basis.

### **❖ SPORTS**

Sports day is an annual event organised by children and staff. Parents are warmly invited to attend. Children take part in a variety of sporting events over the year including rugby, football and Highland Games.

Older pupils represent their school in the Small Schools Swimming Gala, the Rural Schools Sports and are given the opportunity to take part in the Junior Triathlon.

### **❖ EDUCATIONAL VISITS**

Opportunities are provided for children to take part in educational visits and excursions. These vary in type according to the age, stage and studies of the children.

## ❖ CAITHNESS MUSIC FESTIVAL

Thrumster Primary participates in the Caithness Music Festival in June every year with each class taking part in a group entry. Children are also given the opportunity to enter solo sections.

## ❖ PRIMARY 7 RESIDENTIAL TRIP

The Primary 7's usually have the opportunity to take part in a residential trip. This is a joint trip with Watten Primary School and other rural primaries.

## ❖ INSTRUMENTAL TUITION

Currently through Highland Council's Instrumental Tuition Service children may have access to tuition for brass or wind instruments or chanter. There is a no charge for this tuition.

## ❖ LINKS

We work closely with Highland Council's Active Schools Co-ordinator and Ranger Service to provide a range of sporting and outdoor experiences for children. We have close links with Yarrows Archaeological Group and children have been involved in a variety of archaeological activities through this link.

We welcome community members to school events and are keen to participate in community events.

## ❖ PUPIL VOICE

Our Pupils say they like Thrumster School because



we all know each other and get along well.



everyone is kind to each other.



I like playing on the MUGA.



I like working with my buddy.

**STAFF LIST**  
**SESSION 2021/2022**

Mrs Linsey Mackay	Head Teacher
Mrs Lindsay Anderson & Miss Lynsey Bremner	Class teacher P1-4
Mr Fergus Silverwood, Mrs C Sinclair, Miss L Bremner	Class teachers P5-7
Mrs Helen Ellis	Additional Support Needs Teacher
Mrs Yvonne Graham	Pupil Support Assistant
Mrs Ruth Malcolm	Pupil Support Assistant
Mrs Susan Tucker	Pupil Support Assistant
Mrs Donna Anderson	Early Years Practitioner
Ms Christina Calder	Early Years Practitioner
Mrs Lynsey Wilson	Early Years Practitioner
Mrs Sandra Turnbull	Clerical Assistant
Ms Jennifer Cowie	Cook

**AREA EDUCATION MANAGER**

Alison Donald  
Council Offices,  
Drummuie,  
Golspie.

**SCHOOL TRANSPORT**

Dunnet's Transport  
01847 896760

**SCHOOL NURSE**

Mrs Joanna Ross  
Medical Centre  
Tele: Wick (01955) 604134

**SENIOR CLINICAL MEDICAL OFFICER**

Dr C Marshall  
Caithness and Sutherland N.H.S. Trust  
The Old Medical Centre  
Bankhead Road  
Wick  
Tel: 01955 605050 ext 406

## **PUPIL RECORDS**

### **Access to Pupil Records**

The Pupils' Educational Records (Scotland) Regulations 2003 extend to parents the right to 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.

### **TRANSFERRING DATA – DATA PROTECTION ACT 1998**

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

[www.gov.Scot/Topics/Statistics/ScotXed](http://www.gov.Scot/Topics/Statistics/ScotXed)

### **Transferring Educational data about pupils**

The Scottish Government and its partners collect and use information about pupils through the *Pupil Census* to help to improve education across Scotland. This note explains why we need this information, how we use it and what we do to protect the information supplied to us.

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>

### **Why do we need your data?**

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

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

### **Data policy**

Information about pupils' education is collected through our statistical surveys in partnership between the Scottish Government and Local Authorities through the ScotXed Programme which aims to help schools and Local Authorities by supporting efficient collection, processing and dissemination of statistical information.

The Scottish Government then provides analysis of the data to support research, planning, management and monitoring of education services as well as to produce National Statistics publications.

Education data within Scottish Government is managed effectively by secure systems and is exploited as a valuable corporate resource, subject to confidentiality restraints. As part of its data policy, Scottish Government will not publish or make publicly available any information that allows individual pupils to be identified, nor will data be used by Scottish Government to take any actions in respect of individuals. Data

is held securely and no information on individual pupils can or would be made publicly available by Scottish Government.

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

Information on why we collect data about pupils and who we share this data with can be found in Highland Council's [Privacy Notice](#) which is available here: [https://www.highland.gov.uk/directory-record/1095920/enrol your child at a school](https://www.highland.gov.uk/directory-record/1095920/enrol-your-child-at-a-school)

**Your data protection rights**

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

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

**Concerns**

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

**Military Families**

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

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

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

Visit the Highland Council Armed Forces Website for lots of helpful information and support  
<https://www.highland.gov.uk/info/886/schools-additional-support-needs/833/armed-forces-support-for-families-and-schools>

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

## THE HIGHLAND COUNCIL EDUCATION SERVICE

### GUIDELINES FOR PARENTS OF PUPILS TRAVELLING TO SCHOOL DURING ADVERSE WEATHER

1. The decision as to whether a pupil should attempt to travel to school in adverse weather conditions, whether by transport or on foot, lies with the parents. While recognising that education should be interrupted as little as possible, the Education Authority accepts that in severe weather conditions the safety of pupils is paramount.
2. For pupils using school transport, weather conditions and availability or otherwise of shelter at the "pick-up" point will dictate just how long a child should wait, and parents are asked to advise children appropriately in relation to prevailing conditions. During difficult weather conditions no pupil is expected to wait longer than twenty minutes past the normal "pick-up" time.
3. Parents are advised of the different circumstances affecting drivers of contract vehicles and public service vehicles. Drivers of contract vehicles are advised that they should not drop off children where there is any doubt that they may not safely reach home or other acceptable place of shelter. Drivers of public service vehicles, however, must travel by specific routes in accordance with scheduled timetables and cannot make special provision for the individual needs of passengers. In either case, but more especially where public service transport is involved, parents should arrange to have children met at the "drop-off" point if it is felt that prevailing conditions so demand.
4. Where parents are sufficiently concerned about conditions at "drop-off" points, they should contact the school as early as possible.
5. Parents should advise schools of an alternative address which may be used by their children in emergencies.
6. Some parents and pupils are often particularly concerned that important examinations may be missed, but this factor should not override good judgement. Arrangements can be made regarding missed examinations.
7. Schools will advise parents of arrangements which relate to local geographical and transport circumstances affecting each school.
8. Schools will also establish means of communication with parents and transport operators and parents should be familiar with these details.
9. Local radio stations will issue news and weather bulletins conveying information regarding traffic conditions, school closures etc. While it is recognised that such transmissions may not cover all households, and may be subject to re-scheduling in some circumstances, they will be helpful to many families. Parents are therefore advised to remain "tuned in" to be aware of ongoing road or school information updates.

Radio stations request that, since telephone lines are busy at such times, parents should not 'phone in for advice but listen to appropriate broadcasts.

#### **Moray Firth Radio**

Normal hourly news bulletins will carry local information on weather, roads and conditions affecting schools. In severe conditions normal programmes will be interrupted to carry emergency bulletins.

**Moray Firth Radio is the radio station which Thrumster School will use.**