

2022/23 Handbook

# WELCOME TO TARRADALE PRIMARY SCHOOL



The ongoing pandemic has affected 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 this session, 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](#).

Working together, with our Community to encourage and nurture our young learners to achieve their full potential and be responsible, confident and happy.

Created by staff, pupils and parents 2012.

Community Nurture Happy

## Children's Aims.

Create a place where it doesn't matter who you are; just be yourself because everyone is welcome to Tarradale.

We will make you welcome, happy, make good friendships, respected, and accepted.

We want Tarradale pupils to be mannerly, kind and happy. We listen to our teachers so that we can achieve our full potential in every area of life, achieving in sport, dancing, singing or anything we put our minds to. We want to have pride in our achievements and represent our school confidently.

Our school will inspire us to celebrate everything we can do and help us to try lots of new things - to make us active, amazing, the best we can be and more importantly - good people.

Our teachers will help us understand by using, humour, great resources, chromebooks, cards, dice, textbooks, numicon, lots of sports equipment in PE and outdoor learning using tools! We want to be Mathematicians!

We create real life learning through all our work with our community. We learn about climate change, not wasting food, recycling, through our partnerships with MOO Food. We bring History to life on real archaeological digs with Tarradale Through time, we walk a mile and make healthy choices.

We learn about business management because we work with our local businesses in partnership. We have Bad girl bakery, the Hub, Co -op and Urray house. We strive to be hard working and respectful!

Created by all children in Childrens' voice session Nov 2018

Tarradale Primary, Muir of Ord, Ross- Shire, IV6 7RR

Telephone 01463 870484

E-mail; [Tarradale.primary@highland.gov.uk](mailto:Tarradale.primary@highland.gov.uk)

Facebook: [Tarradale Primary School](#)

Website: [www.tarradaleprimary.wordpress.com](http://www.tarradaleprimary.wordpress.com)

Parent council: [tarradalepc@gmail.com](mailto:tarradalepc@gmail.com)

## A very warm welcome from Tarradale Primary.

If you are reading our school brochure, you are either a parent of a child in our school or a prospective parent in our local area. Either way I hope this brochure truly reflects us and what, as a school and community, we are trying to do for the children in our care.

My name is Tracy Sinclair and I am the Head Teacher at this school. I taught here as a young probationer and realized then that Tarradale was something special. After moving away to learn about senior management I then couldn't resist applying to gain Headship here when the post became available. I am now in my eighth year as Head Teacher and enjoying all of the daily challenges this brings.

Tarradale Primary sits at the heart of the village of Muir Of Ord. Because of this, we are a school rich in extra-curricular resources, including the golf club, skate park, bowling club, football association, athletics field, curling pond and soon to be revamped mountain biking track. It is our aim to make sure our children have access to these, and are a part of their community working alongside all ages. As a school we strive to include, and be a valuable part of our community in all aspects. This session the school roll is 273 from p1 - p7 and a further 43 children in our Nursery.

I have a highly motivated, enthusiastic team working in the school to bring exciting challenges and enjoyable experiences to our children. You as a parent will become part of our team and will be given as much opportunity as possible to come in and work with us and be part of what we do. We look forward to your input at all levels.

This handbook provides you with information about the school but it cannot describe the caring, purposeful and inclusive environment that Tarradale staff has created. This is something you will have to come in and find out for yourself.

Don't take my word for it however. Over the next few pages you will hear from a variety of people who can say it more eloquently than me!

We look forward to working with you.

Tracy Sinclair  
Head Teacher



## **Staffing 2022/23**

### Head Teacher

Mrs Tracy Sinclair

### Depute Head Teacher

Mrs Shona Mitchell

### Classroom Teachers

P1 - Mrs Henderson  
P1.2 - Mrs Gilbertson  
P2 - Mrs A. Elliot  
P2/3 Miss Brennan  
P3 - Miss Ross  
P4 - Mrs Brown  
P4/5 - Mrs McCombie/ Mrs Polworth  
P5 - Mr Kinsella  
P6 - Mrs L. Ramsay  
P6.7 - Mrs Boardman  
P7 - Mrs S. Jack

### Support for Learning Teacher's

Mrs Kate MacIver

### Pupil Support Auxiliaries

- Mrs A MacDonald
- Ms K Jenkins
- Mrs L Ross
- Miss L Nairn
- Miss N Ross
- Mrs J Gault
- Miss M Sinclair

### C.C.R. Teacher

- Mrs Goldie
- Miss G Patterson (PE)

### Music Teacher

Mr L Barclay (chanter)  
Mrs Farmer (violin & strings)  
Mr O Parka. Drums

### Nursery Staff

Mrs M .Newton  
Mrs MacIver  
Mrs D MacKinnon  
Mr D Williamson  
Mrs MacLennan

### Clerical Assistant

Mrs S. Blair    Mrs L. Murdoch    Mrs R Clark

### Janitor

Ms Lina Bin

### Canteen Staff

- Mrs G. Kelly
- Mrs S. MacNicol
- Mrs T Sanctuary
- Mrs S Chesworth

### Cleaning Staff

Mrs B Bell  
Ms Burnett  
Mrs J Youngson

### Crossing Patrollers

Mrs J Youngson  
Mrs Bell

## The School Day

P1-P3	9.00 - 2.45
P4-P7	9.00 - 3.15



### Breakfast Club

Breakfast club is available to all children throughout the year. No booking is necessary and your child can come along any day.

It is £1 per day which includes - cereal, toast with a selection of spreads and jams and fruit juice. This changes periodically with any requests from the children.

Breakfast club is available from 8:00am - 8:45am in the school canteen. Access to the playground is open from 8am onwards. After breakfast the children can either go out to play in the playground or stay inside with a PSA. Both areas are covered by PSA staff.

**Children should be dropped off in the normal safety zones, the car park off Great North Road or beside the Pavilion and not in the school staff car park where there is a lot of activity at this time.**

### Break time

- 10:30-10:45am P1-4
- 10:45 - 11:00am P5-7

Children may bring a snack for break but as we are a Health Promoting school, no sweets, please! The school tuck shop, operated by our School Canteen, sells toast, fruit, and other healthy snacks along with bottles of water and milk. Toast is 15p and a drink is 40p. We encourage children to drink water throughout the day and a bottle of water can be kept on a child's desk, however this must only be plain water. Fizzy drinks are not allowed in school at any time. Due to very severe allergies we would kindly ask you to work with us in not providing anything which has nuts.

### Lunchtime Arrangements

Lunch breaks are ordered by stage within the school as follows

<b>A sitting</b>	Primary 1, P2 and P2/3 + packed lunches	<b>12.00 - 1:00</b>
<b>B sitting</b>	Primary 3, 4 and P4/5 + packed lunches	<b>12.30 - 13.30</b>
<b>C sitting</b>	P5/6, P6 and P7 + packed lunches	<b>12:30 - 13.30</b>



### Home Lunches

The majority of pupils stay for School lunch or bring a packed lunch, however parents may choose to take their child home for lunch.

To ensure that there is no misunderstanding about arrangements for the care of pupils during lunch time, any parent wishing a child to go home for lunch must inform the school by letter or by phone. This enables us to open gates to let them go home.

### **All pupils will remain in school at lunchtime unless the school has been informed differently by letter or phone**

If a pupil is to go home every day, one letter at the beginning of the school year will suffice. Pupils, whose parents have chosen to have them home for lunch, are in the care of their parents during the lunch break.



### School Lunches

School meals are free for all pupils in P1-3. All other pupils are expected to pay for all meals they intend to eat that week on the Monday of that week. Payments for meals paid for but not eaten due to absence are carried forward as a credit. Lunches cost £2.30 per day.



Our school cook Gloria is very happy to cater for all dietary requirements. If your child has specific needs please come in and have a chat and we will work together. Free Meal application forms may be collected from the School Office.

School meals are cooked on the premises and the children are encouraged to select and eat a nutritious meal from the choice available each day. Menus are provided by Highland Council to encourage a healthy lifestyle and copies are sent home each term. Every effort is made to accommodate any child who, for medical reasons requires a special diet. The dining area is supervised by school staff.

### Packed Lunches

As we are a Health Promoting School it is expected that packed lunches will provide a healthy and balanced meal. You are more than welcome to any help or advice on this at any time.



### School Meals – information on how to apply for free school meals.

### School Dress Code

All pupils are expected to wear Tarradale school uniform. As a mum myself I fully understand the mornings where the jumpers are in the wash! No child is ever punished in any way for not wearing uniform, however we do find that uniform makes us all feel part of the family and it certainly helps with our behavior within the school and community. Our parents are extremely supportive and we have no children normally not wearing uniform. Here is the basic expectation:

- Blue sweatshirt with school badge
- Blue hoodies with school badge

- Plain grey or black trousers or skirts - **NO JEANS**
- White shirt, blouse or school polo shirt - **no football shirts.**
- Comfortable, well- fitting shoes. High heels, platform soles and shoes with little support (strappy sandals) are not permitted.

We have recently added to the basic uniform list with jackets, fleeces, schoolbags and more. Come in and have a look to see what is best for your child.

**The Uniform items may be purchased from the school.**

The school is warmly heated so it is desirable that children are able to remove a 'layer' such as a jumper when necessary. Suitable outdoor clothing should be worn as whenever possible break and lunchtimes will be spent outside in the playground.

**All school clothing should be clearly marked with the child's name.**

**For gym days all children must have shorts and tee shirts which can be kept in school.**

We are actively encouraging children to change into shoes for indoor wear. These should be purely for indoor use and should be able to be worn in the gym hall. No slippers or crocs please. This is to ensure suitable footwear at all times in case of a fire where they may have to move quickly down the fire stairs. We change shoes to eradicate unnecessary mess for our cleaners, and to try and keep the carpets and classrooms clean for the children.



Hoodies, jackets and bags all beautifully modelled.

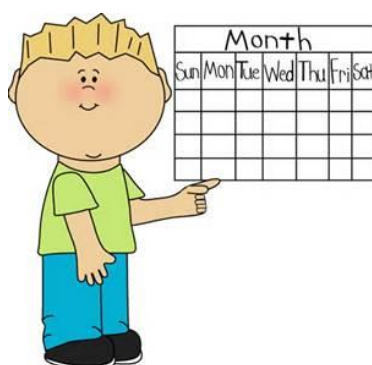
## SCHOOL CALENDAR SESSION 2022-2023

The following table lists the term dates for year 2022-2023

Open	Close
Monday 15 <sup>th</sup> August 2022 (Staff Only)	
Tuesday 16 <sup>th</sup> August 2022 (Pupils)	Friday 7 <sup>th</sup> October 2022
Monday 24 <sup>th</sup> October 2022	Thursday 22 <sup>nd</sup> December 2022
Thursday 9 <sup>th</sup> January 2023	Friday 31 <sup>st</sup> March 2023
Monday 17 <sup>th</sup> April 2023	Thursday 29 <sup>th</sup> June 2023

### Notes:

- Mid-term break - Monday 20<sup>th</sup> February and Tuesday 21<sup>st</sup> February 2023



### Public Holidays

- Good Friday - 7<sup>th</sup> April 2023
- Easter Monday - 10<sup>th</sup> April 2023
- May Day - 1<sup>st</sup> May 2023
- June 4<sup>th</sup> - Jubilee day.



### In-service Days

- The first day back after summer - Monday 15<sup>th</sup> August 2022
- Monday 12<sup>th</sup> September and Tuesday 13<sup>th</sup> September 2022
- One day following the February mid-term break - Wednesday 22<sup>nd</sup> February 2023
- Monday 5<sup>th</sup> June 2023



## ATTENDANCE/ABSENCE

Good attendance is vital if pupils are to achieve their full potential. But if a pupil is absent from school, a parent or guardian should phone the school on the first day of absence, on either the school message number: **0800 564 2272 (PIN- 043120)** or the school number **01463 870484**. When returning to school after an absence, the parent or guardian must give written reason for the time absent.

Permission to leave during the school day: 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, therefore it is essential that we have up to date day time contact numbers and emergency contact numbers for all pupils.

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 need to know the whereabouts of absent pupils.

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

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

In conclusion, we would ask parents to be aware of these considerations when making decisions on planning holidays during term time. We have enclosed a link to the school term dates on the Highland Council website to aid parents in planning any holidays they may be considering

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

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

During the current pandemic we may need to amend our approaches to recording attendance, for example if it becomes necessary for pupils to work from home. For more details please contact the school

## Adverse Weather Conditions and Emergency Closures

Parents must make a decision in bad weather as to the safety of bringing their child to school. If you are badly affected by snow and ice and cannot make it in please let us know by telephone before 9:00am. However if the weather affects buses and staff for getting into school a decision might be made to close the school. In this event follow the guidance below.



In the event of adverse weather conditions or an emergency closure parents can:

- Log onto [www.winter.highlandschools.org.uk](http://www.winter.highlandschools.org.uk) to access relevant information
- Use Highland Council's Messaging Service to enquire about school closures in times of adverse weather/emergency conditions:
  1. Phone 08005642272
  2. Then enter the school's PIN when prompted, 043120
- Listen to MFR Broadcasts
- Tarradale Primary Facebook Page

The last two occasions where the school has had to close have not been due to snow. In fact we had one of our best days EVER the last big snowfall we had as the whole school went out for a big snow day!

The school has had to be closed after major overnight storms where the power has gone off. In any event that your house in the area has no power please keep your child at home. We have found it extremely difficult to let parents know due to all normal information channels being power driven so in this instance please just keep your child at home.

## 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.

Continuous contact with our parents is extremely important to us. Throughout the year we will invite you into a whole variety of things - concerts, garden days, open afternoons and parents' evenings to name but a few. However we do not want you to wait to be asked. If you have a time where it is possible for you to come in and be a part of your child's learning, talk to the class teacher and see where it would be possible to come in and be a part of what we do.

If you have regular time at home and would like to come in and be a part of what we do then come and have a chat with me and we can certainly utilise your skills.

As a school we will keep you up to date regularly with what is going on and any new developments we are working on. This will be done by regular e-mails, newsletters and meetings which can again be found on facebook, and the website. We are a paperless school so we try not to issue paper letters, preferring to use digital methods. Please always ensure we have your most up to date e- mail address



### Friends of Tarradale



The 'Friends of Tarradale' is a group of parents who work with the head teacher, staff and children to try and improve the school experience for all. We meet every 6/7 weeks and are always looking for new members to join in.

We are delighted to be a part of what our school life entails. Our children at Tarradale are part and parcel of an ethos which is centred around community involvement and inclusion of the children. The school works hard making sure the children are invested in the life of the village and developing respect for their community and surroundings

Being a part of the Parent Council means a lot to us as we feel that we are part of the schools extended family. It is a very important role and we take supporting our school and our school staff very seriously. As a team we feel that we can extra support in any way needed for parents, staff and children.

You can contact us for more information through the school, or by e-mailing us directly on [tarradaleprimarypc@gmail.com](mailto:tarradaleprimarypc@gmail.com) and we will be happy to answer any questions. Details of dates of meetings and minutes can be found on the school facebook site.

Yours sincerely

Nicola King (Chairperson)

Julile Moran (secretary)

Samantha Wunder (treasurer)



## Homework

It is generally accepted that Homework can make positive contributions to the learning of individual pupils. Homework is given to consolidate class work and does not involve new, unfamiliar skills which have not been taught. Children will sometimes be asked to carry out some research or collect information in connection with their project.

Recent conversations with parents have indicated that this is something which is worthwhile, although a struggle at times. We urge parents to work with us in this area. This is under review.



## Parent/ Teacher Consultation

Information will be given out at the start of each term about what your child will be learning. You will then be invited to attend a 'Meet the Teacher' session in August.

Achievement logs will be given out every term showing next steps in literacy, maths, and health and wellbeing.

In November, you will be invited to attend parent/teacher consultation interviews. At this point to discuss your child's progress with the class

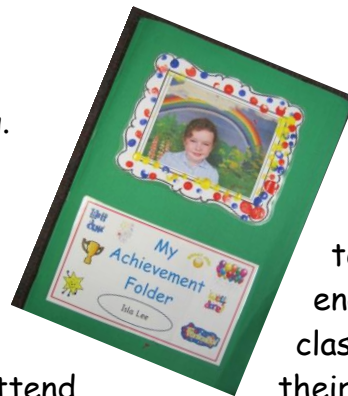
An open afternoon/evening is held every term to visit the school and view the work on display in the Parents and family members are regularly invited to attend performances and participate in school activities when needed.

A final summary will then be sent home in May, before parents evening, which will be held in June.

If you have any urgent concerns please don't wait for the parent / teacher interviews, contact your child's Class Teacher, or Headteacher, immediately and the matter will be addressed promptly. We are very keen that if you need to speak to us about any issue, especially your child's progression in learning that you make an appointment and come in to speak to us.

Our 'Achievement logs' have been created by all stakeholders and have been very popular with both pupils and parents. It is the children's way to let you know what they are learning and what their strengths are.

To take this further our parents worked with us to create a new summary report issued in the Summer term. Together with the achievement log, parent open evenings, formal evenings plus ongoing contact, we feel very confident that parents do feel part of our school at any opportunity.



progress and you will be able to teacher. enable parents to classrooms. their children's

## Accidents

In the case of accidents, first aid is administered by the Staff as an immediate temporary measure. Should any serious injuries occur then parents will be notified. Should it be considered necessary, medical help would be sought immediately.

## Administration of medicines

Mrs Macdonald, First Aider, is willing to administer children should they require it.

Any medication to be administered in school should child's name and should be brought to school by the to the class teacher who will require parents to complete a consent form.



any prescription medicine to

be clearly marked with the parent/guardian and delivered

If you consider your child to be responsible enough to administer their own medication, the school must be given full written details of the condition/illness from which the child is suffering along with written details of the medication to be taken and how it is taken. We will then keep this plan to make sure everything is adhered to properly.

Of course if a child is acutely unwell then they should not be sent to school.

Children who suffer from asthma should carry their own inhalers with them.

Every child with a medical need will have his/ her own medical care plan for staff to adhere to.

## Emergency Contacts

It is very important that we have on file a telephone number or address of someone we can contact in the event of any child experiencing illness or an accident or even in extreme weather conditions when children may have to be sent home.

## School Transport

Free school transport is provided for pupils under 8 years of age who live more than two miles from the school and pupils of 8 years and more, living a distance of three miles or more from the school. Parents are asked to co-operate with the school over Road Safety. Pupils should be particularly careful when leaving a school taxi and when crossing the road.

In adverse weather conditions, where parents are sufficiently concerned about conditions at 'drop off' points, they should contact the school as early as possible.

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



## School Crossings



There are two specific school crossings

- (1) Black Isle Road outside the school gate
- (2) Great North Road - beside the bus stop

These two areas are particularly busy roads and therefore it is essential that the children utilise these crossings and not elsewhere.

## Dropping Off

We have a real problem at Tarradale with the lack of appropriate drop off zones. After consulting with parents we have identified two safe zones. One is the public car park in the square at the library, the other is the Pavillion car park at the rear of the school.

**Under no circumstances** should parents ever use the staff car park to drop off or collect children. It is hugely congested and extremely unsafe. Our parents work with us to make sure this is not used. Parents have also made it very clear in helping us say **no to the Black Isle Road for parking**. This covers the whole road and not just the zig zags either side of the zebra crossing. Parking in this street creates a bottleneck for flowing traffic and makes visibility impossible for the road crossing patroller. It is an accident waiting to happen so is completely out of bounds.

Reduced speed limits of 20 mph operate the whole way through the main parts of the village now from one end to the other and out of the Black Isle Road past the school.

## Complaints Procedure

We hope to work with you on any issue. However there may be a time when you need more. Your first point of contact should always be your child's class teacher, as they are the people who know your child inside out.

However, from time to time parents may wish to make a formal complaint about a particular issue.

This should be done via the Head Teacher either by making an appointment to discuss the issue or in a letter.

We take this extremely seriously.

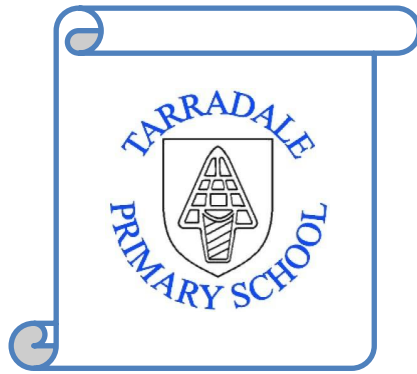
When the complaint is made the following action will be taken by the school -

- An investigation will be carried out or evidence gathered immediately.
- The class teacher will be informed if the issue relates to a specific child.
- The school's response will be relayed to the parent, either by letter, by a telephone call or by a further appointment with the Head Teacher, Class Teacher, parents and pupils.
- Formal documentation will be kept of each complaint and its resolution / outcome.

- We want to reassure parents that we take seriously any complaints and endeavor to resolve them as quickly as possible.
- If need be then subsequent meetings will be arranged in an effort to resolve the situation to everyone's satisfaction.
- Parents/carer's are also able to contact Head Office directly with a complaint, if they so wish. The local address and telephone no is

Derek Martin  
County Buildings  
High Street  
Dingwall  
01349 868241

# School Ethos



When we revisited our school vision statement with our staff pupils and parents the one word which stood out for us was 'happy'. Being happy is at the very heart of what we try to do.

Tarradale recognises old fashioned values at the heart of Curriculum for Excellence as being the most important life lessons of all. As a school we celebrate the children's achievements, both in and out of school, so as to encourage

- responsibility,
- success in learning,
- effective contributions within the school and community
- self- confidence and belief in themselves.

The children are rewarded for their manners, behaviour and achievements whatever they are, in a large variety of ways on a weekly basis. We find that happy children and staff make for better learning in the classroom. Some of our ideas include;

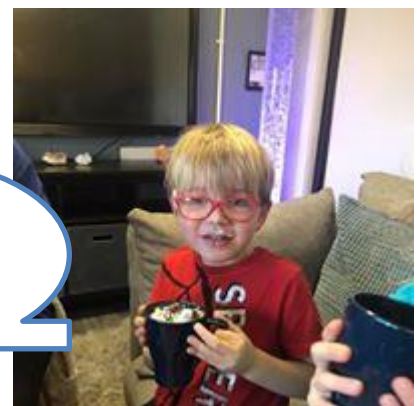


Every week a child from each class across the school is selected by their class teacher to come to the Head Teacher's office for hot chocolate 'with all the trimmings'.



We have  
been  
fabulous  
all week!

I have the  
best  
moustache!



## The SuperHero Assembly

Each week the infant department comes together to celebrate excellent writing in the form of a Superhero ceremony.



Superstar writers are allowed to wear their costume for the whole day to show the whole school how fabulous they are

## Heads of School

Heads are selected for interview after filling in an application form. As Head of School we work with Mrs Sinclair within the Community to make sure everyone knows who we are, and what we can be involved in as a school, for our village. We work with the Community Council to let them know that we are willing to do anything we can for all of the people in Muir of Ord. Being chosen was a fantastic day. We have school blazers so that people know who we are. We feel very proud to represent our school.

## Prefects

I like helping the little ones so I'm glad I was chosen to be a prefect.

I love being a prefect. I feel very proud to have been chosen.

Prefects meet regularly with Mrs Sinclair and let her know what's going on in school.

We have lots of great ideas for developing our school.

Being a prefect means I have to be a role model for the younger children.

I wear my Prefect badge with pride.

I get to do jobs which show I am a responsible and thoughtful person.

Being a prefect is great fun. I really enjoy it.



## Promoting Positive Relationships

Tarradale Primary promotes **a positive** behavior policy using praise and a range of rewards including stickers, golden time, house points, certificates assemblies and many more to reward positive behaviour.

Our golden rules, which have been developed by staff and pupils and supported by parents, are at the core of the school.

### Our Golden Rules

- Be helpful and Kind
- Be polite and friendly
- Be responsible
- Work hard
- Be the best you can be

### Our Golden Rules:

- apply across the whole school
- are **positively** reinforced by **all** staff
- are reinforced through weekly treats as outlined briefly



Any behaviour incidents are dealt with promptly by staff and management, with parents being kept fully informed.

Where there is mutual respect between children and adults - there is exemplary behavior.

Our positive behavior policy can be obtained from the school.

## Community Relationships

Tarradale Primary sits at the heart of its community. Families have connections to the school which go back generations. We are keen therefore to keep these connections alive and make sure our children have a sense of 'belonging' to their community.

We work in partnership with both of our local Churches who regularly come in to be part of our assemblies.



We have a polytunnel in the school grounds which is used by both school and community. We work in partnership with MOO Food growing various boxes in the Orchard. We are very much looking forward to working closely with members of our community to develop this even further.



We make weekly visits to Urray House Care Home, where the children perform songs, remember cultural and important days eg Burns, St Andrews, Christmas etc, parade their Easter Bonnets and play Boccia.

We have good links to the local newspaper the 'Muir Matters' so that the whole village knows what we are doing within the school and can invite them in accordingly.

Muir of Ord at the moment is going through a period of huge transition. We live in very exciting times. The school will make sure that we are as involved as we possibly can be in any new ventures. Watch this space!!!!

## What's going on?

To find out what we as a community offer please have a look at [www.muiroford.org.uk](http://www.muiroford.org.uk). This will give you ideas on clubs and activities in the village. This will also give you information as to what clubs are on in the village for the children. There is a whole array of clubs for the children to indulge in and I am sure you will find something to suit.

### Transition from P7 to Dingwall Academy



### Transition to Dingwall Academy

Pupils normally transfer to Dingwall Academy for their Secondary Education - The telephone number is 01349 869860

There is close liaison with Dingwall Academy and every effort is made to make the Primary 7 transition as smooth as possible.

Professional discussion about pupils needs start as early as November in some cases but certainly for all around February.

Transition days start in the December with various trips and days until three days induction at the Academy in June.

Opportunities are given to speak to Guidance Teachers for the Primary seven children.

Children are given numerous opportunities to visit Dingwall Academy eg to see Plays on Bullying and Healthy eating, sporting challenges and a social dance.

Any further transition would be as part of a child's plan discussion. We currently have children accessing Dingwall for a variety of activities eg, lego club and art and woodwork classes to boost their confidence in transition to a bigger building.

[Our transition policy for children moving on to Dingwall can be obtained from the school.](#)

## Curriculum For Excellence

Curriculum for Excellence defines 5 levels of learning.

In Primary Schools we are principally concentrating on the first 3 - The progression through these levels will be as follows

- Early Level - Pre-school years and in P1
- First Level - Achievable by children at the end of P4 but earlier or later for some.
- Second Level - Achievable by children the end of P7 but earlier or later for some.

## Our Curriculum

The Scottish Curriculum is now working within A Curriculum for Excellence covering all children from 3-18 and aiming to enable all young people to become:-

**Successful learners with** • enthusiasm and motivation for learning • determination to reach high standards of achievement • openness to new thinking and ideas

**Confident individuals with** • self respect • a sense of physical, mental and emotional wellbeing • secure beliefs • ambition

**Effective contributors with** • an enterprising attitude • resilience • self-reliance

**Responsible citizens with** • respect for others • commitment to participate responsibly in political, economic, social and cultural life

Children follow a broad curriculum with expectations for learning in Expressive Arts, Languages and Literacy, Health and Wellbeing, Mathematics and Numeracy, Religious and Moral Education, Sciences, Social Studies and Technologies.



One of the main features of A Curriculum for Excellence is the need to put learning into contexts to give them meaning and to create real life experiences for the children. If we are truly to give our children the skills needed for lifelong learning they need firstly to realize the link between learning and what happens in real life on a daily basis.

Each year children are involved in enterprise activities. The children develop a range of skills from exploring ideas, putting together costing's, projecting sales and working out how much they will have to sell to make a profit. This will have involved numeracy, art and craft and literacy to name but a few and is what we refer to as 'interdisciplinary learning' because one topic fits a whole range of subjects.

[Our curriculum rationale, e safety policy and Diversity and Equality policies can be obtained from the school.](#)

[Authority Policies](#)

**STANDARDS AND QUALITY REPORT** is available at request and also on the school website.

### Developing our young workforce

We work closely with our partner businesses in the village making connections, developing ideas, learning skills needed for life and work.



Each business listed gives us a different skillset to strive for and implement in the school. For more details have a look at the school facebook page for updates.

### ASSESSMENT

Assessment is an important and integral part of the learning and teaching process. It is part of the process of planning, when account is taken of the pupils' previous experience; and part of teaching, as the teacher and pupil constantly monitor the effectiveness of learning and teaching.

In Tarradale School we encourage the active involvement of pupils in their own learning from entering Nursery as 3 year olds to moving on to Dingwall Academy at the end of P7.

As children enter P1 we build on the Active learning they have been undertaking in Nursery. We share learning intentions with pupils so they are clear about what is to be learned and what success would be like. This encourages pupils to be actively involved in their learning, identifying and setting their own targets and evaluating their own success.

This year will see the second year of the new Scottish National Testing which will cover P1, P4 and P7.

At various times throughout the session teachers will come together to share their assessments of children's work. This process helps to ensure that assessment practices and procedures are based on sound, reliable evidence and are agreed by colleagues in their own school and validated also by those colleagues in the other Dingwall feeder Primary Schools.

More detailed information on assessment can be found in our school 'Assessment Model' which can be obtained from the school.

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

## Getting it Right for Every Child

### 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:

[http://www.highland.gov.uk/downloads/file/230/highland\\_practice\\_model\\_-\\_delivering\\_additional\\_support\\_for\\_learners](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](http://www.highland.gov.uk/download/downloads/id/11/co-ordinated_support_plan)

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

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

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

At Tarradale we have strived to provide a myriad of experiences for children to overcome any type of difficulty. Whether it is ASD, Dyslexia, behavioural, nurture - we have looked at how we as a school can bolster and help each and every child.

We have created a Nurture room which can deliver a huge range of programmes, a forest schools group both in school and in partnership with another school, academic programmes to boost learning in certain areas, lego club looking at social communication, Transporters group for ASD children, a sensory room, and much more.

This year in conjunction with ASN and mental health we are delivering a mindfulness and meditation programme right across the school. This is something we as a staff and community really believe in. The children are very enthusiastic about their learning in this area and are very vocal as to their perceived benefits thus far.

**(a) Enquire – the Scottish advice and information service for additional support for learning**  
<http://enquire.org.uk/>

**(b) My Rights, My Say – an advocacy and advice service for young people over 12 with additional support needs** <http://enquire.org.uk/myrightsmysay/>

**(c) Scottish Independent Advocacy Alliance, an advocacy service to support parents and children**

**(d) Scottish Child Law Centre, an organisation providing free legal advice to young people**



### Parental connections:

We work very closely with our parents of children with learning support needs. We have recently had a parents evening with a guest speaker with Autism. It was very powerful. We aim to include more parent opportunities to explore Learning support and our families.

### Extra-Curricular Activities

All children at Tarradale will be offered the chance to take part and be part of some kind of activity throughout the year. We are continuously looking for ways we can broaden the children's experiences and are making good links with the community to ensure this happens. At present in the school the children are able to have a go at

- Multi sports
- Lego
- Garden - den making
- Football
- rugby
- Art & Craft
- Dance
- Athletics
- Running
- Kempo
- EQ sports - lazertag etc
- Drumming, Feis Rois, Guitar, Violin and strings, piping.
- Cubs, Scouts, Beavers, Brownies, Guides.
- Choir
- Mindfulness and meditation
- Lunch bunch

This list will be added to throughout the session with

- Club Shinty
- Dance
- Music
- Meditation and mindfulness

# CLUBS AND OPPORTUNITIES

Every staff member in the school is part of an active working group to enrich the life of the school. EVERY child has to apply for the positions and learn about committees, minutes, action plans and 'making something happen'. EVERY child in the school has a place in one of our clubs.

## Head Boy & Girl

We make the school  
better in every way we  
can

## Fundraising Group

Tarradale 'cares'. We don't  
just raise money for  
ourselves throughout the  
year but look for a variety  
of ways we can help others.

## GLEE

Singing and dancing - what fun

## Music club

We use a variety of percussion  
Instruments to create sound.

## Tarradale Talks

Debating society.  
Can you discuss the biggest issues?

## MOO Group

We have our MOO  
Flag status at  
Tarradale which we  
work very hard to  
maintain.

# SPORTS CLUB

Infant sports with sporting leaders. A multi -sport Opportunity for our budding sportspeople

## HOUSE CAPTAINS

Collecting points every Week. Creating clubs and Competitions.

## Nature Crafts Group

We use what we can find around us every day to be inventive and create beautiful art.

## Mindfulness



In a world ever changing and becoming More stressful we teach the children How to cope and take care of their Mental health.

## Art & Craft

If you are a budding artist this is the Group for you!

## science

Budding Scientists can test out Their skills in science.

So that is us!

If you are thinking about your child coming to Tarradale please give us a call and come in and have a look around.

If you need further information as to school life and what we as a team are aiming for through development ideas and standards you will find everything you need on facebook and the School Website.

We very much look forward to working with you.

Tracy Sinclair  
Head Teacher  
Tarradale Primary

## Appendix

### Access to Pupil Records

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

### Data Protection Legislation

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

### Transferring Educational data about pupils

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

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

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

### Data policy

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

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

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

**Information on why we collect data about pupils and who we share this data with can be found in Highland Council's Privacy Notice which is available here:**  
[https://www.highland.gov.uk/directory\\_record/1095920/enrol\\_your\\_child\\_at\\_a\\_school](https://www.highland.gov.uk/directory_record/1095920/enrol_your_child_at_a_school)

### Why do we need your data?

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

- plan and deliver better policies for the benefit of all pupils
- plan and deliver better policies for the benefit of specific groups of pupils



- better understand some of the factors which influence pupil attainment and achievement
- share good practice
- target resources better
- enhance the quality of research to improve the lives of young people in Scotland

### **Your data protection rights**

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

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

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

### **Concerns**

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

### **Equality and Inclusion**

For up-to-date information please see:

[http://www.highland.gov.uk/info/751/equality\\_diversity\\_and\\_citizenship/313/equal\\_opportunities](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 from <contact details> or online at

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

## **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 01349 868603 County Buildings, 84 High street, IV15 9QN. Placing request forms can be obtained from [http://www.highland.gov.uk/info/878/schools/11/school\\_enrolment/2](http://www.highland.gov.uk/info/878/schools/11/school_enrolment/2)

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

If pupils live outwith the school catchment area and their parents wish them to attend Tarradale Primary they can contact Tracy Sinclair to arrange a visit

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

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

**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.**