

Kiltearn Primary



'Climbing Higher Together'

School Handbook

2022/2023



Head Teacher
Mrs L McKernie
Principal Teacher
Mrs J Haines

The School Address is: Drummond Road, Evanton, Ross-Shire, IV16 9UT

Email: kiltearn.primary@highland.gov.uk

Facebook: **Kiltearn Primary**

Website: www.kiltearn.highland.sch.uk

Telephone: 01349 830568

Adverse Weather

Phone- 0870 054 6999 school pin code- 04 2340

Website- www.highland.gov.uk- Click on Ready for Winter

School Calendar 2022/2023

Autumn

- Autumn term starts - 15 August 2022
- Autumn term ends - 07 October 2022

Winter

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

Spring

- Spring term starts - 09 January 2023
- Mid-term break – 20 to 22 February 2023
- Spring term ends – 31 March 2023

Summer

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

Public holidays

- May Day - 01 May 2023

In-service days

- 16 August 2022
- 12 September 2022
- 13 September 2022
- 22 February 2023
- 05 June 2023

Highland Council strongly encourages parents to take their holidays within these designated holiday periods but we recognise that this is not always possible. If it is necessary to take a holiday out with these periods please inform school by letter, the holiday will be recorded as an unauthorised absence.

Kiltearn Primary School

On behalf of all of the staff, I am delighted to welcome you to Kiltearn Primary School and hope that your child has an enjoyable experience in our care.

I have a highly motivated, enthusiastic team working in the school that are committed to bringing exciting challenges and enjoyable experiences for all children.

We greatly value the support from all our parents and look forward to working in partnership with you, to provide positive learning experiences for our pupils. If at any time you have any suggestions or wish to discuss something about your child's education or well-being, please do not hesitate to contact us via the school office.

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

This handbook has been planned to give a comprehensive description of the educational provision at our school and also to provide any information required for the welfare of your child. However, please feel free to contact us if you require further information.

We look forward to working in partnership with you and your child.

Mrs Lauren McKernie
Head Teacher



Jo Haines
Principal Teacher



Kiltearn Primary Vision, Values and Motto

All pupils, staff and parents contributed to what they thought made a very good pupil, school, Teacher and Head Teacher. We have agreed that our key school vision and values are to ensure that all children are:

- Valued
- Respected
- Nurtured
- Included
- Healthy
- Happy
- Confident
- Kind, helpful and empathetic
- Kind to the environment
- Provided with skills for learning, life and work

It is an environment where

- Success is Celebrated
- Differences are valued
- Bullying is not tolerated
- There is a strong link between school, parents and the local community

(November 2016)

Our school Motto

'Climbing Higher Together'

(June 2016)

Staff, parents, children and the wider community were consulted in the process of updating our School Vision, Values and Motto.

Kiltearn Primary



Kiltearn School is in the village of Evanton. Evanton lies a mile north of the Cromarty Firth. The school is located 4 miles from Alness. The pupils who attend the school are from the catchment area of Evanton which also covers old Evanton Road, Novar Estate, Glenglass and Swordale. We are part of the Alness Associated School Group and P7 pupils transfer to Alness Academy at the end of their Primary Education.

We are a non-denominational and equal opportunity school, opposing all forms of prejudice and discrimination. We will always promote an understanding and respect for our pupils cultural identity and beliefs.

Within the school there are 6 classrooms, a Nurture room, an Early Learning and Childcare setting, a Library, a Medical Room, a general purpose hall, a Kitchen, a Staffroom, cloakrooms and an office.

At present our school roll, including our Early learning and childcare provision, is 141. We currently have 5 classes and a 9am-3pm Early Learning and childcare provision for 3 and 4 year olds.

Staff at Kiltearn Primary

Head Teacher

Mrs L McKernie

Principal Teacher

Mrs J Haines

Class Teachers

P1/2 Mrs L Eunson/Miss Ross

P2/3 Mrs Haines

P4/5 Mrs L Ross/Mrs Ryan

P5/6 Mrs E Grant/ Mrs T Watters

P6/7 Mr A Gillespie

CCR Mrs S Ryan

Pupil Support Assistants

Mrs L MacLeod

Mrs E MacKay

Mrs S Grant

Mrs C Robertson

Mrs C Whitehead

ELC Staff

Mrs E McLelland

Mrs R Ross

Mrs L Duncan

Miss K Watson

Mrs E Sutherland

Mrs K MacLeod

School Secretary

Miss L Caskie

Facilities Management Assistant

Mrs Hazel Clark

Crossing Patrollers

Mrs G Gillespie

The School Day



Primary 1-3

9.00 – 2.30

Primary 4-7

9.00 - 3.00

Break time

Primary 1/2, 2/3 and 3/4 10.15-10.30

Primary 4/5, 5/6 and 7 10.35-10.50

Children may bring a snack for break time. 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. Water is also available in all classes.



Fizzy drinks are not allowed in school at any time.

Lunchtime arrangements

ELC

12 - 12.30

Primary 1-3

12 - 12.45

Primary 4-7

12.30 - 1.15

Children will eat their lunch in the school canteen and will then go to the playground for the rest of lunch break. We sometimes have lunch time activities on in the sports hall across the road that the children can attend.

Home lunches

The majority of children stay in school for lunch, however parents may choose to take their child home for lunch. Please ensure we are informed if your child is to go home for lunch. Pupils, whose parents have chosen to have them home for lunch, are in the care of the parents during the lunch

break.

School Lunches



School meals are free for all pupils in P1-5.

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 is very happy to cater for all dietary requirements. If your child has specific dietary needs please come in and have a chat and we will work together.

Free Meal application forms, can be collected from the School Office.

Alternatively, you can apply for free school meals at:

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

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



Children are able to take a Packed Lunch if they wish. We ask that children take any food they have not eaten back home so that Parents are aware of what they have eaten. Due to some children having severe allergic reactions to nuts, please ensure that no nuts or products containing nuts are included in packed lunches.

School Dress Code

All Pupils are expected to wear Kiltearn Primary school uniform

- Navy Blue or Jade sweatshirt with plain or with school badge
- Navy Blue hoodies with plain or with school badge
- Navy Blue zip up tops/fleeces plain or with school badge
- Plain navy, black or grey trousers, skirts or pinafores- **NO JEANS**
- White shirt, blouse, or school polo shirt- **NO FOOTBALL SHIRTS**
- Comfortable, well – fitting shoes. High heels, platform shoes and sandals are not permitted.

Our uniform is supplied by Macgregor School wear in Inverness
<http://macgregorschoolwear.co.uk>

Order forms are available from the school office.

Suitable outdoor clothing should be worn as the children will be outside during break and lunchtimes unless there is heavy rain.



Physical Education

For gym days, all children must have shorts or leggings and a change of T-shirt, this kit can be kept in school.

Indoor shoes

Children must change their shoes in to indoor footwear. These should be purely for indoor use and should be suitable for wearing during gym lessons. No slippers or crocs please.

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

Information about applying for funding to help with uniform costs is available at:

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

Early Learning and Childcare Provision

We operate an early year's provision session for 3, 4 and 5 year olds. Monday - Friday 9.00am - 3pm. All children are entitled to 1140 hours of funded Nursery hours per session, they are also entitled to a funded lunch.

Early Years Education is about the development of the whole child. We strive to provide a wide range of experiences indoors and outdoors for the children to develop and learn. The staff in the Nursery work very closely with the Primary 1 staff to ensure that pupils are prepared for their transfer into Primary 1. Further information about the Early Years provision can be found in the separate ELC handbook which is made available to all prospective parents.



Enrolments

Enrolment week for children starting Nursery take place week beginning, 8th February 2021. Enrolment week for the New Primary 1 class takes place in the week beginning, 25th January 2021. The staff in Nursery work very closely with the Primary 1 Teacher, lots of joint learning takes place throughout the session with more regular transition activities set up in the last term of Nursery. This ensures that the children are introduced to their Class teacher and are very familiar with the classroom/school before beginning Primary 1.

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. Applications are made to the Area Education and Learning Manager, Derek Martin. Placing request applications are made online at:

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

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

If pupils live out with the school catchment area and their parents wish them to attend Kiltarn Primary they can contact Mrs McKernie on 01349 830568 to arrange a visit.

Parents of children with additional support needs (including those with Coordinated Support Plans) can make placing requests to any school in

Scotland including schools outside the local authority area they live in. All appeals about placing requests to special schools will be referred to the Additional Support Needs Tribunal.

Secondary School



The local Secondary School is Alness Academy, telephone number 01349 883341. The pupils have an opportunity to meet the Academy staff in various activities throughout their P7 year, including during their 3 day induction visit to the Academy at the end of P7. We do all we can to make the transition as smooth as possible.

We offer enhanced transition to pupils with Additional Support needs; this may involve more regular visits of High school staff to the primary or the child attending the academy more regularly.

If you wish your child to go to a High school out with your catchment area a Placing Request application must be made.

Where a Child has opted to go to a different secondary school we will make arrangements to liaise with the school if/when the Placing Request has been accepted.

Class compositions

The school has 6 classes which are a mixture of single stage and two-stage classes. Children are selected for classes taking account of a range of factors including age, maturity, academic ability and friendships.

Crossing Patrols



Most pupils are within easy walking distance of the school. Children should only cross the road at the school gate when the Crossing Patroller is there.

Hours of Crossing Patrols

School Gates 8.30 - 9.00; 12.15 - 13.15; 2.30 - 15.15



School Transport

Pupils under eight years of age, who live more than two miles from school, can obtain free transport for the journey to and from school. For children of eight years or more the minimum distance is three miles. The children who qualify for transport are taken by mini-bus from home (nearest point on main road) to the school gate.

Attendance

Regular attendance is vital for continuity, progression and academic success. However, if a pupil has to be absent from school, a parent or guardian should

phone or email the school to let us know by 9.15am on the first day of absence.

It is very important that pupils arrive on time to start the school day at 9.00am.

We keep a record of attendance for all pupils. If a pupil is late or absent on a regular basis without good reason then the school will contact you to discuss this further.

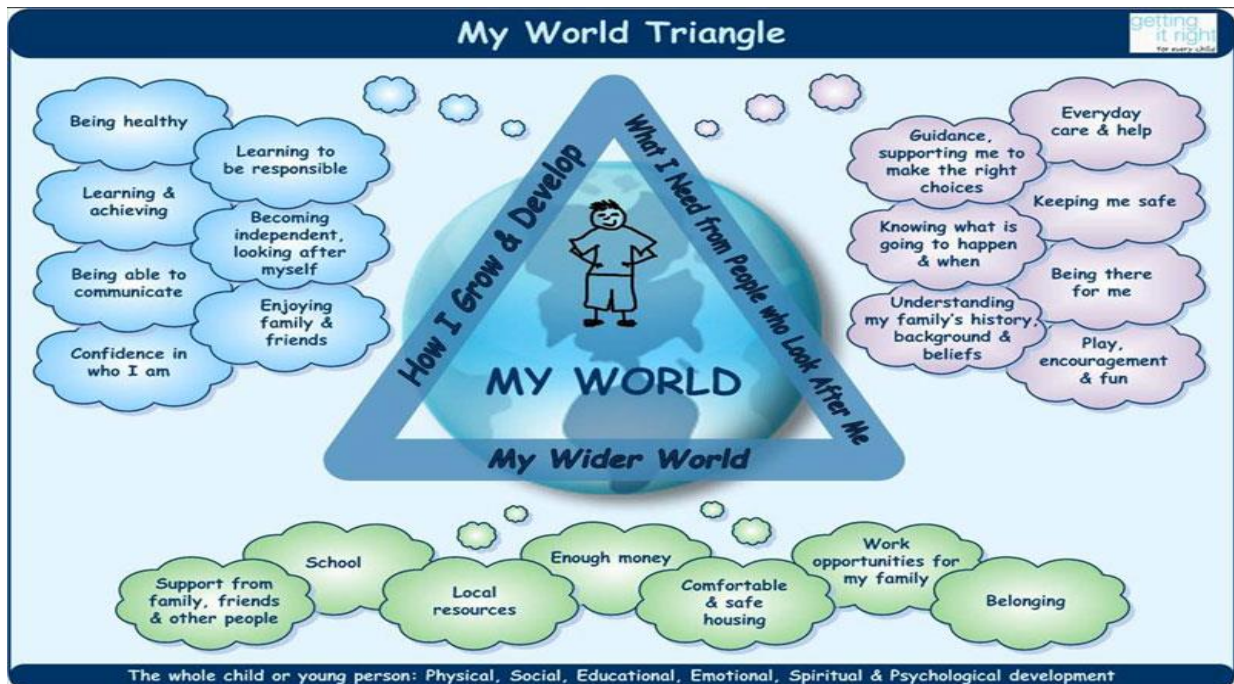
If a pupil needs to leave during the school day for an appointment etc. pupils need to bring with them a note from parent or guardian or this information should be written in the home/school diary and brought to the attention of the class teacher first thing in the morning. **Children should always be collected from school for an appointment by an adult.**

If pupils fall ill during the day, parents are contacted for them to collect their child. Parents should not send their child to school if he/she is unwell. 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.

Getting it Right for Every Child

Staff in school work as part of a multi-agency approach to ensure that all children are Safe, Healthy, Achieving, Nurtured, Active, Respected and Included. Kiltern Primary is an inclusive school catering for a wide range of educational needs. The Class Teacher, Head Teacher and Additional Support Needs Teacher work closely together to ensure that behavioural and learning needs are being met. However, where a child's needs cannot be met by school staff alone, discussions are held with partner agencies. Parents will be fully consulted before this happens. The Multi-agency group

will then meet to consider how best to support the needs of specific pupils. An action plan will be drawn up to support these needs. Parents will be fully involved in the process.



Medical

Parents or carers are asked to inform the Head Teacher if their child has any medical conditions e.g. allergies, diabetes, epilepsy, etc.

Basic First Aid assistance is available in the school. Minor cuts and bruises are usually treated by the school staff.

If a child is injured in an accident and requires more than basic first aid, the parent/carer is contacted and asked to take appropriate action. We will always contact Parents if there has been a head injury.

In an emergency a child may be taken straight to the local medical centre or hospital for expert attention. All efforts will be made to contact parents to inform them of the situation.



Administration of Medicines

Staff will only administer medication when there is clear written guidance from the parents which should include:-

- the name of the medicine
- the quantity of the medicine to be given
- the time it has to be given.

Where possible prescriptive medication should be given at home by parents.

Minor Injuries

School will only deal with minor cuts and bruises, these will be cleaned and a plaster applied if appropriate. You will receive a medical slip to inform you of the nature of the injury and the action taken. You will be informed as soon as possible if your child has had a head injury at 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.

Health Care

The school Health service visits the school regularly. Inspections are carried out with parental permission only by the Highland NHS Trust. These

medical and dental examinations are conducted on a regular basis and the School Nurse is also available by appointment.

Speech and Language Therapy

Our speech and language therapist, Tracy Robson, visits the school and consults with staff regarding any child whom we may feel has a speech and language difficulty. Parents are always consulted prior to therapy. Some children may receive pre-school therapy and this may be continued once they start school. If you have any concerns over your child's speech, please contact the class teacher or Head Teacher who will then refer the matter to the speech therapist.

Child Protection

From time to time incidents can occur within the school setting, which cause concern and could indicate that a pupil is suffering from some form of abuse. In terms of the Highland Child Protection Committee Inter-agency Protection Guidelines, Education Services 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 of the Education Services staff. During any investigation the School Confidentiality Policy would not be adhered to.

Copies of child protection policy guidelines are available online at:

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

Military Families

Our school welcomes and supports families, their children from Forces families: serving, veteran and reservists. We understand some of the challenges that mobility of service can bring and we look forward to working with you to ensure a smooth transition for your child coming into or moving on from our school. Please get in touch with us as soon as you can see 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 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 the Head Teacher if you have any concerns.

Emergency Closure



Any school closure due to weather conditions or any other reasons will be put on the Highland Council Schools Information Service. This can be accessed by dialling:

0870 054 6999 followed by the Kiltarn Primary School PIN **04 2340**

School closures will be announced on Radio Highland News broadcasts and Moray Firth Radio News.

In the event of the school needing to be evacuated in an emergency, pupils and staff would move to the Evanton Sports Hall, just across from the school or to the Church Hall in the village and await instructions from Police and/or Fire Services.

Positive Behaviour Policy

Here at Kiltarn, we follow the Golden Rules:



We take great delight in rewarding good behaviour with stickers, Dojo points and praise. We celebrate achievements in class and at assemblies. We have a termly dojo winner and runner up event; these termly rewards are chosen by the children.

However, if we find a child's behaviour is causing concern the Class Teacher will make every effort to find out why the child is behaving in such a way. They will discuss the situation with the parent(s) in confidence and work with them to find a solution. We may decide to have a Solution Focused meeting so that we can work together to best support the needs of the child. A copy of the school's behaviour policy is available on request.

Comments

We would welcome comments and suggestions which could help us to improve our service. We have a very active Parent forum group who work in Partnership with the school to improve the school, raise money for new resources and represent the views of the parents with regards the education provided by the school. Parent Forum meetings are open to all Parents/Carers. Please come along.

Complaints

We are aware that difficulties can occur from time to time and if you feel you have reason to complain please follow the procedure outlined below.

You should contact the Head Teacher either by making an appointment, calling the school or writing a letter. The school will always endeavour to resolve issues by listening to parents and seeking solutions in partnership. Should a solution not be resolved, parents can contact Derek Martin the Area Care and Learning Manager.

Please note that transport is not a school responsibility and any queries should be addressed to the Transport Development Officer, Highland Council, Glen Urquhart Road, Inverness, IV3 5NX, or public.transport@highland.gov.uk.

Pupil voice

The views and opinions of our pupils are very important and we have an active Pupil Council, Eco Committee, Digital Literacy and Junior Road Safety Officer group. The groups meet regularly to work collaboratively on group projects and share their work and progress through assemblies and class discussions. Each group is supported by a member of staff.

All pupils are active members of Pupil voice groups which meet regularly to discuss and resolve school issues.

Parent Council

Kiltearn Primary Parent council plays an active part within the life of the school and supports the school in a planned and purposeful way.

The Parent Council usually meet once per term. The meetings are open to all. The Parent Council do a lot of fundraising throughout the year to raise money to support the children's education and school experience.

The parent council can be contacted via email:

Kiltearnprimarypc@gmail.com

Communication



In line with our Eco School Status, we use a SMS text service and an email service to send out the majority of our school correspondence. From time to time you may receive a text as a reminder of a school event, meeting or to let you know your child is unwell if we are unable to speak to you. Please ensure you keep us up-to-date with changes to mobile numbers and email addresses

Class Dojo



We use Class Dojo at Kiltarn Primary. Class Dojo is a motivational tool on the Smartboard which aims to create positive classrooms by rewarding pupils for developing important skills like team work and persistence. Staff encourage children to achieve green dojos for positive work and good choices and this is then shared with Parents. This ensures classrooms are a positive place which means there's no more 'classroom management'. Just happier classrooms! 😊 We also use Dojo messenger as a way of Parent/Carer and Teacher contact.

SeeSaw- Pupil Profiles

Each child keeps an individual profile of their learning and experiences in school. We do this via Seesaw which is an app that allows students to independently document their learning using videos and pictures. Parents and Carers have access to their own child/children's SeeSaw app so that they get an immediate and personalized profile of their school day.

Facebook

We have set up a school Facebook page as a further method of communication. Ypu will find us under 'Kiltarn Primary.'

Parental Involvement

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

With a huge, national interest on Family Learning, we truly appreciate and value the vital role the parent/carers has on their child's education. We believe

that strong partnerships with parents are the building blocks of the foundation of a child's development.

Parents are always welcome and encouraged to come into the school and can contribute in a variety of ways. Let us know if you have any skills, musical abilities, art ideas or just want to come in to read us a story! Perhaps you'd like to show us something from your work and talk to the children about jobs.

There are a number of ways parents can help children at home

- Read to your child regularly and encourage him/her to read for pleasure
- Take your child to a variety of places to develop their interest
- Talk to your child and listen to them when they are talking you
- Encourage them to ask questions
- Encourage your child to keep fit and healthy
- Show an interest in what your child is doing in school
- Check and assist your child with their homework tasks

There are two Parent Contact sessions during the year for you to meet with the Class Teacher and at the end of the year a summative report will be sent home. We have two open mornings/afternoons during the year and once per term, we send home a 'snapshot' of learning from a particular curricular area. We have an open door policy at Kiltearn Primary and are always happy to see our parents to discuss any issues or queries that may arise during the school year. We have Parent information sessions throughout the year linked to supporting your children at home/ priorities in our School Improvement Plan.

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.

Although parents are not able to come into the building at present, we can make alternative arrangements to meet.



Curriculum/Learning

Education is about the development of the 'whole child'. We strive to provide a wide range of experiences for children to develop and learn.

We encourage all of our children to become:



Our Curriculum, Curriculum for Excellence, is made up of 8 curricular areas:



The curriculum defines 5 levels of learning. In Primary schools we are principally concentrating on the first 3 – The progressions through these levels will be as follows

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

Your child will have access to a range of exciting and engaging activities at their own academic level, linked to these 8 curricular areas. We strive to ensure we put learning in to meaningful contexts and to create real life learning experiences for the children. This is to ensure children make links between learning and what happens in real life so that they have the skills needed for lifelong learning. We will provide you with a termly class letter detailing aspects of what your child will be learning including sensitive aspects of learning such as relationships, sexual health, parenthood and drug awareness.

Throughout the course of the year children will attend various trips/outdoor learning opportunities in the local community and beyond. We make use of the local community woods and have regular opportunities for outdoor learning experiences. Children in P5-7 will participate in a block of swimming between January and March. Special arrangements will be made for pupil whose parents do not wish them to participate in religious observance.

Assessment and Reporting

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

Teachers will be constantly monitoring, encouraging and assessing how your child is progressing in each area. They use the assessment process as an evaluative, diagnostic and formative tool to provide evidence of pupil attainment and progress and to inform learning and teaching approaches and pupil targets.

Pupils should view the assessment process as a motivating experience which takes place within the overall context of a supportive school. Pupils should make use of feedback, in all its forms to inform next steps for the improvement of their own learning and for target setting.

Parents will receive feedback on their son or daughter's progress through learning snapshots, profiling, open mornings/afternoons, parent appointments and end of year reports.

Pupils will reflect on their progress, achievement and best work on their e-portfolio on SeeSaw.

Progress

As a school we have termly planning/tracking meetings to discuss progress, support and next steps for each individual child. Parents

wishing to enquire about a pupil's progress are invited to get in touch with their child's Class Teacher.

Further information about the school's curriculum at national level can be found online at <https://education.gov.scot>, <https://www.skillsdevelopmentscotland.co.uk> or <https://education.gov.scot/parentzone/>

Homework

At Kiltarn Primary we recognise that homework plays a positive role in raising a child's level of attainment. Curriculum for Excellence also acknowledges the very important role of play and free time in a child's growth and development. While homework is important, it should not prevent children from taking part in the wide range of out-of-school clubs and organisations which play an important part in the lives of our children helping them become successful learners, confident individuals, effective contributors and responsible citizens. A copy of our homework policy is available in the school office.

Additional Support Needs

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

If you have a concern about your child in school please contact your child's class teacher in the first instance or the 'named person' who will usually be the Head Teacher.

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.

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

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

http://www.highland.gov.uk/download/downloads/id/11/co-ordinated_support_plan

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

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

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

Further information and support for parents/carers if children and young people with Additional support needs can be found at:

- (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

Highland Council would seek to work in partnership with parents at all times, but sometimes you will have a concern that you don't feel is being addressed, or will want to talk to someone out with the school. Should you have any concerns that your child's additional needs are not being met, you should contact your child's named person in the first instance. 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

Nurture

We have a Nurture room at Kiltearn Primary. Our Nurture sessions are groups of between three and six children. Each group is run by two members of staff. Children attend nurture groups but remain an active part of their main class group, spend appropriate times within the nurture group according to their need and typically return full time to their own class within two to four terms. Our Nurture groups assess learning and social and emotional needs and give whatever help is needed to remove the barriers to learning. There is great emphasis on language development and communication. In the Nurture room, everything is explained, supported by role modelling, demonstration and the use of gesture as appropriate. The relationship between the two staff, always nurturing and supportive, provides a role model that children observe and begin to copy. Food is

shared at 'breakfast' or 'snack time' with much opportunity for social learning, helping children to attend to the needs of others, with time to listen and be listened to.

As the children learn academically and socially they develop confidence, become responsive to others, learn self-respect and take pride in behaving well and in achieving.

Extra-curricular activities

Throughout the year pupils may participate in a range of activities including, cross country, athletics, rugby, tennis, multi-sports, badminton, football and basketball. The activities that children can be involved in during or after school vary throughout the session, depending on the expertise available, staffing, parental involvement and the time of year. We work closely with Karla Urquhart our Active Schools Co-ordinator to provide these extra-curricular activities for our pupils. If you would like to take a group or assist with an extra-curricular activity club please contact the school.

Standards and Quality report/ School Improvement

The school's Standard and Quality Report outlines the school's key strengths and areas for development over the last 12 months. Our School Improvement Plan outlines a plan to address the areas of development. Paper copies of these are shared with the Parent Council and are available from the school office at any time.

This year, because of the ongoing pandemic, all schools in Highland are focusing on certain key priorities as following:

1. Health and wellbeing
2. Recovery of learning, teaching and assessment

3. Attainment in session 2021/22 (focusing on identifying new or widened gaps caused by the Covid-19 situation)

Employment of Children

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

http://www.highland.gov.uk/downloads/download/19/employment_of_children

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

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 out with Scottish Government. At all times pupils' rights under the Data Protection Act and other relevant legislation will be ensured.

Concerns

If you have any concerns about the ScotXed data collections you can email the Head of Schools Analysis at ScotXed@scotland.gsi.gov.uk 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, and 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.

School policies and procedures

School policies and procedures are available in the office for Parents to view. If you would like a copy of any of our policies, please contact the office.

Highland council policies are available at:

https://www.highland.gov.uk/info/893/schools_-_general_information/29/school_policies_procedures_and_guidelines

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. However, if you need any further information, please do not hesitate to contact me.

If you are thinking about your child coming to Kiltearn Primary please call the school and we can arrange for you to come in and have a look around.

We very much look forward to working with you.

Lauren McKernie

Head Teacher

Kiltearn Primary

Jo Haines

Principal Teacher

Kiltearn Primary