

Positive

Inclusive

Ambitious

“Together, everyone achieves more”

School Handbook

Hilton of Cadboll Primary School 2022 -2023



Hilton of Cadboll Primary School
Hilton
By Fearn
IV20 1XR
Tel: 01862 832272

e-mail: hiltonofcadboll.primary@highland.gov.uk

School website: <https://sites.google.com/tainroyalacademy.net/hiltonofcadboll>
Also find us on Facebook and Twitter: @HiltonofCadboll

Head Teacher: Mrs R. Rooney
Principal Teacher: Mr B. Mackay

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Dear Parent/Carer,

I am very pleased to welcome you and your child to Hilton of Cadboll Primary School. We look forward to a long and lasting friendship and partnership with you. The purpose of this brochure is to give you as much information, in an easily digestible form, about our school. It is, however, by no means exhaustive and if you have any queries you feel this booklet fails to cover, do not hesitate to contact me.

Parents are most welcome to get involved in the life of the school. We have an active Parent Council who meet regularly. Please do not hesitate to come forward and express your opinions and offer your services at any time.

Finally thank you for taking the time to read this brochure. The school staff look forward to a happy and successful partnership in the future with you and your child.

Yours sincerely,

Mrs Ruth Rooney
Head Teacher

Introduction

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](#).

Hilton of Cadboll Primary and Nursery School sits on the Seaboard peninsula behind the villages of Hilton, Balintore and Shandwick. The catchment area consists of these villages as well as the surrounding areas including Broomton to Geanies, and Loans of Tullich to Pitkerrie.

Hilton of Cadboll Primary and Nursery School is a non-denominational school taking stages from Nursery at 3 years old to transfer to secondary at around 12 years of age. For secondary education, pupils transfer to Tain Royal Academy.

There has been a “school on the hill” since 1875, catering for generations of children from the Seaboard area of Easter Ross. The present school was built in 1961. It is surrounded by generous playing fields and offers an open outlook in all directions.

The school building offers spacious classrooms with ample facilities for art, music, physical education, etc. There is a bright, pleasant environment for learning. A kitchen and dining area are also incorporated into the main building.

Our current school roll is 121 and our current nursery roll is 39.

Section 1 – School Information

School Ethos

At Hilton of Cadboll Primary and Nursery School we pride ourselves on having an excellent school ethos, where our children and staff work together, along with our school and wider community, on our journey to excellence.

Together, time has been spent working with the staff, our children, parents and local community on the process of developing a shared vision, aims and values for our school. These are regularly reviewed and updated (November 2020).

Our vision, values and aims

These have been written in consultation with pupils, staff and parents to embrace the Highland Council vision statement and have been encapsulated as a mission statement for the school and its work. We are currently in the process of reviewing our Vision, Values and Aims which will be updated once all stakeholders have been consulted.

Vision

Our school vision is ‘Together, everyone achieves more’. This was done through staff, children, parents and the wider community working together.

Values

H – helpful
I – independent
L – learning
T – together
O – outdoors
N - nurturing

Aims

In partnership with parents and the wider community we aim to be:

- Positive
- Inclusive
- Ambitious

Teaching Staff

Head Teacher
Principal Teacher
Additional Support Needs Teacher

Mrs Ruth Rooney
Mr Blair Mackay
Mrs Julie Sellar (Tuesday and Wednesday)
Mr Greg Humble (Tuesday)

Primary 1
Primary 2/3
Primary 3/4
Primary 5

Miss Catriona MacRae
Mr Blair Mackay
Miss Joanna MacKay
Mrs Erin Wilmot (Monday morning – Thursday)
Mrs Ruth Rooney (Monday afternoon and Friday)

Primary 6
Primary 6/7

Mrs Natalie Reid
Mrs Emma Deeth (Monday – Wednesday)
Ms. Susan Gunn (Thursday – Friday)

Additional Teaching Staff:

Mrs Lorna O'Regan
Mrs Carol O'Connell (Covid Recovery Teacher)

Visiting Teachers/Tutors:

Mrs Norma Swanson (P.E)
Mrs Jan Murray (Music)
Mrs Debbie Ross (Strings instructor)
Mr Mark Bell (Brass instructor)
Mr Roy Hamilton (Drumming instructor)
Mr Niall Matheson

Nursery Staff :

Mrs Rebecca Smith
Mrs Rachel Smith
Mrs Julie Shearer
Miss Rachel Mackle
Mrs Alana Walker
Miss Hannah McCarthy

Early Years Practitioner
Early Years Practitioner
Early Years Practitioner
Early Years Practitioner
Early Years Practitioner (fixed term contract)
Early Years Practitioner (fixed term contract)

Pupil Support Assistants:

Mrs Ann Mackenzie
Mrs Rona Fleming
Mrs Di Simpson
Mrs Katrina Corbett
Mrs Roberta Ross
Miss Laura Cochran
Mrs Sheena Munro
Mrs Maureen Wood

Office Staff:

Mrs Michelle MacPherson

Janitor/FM:

Mr Kevin Mackenzie



Catering Staff: Mrs Lesley Murphy
Mrs Stephanie Anderson
Mrs Emma Renwick
Mrs Samantha Vass

Cleaning Staff: Ms. Sue Simpson
Mrs Jude Henderson

The School Day

Nursery: 9am – 3pm

At Hilton of Cadboll Nursery we offer 1140 hours funded early learning and childcare.



Primary 1 - 7: 9.00 am. – 12.30 pm

1.15 pm. – 3.00 pm

Intervals Break time: 10.45am – 11.00am

Lunchtime: 12.30pm. – 1.15pm

Term Dates

Autumn

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

Winter

- Winter term starts - 24 October 2022
- Winter term ends - 23 December 2022

Spring

- Spring term starts - 9 January 2023
- Mid-term break - 20 and 21 February 2023
- Spring term ends – 31 March 2023

Summer

- Summer term begins - 17 April 2023
- May Day holiday – 01 May 2023
- Summer term ends – 30 June 2023

In-service days

- 15 August 2022
- 12 and 13 September 2022
- 22 February 2023
- 05 June 2023

Enrolment

Primary 1 enrolment

Parents may choose to enrol their child to begin school in August if that child's fourth birthday falls before the last day in February of the following year. Enrolment of new Primary 1 pupils take place in February and notice of the exact enrolment dates are given in the local press and notices will be on display in the community area of the school.

Arrangements are made in late May for the new Primary 1 pupils to spend some time in school to get to know their new teacher (if possible) and the school building. Those attending the Nursery make frequent visits to Primary 1 throughout the year to share their learning.

It is usually possible to find places for pupils wishing to enrol at other stages in the school. In the first instance parents should contact the Head Teacher via the school office for details of available places and how to apply. Priority for places at Hilton of Cadboll are given to those living in the catchment area but parents can apply for a placing request through the Area Education Manager. Please see detail below.

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, Derek Martin. Placing request forms can be obtained from 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 outwith the school catchment area and their parents wish them to attend Hilton of Cadboll Primary and Nursery School they can contact Mrs Rooney to arrange a visit.

Parents of children with additional support needs, (including those that have Co-ordinated 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.

Deferred entry:

Parents whose child's birthday falls after the start of August and who feel their child is not yet ready to attend school may discuss with the School/Nursery whether a deferred entry would be in their child's best interest.

Nursery:

The school has provision for nursery-aged children from 3-years old until entry to school. Three-year-olds are admitted at one of three entry points following their third birthday – please ask at the school for more information.

Transition to Secondary Education

Tain Royal Academy is the associated Academy for secondary education. The Head Teacher is Mr M Jones and he can be contacted on 01862 892121. Further information about Tain Royal Academy can be found at www.tainroyalacademy.org.uk or via Facebook and Twitter .

Uniform

The policy of the school is that children are expected to wear school uniform as it promotes a feeling of school unity and discourages bullying on account of designer labels.

Hilton of Cadboll Primary School colours are:

Hoodies, sweatshirts and cardigans	Red or black
Trousers and skirts	Black or grey
Polo Shirts / Blouses	Red, black or white
Jogging Bottoms	Black

We have two suppliers for school uniform. These are MacGregor Schoolwear and Tesco Clothing. Please find details on how to order them below.

MacGregor Schoolwear

(within MacGregor Industrial Supplies)
15-17 Henderson Road,
Inverness,
IV1 1SN Tel: 01463 717999

You can go into the shop and purchase directly or you can shop online at www.macgregorschoolwear.co.uk

Tesco.com

To order from Tesco please type the following into the URL field:

<https://www.tesco.com/direct/hilton-of-cadboll-primary-school/6024.school>

You will then see a list of all the items you can purchase.

All children should have a pair of indoor soft-shoes with them daily and shorts and T-shirt on days when they are receiving physical education.

A request may also be made for each child to provide an **old shirt or apron** for protection of clothes during artwork.

In special circumstances, Highland Council may provide a clothing grant. Any parent wishing to make application is asked to contact the school for an application form.

It is essential that all items of clothing are clearly marked or labelled with the child's name, especially during the winter when items of protective clothing (coats, anoraks, wellingtons, etc.) are so similar in appearance.

The school does not allow children to wear team football tops in school. We have found that when football tops are worn it creates bad feeling between those children that support a particular team and those that don't.

School Meals

All pupils in P1 – 3 are eligible to receive a free school meal. For pupils in P4 – 7 school dinners are available at Hilton of Cadboll Primary at a price of **£2.30** per meal. A copy of the school menu is provided to each family and is also available on the school blog/website.

Pupils may also choose to bring in a packed lunch from home and in keeping with Highland Council's Health Promoting Policy; it is the school's hope that this packed lunch should contain a healthy balanced diet.

Any child wishing to go home for school lunches should indicate this to their class teacher during registration in the morning.

P4 – P7 pupils of parents/guardians receiving certain benefits may be entitled to a free midday meal. Information and application forms for free school meals may be obtained from school office and from Highland Council website.

The school meal service offers nutritionally balanced, well presented food in an environment that is safe, well ordered and sensitive to the needs of pupils in order that they may enjoy the lunchtime social experience. Healthy choices are very much in evidence in all menus. Food and drinks served meet the requirements of The School (Health Promotion and Nutrition) (Scotland) Act 2007.

Free School Meals

Parents receiving Income Support or Income-Based Job Seekers Allowance and in some cases those receiving Child Tax Credit and Working Tax Credit may be entitled to free meals for their children. Please contact the school for an application form and further information.

Tuck Shop

The Tuck Shop is available to all pupils during morning break. There is a variety of snacks to be had as well as options of a drink. Prices vary between 15p and 35p.

Please remember that any monies taken into school should be secure in a purse or wallet. If you would like further information about what is available from Tuck Shop, please contact the school office.

Breakfast Club

Our Breakfast Club Service is currently unavailable. Please get in contact with the school office if you have any queries.

Special Diet / Food Allergy

If your child requires a special diet for health reasons, please fill in the Special Diet Food Allergy form available from the canteen. The request will be considered by the Head Teacher in consultation with the school meals service. Where appropriate, they will seek the advice of the local dietician.

Attendance at School

Good attendance is vital if pupils are to achieve their full potential. If a pupil is absent from school, a parent or guardian should phone the school on the first day of absence using the school number 01862 832272. When returning to school after an absence, the parent or guardian must give written reason for the time absent.

If a pupil needs to leave during the school day for an appointment etc, pupils need to bring with them a note from parent or guardian. Pupils must report to the school reception and 'sign out', if returning the same day, they must report again to the reception and sign in. Where at all possible, medical and dental appointments should be made outwith school hours.

If pupils fall ill during the day, parents are contacted for them to collect their child.

Schools are required to keep an attendance register by law. We have a responsibility for the care and welfare of all pupils during the school day therefore we need to know the whereabouts of absent pupils.

Holidays during term time:

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.

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, please contact the school.

Third Day Rule for Unexplained Absence of Pupils

Day 1: First day of unexplained absence of a pupil

The school will endeavour to make contact by telephone to parents, carers or emergency contacts informing them that the child is absent and requesting a reason for the absence. If no contact can be made with the parents/carers or emergency contacts on the first day of absence this will be noted by the school. If the family is known to other agencies, because of possible concerns about his/her wellbeing, then contact will be made with these agencies.

Day 2: Second day of unexplained absence of a pupil

The school will make vigorous attempts to contact a carer or family member by telephone, text or e-mail. If no contact can be made on the second day of absence, this will be noted by the school.

Day 3: Third day of unexplained absence of pupil

If no contact is established, and no satisfactory explanation is given for absence, the police will be notified of the child's non-attendance. The police will treat this as a missing persons alert. The police may be involved to conduct visits where it is not possible for the school to do so.

Steps for Parents

- Keep the school up to date with your telephone number, including mobile phones if you have one, and other details for emergency contacts.
- Inform the school of any pre-arranged absence e.g. attendance at hospital appointment prior to the absence taking place
- Inform the school or pre-school of your child's absence by 9.15 on the morning of the first day of absence.
- Respond promptly to contacts from the school

Please find more details at:

https://www.highland.gov.uk/downloads/file/171/children_missing_-_absence_policy

Safety and Security

To avoid unnecessary accidents, pedestrians i.e. **pupils and parents alike MUST use the proper pedestrian entrance and not take a shortcut through the car park.**

Parents are requested to take great care when collecting children from school. We would ask all parents to adhere strictly to the '**NO PARKING AREAS**' shown by yellow zig-zag lines in front of the main gates.

The school has been fitted with a high-tech entry system to ensure that no unwelcome visitors are allowed to enter the school. If you wish to enter the school during the day and find that the door is locked, on the control panel to the left of the main door, press the **VISITOR** button and someone will attend to your needs.

All visitors are asked to proceed to the Office in the first instance when visiting the school.

All staff and volunteers working unsupervised with the children have undergone a full Disclosure in accordance with Highland Council guidelines.

Adverse Weather

We make every effort to maintain a full educational service, but on some occasions circumstances arise which lead to disruption. In such cases we shall do all we can to let you know about the details of closure or re-opening. We shall keep you in touch by using the school blog, Facebook page and local radio.

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

- 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 the 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 specified routes in accordance with scheduled time-tables 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 consideration should not over-ride good judgement. Arrangements can be made regarding examinations which are missed.
7. Schools will advise parents of local arrangements which relate to the particular 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 arrangements.
9. Local Radio Stations will issue news and weather bulletins conveying appropriate information regarding traffic conditions, school closures, etc. While it is recognised that such transmissions may not cover all households, they will be helpful to many families.

TELEPHONE INFORMATION SERVICE GUIDANCE FOR PARENTS

Schools now have a dial-in service if there is a risk of closure due to adverse weather. This allows parents to listen to a recorded message from the Head Teacher.

When severe weather warnings are received your school will endeavour to keep the system updated. It is an enhancement to the present service and does **not** replace existing methods of giving out information, such as radio broadcasts, described in the schools Adverse Weather Guidelines.

There are other features of this service which may be available for your school. These are described below.

How to use the service:

- Dial Highland Council's access number: **0800 564 2272**
- Now enter your own school's pin number: **04 2220**
You have two attempts to enter the pin number and you will be disconnected after a second failed attempt. If this happens, check the number and redial. If you still have a problem check with your school.
- You will now hear the school's name. Ensure that this is correct before going on.
- You will now be taken to the MAIN MENU where you will be given 4 options:

Press 1 to hear your school's message about the adverse weather for example whether or not the school is to close or if transport arrangements have been affected.

Press 2 to send the school a NON-URGENT message

Press 3 to hear general information messages

Press 4 to enter the pin number for another school within the authority. Parents may have children who attend different schools. This option allows you to move from one school's messaging service to another without having to dial in again.

The Pin Number for **Tain Royal Academy** is: **04 1220**

If any parent requires further Pin Numbers, they should contact the school.

Medical Information

Illness at school



If a child is unwell at school, we will inform you and where possible we will ask that the child be taken home. Whilst we do realise how difficult it can be to determine the nature of the illness first thing in the morning it really is for the best that you keep your child at home if you are in doubt, especially if it is an illness that could easily be passed on i.e. tummy upsets, flu, rashes, head lice...

Following Health Authority guidelines, children who have been vomiting or have had diarrhoea must be kept off school for at least 48 hours after the last bout of sickness/diarrhoea.

Minor accidents are treated by staff and first aid administered where necessary.

In this respect it is important that the school is kept up to date with parents' home and work telephone numbers. An emergency contact number is also essential.

It is, of course, important that the school be told of any conditions, which might put pupils at risk. This information would be treated as confidential. If outside medical attention is required, e.g. stitches, then parents would be contacted, if possible, before any treatment is carried out.

Dental/medical examinations

A toothbrushing programme is in place from Nursery and continues in Primary 1 and Primary 2. Parents are also given the opportunity to have fluoride varnishing treatment for their children throughout the school session.

The school nurse makes regular calls to school and will always follow up any concerns expressed by parents/teachers.

A regular dental examination is given to all children. If, in the opinion of the School Dentist, a child needs attention, a card will be sent home informing the parents of the need for treatment. The parents should then decide if they wish the treatment to be carried out by the School Dentist.

Administration of Medicine

Parents or guardians have prime responsibility for their child's health and should provide schools with information about their child's medical condition. From time to time members of staff are asked to administer medicine to pupils. Parents must complete, sign and date a consent form to any medication being administered by staff.

Once the parental consent form has been completed and the head teacher has agreed to the administration of medicine, the parent or guardian must deliver the medication to school. Under no circumstances will an oral instruction be accepted from a parent or guardian.

All medication must be delivered complete with the original pharmacy or dispensed label identifying:

- pupil's name
- date of dispensing
- name of the medication and strength
- dosage and the frequency
- expiry date
- quantity
- method of administration
- additional instructions

It will be the parents' responsibility to replace expired medication timeously and dispose of outdated stock safely.

Please note for safety reasons that any medicines being brought to school should be handed in by an adult either to the office or to the class teacher.

Section 2 – Parents

Parental Involvement

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. We always welcome parental interest in the welfare of our pupils. Whatever the nature of the issue, 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
- Progress checks
- Target Setting
- Information on school website and Facebook page

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

The school always seek to involve parents in any key decisions about their child's education and keep parents informed about progress.

Parental feedback is obtained from questionnaires issued regularly. There is opportunity also to meet with the Head Teacher on a weekly basis to discuss any matter at all to do with the school.

Parent Council

The Parent Council is a group of parents who wish to represent all the parents of children at the school. The Parent Council currently consists of:

Chairpersons	Lisa Hickman
Secretary	Kerry Uddin
Treasurer	Susan Green
Members	Susan Bain Kelly Issacs Sarah Vass
Staff Members	Ruth Rooney

Members of the Parent Council will bring knowledge from their own experience and personal views. However, as parent representatives, they must also consider how they can ensure that the Parent Council presents a co-ordinated, collective voice.

Staff and pupils very much appreciate the help given by the Parent Council to the school.

The types of things a Parent Council could get involved in include:

- Supporting the work of the school
- Promoting contact between the school, parents, pupils and the local community
- Fundraising
- Involvement in the appointment of senior school staff
- Gathering and representing parents' views to the Head Teacher, education authority and HMIE

More information about Hilton of Cadboll Parent Council can be found under 'Parent Council' on the school blog and includes dates and times of meetings. There is also a private group on Facebook specifically for Parents of Hilton of Cadboll Primary and Nursery School or you can e-mail the Parent Council at [**hiltonofcadbollprimarypc@gmail.com**](mailto:hiltonofcadbollprimarypc@gmail.com).

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: [**https://education.gov.scot/parentzone**](https://education.gov.scot/parentzone)

Complaints Procedure

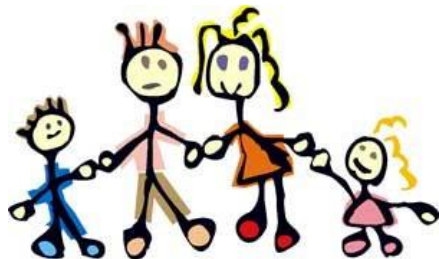
From time to time parents may wish to make an enquiry or formal complaint about a particular issue. If a parent has any concerns they should contact their child's Named Person in the first instance. This will usually be the Head Teacher in a primary school and Guidance Teacher in a secondary school.

The school will always endeavour to resolve issues by listening to parents and seeking solutions in partnership. In the unlikely case of a failure to solve a problem, parents have the right to pursue the matter by contacting the Care and Learning Manager. Please find the contact details below.

Mr Derek Martin
Area Care & Learning Manager
Education Office
Castle Street
Dingwall
Ross-shire
IV15 9HU

School/Parent Partnership

Parents will be kept informed by regular newsletter of special events, early closure, holiday dates, and so on. These letters will be sent home via the children and parents are asked to check schoolbags, pockets, etc. The newsletter will also be added on the school blog. Dates and events will be updated via Seesaw as well as on the schools' Facebook page.



All children will have a **Seesaw account** set up. This online platform will be used as a means of sharing your child/children's learning as well as sharing information between home and school.

Parent(s) Meetings

Parents are encouraged to come to our more formal parent meetings where teachers will share their on-going assessments and identify the next steps for an individual child.

Parents may also make an appointment outside of these times if there is an urgent need to discuss their child's welfare or progress with the class teacher.

Please be assured you are always welcome to visit the school at any time if you have any other matter you wish to discuss.

Family Learning

It is the school's policy that homework is given regularly and is intended to support class work (review and time to work on new skills) or generate enthusiasm for learning through personal projects. Class teachers ensure learning to be done at home is shared with pupils and parents weekly.

Home/School Links

Parents are always made welcome in Hilton of Cadboll Primary School.

Parents are invited into the school to share their expertise with the teachers and pupils whether working in the classroom, making costumes for our school plays, concerts and displays or simply playing games with the children.

School Community

Hilton of Cadboll Primary School aims to play an important role in the community. We seek to engage fully with any activities organised by the local community groups.

We welcome various agencies into the school e.g. Police, Fire Service, Road Safety Officers, Environmental Officers, Dental Hygiene Officer and the School Nurse. We enjoy taking part in any competitions the various agencies run.



Pupil Representation and Involvement



At Hilton of Cadboll Primary, we pride ourselves on ensuring that pupils' voices are heard and that we provide opportunities for pupils to take on leadership roles within the class/school, and grow in the skills required to meet the 4 capacities of Curriculum for Excellence. The opportunities include taking part in weekly Pupil Groups, some of which include: Our World, Global Citizenship, Sports Groups, Librarians and School Choir.

Extra-Curricular Activities

Children in the school are taken to places of educational interest, particularly if this is relevant to the topic they are working on in class. Our topic work is closely tied in with these visits.

There are various after school activities and clubs running during the school term and information can be gained from the school website and calendar.

Behaviour, Conduct and Attitude

Responsibility for promoting and maintaining positive behaviour lies with all members of the Hilton of Cadboll Community including pupils, staff, parents and the local and wider community. Pupils, staff and parents are expected to model excellent behaviour and a positive attitude at all times as this is the ideal opportunity to share our expectations and high standards.

The school uses praise to encourage good behaviour and positive attitudes to school work. Should your child's behaviour however, give cause for concern you will be informed; we find that a partnership between school and home is very often the answer to any difficulties in this area.

Bullying

Highland Council has a responsibility to provide an education for all pupils and to challenge and address bullying behaviour. Whilst appropriate action will be taken by the school, it is also important that all parents involved, work with the school to resolve any issues in the best interests of their child or young person.

The policy on Anti-Bullying has been drawn up within the school's ethos of promoting positive behaviour. We will take steps to address any situation in which bullying is perceived to have taken place. Please do not hesitate to contact us if you feel that your child is unhappy and may be the victim of a situation.

At Hilton of Cadboll Primary School we will work to the policy, guidance and procedures for tackling any form of bullying behaviour as laid out in the 'Highland Education Positive Relationships and Bullying Prevention Policy, Guidance and Toolkit'. To view this document in full, please click on the link below or visit the Highland Council website.

<http://www.highland.gov.uk/downloads/file/12121/positive-relationships-and-bullying-prevention-policy-guidance-and-toolkit>

Section 3 - Curriculum

Curriculum for Excellence (CfE)

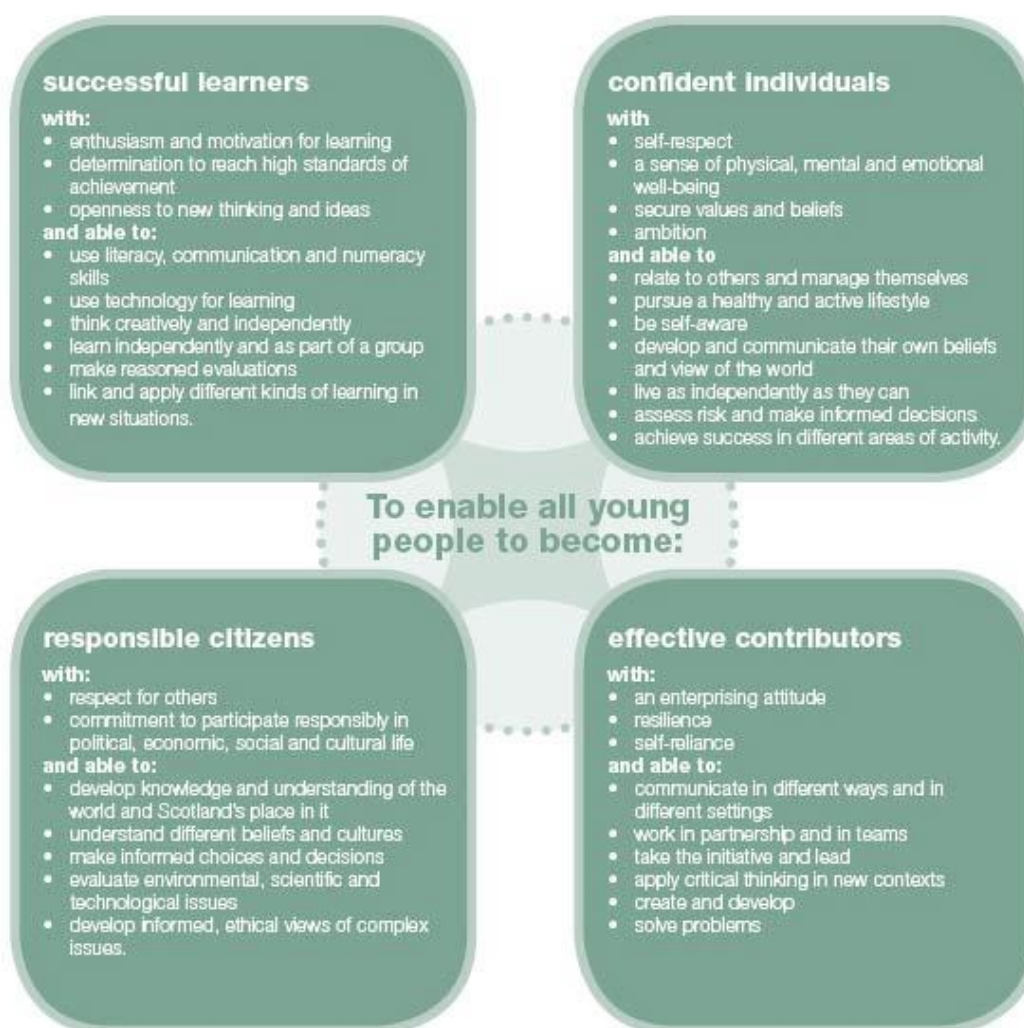
CfE is intended to help children and young people gain the knowledge, skills and attributes needed for life in the 21st century, including skills for learning, life and work.

Curriculum for Excellence challenges us to think differently about the curriculum. It encourages those working in education to plan and act in new ways.

Its purpose is often summed up as helping children and young people to become:

- Successful learners
- Confident individuals
- Responsible citizens
- Effective contributors

These are referred to as the four capacities (see below).



Curriculum for Excellence brings real life into the classroom, making learning relevant and helping young people apply lessons to their life beyond the classroom. It links knowledge in one subject area to another, helping make connections in their learning. It develops skills which can enable children to think for themselves, make sound judgements, challenge, enquire and find solutions.

Ultimately, CfE 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.

Active Learning

Curriculum for Excellence emphasises the value of an active learning approach. Active learning is engagement of the brain whilst participating in learning opportunities. In the early years, children will have a range of learning experiences that include planned and purposeful play and stimulating learning which engages and challenges children’s thinking using real life and imaginary situations. As children progress through school they continue to be involved in active learning experiences which give them ownership of their own learning, encourage cooperative working and utilise skills required for learning, life and work.

Planning Children’s and Young People’s Learning

Teachers in nursery, primary and secondary schools share their learning intentions with pupils, parents and carers. This takes place on a day-to-day basis, by agreeing the aims of an individual piece of work. Longer-term planning also takes place in a variety of forms. Where appropriate our children and teachers plan blocks of learning, with clear learning targets.

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 each transition is smooth. They’ll ensure children continue to work at a pace they can cope with and with challenge they can thrive on. This will be in line with the expectations of progression through curriculum levels in relation to Curriculum for Excellence as shown below:

Curriculum level	Stage
Early	The pre-school years and P1
First	To the end of P4
Second	To the end of P7
Third, Fourth	S1 to S3 (Fourth level broadly aligns to SCQF level 4)
Senior Phase	S4 TO S6, and college or other means of study

There are eight curriculum areas:

- Expressive arts
- Health and wellbeing
- Languages (including English, Gaidhlig, Gaelic learners and modern languages)
- Mathematics
- Religious and moral education
- Sciences
- Social studies
- Technologies.

Literacy, numeracy and health and wellbeing are recognised as being particularly important – these areas are seen as being the ‘responsibility of all’ staff.

Literacy

The development of literacy skills plays an important role in all learning.

Throughout the Early and First levels of the Curriculum (Nursery to the end of Primary 4), teachers planning keeps Literacy at the forefront of all the children do. At Hilton of Cadboll we use a variety of approaches, methods and resources to meet the needs of our learners including the Emerging Literacy Programme, Phonics International, Highland Literacy Project, Jolly Phonics and a wide variety of reading resources to name but a few.

Parents are asked to support their child’s progress in reading by sharing books as often as possible. Our reading material is complemented by reading from the class library and you can help by encouraging your child to read for pleasure.

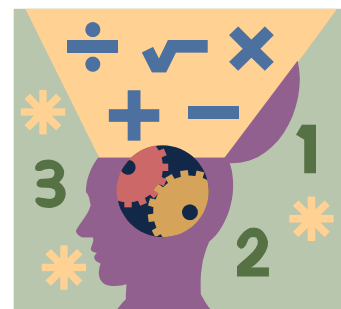
In the Second Level (Primary 5-7) we continue focusing on the teaching of phonics to support reading, spelling and writing as well as teaching reading strategies through the Highland Literacy Project when appropriate. Pupils read a wide range of materials. To supplement our reading programme at this level, we have a range of novels which are studied in detail by pupils in small groups or as a class. Here too, we expect the pupil to expand their reading through regular visits to the school library and reading a wide range of texts.

Numeracy

Throughout school, the teacher sets out to give children the skills they will need to solve problems as well as those concepts, facts and techniques they will require to use in mathematical enquiries.

Our programme of study allows for a broad, well-balanced maths programme which gives children the opportunity to work with aspects of:

- Number, money and measure e.g. addition, subtraction,
- Shape, position and movement e.g. angles and symmetry
- Information handling e.g. tally marks, graphs, tables and charts
- Problem solving in real life, every day or in imagined contexts



At Hilton of Cadboll, we have recently revamped our approach to Numeracy which has resulted in the school introducing the Big Maths programme. It is unique as it splits the Numeracy Curriculum into two parts: Core Knowledge and Wider Maths.

Children always acquire Core Knowledge before applying it to Wider Maths. This ensures children approach all problems with the skills and confidence needed to succeed. Gradually, this builds up a child’s knowledge through the Learning Steps, challenging them with wider and deeper problems.

We also use a range of resources, for example, Highland Numeracy Progressions, Scottish Heinemann Active Math, Teejay Maths, and interactive resources helped to design learning experiences that are creative and help build children’s confidence.

Health & Well-Being

Learning in health and wellbeing ensures that children and young people develop the knowledge and understanding, skills, capabilities and attributes which they need for mental, emotional, social and physical wellbeing now and in the future.

The school will support pupils to:

- meet challenges, manage change and build relationships
- experience personal achievement and build resilience and confidence
- understand and develop physical, mental and spiritual wellbeing and social skills
- understand how what they eat, how active they are and how decisions they make about their behaviour and relationships affect their physical and mental wellbeing
- participate in a wide range of activities which promote a healthy lifestyle
- understand that adults in the school community have a responsibility to look after them, listen to concerns and involve others where necessary
- learn about where to find help and resources to inform choices
- assess and manage risk and understand the impact of risk-taking behaviour
- reflect on their strengths and skills to help make informed choices when planning their next steps
- acknowledge diversity and understand that it is everyone's responsibility to challenge discrimination.

Within the Health and Wellbeing curriculum we will cover at appropriate times; relationships, keeping safe, sexual health, parenthood and drugs awareness. We will always inform parents when any potentially sensitive aspects of learning are to be covered and if parents have any concerns or wish to discuss this further then they should contact the school.

The Scottish Government expects schools to work towards the provision of at least two hours of good quality physical education for every child, every week and at Hilton of Cadboll this is what we endeavour to do.

P.E. lessons cover aspects of:

- Gymnastics
- Games and games skills
- Dance
- Athletics



Modern Foreign Languages

Learning other languages enables children and young people to make connections with different people and their cultures and develop as global citizens. In Hilton of Cadboll we currently teach French to all pupils so they have gained in confidence in the subject before going to Tain Royal Academy. This is an aspect of provision that all schools are developing under guidance from the government over the coming session.



Religious and Moral Education

Religious Education and Religious Observance form part of the school curriculum. Weekly assemblies give the school a chance to come together for songs, stories, information and celebration of achievements. Other World Religions are taught as units throughout the year.

Our aims in Religious and Moral Education are

- To help children become aware of the part Religion has played in human experience
- To stimulate children into thinking about Religion, both Christian and other beliefs
- To study the life of Jesus and selected areas of the Old and New Testament
- To give children an understanding of Christian values
- To enable children to share in the experience of worship

Parents who wish to withdraw their child from Religious Observance should contact the school and special arrangements will be made.

Sciences

Through science, children and young people develop their interest in, and understanding of the living material and physical world. They can engage in a wide range of investigative group tasks which allow them to develop important skills to become creating and enterprising adults.

Children are encouraged to investigate their environment by observing, investigating, exploring and recording.



Expressive Arts

This covers a wide area of activities all of which seek to enable the pupil to develop relevant, creative and expressive skills through personal experience.

A broad and balanced curriculum recognises the important roll the aesthetic subjects have to play. Art, Music, Dance and Drama are all classified under this term. Where possible they are linked with class work and Social studies.

A specialist teacher visits us for Music and they, along with reinforcement from class teachers, provide our children with a wide range of skills and experiences.

Social Studies

Social Studies are taught on a discovery basis throughout the school. Inter-disciplinary Learning is balanced to provide children with an appreciation of enterprise, history, geography and eco sustainability. Teachers and children are involved in planning these studies, bearing in mind appropriate levels for composite classes. As children work on themes, they develop an extensive range of progressive skills and experiences.

Technologies

Learning in technologies will allow your child to develop skills, knowledge, understanding and attributes through creative, practical and work-related activities across a range of areas. They will be able to use these skills in business, computing science, digital literacy, food, textiles, craft, design, engineering, and graphics.

The use of ICT is integrated into all areas of the curriculum which means that separate ICT lessons are not always taught. An example of this is when a child is using the internet to research a given topic and at the same time as finding the information necessary to understand this topic, they also develop internet researching skills.



The school is now well resourced in terms of ICT, including each classroom including nursery having a SMART board, their own digital camera, a minimum of one laptops as well as the use of our new Chromebooks. ICT is promoted throughout the school and the children are developing an increasing independence.

Curriculum, Assessment & Reporting to Parents

Formative Assessment

Our aims are to identify the strengths/ areas to work on for each child and improve their attainment, confidence and motivation. To this end, we use the Learning Journey folder in nursery and Pupil Profiles in school. These folders include a range of observations, class quizzes, topic assessments, learning conversations, to name but a few, to compile information on a child and help identify their next steps. Continuous on-going assessment takes place throughout the school.

Pupils are also involved in assessing their own progress and developing their next steps. We recognise that pupils do not develop and progress at the same rate. We therefore use both group and individual methods to ensure that all pupils are given appropriate instruction and the opportunity to succeed. Please contact the school as soon as possible if you have any concerns about your child's progress.

We assess the children more formally in the main subject areas, such as phonics, reading, numeracy as well as spoken and written language. As children progress through the school we use a combination of different assessment methods to get the best picture possible of a child and their progress.

Teachers assess pupils more formally twice yearly and record data on both their academic progress and their attitude and effort in work.

Written Report

An end of year written report is issued to parents in June that summarises a child's progress in relation to what is appropriate for their age and stage.

Learning Journeys and Pupil Profiles

Throughout the school, from Nursery to Primary 7, children are learning to make connections across the curriculum, to take pride in their work, to know what they are learning and to be able to explain why they are learning certain things. All children have a folder in which their work, their targets, their reflections, teacher comments and feedback are stored. The folder is available for parents to look at throughout the year and we encourage you to take time to write in these records highlighting your thoughts about your child's progress.

Standardised Assessments

In 2017 The Scottish Government has commissioned the Scottish National Standardised Assessments as part of the National Improvement Framework.

For children and young people to have the best chance of reaching their potential, parents, carers, teachers and the children themselves, need to understand how they are progressing, and what further support they require. Alongside a wide range of other assessment activity, the assessments help to inform that understanding by providing teachers with objective and nationally consistent information on children's progress. Teachers can then discuss children's progress with them and their parents, planning next steps accordingly, and ensuring parents understand how best to support their child's learning at home.

What are the Scottish National Standardised Assessments?

School children in P1, P4, P7 and S3 will complete online standardised assessments in literacy and numeracy. The assessments help to identify children's progress, providing diagnostic information to support teachers' professional judgement.

Children and young people do not have to revise or prepare for these assessments. The assessments are as inclusive as possible to accommodate the needs of children and young people who require additional support. There is no pass or fail.

Why have these assessments been introduced?

Assessment is a central part of everyday learning and teaching for every child and young person. The Scottish National Standardised Assessments have been introduced as part of the **National Improvement Framework for Scottish Education** to provide teachers with objective, comparable information about progress, which will help improve outcomes for all children and young people.

When will the assessments take place?

The assessments are administered to each child once within the relevant school year. Individual teachers and schools, with guidance from their local authorities, will decide the most appropriate time during the school year for your child to take the standardised assessments.

How will the assessments take place?

Assessments are completed online and are marked automatically giving teachers immediate feedback to help children progress.

How many times will your child take the assessments in a school session?

P1 children will take two SNSA assessments: one in literacy and one in numeracy. P4 children will take three SNSA assessments: one in reading, one in writing and one in numeracy. P7 children will take three SNSA assessments: one in reading, one in writing and one in numeracy. S3 young people will take three SNSA assessments: one in reading, one in writing and one in numeracy.

These assessments have been specifically designed to reflect the way we deliver education in Scotland and are aligned with Curriculum for Excellence. Ongoing and periodic assessments are, and will continue to be, the main basis of teachers' professional judgement. Teachers continue to draw on all of the assessment information available to them when considering children's progress and planning next steps in learning.

Further information relating to assessment and achievement can be found at <https://education.gov.scot/parentzone/learning-in-scotland/assessment-and-achievement>

Section 4 – Support for Pupils

Getting It Right For Every Child (GIRFEC)

‘Getting it right for every child’ (GIRFEC) is the national approach to improving outcomes through public services that support the wellbeing of children and young people. Based on children’s and young people’s rights, it supports children, young people and their parents to work in partnership with the services that can help them.

In Highland, GIRFEC has been fully in place since 2010, and it is now simply regarded as The Highland Practice Model.

As children and young people progress through life, some may have temporary difficulties, some may live with challenges and some may experience more complex issues. Sometimes they and their families need help and support. The Highland Practice Model helps practitioners focus on what makes a positive difference for children and young people, and how they can act to deliver these improvements.

No matter where they live or whatever their needs, children, young people and their families should always know where they can find help, what support might be available and whether that help is right for them.

For more information about the Highland Practice Model you can find it on the link below

<http://www.forhighlandschildren.org/5-practiceguidance/>

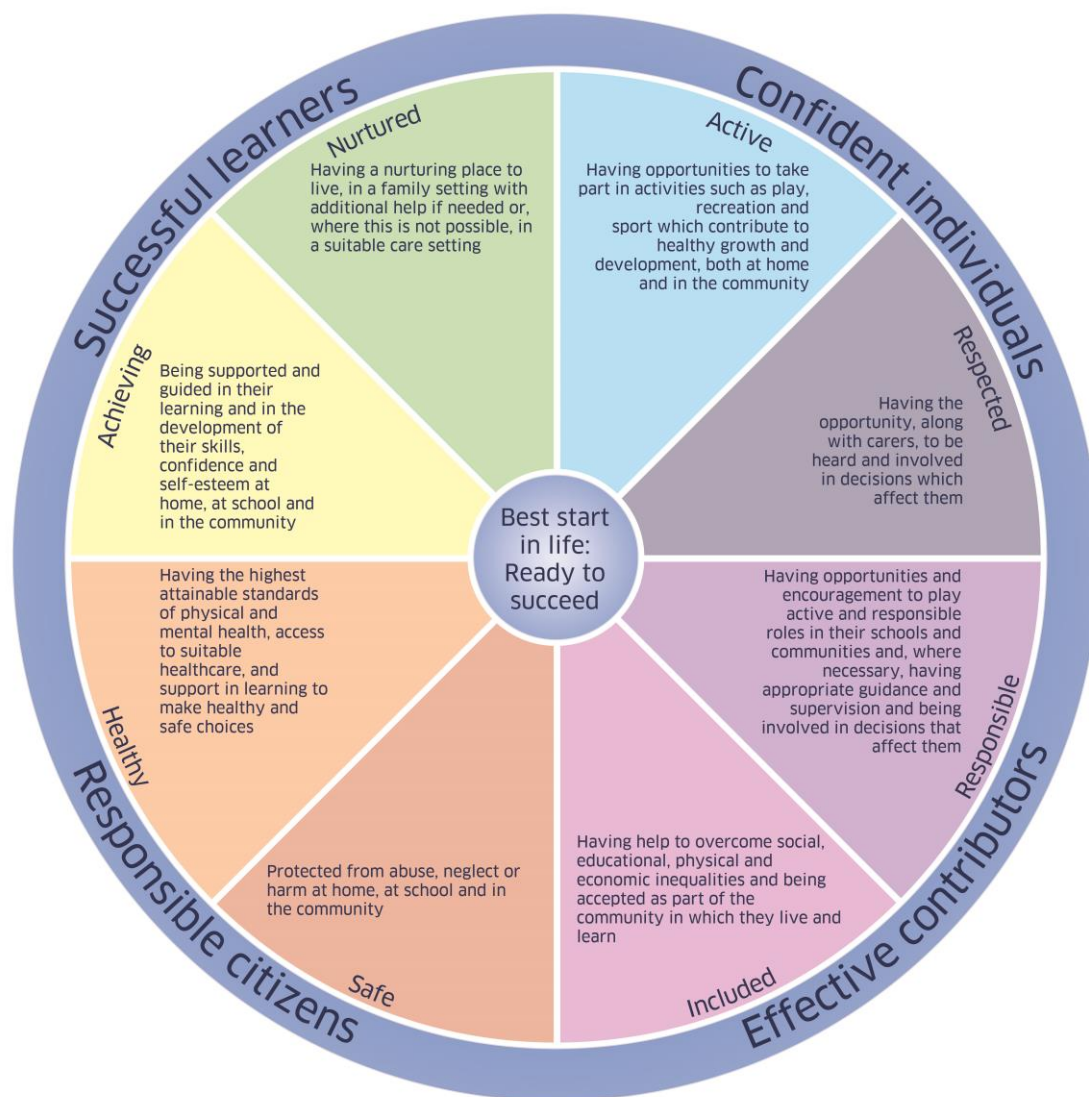
Wellbeing

The ‘Getting it Right’ approach looks at eight areas of ‘well-being’. These are recognised as areas in which children and young people need to progress in order to do well now and in the future. They allow those responsible for the care and support of children - including members of their own families - to look at a situation in a structured way that will help them identify any needs and concerns and plan with the child and family any action they need to take

The eight well-being indicators are:

- Safe
- Healthy
- Achieving
- Nurtured
- Active
- Responsible
- Respected
- Included

The approach gives a common language and a way to gather information about a child's world, making sure the child is growing and developing, and has everything they need from the people who look after them both at home and in the wider community. It also encourages practitioners to think about who else might need to be involved (for example, a teacher might need to contact other professionals to make sure that a Child’s Plan was meeting all the child's needs).



Named Person

Every child and young person will have a Named Person to make sure their wellbeing is promoted. The role of the Named Person in health or education, depending on the age of the child, is to act as the first point of contact for children and families. Through children and families knowing who to contact, their access to help is made easier.

Who is my named person?

Your named person can help if you are a child or young person worried about your wellbeing, or a parent worried about your children/young person's wellbeing.

Stage of child/young person

Pre-birth – until starting school or 5 years old

Primary-aged

Secondary-aged

Named Person

Health Visitor

Head Teacher

Head Teacher/
Depute/Principal/
Pastoral or Guidance
Teacher

Further information can be found at <http://enquire.org.uk/>

Equal Opportunities

In Hilton of Cadboll we believe that every child should be given equal opportunity to perform to the best of their ability in all areas of the curriculum. We seek to extend choice and opportunity for all pupils without discrimination. We strive to provide education tailored to the needs of the child as an individual regardless of wealth, gender, race, nationality, faith or disability. We are particularly proud of the fact that our school successfully integrates all children and accepts them as they are.

For up-to-date information please see:

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

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

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

Additional Support Needs

Class/Subject teachers, in conjunction with Additional Support Needs Teachers monitor the progress of pupils with additional support. The needs of such pupils are generally catered for within the normal curriculum but with specialist advice and support as required. If necessary, a child's plan may be put in place to help plan, organise, monitor and regularly review a child's progress. Parents and pupils will be involved in these procedures and in reviews. More information can be found about the Highland Council model for support and child's plans at:

The Authority's Policy in relation to provision for additional support needs can be found at:

http://www.highland.gov.uk/info/886/schools_additional_support_needs/1/support_for_learners/4 and further information is also provided with Education Scotland –

<http://www.educationscotland.gov.uk/supportinglearners/>

If a teacher feels that a child has particular learning needs, these will be discussed mutually with parents and the appropriate support agreed. If you feel that your child has additional support needs, please contact their class teacher or the Head Teacher to discuss how these can be met.

There are many organisations which can provide advice, further information and support to parents and young people with additional support needs. These include:

- Enquire - the Scottish advice and information service for additional support for learning **<http://enquire.org.uk/>**
- Scottish Independent Advocacy Alliance - **<http://www.siaa.org.uk/>**
- Scottish Child Law Centre - **<http://www.sclc.org.uk/>**
- **http://www.highland.gov.uk/downloads/file/230/highland_practice_model_-_delivering_additional_support_for_learners**
- **http://www.highland.gov.uk/download/downloads/id/11/co-ordinated_support_plan**

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

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

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

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

Physical Access

The school is fully accessible in accordance with Accessibility Strategy 2004.

Educational Psychology Service

Educational Psychologists work in collaboration with teachers, parents and other professionals to support children and young people with their learning and general development, and to make the most of their lives, particularly in educational settings. Every school and pre-five establishment has a link Educational Psychologist who provides consultation, assessment intervention, training and project work. The school must obtain the agreement of parents and, where appropriate, the pupil before involving the Educational Psychology Service.

Child Protection

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

If you are worried that a child may be at risk of serious harm, please contact a professional to discuss your concerns:

- Speak to health service staff
- Speak to education staff
- If you consider a child or young person is in immediate danger, call the Police on 999
- Phone 0845 601 4813 (out of hours)

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

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

More information on Child Protection can be found at:

<http://forhighlandschildren.org/2-childprotection/publications.htm>

<https://www.children1st.org.uk/what-we-do/how-we-help/parentline-scotland/>

Section 5 – School Improvement

School Improvement Report and Plan

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

All schools produce and publish an annual improvement plan which outlines how they intend to continue to improve.

Schools are also required to produce an annual standards and quality report. These documents are available from school websites or by contacting the school office.

The school has a strategic Improvement Report and Plan which is updated each year following consultation with staff, pupils and parents. Parents wishing to read the Plan should contact the school.

Anyone wishing to raise any points or discuss any issues related to this Plan should contact the Head Teacher to arrange an appointment to discuss this further.

Standards and Quality Report

By the end of June each year all parents can access a report containing information which highlights the schools key strengths and areas for future development. This report links with the school improvement plan. A copy of this report can be found on our website or you can obtain a copy from the school office.

Raising Attainment

All of Scotland's schools are responsible for raising attainment. Raising attainment means improving life chances. This does not mean just focusing on exam results, but instead looking at attainment in its widest sense. It is this rich attainment which enables all of our children and young people to make good progress and develop the skills, ambition and know-how they need to improve life chances.

All staff at Hilton of Cadboll Primary and Nursery is dedicated in raising attainment for all. We are dedicated to making strong progress at each stage of learning by ensuring every child is progressing well at all ages, maintaining pace of progress and by consistently building confidence.

Pupil Equity Funding

Pupil Equity Funding is being provided as part of the £750m Attainment Scotland Fund which will be invested over the current Parliamentary term to tackle the poverty related attainment gap. For more information on the allocation of funding Hilton of Cadboll Primary received along with details on planned expenditure and interventions, please contact the Head Teacher.

Inspection Report

The school's latest Inspection Report can be found at:

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

And finally...

We hope this document will be useful to you as you look to enrol your child in school. If you have any other questions or queries we will be more than happy to have a chat with you. Please do not hesitate to get in touch.

My thanks go to those parents who read through the Handbook and helped to improve it through their suggestions, this booklet is produced annually and we are always looking for ways to make it better. If, having read it as a new parent, you feel there may be something we have missed please let us know.

We look forward to welcoming you and your child/children to Hilton of Cadboll Primary.

** Whilst information in this handbook is considered to be true and correct at the date of publication – December 2019, changes in circumstances after the time of publication may impact on the accuracy of the information. **

Appendix

Access to Pupil Records

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

Data Protection Act 1998

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

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

Transferring Educational data about pupils

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

Why do we need your data?

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

Accurate and up-to-date data allows us to:

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

Data policy

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

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

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

Your data protection rights

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

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

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

Concerns

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

Equality and Inclusion

For up-to-date information please see:

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

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

- eliminate unlawful discrimination, advance equality of opportunity
- promote good relations.

Activities should not discriminate against any of the following 'protected characteristics' age, disability, race, religion or belief, sex, sexual orientation, gender reassignment, pregnancy and maternity.

Protection of Children

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

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

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

COPIES OF CHILD PROTECTION POLICY GUIDELINES are available online at

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