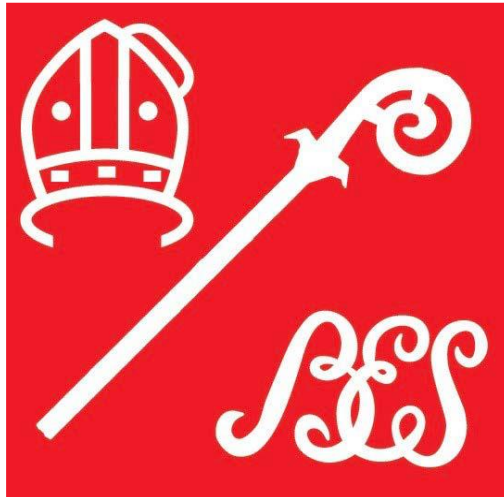


BISHOP EDEN'S PRIMARY SCHOOL

SCHOOL HANDBOOK

2022/23



*#Respect #Safe #Responsible
#bishopedenssucceedstogether*

73 King Street Inverness IV3 5HX

Tel: 01463 237103

Email: bishopeden.primary@highland.gov.uk

Website: www.bishopedens2021andbeyond.com

Facebook: Bishop Eden's Primary School

Twitter: @BishopedenS

Dear Families,

A warm welcome to Bishop Eden's Primary and to our wee school family! We prioritise working together and showing kindness for each other. We are a mainstream, denominational, Episcopal school and provide education from P1 -P7. With a current school roll of 37, we take pride in knowing all of our pupils and families very well and being able to form positive relationships with them. We welcome everyone, regardless of faith to our school and we have an inclusive and diverse community. We believe in using the community around us to build secure foundations for our pupils' lives now and in the future. Our link with Inverness Cathedral is an important part of our identity.

We are a school that puts the wellbeing of our pupils at the forefront of everything we do. We develop every child's skills and abilities through working together and involving children, parents and staff. The following pages only give a brief outline of what we seek to achieve. We work in partnership with parents/carers so your child achieves their full potential.

At Bishop Eden's Primary School, the vision we have chosen is:

Bishop Eden's Succeeds Together

We have three core values that underpin our vision. Everything we do in our school, we consider these values. They are:

RESPECT

SAFE

RESPONSIBLE

If you are interested in sending your child to Bishop Eden's Primary, please do not hesitate to get in touch!

*Mrs Allison Howie
Head Teacher*



Our School Staff 2021/22

Mrs Allison Howie Head Teacher
+P1-3 teacher (1 day) & P4/5 CCR (0.5 day)

Teaching Staff

Miss E McDaid P1-3 Teacher
Mrs D Ross P4/5 Teacher
Mrs J Strange P6/7 Teacher (4 days)
Ms A Treffry P6/7 Teacher (1.5 days)
Mrs L Davison ASN Teacher (every second Tuesday)

Support Staff

Mrs E Gribben Pupil Support Assistant
Mrs A MacDougall Pupil Support Assistant
Mrs F Craighead Pupil Support Assistant (Literacy)
Mrs A Galbraith Children's Support Worker

Mrs K King Clerical
Mr P McDaid Facilities Management Assistant
Mrs M MacRae Catering Assistant
Mrs G Thompson Cleaning Operative

Our School Day

Primary 1-3 9am - 12.15pm
 1.30pm - 3pm

Primary 4-7 9am - 12.45pm
 1.30pm - 3pm

Morning interval 10.45am - 11am

School Ethos

Our Cathedral Link

St Andrew's Cathedral, Inverness was founded by Bishop Robert Eden and schools were an integral part of his vision for the developing work of the Scottish Episcopal Church in the Highlands. This was before the days of the universal and compulsory education. A Girls' School was started in 1854 in a hall in Academy Street and transferred to the present building in 1870. The Boys' School was built adjacent to the Cathedral in 1871 (Now Café Ness at the Cathedral). The two schools were merged in 1943 and from January 1944 the resulting mixed primary school was known as Bishop Eden's School.

The purpose of Bishop Eden's was never to be an exclusive faith school. It was to develop a school for all who wished to attend, regardless of gender or ability to pay, which at the time were both barriers to receiving an education. Bishop Eden's still maintains this ethos. We are a denominational faith school, but value inclusion of all and promote a diverse population. You do not have to be from the Episcopal Church or even Christian to attend our school. We welcome all faiths and cultures. The school curriculum is no different from that in any other primary school and a general course of religious education is followed, but with reference, as appropriate, to the beliefs and practises of the Episcopal Church. Members of the Cathedral Clergy visit regularly to liaise with class teachers, assist in religious education and participate in other school activities. School services are held in the Cathedral at which parents and friends are invited to attend. The importance of the affiliation with the Scottish Episcopal Church and the continuous framework of support it provides are recognised. The buildings are owned by the Cathedral and the Cathedral Authorities are responsible for the external fabric. The Episcopal Church holds one right of place on the Parent Council

Much more important than the denominational emphasis is the Christian basis of the whole life of the School. We focus on our school values of respect, safety and responsible in everything. We see our diversity as a strength. We believe our purpose is to allow every child and family we work with to flourish through positive relationships, and working together to help their child achieve their overall potential. The Clergy of the Cathedral are always willing to assist school families pastorally in any matter in which their involvement is sought.



School Ethos continued

Equality and Inclusion

For up-to-date information please see:

www.highland.gov.uk/info/751/equality_diversity_and_citizenship/313/equality_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, gender, sexual orientation, gender reassignment, pregnancy and maternity.
- Highland Council Education Service aims to:
 - Offer education of the highest quality to all young people within a developing culture of inclusion.
 - Endorse the principles of inclusion, entitlement and equality of opportunity in the development of best practice.
 - Value the diversity of interests, qualities and abilities of every learner.

School Uniform

All of our pupils are expected to wear school uniform, as it helps to foster a sense of pride in being part of Bishop Eden's Primary School. Our uniform can be bought from Macgregor's Uniform in Inverness as well as National Schoolwear Outlet, Inverness, or can now be ordered online at My Clothing Limited www.myclothing.com.



Our uniform consists of:

- a red Bishop Eden's sweatshirt
- white polo shirt, shirt or t-shirt (these can be purchased at McGregor's in either red or white or house colours).
- black trousers/joggers or skirt.

We also have a significant stock of new and used uniform within the school that we sell for £1 apiece. Please get in touch if you are interested.

We encourage our children to be ready to learn and this can include being outdoors, so black joggers/leggings are acceptable as they enable children to be able to move about. Children should also have with them what they need to be outside during the day, such as coats/jackets/hats and in summer-sun hats and sunscreen.

For PE, we are currently asking families to send their child to school on PE days in joggers or leggings, as well as school jumper/t-shirt/polo-shirt. This reduces needing to change.

Indoor shoes are encouraged.

Positive Behaviour

Bishop Eden's Primary School is committed to a positive relationships approach in line with Highland Council's Promoting Positive Relationships Framework and Guidance which can be viewed at

http://www.highland.gov.uk/download/downloads/id/166/positive_behaviour_guidelines.pdf

Celebrating showing our values

At Bishop Eden's Primary we feel it is important to celebrate the success of children who consistently go above and beyond in their school lives, and we also like to work in partnership with parents. We have an 'Above and Beyond' recognition board and pupils are given Head Teacher awards at Weekly Assemblies. Children also receive house points for showing our school values and hard work.

Achievements

We celebrate achievement in our school through weekly assemblies and skills time. We celebrate achievements from home through sharing success and displaying this on our school achievements wall. This underpins our ethos of a positive approach to everything we do at Bishop Eden's Primary. As a result, we feel our pupils celebrate each other's successes, strive to do better themselves and have pride in our school. We may be a small school but we have a big heart!

Nurture

We use Emotional Literacy approaches throughout the day to communicate with each other. Every day, each class has an emotional check-in and whole class breakfast which helps everyone to build and maintain caring attitudes to each other and helps to ensure that we can meet the social and emotional needs of our children. We know as a school that if a child is happy and feels safe they will achieve more.



School Day

School Meals

School lunches are served in the dining room in two sittings - P1-3 and P4-7. At present a school lunch costs £2.30 a day. Payment should be made on a Monday for the week. Free meals are available to families on some benefits and claim forms can be collected from the school office or from the links below. All children in primary 1-5 (from January 2022) are entitled to a free school meal although do please still apply for free school meals if you think you may be entitled, as this provides the school with some additional funding.

Menus are sent home on a termly cycle and the current menu can always be viewed on Highland Council website.

http://www.highland.gov.uk/downloads/file/6432/primary_school_main_menu

Free meals can be claimed in certain circumstances, for information and application form please see

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

Packed Lunches

Packed lunches may be brought to school and eaten in the dining room. advising against glass bottles, tin cans and hot liquids being taken to school. We ask the following about schools lunches:

- No glass bottles, tin cans and hot liquids being taken to school.
- No Fizzy or sugary drinks
- No nuts or nut products which can cause an anaphylactic response in those with allergies within our school.
- We encourage healthy foods in lunches as much as possible and to limit sugary or processed foods

Breakfast/Morning break

Every child at Bishop Eden's is offered a breakfast at the start of the day- usually a slice of toast. At break times we do not have a snack trolley so children have to bring a snack from home. We encourage families to pack just one or two small healthy items for this as otherwise children spend their whole break eating their snack!

Transport

Transport to school is available to the school on a shared bus with St. Joseph's, subject to certain conditions. We encourage children to either walk or cycle to school and the school should be notified of any change in travel arrangements made for your child. We would ask parents to park at Tesco and walk the remainder of the way if possible to reduce congestion outside the school during pick up and drop off times and increase the safety of the many children leaving the building.

Bicycles, scooters, skateboards etc., should not be ridden in the playground due to safety concerns.

Emergency

Parents/Carers are required to give emergency telephone contact numbers to the school so that in the event of accident, illness or early school closure, the necessary arrangements can be made. Children should be made aware of these arrangements.

The School Year*

Please go to the following link to download the current school calendar complete with in service and holiday dates.

Highland Council Website

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

Attendance and Absence

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 by 9.30am on the first day of absence. 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 out with school hours.

If pupils fall ill during the day, parents will be contacted for them to collect their child. Therefore, it is essential that we have up to date daytime 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 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.

Communication

We pride ourselves on an open door policy. We will endeavour to be responsive to any request immediately, but on occasion may need time to look into the request/concern. We have **parents' meetings** twice a year and regular informal times for parents to meet with their child's teacher. We have regular open afternoons, concerts and performances with families invited into school. We use our [School website](#), Facebook/Twitter page to share information and latest news to keep families updated on important dates etc. We also send out letters and newsletters home via email with important information.

A **newsletter from the Head Teacher** is issued every week to all parents via the school website. This letter contains features about the life of the school and includes information about important dates and events. Each class also have a termly class newsletter detailing specific learning plans for the term ahead.

The school **Facebook page and website** is regularly updated and the school's **School** details the school's self-improvement targets. A documents can be from school office. We also communicate **workshops** to aspects of the



Improvement Plan evaluation and paper copy of these obtained on request

through **parent** demonstrate specific curriculum.

Reporting to Parents

A written report is sent home in June. Parents are welcome at any time to make an appointment through the school office to discuss their child's progress with staff or to ask for information, support or advice on how best to support your child's learning.

Parental Involvement

Parents are encouraged and very welcome to participate in school life e.g. by coming and sharing their talents/interests etc. Please let us know if you are interested in becoming involved. All parents working regularly with children are required to undertake a PVG check. We gather parents' opinions through questionnaires, focus groups, comments boxes, 'post its' for comments at various school events. We also have an active Parent Council through which views and opinions can be shared.

Children 1st have a national, confidential helpline, Parentline, providing advice and support to anyone caring for or concerned about a child.

www.children1st.org.uk/help-for-families/parentline-scotland/

At Bishop Eden's Primary School, we pride ourselves in having parents very involved in everything to do with the school. Not only through formal parents' appointments, reports and open afternoons but also through our Parent Council. Our school benefits from a very dedicated and supportive parent community.

Parents are experts of their own children and they themselves were in school once so remember well what worked effectively for them as learners.

Parent Council

We have a very friendly Parent Council who works alongside the school to try and further the experience for our children. The parent council can be contacted through the school. bishopeden.primary@highland.gov.uk

The parent council welcome new members at any time and this can be through attendance at meetings or any other support that other parents/carers can offer.

We also have representation at meetings from the Cathedral which is very important to support our identity as a denominational Episcopal school.

Concerns

If you have any concerns about your child's education and/or their time at school you should contact the school to discuss this with a member of staff. Throughout the year there are opportunities to talk to staff during parent interviews and open afternoons. The school has an open door policy and you should feel welcome to speak to the school at any time. We keep a record of meetings with parents and will complete an action plan to address issues if needed.

Complaints Procedure

If a parent has any complaints they should contact their child's class teacher in the first instance, or the Head Teacher for more serious issues.

The school will always endeavour to resolve issues by listening to parents and seeking solutions in partnership. Should a situation not be resolved, parents can contact the Area Education Office, 01463 702046.

Please note that transport is not a school responsibility and any queries should be addressed to the Local Transport Officer, Transport Office.

<http://www.highland.gov.uk/learninghere/schools/informationforparents/>

Placing Requests

Bishop Eden's is a placing request only school; we do not have a fixed catchment area. To attend Bishop Eden's, Families must complete a placing request form online. Prospective P1 Families must first register their child at their local catchment school, then complete the placing request online. Applications can be made at any time throughout the year. If you wish to visit the school prior to submitting a placing request, please enquire through the school office where an appointment will be made with Mrs Howie, the Head Teacher.

Placing Requests can be obtained from:

<http://www.highland.gov.uk/learninghere/schools/informationforparents/>

Pupil Leadership

We offer a number of roles and responsibilities in school and a variety of opportunities for pupil voice. Pupil Council and Playground Buddies meet regularly to discuss ideas and school improvement. Play Buddies and Pupil Champions play a very important role in our school.

Being part of a committee and seeing a development through is an important aspect of citizenship and global learning. We think it is important to care for each other and our environment.



Curriculum

Every day, pupils at Bishop Eden's have dedicated Literacy and Numeracy lessons. We also ensure that all other areas of the curriculum such as Science and Social Studies, incorporate opportunities to further develop learner's literacy and numeracy skills. We have a highly qualified Literacy PSA who supports every class, every day, to further support and challenge all our pupils. Our small classes mean that our learners get a much higher amount of teacher time and teachers are able to utilise this to ensure pupils meet their full potential.

Bishop Eden's Primary brings learning to life for pupils. We endeavour to create as many rich contexts for learning as we can for the pupils. This makes their learning more exciting, more memorable and more likely to be retained. One way we do this is by using fictional texts to look at wider issues and learning from different areas such as science, social studies, and Health and Wellbeing. We also focus on using our pupils and the world around us helping to guide the context we use to learn about, such as World Events (COP 26, Olympics) Local contexts and resources (local history, STEM Events at UHI or an exhibition at the local library/museum) or an area the children have shown an interest in and could be developed to achieve breadth of learning.

We also believe in using our location in the heart of Inverness to develop leadership and work skills by developing the young workforce: skills for learning, life and work. For example, our pupils complete volunteer work placements at our adjoining playgroup and have opportunities to work at Inverness Cathedral Café.

We are able to do this as Curriculum for Excellence aims to achieve a transformation in education in Scotland by providing a coherent, more flexible and enriched curriculum from 3 to 18.

The curriculum includes the totality of experiences which are planned for children and young people through their education, wherever they are being educated.

The purpose of the curriculum is laid out in the four capacities - to enable each child or young person to be a **successful learner, a confident individual, a responsible citizen and an effective contributor.**

The curriculum aims to ensure that all children and young people in Scotland develop the knowledge, skills and attributes they will need if they are to flourish in life, learning and work, now and in the future. The attributes and capabilities of the four capacities are outlined below:

successful learners	confident individuals	responsible citizens	effective contributors
<p>attributes</p> <ul style="list-style-type: none"> enthusiasm and motivation for learning determination to reach high standards of achievement openness to new thinking and ideas <p>capabilities</p> <ul style="list-style-type: none"> use literacy, communication and numeracy skills use technology for learning think creatively and independently learn independently and as part of a group make reasoned evaluations link and apply different kinds of learning in new situations. 	<p>attributes</p> <ul style="list-style-type: none"> self-respect a sense of physical, mental and emotional well-being secure values and beliefs ambition <p>capabilities</p> <ul style="list-style-type: none"> relate to others and manage themselves pursue a healthy and active lifestyle be self-aware develop and communicate their own beliefs and view of the world live as independently as they can assess risk and make informed decisions achieve success in different areas of activity. 	<p>attributes</p> <ul style="list-style-type: none"> respect for others commitment to participate responsibly in political, economic, social and cultural life <p>capabilities</p> <ul style="list-style-type: none"> develop knowledge and understanding of the world and Scotland's place in it understand different beliefs and cultures make informed choices and decisions evaluate environmental, scientific and technological issues develop informed, ethical views of complex issues. 	<p>attributes</p> <ul style="list-style-type: none"> an enterprising attitude resilience self-reliance <p>capabilities</p> <ul style="list-style-type: none"> communicate in different ways and in different settings work in partnership and in teams take the initiative and lead apply critical thinking in new contexts create and develop solve problems

The attributes and capabilities can be used by establishments as a guide to check whether the curriculum for any individual child or young person sufficiently reflects the purposes of the curriculum.

To find out more visit: <http://www.educationscotland.gov.uk/thecurriculum/>

To find out about attainment and achievement please visit
<https://education.gov.scot/parentzone/>

Curriculum Areas

The curriculum areas are the organisers for ensuring that learning takes place across a broad range of contexts, and offer a way of grouping experiences and outcomes under recognisable headings.

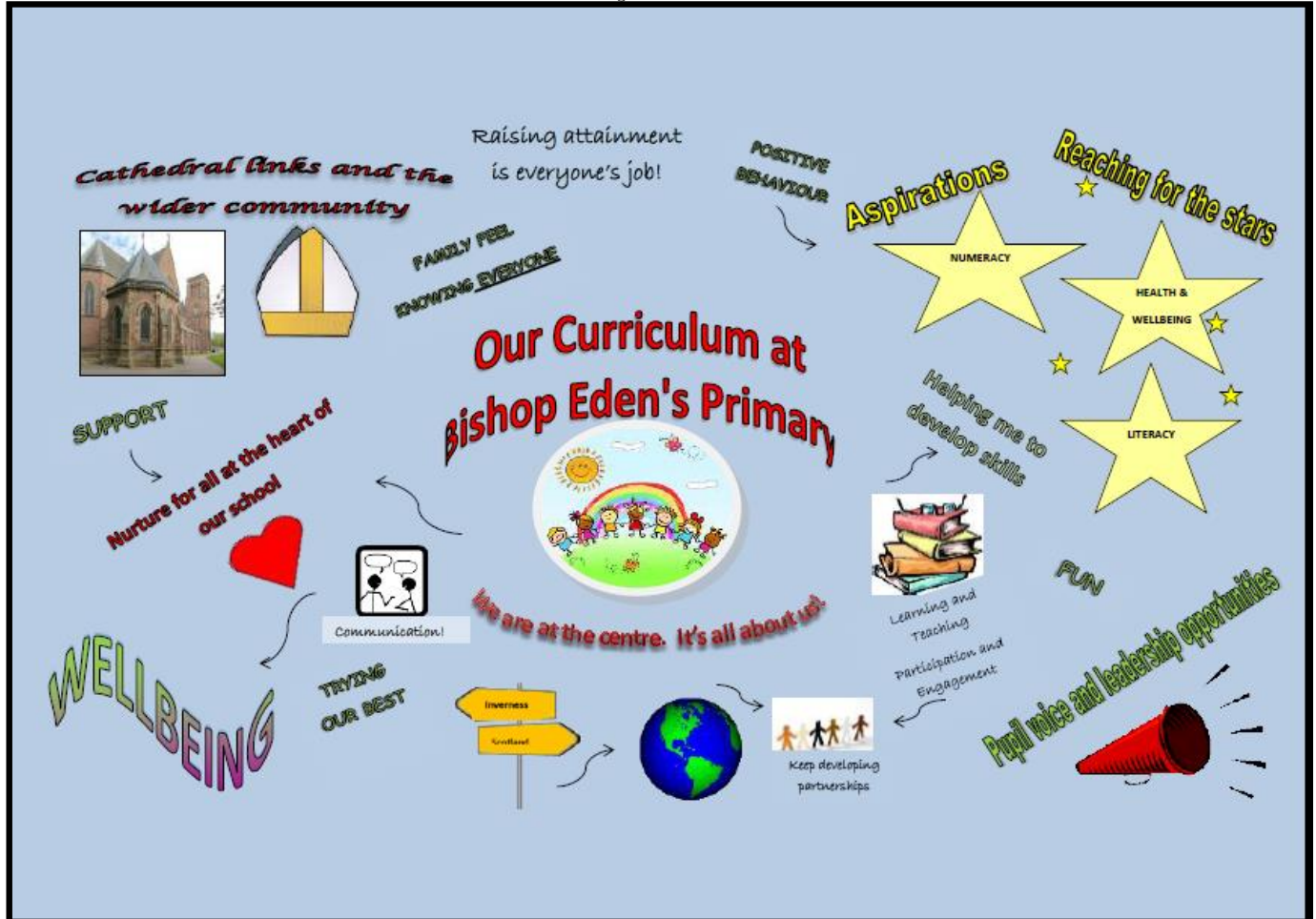
The experiences and outcomes describe the expectations for learning. Taken together, experiences and outcomes across the curriculum areas sum up national aspirations for every young person: the knowledge and understanding, skills, capabilities and attributes we hope they will develop.

The eight curriculum areas make their own unique contribution to developing the four capacities. Each does so both within its own disciplinary contexts and through connections with other areas of learning.

The eight curriculum areas are:

Health and wellbeing, Literacy, Numeracy and Mathematics, Expressive Arts, Religious and moral education, Sciences, Social studies and Technologies

Bishop Eden's Primary provides children with many opportunities to learn **outside the classroom** where possible. We are very lucky to be situated in the middle of the city, means we can easily walk to places in order to enrich our learning experiences. Some of the links we have made to enhance our learning experiences are: Inverness Library, Inverness Museum, My World of Work, Bellfield Park, Christian Youth Centre, Eden Court, Inverness Tennis and Squash Club, Inverness Caledonian Thistle, shops and restaurants within the city centre and local businesses. We are continually making new links for the benefits of our pupils and so we can engage with a wider school community. CSW



Assessment and Reporting

Assessment is an important part of the teaching and learning process and evaluates a child's progress. Assessments assist and provide information to pupils, parents and staff in how to raise attainment. Assessments are carried out in a variety of ways for different purposes. It can be daily and ongoing observational assessment by teachers or a summative assessment at the end of a block of work. It may provide information on pupil progress, to diagnose an area of difficulty or to communicate to parents and pupils their areas of strength or concerns. We involve children in what is to be learned and how to achieve it. Meaningful feedback to children from teachers helps them to self/peer assess their work and make improvements. Bishop Eden's Primary School, along with other Highland schools, undertakes some standardised assessments including Scottish Standardised Assessments SNSA for P1, P4 and P7 (as per education guidelines). This gives the teachers extra information to match against the ongoing data they have. See the following website for further information

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

School Improvement

Both the School Improvement Plan and the Standards and Quality Report can be accessed as a hard copy in the school. Our key strengths and areas for improvement are clearly defined in these documents along with our action plans for change. The pupil council take these and change them into a child friendly format so that they also know how they can help the school improve. Our most recent inspection report can be found at <https://education.gov.scot/inspection-reports/highland> with more information at.

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

If you would prefer to receive any of these documents in a different language please contact the school and it can be translated for you.

Transition

Nursery to Primary

Bishop Eden's does not have a dedicated nursery; as a result we enrol children who have attended many nurseries around Inverness. In the run-up to starting Primary 1 we have a series of visits for pupils and parents so that they get to know the staff, pupils and the school before starting in August. These transition visits prove to be very beneficial for everyone and it means that the pupils are well prepared for starting school.

Within School

Transition also takes place within the school when pupils move from one teacher to another or from one classroom to another. Again much work is done with the pupils to prepare them for such a change. In Bishop Eden's Primary we use a programme called Resilient Kids which helps children build resilience when dealing with transitions at any stage and indeed into their teenage and adult life.

Primary to Secondary

Pupils from Bishop Eden's Primary will go on to any secondary school in Inverness depending on their catchment area. We can feed into and support transition into all the secondary schools in Inverness and wider if necessary.. Staff from receiving secondary schools visit in early Primary 7 to begin

transition. And offer a variety of meetings, events and activities for the pupils and parents. Some pupils will have needs which require them to have enhanced transition. This will be organised between Bishop Eden's and the receiving secondary school and supports children who need additional support.

Primary to Primary

There will be times when pupils move to another primary due to a house move or other domestic situation. When this happens, all confidential records kept at Bishop Eden's for the pupils are posted directly to the receiving school on their request. Any completed class work may be given to the pupils, parents and/or school.



Additional Support Needs

Bishop Eden's Primary is dedicated to meeting the individual needs of all the pupils in our school. All staff are highly skilled in ways of engaging with pupils and bringing out the best in their learning. First learning needs are met in the classroom by the class teacher. This is done through quality relationships, differentiation and matching ability to activity.

All children need support to help them learn. Some children require more help than others. We follow The Highland Practice Model staged approach to assessing, identifying and supporting additional support needs. In this model every child has a 'named person' who is responsible for making sure that the child or young person has the right help to support his/her development and well-being.

Many of our Pupil Support Assistants work with a variety of small groups and individuals throughout the week to support learning of all our pupils. We have a range of resources for supporting specific learning difficulties and use them when it is most appropriate for each pupil.

If you have a concern about your child in please contact your child's class teacher in the first instance or the 'named person', who will usually be the Head Teacher. In a secondary school, the named person will usually be the Principal Teacher Guidance/Pupil Support.

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/>

also

<http://forhighlandschildren.org/>

Partner Agencies

We work very closely with our partner agencies and our Practice Lead, Moira Calder comes into the school regularly to review supports in place for children. This is a partnership with Social Work and Moira will often attend Support Meetings for children. These meetings are essential in bringing together services for the benefit of the pupils. We work closely with Community Paediatricians, School Nurses, Speech and Language Therapists, Educational Psychologists, Dental Nurses, Social Workers and Community Police. They visit the school regularly and work with the children in a variety of ways. Often they act as advisors for support or in relation to referrals and requests.

If required, there are a number of outside agencies which can be contacted to work with individuals or groups. Some of the agencies we have worked with in the last year are: Action for Children, Children Service Workers, Crocus Group, CAMHS and Pupil Support Services.

More information can be found at: <https://www.thrivingfamilies.org.uk/> click on Education.

Advice for pupils, parents and carers on additional support needs may also be found at the following websites:

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

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

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

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

Administration of Medicines

National Guidance on the Administration of Medicines in Schools has been issued by the Scottish Government.

<https://www.gov.scot/publications/supporting-children-young-people-healthcare-needs-schools/>

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

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

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

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

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

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

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

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

Minor injuries

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

Mental Health and Wellbeing

Staff will support the emotional development and wellbeing of pupils through formal and informal curricular activities. Any concerns about a pupil's wellbeing can be discussed with the named person. School have access to Highland Council's Primary Mental Health Worker Service and consultation and advice may be sought if there are concerns that might require more targeted support. Parents would generally be involved in discussions beforehand, however a young person over the age of 12 can ask for support themselves.

Adverse Weather

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

supplied to us. Further information can be obtained from <http://www.gov.scot/Topics/Statistics/ScotXed>.

Data policy

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

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

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

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

Military Families

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

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

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

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

https://www.highland.gov.uk/info/886/schools_additional_support_needs/833/armed_forces_support_for_families_and_schools

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

Whilst the information in this handbook is considered to be true and correct at the date of publication (December 2021), changes in circumstances after the time of publication may impact on the accuracy of the information.