

AULDEARN PRIMARY SCHOOL

PARENTS' HANDBOOK

The ongoing pandemic continues to affect the normal running of schools in many ways. This Handbook reflects the way the school *usually* runs but does not cover all of the changes that we have made because of the pandemic. Our arrangements have changed in many ways since March 2020, and may well change again, depending on how the pandemic develops. For the most up-to-date information about any aspect of the work of the school, please make contact and we will be able to tell you about our current arrangements. For the latest information about how the pandemic affects children, young people and families across Scotland, please visit the Scottish Government website, which has helpful information [about Coronavirus and its impact on education and children](#).

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WELCOME

It is with great pleasure that I welcome you to Auldearn Primary School and I hope that your child will be very happy during their time spent with us. We pride ourselves in being a stimulating place of learning where each individual is respected and encouraged to do their very best. We value every member of our school community and celebrate all achievement in the widest sense.

We have in place very strong home/school partnerships and welcome the support that parents can offer, not only to their own children but also by becoming involved in the wider school community. Parental support is pivotal to enhancing all the activities we provide to the children and we value all offers of help in any capacity.

Our curriculum is broad and balanced and we make every effort to ensure the learning provided is relevant and meaningful to the children and is fully preparing them with the necessary skills to live in our 21st century society. We use a variety of different learning and teaching approaches and provide opportunities for children to learn independently and with their peers. We encourage all of our children to reflect on their learning and support them in planning their next steps. We firmly believe in developing life skills that will be essential to children as they move on from primary school and face the demands made of them in the future. Our philosophy is that learning should be engaging for children and we believe that fun is an essential component of learning in Auldearn Primary. We want our pupils to enjoy their time spent here and move on with very happy memories of their time spent at Auldearn, having achieved their very best and feeling motivated and enthusiastic about their future.

I look forward to working in partnership with you and should you have any comments, concerns or ideas for improvement, please feel free to share these with me.

Mrs Angela Selkirk
Head Teacher

CHAPTER 1

OUR SCHOOL

Auldearn Primary School is located in the village of Auldearn which is two miles from the town of Nairn. The school currently has 176 pupils in the Primary and 44 in the Nursery, with provision available from Nursery 3 to Primary 7. The school is co-educational, non-denominational and it is within the authority of Highland Council.

SCHOOL BUILDING

The school consists of two buildings linked together by an attractive glass walkway. The main building was constructed in 1895 and houses the nursery, infant classes, school offices and the additional support needs room. An extension was added in 2000 and houses the junior and upper stages classrooms, a general purpose room, gym and dining room. We will have a new purpose built ELC, which opened in April 2021, with two classrooms, offering provision from 8.00am until 5.45pm. Our new facility will offer out of school care for school-aged children before and after school during term time.

GENERAL INFORMATION

<u>POSTAL ADDRESS</u>	Manse Road, Auldearn, IV12 5SX
<u>TELEPHONE</u>	(01667) 452118
<u>ABSENCE LINE</u>	(01667) 459730
<u>E-MAIL</u>	auldearn.primary@highland.gov.uk
<u>WEBSITE</u>	www.auldearnprimary.wordpress.com
<u>FACEBOOK</u>	'Closed' Facebook Page which parents can access on request.
<u>EMERGENCY MESSAGING SERVICE</u>	0870 054 6999 (pin 04 1450)

STAFFING AND CLASSES

At present the school has seven classes, one for each stage. Current staff members are as follows:

- Mrs Angela Selkirk Head Teacher
- Mrs Gill Rodgers Depute Head Teacher
- Mrs Karen Innes Principal Teacher
- Mrs Karen Innes/Miss Mhairi Dagleish Primary 7
- Mr Stephen Fraser/Mrs Sally Collins Primary 6
- Mrs Catriona West/Mrs Joanne Harper Primary 5
- Mrs Jane Watt Primary 4
- Mrs Claire Gallie Primary 3
- Mrs Jasmine Beattie/Mrs Milly Mackenzie Primary 2
- Miss Rebecca Hay/Mrs Gill Rodgers Primary 1
- Mrs Juliet Wrighton Additional Support Needs Teacher

- Mrs Nicola Williamson Clerical Assistant

- Mrs Fiona Leslie Pupil Support Assistant
- Mrs Georgia Barton Pupil Support Assistant
- Mrs Kathleen Morrison Pupil Support Assistant
- Mrs Emma Farquhar Pupil Support Assistant
- Ms Dawn Smith Pupil Support Assistant
- Mrs Lisa Benbow Pupil Support Assistant
- Mrs Julie Hoath Pupil Support Assistant

- Mrs Sue MacPherson Early Years Practitioner
- Mrs Emma Tyronney Early Years Practitioner
- Mrs Fiona Hayward Early Years Practitioner
- Mrs Zoe Morrison Early Years Practitioner
- Mrs Kim Whittingham Early Years Practitioner
- Mrs Katrina Twordzydlo Early Years Practitioner
- Mrs Emma McGowan Early Years Practitioner
- Miss Dana Green Early Years Practitioner

- Miss Caitlyn O'Connor OOSC Assistant
- Ms Dawn Smith OOSC Support Worker

- Post currently vacant
 - Miss Alison Brander
 - Mrs Sandra Ellen
 - Mrs Dot Wright
 - Mr Les Mackenzie
 - Mrs Kellie Main
 - Mrs Carol Barron
 - Mrs Jackie Crane
 - Mrs Claire Macdonald
 - Miss Zia-mai Macdonald
- Facilities Management Assistant
Head Cook
Assistant Cook & Assistant Cleaner
Assistant Cook
Assistant Cook
Assistant Cook
Cleaner
Cleaner
Cleaner
Cleaner

Other Teachers

- Mrs Julie Lawson
 - Mrs Sally Collins
 - Miss Mhairi Dalgleish
- Art
CCR Cover, Primary 6
CCR Cover, pupil support

Instructors

- Mr David Hay
 - Mr Jim McGregor
 - Mr Ian Shires
- Strings Tutor
Chanter
Brass

SCHOOL HOURS

Nursery 08.00-17.45

P1-3 09.15-12.15 13.30-15.15

P4-7 09.15-12.45 13.30-15.15

Out of School Care Breakfast Club: 08.00 - 09.00

Out of School Care: 15.15 - 17.45

SCHOOL ENROLMENT

School Enrolment for Primary one takes place during the last week of January each year. Details are printed in the local press and will also be announced on the school website/Facebook Page. Enrolment forms can be found on the Highland Council Website.

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

P1 Enrolment for August 2022 is week beginning Mondayth 31st January 2021.

Nursery Enrolment for August 2022 is week beginning Monday 14th February 2021.

PLACING REQUESTS

If you live outside the catchment area for Auldearn Primary you must initially enrol with your local school then request a place at Auldearn. Placing request applications are made to the South Area Education and Learning Manager online at

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

South Area Education and Learning Manager, Fiona Shearer is based at Highland Council Headquarters, Glenurquhart Road, Inverness IV3 5NX. Parents who are granted a place are responsible for any transport costs.

Parents should note that having a place in Auldearn Nursery does not guarantee a place in Primary One if you reside outside the school catchment area. In a similar way, having a Primary Seven place at Auldearn Primary does not guarantee a place at Nairn Academy if you live outside that school's catchment area.

MISSION STATEMENT

In Auldearn Primary School we respect each other and work as part of a team. We are honest with each other in a warm, welcoming manner, treating everyone equally.

SCHOOL AIMS

- To create a happy, secure and safe environment in which all members of the school community treat each other with mutual respect and fairness
- Deliver a broad, balanced and inclusive curriculum which allows each child to achieve his or her full potential
- Provide high quality learning and teaching experiences which promote active learning
- Encourage and support the development of positive lifestyles and attitudes with a particular focus on health and wellbeing
- Make a contribution to the life of the community through actively promoting partnerships with parents, professional agencies, individuals, businesses and the wider community.
- Be a learning community which supports families, learners and staff in their commitment to life long learning.

Our school aims are currently in the process of being reviewed in partnership with pupils, staff and parents.

STARTING PRIMARY ONE

Prior to your child starting Primary 1, parents are invited to the school for an information evening to find out about the early stages curriculum and teaching methods. This also gives an opportunity to tour round the infant department and ask any questions you may have. This is held at the beginning of June. We provide an information pack for parents containing a variety of materials to help support you at this very important stage.

COVID permitting, parents are invited to attend workshops held throughout the year to enable them to support their children at home.

ACCESS TO SCHOOL

For safety reasons parents are not permitted to use the school parking area to collect or drop off children.

School buses will use this area as a drop off and collection point.

SCHOOL TRANSPORT

Pupils in our designated area are entitled to school transport if they travel more than three miles to school and are eight years or older. For pupils under eight this distance is reduced to two miles. Please note that any child who is in the school as the result of a placing request is not eligible for free transport. In such cases, transport is the responsibility of the parents.

Children who travel on the school bus are expected to be well behaved throughout the journey and comply with the School Bus Charter which was developed in consultation with the children who travel to school by bus.

If you require an application form for school transport, please contact the school office.

MILITARY FAMILIES

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

We understand some of the challenges that service life can bring and we look forward to working with you to ensure a smooth transition for your child coming into or moving from our school. Please get in touch as soon as possible to help us to work with you to ensure that transition is as smooth as possible. The Highland Council Armed Forces Website has lots of useful 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 the Head Teacher if you require further information.

CHAPTER 2

YOUR CHILD IN SCHOOL

THE CLASSROOM

Each teacher provides a well organised classroom full of attractive displays of pupils' work thereby creating a productive and stimulating learning environment. All teaching in class reflects the individual needs of each child. In certain aspects of school work, particularly in language and mathematics, the teachers organise their classes in such a way that children can spend some of their time working in ability groups.

The teacher is able to pace the progress of each group to match the pupil's ability. Individual pupils are taught by the teacher on a one to one basis when necessary.

In other areas of the school curriculum, children work in mixed groupings to promote co operation and joint responsibility. Children develop social skills and positive attitudes when working with others.



TEACHING METHODS

In each stage of the school, the children are taught in a variety of ways during the school day: as a class, in ability groupings, as individuals or in mixed ability groupings. Occasionally children may join with other pupils of similar ability from another class to undertake work. Our levels of attainment in mathematics, reading and writing are evidence of our success.

Pupils enjoy a variety of ways of working and form relationships with other pupils and staff. Each teacher has the freedom to choose the most appropriate method of teaching to fulfil his/her aims.



LEARNING AND TEACHING

Quality learning and teaching is our top priority at Auldearn Primary. We aim to help every child achieve their full potential and become a successful learner, confident individual, effective contributor and responsible citizen. Teachers at each stage of the school will help children to understand what this looks like and how the choices they make on a day to day basis help them to achieve these outcomes.

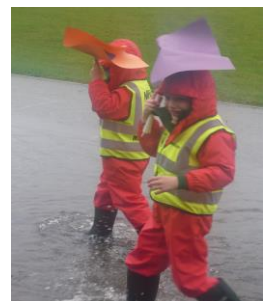
We firmly believe that effective learning occurs when children are happy and secure in their learning environment and when they are actively involved on their own learning.

In school we encourage the children to understand what they are learning through sharing the purpose of the learning at the beginning of the lesson. Children are encouraged to see what the end product will look like for them and are taught strategies to help them explain their learning to others. At the end of a lesson, or end of day, children will be asked to reflect on their learning and think about where else they could use their new knowledge and skills.

CURRICULUM FOR EXCELLENCE

"Bringing learning to life and life to learning"

Curriculum for Excellence is in place across Scotland for all 3-18 year olds. It aims to raise standards, prepare our children for a future they do not yet know and equip them for the jobs of tomorrow in our constantly evolving world.



Curriculum for Excellence enables teachers to teach more creatively, promoting learning in context with scope for children to learn across many curricular areas in one lesson.

Teachers and practitioners will share information to plan a child's "learning journey" from 3-18, helping their progression from nursery to primary, primary to secondary and beyond, ensuring key transitions are smooth. All children will continue to work at a pace they can cope with experiencing appropriate challenges. Curriculum for Excellence balances the importance of knowledge and skills.

Every child is entitled to a broad and deep general education, whatever their ability. The curriculum aims to develop skills for learning, life and work to enable children to become life long learners equipped with the skills and confidence to secure work in the future. It brings real life to the classroom, making learning relevant and aims to help children apply their learning to life beyond the classroom. It develops skills so that children can think for themselves, make sound judgments, challenge, enquire and find solutions.

There will be new ways of assessing progress and ensuring children achieve their full potential.

Ultimately, Curriculum for Excellence aims to improve our children's life chances, to nurture successful learners, confident individuals, effective contributors, and responsible citizens, building on Scotland's reputation for great education.

THE CURRICULUM

This is what is taught in school and it falls into the broad areas of

- Languages and Literacy
- Numeracy and Mathematics
- Health and Wellbeing
- Expressive Arts
- Religious and Moral Education
- Sciences
- Technologies
- Social Studies



LANGUAGES AND LITERACY

Literacy is fundamental to all areas of learning as it unlocks access to other areas of the curriculum. Being literate increases opportunities for each child in all aspects of life, and lays the foundations for lifelong learning and work. Our ability to use language lies at the centre of the development and expression of our emotions, our thinking and learning and our sense of personal identity. Literacy is organised in three ways: listening & talking, reading and writing.

At Auldearn Primary part of our approach to reading is based on the Emerging Literacy Project. We teach children in Primary 1 their initial sounds, moving on to blending and also target sight words. You can learn more about how we teach reading and how you can help at home from our information evening.

Children will use a variety of resources for reading, including Oxford Reading Tree, Big Cat and Pelican and will read a variety of genre.

Language activities will frequently be taught in an active way with children working in groups or with support staff to play games or undertake practical tasks. The older children may act as buddies for the younger children, with the older children often learning a thing or two from the youngsters. In the early stages the children will bring their reading book home with them for you to share in their reading progress, but older children will be encouraged to choose a personal reader from the vast selection in our upper stages library. We provide children with a balanced diet of literature by reading novels to each class during the school year and where appropriate a teacher may study a novel with the class.

Writing activities for the children will often be linked to work they are doing in another part of the curriculum to help them to see a purpose for their writing. Skills development is also very closely tied to the reading work going on in class to allow children to see the connections in how texts are formed and allow them to learn to create their own stories in particular styles.

In conclusion, our focus is about children working together, with a purpose to their language work, and to have fun. To enhance the fun in learning we celebrate events such as World Book Day or National Poetry Day. This usually involves lots of dressing up and celebrating each others work.

NUMERACY AND MATHEMATICS

Numeracy, within the framework of a Curriculum for Excellence, is not just about maths and the maths lesson. Numeracy is a life skill which will grow and develop.

At Auldearn we encourage children to see that numeracy and maths are all around us and that it is applicable to every day life. We promote learning in a real life context and help children see the connections to other areas of the curriculum.



We want children to understand basic number skills, measurement, money, shape, graphs and how to work with information. Oral work and mental skills are stressed from P1 to P7 with children practising mental arithmetic, times tables games and problem solving.

Both the computer and the calculator are used throughout the school as aids to learning. We are fortunate to have a wide variety of mathematical resources including textbooks, games, interactive materials and number themed outdoor learning materials.

HEALTH AND WELLBEING

The Curriculum for Excellence is clear on the importance of good health and wellbeing in our lives. Children's ability to realise their full potential is clearly related to them having good mental, emotional and physical health and wellbeing. At Auldearn Primary we have been awarded Health Promoting Status. We are keen to promote the wellbeing of children, parents and staff.

Health and wellbeing is taught through Social Subjects and also as a discrete subject with children learning about themselves, healthy habits, healthy eating, hygiene and human growth. In Primary 1 and 2 great emphasis is placed on Personal Safety which is part of our Primary 1 to 7 programme.

Primary 1 to 7 take part in Drug and Nutrition Education which strongly emphasises keeping healthy and safe.

In P6 and P7 we help children to understand puberty and menstruation as part of our Sex Education. The school nurse assists with this and parents will be sent an information letter before the work starts and will also be invited to discuss any aspects with the class teacher.



Physical Education (PE)

We encourage all of our children to develop sound physical health skills through a planned programme of physical education. Our children experience a wide variety of PE activities including gymnastics, games, dance, athletics and fitness.

Children are also given the opportunity to develop their interest and skills through participating in an extensive range of after school activities provided by our Active Schools Co-ordinator Andrea MacKenzie.

A block of 11 weeks swimming tuition is offered to Primary 4 and Primary 5. This takes place at Nairn swimming pool under the instruction of the pool staff. The tuition is provided by Highland Council with the school incurring the transport costs. As a result, parents are asked to contribute £2.00 per session paid to the teacher on the day.



Personal and Social Development

At all stages of the school we work hard with the pupils to promote personal development, encouraging positive attitudes towards themselves and others. We encourage the children to develop tolerance and respect and we show them how to cooperate and share with others. Pupil achievement, in school and out with, is recognised and celebrated at our weekly assembly in the "Well Done Auldearn" slot.

Our Pupil Council meets regularly and provides a forum for pupils to express their views about all aspects of school life. We have different groups of pupils working on different aspects such as Class Reps, ECO, News Group, Playground Games, Positive Behaviour, Junior Road Safety and Kindness.

EXPRESSIVE ARTS

This area of the curriculum covers Drama, Art and Music all of which seek to enable the children to develop relevant artistic skills and allow them to express their creativity.

These activities are an important element in the curriculum and contribute to the all round development of the child. Teaching staff make sure that all children participate in a balance of activities.



RELIGIOUS AND MORAL EDUCATION

Religious and Moral education is ongoing in every primary classroom. We aim to make each child aware of their uniqueness and yet to realise his/her responsibility to others within the context of the school, the home, the community and the wider world. We try to help the children to have a deeper understanding of their own emotions such as love, happiness and sorrow and also highlight the need to share these emotions with people. The fact that Christianity has a special place within the history, culture and values of our society, and local area, is reflected in the generally Christian based approach

taken in this school, but other religions are also studied. Local ministers visit the school once a month to speak to the children at assembly.



Please note that any parent may request that their child is withdrawn from Religious Education. Please contact the Head teacher should you wish to do so.

SCIENCES

There is a planned programme in place which ensures that all of our children have experience of working with each of the sciences. This will be done in context linked to social subjects or as part of a discrete lesson if required. Our children are also given the opportunity to learn from others as part of our partnership working with local resources such as Forest School and the Countryside Ranger.



TECHNOLOGIES

Children in Auldearn have access to a range of technology to aid and enhance their learning. Primary Six and Primary Seven have a personal Chrome Book Computer which they can take home once the pupil and their parent have signed the agreement form. Primary Three, Four and Five share a set of Chrome Books. The younger classes have access to a set of Chrome Book Tablets. Each class also has a smartboard and all equipment is internet linked, though access is restricted by use of software containing filters.

For the protection of children and staff a code of conduct details the rules for internet safety and this is on display around the school. Children are reminded by staff that they should use the internet safely and sensibly.

There are regular Internet Safety Sessions delivered by staff and the pupil Digital Leaders,

AUDEARN PRIMARY SCHOOL

RULES FOR RESPONSIBLE INTERNET USE

- I will ask permission from an adult before using the internet
- I will use my own log in and password which I will not share with others
- I will not access other children's files or folders
- I will only use the computer for school work
- I will only e-mail people my teacher has approved
- Any e-mail I send will be polite and sensible
- I will not give my full name, home address, phone number or arrange to meet anyone when using the computer
- I will tell the teacher if I see anything I am unhappy with or I receive any messages I do not like
- I know that the school may check my computer files or monitor sites I have visited.

SOCIAL STUDIES

In social studies children are given the opportunity to learn about their own and others place in society through investigating the lives of people in the past and how this has a direct effect on them and their lives, the part they have to play in looking after their environment and how they can best use the environment to enhance their learning. As children progress through the school their experiences will be broadened using Local, Scottish, British, European and World contexts for learning.

Through Social Studies children will have the opportunity to learn through a number of cross cutting themes such as Enterprise, Citizenship, Sustainability, Eco Schools and Health and Wellbeing.



Teachers are encouraged to take children out of school as often as possible to study not only our immediate environment but also other relevant areas. This allows learning to be meaningful and real for the children. As a school we are in the advantageous position of being able to access transport through the community mini buses to support our educational visits.



We have extensive school grounds which includes an outdoor classroom and willow structure.

ECO CLUB

We are taking part in the Eco Schools initiative in consultation with pupils, staff and parents and aim to look at energy efficient measures, recycling, improving school grounds and learning more about our natural environment. We have been awarded a Green Flag since 2012 and work towards its renewal each year.



PUPIL COUNCIL

The Pupil Council has a variety of groups for pupils to join, often suggested by the pupils themselves. One group has recently been working towards an Ocean Guardians Award and we have been looking at reducing and re-using plastic.



SCHOOL IMPROVEMENT

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)**

Each year, the school carries out self-evaluation exercises which involve staff, pupils, parents and other stakeholders. The most recent Standards and Qualities Parent Version Report can be found on the school website. A full report is available on request. This report also contains information about how we have worked to close the poverty-related attainment gap.

Our plans for School Improvement are also to be found on the school website, again this is a Parent Friendly version but a full version is available on request.

Details of our school performance at local and national level can be obtained by looking at the Education Scotland Parentzone School Information Dashboard listed below.

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

Auldearn Primary Areas of Discovery and Exploration

	Term 1 Aug to Oct	Term 2 Oct to Dec	Term 3a Jan to Feb	Term 3b Feb to Mar	Term 4 April to June
	Bright New Scotland	Enterprise and Caring Scotland	Scotland in the World		Healthy Scotland
	Sustainability and Science	Enterprise and Citizenship	People, Past Events and Societies	People, Place and Environment	Health, Well being and Science
Primary 1	Me and my Family	What do children need?	The World we live in		Health and Wellbeing
Primary 2	My Body	What can we do for each other?	Auldearn and Nairn		Growing Things
Primary 3	Transport	Helping in our community	Weather, Climate Scotland (Burns)	Energy (Science)	Healthy Food and Cooking
Primary 4	Reduce, Reuse, Recycle	Making a Difference	Scotland		Healthy, Safe Bodies
Primary 5	Science Changing States	Being Charitable	Continental Europe		Healthy Heart Biodiversity
Primary 6	Space and Forces	Fair Trade/Global Issues	Family Tree Jacobites/ Clearances		Health and Relationships
Primary 7	Changing Challenges	A Seasonal Enterprise	Taking a Step Back e.g. World War Two		Moving On/Taking Responsibility

CHILD PROTECTION

It is the responsibility of all school staff to ensure that our children are safe and free from harm. We are obligated to report any issues regarding child safety and protection whether as a concern or as a direct result of a disclosure from a child. Concerns would be reported to Social Work Services in the first instance and this may lead on to a joint Social Work/Police investigation.

All agencies involved in Child Protection are obliged to make the welfare of the child their paramount consideration and this will always be the priority. Information may be passed to other agencies without consent from parents/carers.

A full copy of the Child Protection Procedures is retained in the school and all staff are regularly trained in relation to procedures. The designated member of staff for Child Protection is the Head Teacher.

CHAPTER 3

PARENTS AND SCHOOL

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.



It is the aim of the school to develop a partnership between parents and staff so that through regular communication we can take appropriate care of your child and provide them with the best possible education. Parents will receive a letter each term from the class teacher giving an indication of the aspects of the curriculum being covered that term.

All parents are invited to the school twice a year to discuss their child's progress with the class teacher. This usually takes place in November and March. Key Assessment Tasks are carried out over the year and these are sent home to give parents an opportunity to comment on their child's learning. Class teachers have a Learning Conversation with each child at the end of each term where targets are reviewed and set for the new term. A sheet detailing the main points of this discussion is also sent home at the beginning of each term which parents are encouraged to comment on too. A short written report of your child's overall progress is sent home in June.

Throughout the year there are opportunities for parents to come into school during the day. There is an Open Afternoon in October to allow you to meet the class teacher, in an informal way, and to see the learning going on in the school.

There may be occasions when you are concerned about your child and rather than worry about a particular problem you should contact the school as soon as possible to make an appointment to see a member of

staff. The school will always endeavour to resolve issues by listening to parents and working together to reach a positive outcome. Should a situation not be resolved, parents can contact the Area Education Manager, who is based at Highland Council Headquarters, Glenurquhart Road, Inverness IV3 5NX.

Parentline is a website which offers good advice for parents about a wide variety of subjects. The link is below

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

Similarly, if we become concerned about your child's progress or behaviour we will notify you immediately and invite you to school for a discussion.

WOULD YOU LIKE TO HELP IN THE SCHOOL?

There are many ways in which parents can help in the school and all help is appreciated. We are always seeking parents to accompany children on Educational Outings and to swimming. If you have a particular skill or talent, we are always keen for this to be shared with the children. If you would like to help in the school, please speak to Mrs Williamson in the school office.

PARENT WORKSHOPS

Parents are invited into school for talks, discussions and workshops on various curricular issues over the session. Sometimes this will involve a large group of parents or may be specific to a class or stage.

SOCIAL MEETINGS

We invite parents in for open days, assemblies, concerts and to support in fundraising activities. Details of all the school's activities can be found in our regular Newsletters to parents and our "Dates for the Diary" sheets. Our school Facebook page and website also give detailed information.

<https://auldearnprimary.wordpress.com/>

PARENT COUNCIL

The school has a very active Parent Council which fully promotes partnership between the school, parents and children. We currently have two members for each class, including nursery, as well as a Chairperson, Secretary and Treasurer.

Parent Council meet, on average, twice a term with the meetings being open to all parents. Meetings are usually held on a Monday evening in the school.

The Chair of the Parent Council is Jenny MacPherson and should you wish to contact her, details can be sourced from the school office. The Parent Council regularly updates the wider Parent Forum through a slot in the school newsletter.

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

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

CHAPTER FOUR

YOUR QUESTIONS ANSWERED

IS THERE A UNIFORM?

Yes we do have a uniform and it is school policy to encourage children to wear it.

The choice is from:

trousers/skirt

grey/black

school polo shirt

yellow

school sweatshirt

green



It should be noted that some girls often wear green and white checked dresses in the summer months and the boys wear grey/black shorts.

Our uniform is a practical form of dress and helps our children identify with their school. Details of how to buy our uniform can be obtained from Mrs. Williamson in the school office.

In the spirit of being an Eco School the school has a stock of pre owned uniform at the school office which can be collected in return for a small donation to school funds.

Children are also requested to keep a pair of indoor shoes in school which they change into when they come into the building.



For Physical Education (PE) all children need gym shoes or trainers, shorts and a T shirt.

For safety reasons children are not allowed to wear jewellery of any kind whilst participating in physical activities. If earrings cannot be removed, please make sure that each earring is taped on PE days.



An old shirt or overall is advisable for Art and Craft. This can be sent in at the beginning of the school year to be stored in class.

It is very helpful if all clothes are clearly labelled with your child's full name.

We would prefer that your child did not bring to school any personal belongings of value. If items are lost or damaged the result may be that your child is distressed. We actively discourage children from bringing toys to school for this reason too.

FREE SCHOOL MEALS AND ASSISTANCE WITH CLOTHING

Highland Council operates a scheme of provision to ensure that every child is sufficiently and suitably clothed to take full advantage of the education provided. Families in receipt of Income Support qualify for such a scheme and those in receipt of Working Families Tax Credit may qualify for such a scheme. Parents who wish to apply for assistance should complete an application form, available on the Highland Council Website or directly from the school office.

https://www.highland.gov.uk/info/878/schools/9/school_meals

IS THERE A CHOICE FOR LUNCH?

Children who opt for school lunch will always have a choice between two meals. Children choose from the menu in the morning. All lunches are prepared and cooked on the premises.

All children in P1-P4 are automatically entitled to free school lunches.

The charge for P5

-P7 for a meal is currently £2.30 and this can be paid on a daily/weekly/monthly basis by your child at the school canteen between

8.45am and 9.15am. If paying by cheque it should be made out to Highland Council.

Children who bring packed lunches also eat in the dining room. If you wish your child to go home for lunch on any day, please inform the class teacher.

Children are entitled to free school meals if their parents are in receipt of Income Support. Please contact the school office or look on the Highland Council website for further information.

WHAT HAPPENS IF MY CHILD HAS AN ACCIDENT?

All minor accidents are treated in school. If we feel that medical treatment is required, the following action will be taken:

- a) The school will contact you or, if you are unobtainable, your emergency contact.
- b) The school will telephone the health centre or hospital if necessary and arrange to have your child taken there, accompanied wherever possible by you or some one else nominated by you.
- c) The Head Teacher will report the accident to Highland Council.

If a child becomes ill, we will always try to inform the parents. It is extremely important for each child to have an emergency contact number especially if both parents work. Whilst waiting for you to arrive your child will be cared for in school.

If your child is taking medication or has a medical condition which might affect him/her in school it would be appreciated if you could discuss this with the Head Teacher, so that appropriate action can be taken. If you require your child to receive medication during the school day you must complete and sign a medical form. Forms can be collected from Mrs Williamson at the school office.

HOW DO YOU MANAGE BEHAVIOUR?

All of the staff in Auldearn adhere to the recommendations of our Positive Behaviour Policy which gives clear guidance on how to prevent and deal with any challenging behaviour.

We believe in a preventative approach where we encourage a supportive ethos ensuring that every child is happy, well motivated to learn, experiences success and learns to be responsible for his/her own actions.

The Positive Behaviour System followed in the school is called "It's Good to be Green".

1. Every child starts the week with a green card.
2. Should behaviour merit it a verbal warning will be given by a member of staff. A 'Stop and Think Card' may be shown.
3. If behaviour persists the child will then be given a yellow card and will lose five minutes of Golden Time.
4. If a child should continue to behave inappropriately they will then be given a red consequence card which has to be taken along to the Head Teacher. All red cards are logged and parents will be contacted. When children realise that the school and parents work co-operatively together, they respond positively to this level of support.
5. For serious incidents a red card may be issued straight away.

If a child is green all week they will have thirty minutes Golden Time on a Friday afternoon.

Silver Privilege cards are also used within the school and can be issued by the Head Teacher and staff for outstanding kindness, personal achievement or at a class teacher's discretion. This means that the child will get to choose an activity that is special to them from a list compiled by the Pupil Council. Privilege Cards are awarded weekly at Assembly.

ARE THERE SCHOOL RULES?

Yes as you would expect, we need rules to ensure the children remain safe in school. The most important rules are listed below:

- Children are not allowed out of the playground at break or lunchtime except pupils who are going home for lunch.
- Children are not allowed in the school car park and should enter the school via the stairs to the playground unless being dropped off by bus.
- Children who require to leave school during school hours must bring in a written note in advance and must be collected from the school

office by an adult. We are not permitted to allow children to leave the premises unsupervised.

- Children are required to behave in a courteous, socially acceptable manner at all times and have a set of Golden Rules to help them to do this. These rules are displayed around the school and are frequently discussed in class and at assembly.

AULDEARN 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 peoples' 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 |

The link to Highland Council's Anti-Bullying Policy is below.

https://www.highland.gov.uk/downloads/file/19358/anti_bullying_-_guidance_for_schools

DO CHILDREN RECEIVE EXTRA SUPPORT?

When we are concerned about the progress a child is making we will refer the matter to the Learning Support Teacher in consultation with parents. We have a Learning Support Teacher who works three days a week and is trained to assess children and identify particular needs. Once needs are identified a programme of work will be drawn up to support the child in partnership with the class teacher. On occasion the Learning Support Teacher may work on a one to one basis with children either to support learning or to increase challenge for children who are exceeding expectations.

All children need support to help them learn. Some children require more help than others. We follow The Highland Practice Model staged approach to assessing, identifying and supporting additional support needs. In this model every child has a 'named person' who is responsible for making sure

that the child or young person has the right help to support his/her development and well-being.

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

[Support for Learners Website](#)

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

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

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

http://www.highland.gov.uk/downloads/file/230/highland_practice_model_-_delivering_additional_support_for_learners

<http://forhighlandschildren.org/>

The website below has useful information for parents on a variety of topics.

<https://www.thrivingfamilies.org.uk/>

WILL MY CHILD GET HOMEWORK?

Auldearn Primary is fully committed to homework for all the benefits it brings. Homework given reflects the learning going on in the class that week and gives parents a valuable snapshot of what their child is doing. We believe that parents have an important role to play in extending and reinforcing their child's learning at home.

Throughout their school career children will be set homework. The amount and type of homework will vary according to the age and ability of the child. You will be able to communicate with the class teacher about homework on the homework grid if required.

CHAPTER 5

OTHER USEFUL INFORMATION

RESIDENTIAL EXPERIENCES

Where possible, Auldearn Primary arranges two residential experiences in a school year; a week long ski trip in February for Primary 6 and 7 and a week long activity week for Primary 7 in June. The visits are on a planned basis according to the availability of staff each year who give up their time willingly to support children in this way. Parent helpers are usually required for the ski excursion. Parents are informed well in advance of any excursion and given the opportunity to pay for these trips over the school year.

BOOK FAIR

The school organises a book fair once a year to coincide with November Parents' Evenings.

PLAYGROUND SUPERVISION

Pupil Support Assistants and the Head Teacher take care of the pupils at lunchtime and interval. Should an accident occur two supervisors are trained in first aid and will also access help from the staffroom if necessary. There is a variety of equipment for the children to play with and it is part of the Primary 7 duties to put out the equipment and return it to the cupboard.

The playground is supervised in the morning 20 minutes prior to school starting from 8.55am. Children should not enter the playground before this time.

ABSENCE

To obtain the full benefit of Education your child must attend school regularly and should not be absent without a reasonable excuse.

- If your child is ill please let us know as soon as possible using the school answering service, by phoning the office or by note. Any

unexplained absences will be followed up immediately, after 9.30am on the first day of absence.

- Highland Council Policy regarding holidays during term time is in line with Scottish Executive Guidelines, and any absence for this purpose will be recorded as "Unauthorised" in the attendance register.
- The school term dates can be found on the School Newsletters and are also available on the Highland Council website for parents planning any holidays a few years in advance.

<https://www.highland.gov.uk/info/878/schools/32/schooltermdates>

ADVERSE WEATHER AND SCHOOL CLOSURE

Full guidelines for parents about adverse weather conditions are issued annually in October. Should the school have to close early because of adverse weather all parents will be contacted and children will be kept at school until we are sure there is someone at home or their emergency contact is available. In the event of severe weather first thing in the morning parents should consider if it is safe for their child to travel to school and always bear in mind that there may have to be an early closure during the day.

If the weather is so severe that the school cannot open for the day the Head Teacher will leave a message on the automatic telephone service, contact Moray Firth Radio and add the school to the Highland Council closures website. The website address is

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

Guidelines on how to use the 'phone service

- *Dial the access number - 0870 054 6999*
- *Now enter the school's pin number -041450*
- *You will now hear the school's name. Ensure this is correct before going on.*

- *You will now be taken to the MAIN MENU where you will be given four options*
- *Press 1 to hear the adverse weather message which will tell you if the school is open or closed and will also give information on the school buses.*

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 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.

Why do we need your data?

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

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

Your data protection rights

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

<http://www.gov.scot/Topics/Statistics/ScotXed/SchoolEducation>

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.

OPEN DOOR POLICY

We welcome comments and questions at any time, 'the door is always open'. If you have any further questions, please do not hesitate to get in touch with us.

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.

December 2021