



Crossroads Primary School Handbook



Session 2022 - 2023

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The current 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](#).

WELCOME TO OUR SCHOOL

Dear Parent,

I would like to welcome you to Crossroads Primary School, which has the most beautiful location! Our school is the most northerly on the British mainland and has wonderful views looking onto Dunnet Head and the Pentland Firth.

Here at Crossroads Primary, we serve the villages of Brough, Scarfskerry, Mey, Barrock and also Dunnet Head. We currently have 13 children on our school roll. We have had an Early Learning Centre in previous years, which is housed in its own building in our school grounds. When open, it caters for children from 2 years of age until school age. We hope to have it open again next session if numbers permit.

Our Staff

Our school is presently a single class school. Mrs Mackay teaches part time. I am a Teaching Head Teacher so I'm in the classroom for part of each week too. However, our fantastic clerical, Mrs Hunt is available in the office to take a message, or you can email me. When I am not teaching the class are usually taught by Mrs Mackay. I also undertake the role of Additional Support Needs Teacher and Ms Lewis teaches the class at these times.

We have the equivalent of a full time Pupil Support Assistant in the school each week. This is presently shared between Mrs Malcolm and Ms Henderson.

Our school and grounds

Our school is a rural school, which consists of two large classrooms, two multi-purpose learning areas called the 'Rainbow' and 'Millennium' Rooms, a large hall / dining room and a kitchen. There are also cloakrooms and toilets. The walled playground contains a large tarmac area with a shelter and large field which is used as a football pitch. There is also a garden area with a willow bower, timber trail and picnic benches. We are working with our Parent Forum to have an Outside classroom constructed to aid our outside learning.



Our school has had connections with the nearby Castle of Mey for many years and to this day, our school receives a large Christmas cake in December from HRH, Prince Charles.

At the beginning of 2009, our newly refurbished community hall was reopened in Mey. This has once again become a focal point for community activities. Our school, along with our very supportive Parent Forum, regularly holds events there, such as Craft Fayres, Concerts, 'Family Games Nights' and 'Car Boot Sales', to which the whole community is invited.

Learning

Although we are a small school, we work very hard to provide our children with a Curriculum for Excellence, ensuring that their educational learning experiences are topical, varied, child led, fun, active, cross-curricular and outdoors whenever possible.

Our School Family

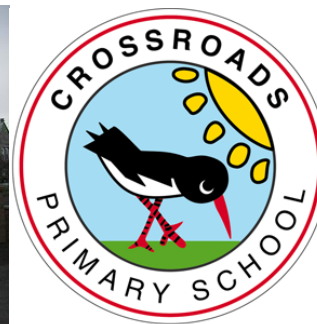
Our children are at the heart of everything we do, as are our parents, who work very closely with us, to support us in developing and moving our school forward.

Our Parent Forum is very positive, active and supportive of our school and I would encourage you to please come along to our meetings.

I look forward to meeting you and your child,

Pauline Pearson

Pauline Pearson, Head Teacher.



Our Vision

The pupils are:

Ready to learn

Respecting their right to learn and that of their peers

Safe – respecting their right and that of their peers to be safe

Kind

Our Values

All of the children, parents and staff worked together to create our vision statement, which we have linked to the UNCRC Rights of the Child and logo.

Learning is the heartbeat of our school where **EVERYONE**-

Everyone (*Article 2*)

Values

Each other and shows

Respect to them and their views (*Articles 12 and 13*)

You will always be welcomed to (*Article 22*)

Our school, where our children learn about

New things through active, fun interesting and outdoor learning

Educational experiences. (*Articles 28 and 29*)

School Aims

Crossroads Primary School has a happy atmosphere and we endeavour to provide a secure, nurturing, yet stimulating environment, in which children can learn in an active and cross-curricular way and where parents feel very welcome and part of our school family.

At Crossroads Primary, we aim to -

1. **Provide learning activities and experiences that motivate our children** and equip them with the knowledge and skills to meet future challenges.
2. **Encourage our children to take an active interest in their own learning.**

3. **Monitor children's' progress and maximise levels of achievement and attainment** by ensuring that tasks are relevant and appropriate to each of them, enabling their smooth progression through levels detailed in Curriculum guidelines.
4. **Encourage them to treat others with patience, respect and thoughtfulness** and become **active and enterprising citizens**.
5. **Recognise and celebrate the success of each child** on their individual merits within and out-with school through using praise, certificates and awards.
6. **Promote positive behaviour** in school and have high levels of respect for one another.
7. Continue to **build resources** to support cross-curricular learning.
8. **Continue excellent links** with our local playgroup to ensure smooth transition into P1, with other primary schools and our local community and to promote primary/secondary liaison to ensure smooth transition from our primary school to Thurso High School.
9. Keep parents informed of children's progress and to **recognise parents as active partners** who have a valuable contribution to make to their children's education and to the life of our school.
10. **Encourage all staff to engage in regular self-evaluation** and **provide appropriate opportunities for continuing their professional development**.

Useful Addresses and Telephone Numbers.

Crossroads Primary School
Mrs Pauline Pearson
Head Teacher
Dunnet
By Thurso
Telephone Number :- 01847 851629

E-mail: crossroads.primary@highland.gov.uk
pauline.pearson@highland.gov.uk

Mrs Alison Donald
Area Education Manager - North
Highland Council
Telephone Number :- 07780545039

Thurso High School
Head Teacher – Mrs H Flavell
Ormlie Road
THURSO
Caithness
Telephone Number :- 01847 - 893822

Dentist Unit, Dunbar Hospital
Tel: 01847 894322

School Nurse - Mrs Y MacIntosh
Medical Centre
Miller Academy
THURSO
Caithness
Telephone Number :- 01847 -893442

Parent Forum

All parents are invited and encouraged to come along to our Parent Forum meetings. There is a lovely atmosphere at these and the parents work well together to support us.

Useful contacts

Mrs Kerry Mackenzie – Chairperson
Telephone Number – 07736050859

Mr Steven Hendry - Secretary
Telephone Number: - 01847 851694

Dr Sarah Eeckhaudt - Treasurer
Telephone Number – 01847 851221

Mrs Pauline Pearson – Head Teacher
School Telephone Number – 01847 851629

Local Councillor Mr MacKay is a co-opted member of our Parent Forum and joins us for some meetings.

Staffing

Staffing depends upon the number of children attending the school in September. During session 2022-2023, the school will be staffed as follows -

Mrs P Pearson	Acting Head Teacher & ASN Teacher
Mrs N Mackay	Class Teacher
MS K Lewis	Additional Support Needs cover
Mrs L Hunt	Clerical Assistant
Mrs G Manson	Cook
Ms P Weston/ Ms J Whitehouse	Cleaner
Mrs R Malcolm	Pupil Support Assistant (part time)
Mrs M Henderson	Pupil Support Assistant (part time)

It is important to note that changes in the number of children in our school can result in staff changes and the above, while correct at the time of printing, may change before the start of the new session.

Enrolment

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 Education Manager. Placing request forms can be obtained online from

http://www.highland.gov.uk/info/878/schools/11/school_enrolment/2

Please note that transportation to and from school, for placing request pupils, is a parental responsibility.

If children live out-with the school catchment area and their parents wish them to attend Crossroads School, please contact the school 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 specialist provision will be referred to the Additional Support Needs Tribunal.

Crossroads School runs a programme of transition visits for pre-school children and holds an information session for parents. This is done in co-operation with our feeder Early Learning Centre – Scallywags. The children come over to the school each day for lunch throughout the year and also are invited to join in many of the school activities.

Parents are invited to enrol their children each January/ February for Primary One in August. Advertisements are placed by the local authority in the local press and give details of when this will be and how to enrol. To enrol in Primary One a child should have reached the age of 5 by the last day of the following February.

Parents wishing to enrol children during the session should phone or call at the school to get information and make arrangements for admission and/or a visit to the school beforehand if they wish.

When pupils have completed primary 7 at Crossroads School they transfer to Thurso High School to continue their education at secondary level.

Transport

New entrants to the school at any stage must make a formal application to the transport officer if transport is required. Transport will only be provided for children living within the school's catchment area. Any child under 8 years of age who lives 2 miles or more from the school and any child over 8 who lives 3 miles or more from the school is entitled to free transport, however they may be expected to walk to a convenient pick up point. Concessions are sometimes made for those living within these distances but the decision lies with the Transport Officer. Schools have no control over who has entitlement to a seat on the bus.

Transport forms must also be completed for Primary 7 children leaving our school to go to Thurso High School. All children travelling by school transport are expected to behave well on the bus. This is essential for safety reasons.

Tuck Shop

Our cook runs a tuck shop at morning interval at which she sells a selection of toast and fresh fruit. The prices are as follows: toast 15p, fruit 15p.

School Meals

School meals are provided for children. They are cooked here on our premises and follow the Highland Council primary school menu. Menus are normally available in advance and are supplied twice yearly as well as being displayed in the dining hall.

All the children in P1-4 are entitled to a free school lunch every day.

The current cost of a school lunch is £2.30 per day or £11.50 per week. It is helpful if your child can book and pay for their lunches a week in advance. Children taking meals on odd days should pay on these days and any credits can be carried forward to the following week, should your child be absent after ordering.

Free school meals and clothing grants are available to all pupils whose parents receive Income Support or Job Seekers Allowance. Application forms are available online https://www.highland.gov.uk/info/899/schools_-_grants_and_benefits/10/free_school_meals_and_assistance_with_clothing

Children wishing to bring packed lunches also eat in the dining hall. Packed lunches must be carried in suitable boxes and glass bottles are **not** permitted. Can you please also ensure that your child does not bring fizzy drinks to school. Drinking water is available in the classrooms and at lunchtimes. If we can request that children do not bring items containing nuts in packed lunches due to allergies.

Uniform

Children are encouraged to wear school uniform every day. Our school uniform consists of a jade green sweatshirt or cardigan and red or royal blue polo shirt, each with the school logo embroidered on it. Royal blue or red fleeces are also available

The logo was designed by a former pupil and features an Oystercatcher on the grass as each spring we have a pair of them, who nest on our Flower Beds and rear their young.

Our uniform is now available from Highland Work Wear which is a local firm and you can order online from them, please visit www.highlandworkwear.com and click on: Primary school and you will find Crossroads there. Alternatively, uniforms are also available from: www.myclothing.com and the school earn 5% commission on any orders that are placed.

All children **must** bring shoes for indoor wear and **must** have a **gym kit** consisting of shorts and a t-shirt. If we can request that gym shoes do not have black soles as they mark the floor. When the weather is fine, children will need suitable trainers for outdoor use.

For lessons such as Art and Technology, your child will require a **painting shirt** of some sort to protect their clothes. This can be an old shirt/blouse with the sleeves cut short.

All articles of clothing **must have the child's name clearly labelled**. We are sorry but we cannot accept responsibility for any items of clothing which go missing.

PUPIL CARE & WELFARE

Absence of Pupils

Parents must inform the school by telephone of the reason for their child's absence on the first morning of absence **before 9.30am**. A written note **must** be sent in on the child's return to school.

In accordance with Highland Council policy, if a parent fails to contact the school before 9.30am we are obliged to phone parents to find out a reason for their child's absence.

Day 1 The school will endeavour to make contact with the parents or carers to request a reason for absence. If no contact can be made then this is noted by the school.

Day 2 The school will make further attempts to contact the family or carer by telephone, text or email.

Day 3 If no contact has been established by the third day then a member of staff will attempt to arrange a home visit to check the situation. If a satisfactory explanation cannot be given then the police may be contacted and the matter treated as a missing person alert.

Parents who wish to take a child on holiday during term time must request permission of the Head Teacher. If parents have no control over the dates of annual leave, permission is possibly granted. **It should be noted that holidays taken during term time are recorded as unauthorised absence.** To aid parents in planning any holidays we have enclosed a link to the school term dates on the Highland Council website.

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

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.

Parents should note that should a child regularly be absent from school without notification the school is required to forward relevant details to the Area Education Manager.

Homework will not be given to children going on holiday / absent due to illness, although every effort will be made to ensure that they 'catch up' on their return to school.

Unexpected School Closure/ Adverse Weather plans

Due to our rural location there may be times when it is considered unsafe for pupils and staff to travel to the school. We endeavour to make these decisions before 8.00 am whenever possible to allow you to make alternative arrangements.

In any event pupils using school transport should never wait longer than twenty minutes beyond the normal "pick up" time for school transport.

It is rare but also sometimes necessary to close the school at short notice because of bad weather or power failure. Every precaution is taken to ensure that parents are informed. Parents have the responsibility during periods of severe weather to ensure that they or an emergency contact are available to take messages and to be prepared to take children home.

Parents should ensure that the school is informed immediately of any **change of address or phone number of either parents or emergency contacts**.

Details of our closure procedure are sent out regularly.

The messaging system number will be used in these circumstances and is detailed below. This is used by the HT to record a message to parents regarding school closure or any other change to transport arrangements etc.

- Highland Council phone number: **0800 564 2272**
- Enter the school's own pin number when prompted: **04 1780**

There is also a web site which parents can log onto to view school closures – this is:

www.highland.gov.uk/schoolclosures

Information will also be posted on the School Facebook page as soon as possible.

Information on school closures is also given out at regular intervals on Moray Firth Radio on 102.5FM.

Playground

Children are expected to play outside at morning and lunchtime breaks unless the weather is unsuitable. They really benefit from the time they spend playing in the fresh air. If your child requires to stay in for any of these times, please let us know.

Promoting Positive Behaviour

In Crossroads School, we aim to create a positive ethos where children are rewarded for good behaviour and feel valued and cared for. We have high expectations for behaviour and self-regulation is our ultimate goal for the children. The children are taught about their emotions and how to deal with them in appropriate manners.

All members of staff deal with any negative behaviour when it occurs. If it is felt necessary, the child may be asked to speak to the head teacher. She will discuss the behaviour with the youngster, and they will work out a plan to try to reduce the likelihood of future incidents occurring.

The parent may be contacted depending on the severity of the incident. Often there are one-off incidents, which are a learning experience for many children who never 'offend' again. In incidents of repeated challenging behaviour, parents are always contacted to see how we can work together to support the youngster.

The school's Bullying and Positive Relationships Policy is shared with parents. The children have also worked together to create their own version of some of the policies. A paper copy of this can be requested from the school office. When the school website is established it is hoped to have it available for parents there. They are listed on this Padlet website in the meantime. <https://padlet.com/louisehunt1/nl0436gj32bqichs> The children have created their own version of the policies which are also on the padlet.

Data Protection

Any information you have supplied to the school or any information gathered from or about pupils will be used only for the purposes for which it was provided and any relevant procedures following from this. This data will be maintained in accordance with the Data Protection Act and will not be passed onto any other organisation without your prior approval unless this is a legal requirement. (Please see appendix 1 for more detailed information)

Health

It is **essential** that parents inform the teachers of any particular medical condition that a child may have / develop. (e.g. allergies, epilepsy, diabetes, asthma etc.) The School Nurse carries out a routine medical examination of all children in P1 and screening of P7 children is also carried out. Children throughout the school who have noticeable hearing/sight defects can be referred and parents can attend these appointments.

Staff from Dental health NHS, visits the school once a year to check pupils teeth in P1 and P7. Parents are sent letters before these checks take place to give their permission. This is purely a check-up and no treatment is given.

In the event of a child taking ill in school the parent is notified. Parents should make arrangements to transport the child home. **It is essential that each family have an emergency contact that can take over if the parent is not available.** Please advise us immediately of any change of emergency contact, address or phone number.

In case of accidents at school requiring medical help, this is immediately sought and the parent contacted. In the case of minor accidents (scrapes, bumps and cuts) school staff will ensure that these are cleaned and a plaster applied if appropriate. If there is a known allergy to plasters please inform us. If your child has a vomiting bug the NHS Guidelines recommend that you keep your child at home for 48 hours from the last vomiting episode. This helps to stop the spread of the outbreak.

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 Head Teacher. Schools have access to Highland Council's Primary Mental HealthWorker Service and consultation and advice may be sought if there are concerns that may require more targeted support. Parents would generally be involved in discussions before this took place.

Administration of Medicines

Staff will only administer medication when there is clear written guidance from the parents on: the name of the medicine, the quantity of the medicine to be given, the time it has to be given. Parents also have to complete a consent form before their child can be given medication and an ongoing record of this administration is kept.

Drug misuse

In line with Highland Council Policy, the school will record and report all instances of drug misuse or suspected drug misuse on school premises.

Fire Safety

Fire drills are held in school each term to familiarise staff and children with the procedures to be followed in the event of a fire.

Major Incident

In the event of a major incident involving the evacuation of children from the school, pupils and staff will leave the school building using the existing fire procedure. They will then be transported by bus to the Northern Sands Hotel, Dunnet. Parents will be informed by telephone and through use of the telephone messaging system and MFR. Children will be allowed to go home when permission is received from the police and contact has been made with parents.

Permission to leave during the school day

If a child needs to leave during the school day for an appointment etc pupils need to bring with them a note from their parent or guardian. Where possible medical and dental appointments should be made outwith school hours.

If a child falls 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 children**.

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

Transition

During the summer term all P7 children pay a two day visit to Thurso High School. They take part in a normal timetable at the High School and meet staff. An evening meeting for parents is also arranged prior to transfer. Primary/Secondary liaison between the local High School and the feeder primaries is very good with primary and secondary teachers meeting throughout the year to ensure that a smooth transition for each child is achieved. Some youngsters benefit from an extended transition and when this is likely to be the case Thurso High Staff are invited to meetings early in Primary 7, or for some youngsters even at the end of Primary 6. It may be that they have an additional visit to Thurso High earlier in the Primary 7 year, and may also be given the chance to join a Transition group and meet other youngsters.

Complaints Procedure

We hope that you and your child's experience at Crossroads School is a very positive one and we welcome any suggestions you may have.

However, if you feel you have a concern or a reason to complain, then please contact the school office to make an appointment with the Head Teacher.

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 Mrs Alison Donald, Area Education Manager – North, 07780545039

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

CURRICULUM FOR EXCELLENCE

Technology to assist learning

Throughout the school we encourage the use of technology to support learning. Some activities are posted in the Google Classroom to allow links to videos and interactive resources to be viewed. Whilst there is no expectation that children will work when off school the Google Classroom will sometimes have tasks that children can complete if they are required to isolate but are fit to work.

We value parents and carers views on their children's learning. As such, we use an online platform called Seesaw to share their progress with families. Adults are encouraged to comment on their children's work, and where relevant to discuss it with them.

Welcome to Primary 1

P1 children will join the other children in the classroom, where learning through play and active learning are promoted. P1 children will be given daily opportunities to play together to help them develop their use of language in readiness for learning to read. Singing and saying rhymes, clapping out syllables, discussions, reading and telling stories, news times and dramatic play will help to further develop this. Children are active in their learning from the start of P1 and will have daily opportunities to play sorting, matching and counting games.

As a parent you are a most important and valued part of our teaching team. Your encouragement and praise are most important to your child, so please show an interest in their work and spend time reading with and to them.

A Curriculum for Excellence

Our aim is to follow a 'Curriculum for Excellence' to ensure that your child is active in their learning which is cross-curricular, interesting, fun and outdoors whenever possible.

The curriculum areas in 'A Curriculum for Excellence' are: Expressive Arts (Art & Design, Music, Drama and Dance), Health & Wellbeing (which includes PE), Language, Mathematics, Religious and Moral Education, Sciences, Social Studies and Technologies.

Children are taught as a whole class, group or on an individual basis, so that they progress at a speed and in a manner suited to their levels of ability. There is particular emphasis on collaborative learning, which encourages children to discuss their learning and make choices together, each child accepting responsibility for the choices their groups make. In Crossroads School, we often have whole school activities e.g. when preparing for a fundraising event, which allows the children to share multi-stage learning experiences and acquire skills and knowledge in 'real life' and active learning situations.

A stimulating learning environment is provided in both classrooms with the best use being made of all the resources available. We are also very fortunate to have lots of outdoor space in which the children also learn. The emphasis is on the children being active in their learning and getting opportunities to self-evaluate how well they did and how they can further improve.

Maths and Numeracy

The children will be encouraged to be active in their learning of maths and numeracy. The learning will be delivered using contexts whenever possible, so that it has real life meaning for them and can be related to the world outside of the classroom.

It is important that children become quick and accurate in mental calculation. You can help at home by spending time working on counting, addition and subtraction number facts and later in a child's mathematical development, multiplication tables. Practise really does make perfect!

Literacy

We take a developing approach to literacy, especially in the early years, and we use the Council's Emerging Literacy materials to support this.

Reading is so very important to enhance all children's learning. At the early stages, please do read to your child regularly. Look at the pictures and talk about what might happen next or which picture or character they like the best and why. Encourage your child to read fiction and non-fiction books and magazines about their interests, etc.

Both our classrooms have libraries and we also have a large library in the 'Rainbow Room', which contains a wide range of fiction and non-fiction books. In addition, the Mobile Library visits school every three weeks and offers a wide choice of reading books for the children to choose from.

At Crossroads Primary, we promote the 'Highland Literacy Project' for reading which uses a variety of texts to help the children to learn about reading and different types of writing too. All new parents are given a booklet with information about what this involves.

Children are encouraged to write for a variety of purposes. Much written work is related to 'topic' or Social Studies. Children are encouraged to develop skills needed for the future: taking notes, looking up in reference books, recording data etc. A high standard of handwriting and spelling is encouraged and we aim to teach spelling systematically by giving the children groups of words with similar letter patterns.

Children are encouraged to listen and respond to adults and other children. When possible, we encourage opportunities for the older children to support the younger children in their learning. They have opportunities to take part in group and class discussions as well as giving talks to the class.

Social Studies

Our teachers work with the children to select topics for our children to learn through and enjoy. We aim to make the children aware of their immediate environment and progressively of the wider world and to appreciate their own heritage and that of other cultures. At the start of each topic, the teachers lead a discussion with the children, during which they ask them what they would like to learn about within that topic, which often proves very interesting! They revisit this at the end of the topic to evaluate what they have learned.

Religious & Moral Education

We also visit our local church at different times of the year, to mark certain religious events. We do recognise the right of every parent to withdraw their child from RME activities, so please do get in touch with the Head Teacher if you wish to do this.

A Curriculum for Excellence requires us to give the children an awareness of other world religions as well as Christianity and we hope to teach respect, tolerance and understanding of others points of view and beliefs.

Expressive Arts (Music, Art, Dance and Drama)

Whenever possible, Expressive Arts learning activities will be linked to our topics. We are very fortunate in that our P5-7 children benefit from sessions with Feis Rois. These sessions focus on traditional Scottish music and song. P1-4 have Kodaly for music with a focus rhythm, pitch and tempo.

There are opportunities in the classroom for role-play and imaginative play. Our children are also encouraged to dramatize their core reading books or to re-tell the story through drama. Children also take part in drama and dance workshops when these are available and several theatre groups, including Eden Court, have visited our school.

At the end of the Christmas Term the children usually perform a musical in Mey Hall or organise and sell at our Christmas Fayre, to which family, friends and our wider community are invited. This has been paused due to the pandemic

Health and Wellbeing

As stated in a 'Curriculum for Excellence' - "the mental, emotional, social and physical wellbeing of everyone within a learning community should be positively developed by fostering a safe, caring, supportive, purposeful environment that enables the development of relationships based on mutual respect".

Health and Wellbeing are the responsibility of all the adults within the school and healthy eating and an active lifestyle are promoted at all times.

Both classes follow a programme which includes mental/emotional, physical and social wellbeing as well as ensuring that the children have regular opportunities for physical activities. Parents are informed on the class newsletters of any sensitive topics which are going to be covered in Health e.g. drug education, relationships and sex education.

PE is taught by each of our class teachers. Weather dependant, some sessions take place outside, making use of our extensive playing field and large selection of equipment. All children must have a PE kit consisting of shorts, T-shirt and suitable footwear. Swimming is also part of our PE programme with all pupils having lessons once a fortnight, throughout the year.

Assessment

Our class teachers are continually assessing our children's progress. If they notice that a child is having difficulties, they would discuss this with the Head Teacher and Additional Support Needs Teacher, who would invite the parents in for a discussion about this. The staff may then complete a Form 1 and a copy of this would be sent home to the parents for their information. This would detail how the school is supporting their child.

'Curriculum for Excellence' details desired levels of learning and progression from the early to the fourth curriculum level, during the period from the preschool year to the end of S3.

The experiences and outcomes of a 'Curriculum for Excellence' are set out in lines of progress in learning. Progression is indicated through curriculum levels, which are explained in this table -

Level	Stage
Early	The preschool years and P1 or later for some.
First	To the end of P4, but earlier or later for some.
Second	To the end of P7, but earlier or later for some.
Third and Fourth	S1 to S3, but earlier for some. The fourth level broadly equates to SCQF level 4.
Senior phase	S4 – S6 and college or other means of study.

Additional Support Needs

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. In Crossroads Primary School, the named person is the Head Teacher, unless otherwise stated.

If you have concerns about your child and their progress, please contact your child's class teacher in the first instance.

There are times when a Form 1 or a Child's Plan may be put in place to help organise, monitor and regularly review a child's learning and progress. Parents would be informed of and actively involved in the writing and reviewing of this. They would also attend the meetings.

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

Further information and support for parents can be found at the following sites:

(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

SCHOOL ACTIVITIES

Pupil Committees

In Crossroads, we have various child led committees - a Pupil Council, an Eco Committee and Junior Road Safety Officers (JRSOs). Children are invited to volunteer for one of the committees and these meet regularly. They make up competitions and have shared their ideas with schoolmates during our regular whole school assemblies. All pupils within the school are part of either the Pupil Council or the Eco-group. Since August 2019 we also have Digital Leaders, and Rights Ambassadors were established early in 2020. The former have an additional responsibility with looking at the Chrome books, some of the software within them, and teaching their peers how to make use of them. These youngsters are from Primary 5-7 and take part in an application and interview process to be appointed. The Rights Ambassadors help support the work in the school learning about, through and for Rights.

Sporting Activities and Events

An annual sports day is held during the summer term to which our parents, friends and pre-school children are invited.

Throughout the year, there are many sporting events organised by the Active Schools Co-Ordinator. These include Badminton, Yoga, Rugby and Cricket. There are often follow up sessions which allow the children to meet other children from different schools in inter school competitions and tournaments, as well as using their skills to have great fun.

After School Club Activities

Our senior children have the opportunity of joining the badminton club in Dunnet Hall which is run by members of the local community. We encourage our children to attend competitions in any sports when selected. Several of our children are members of the Thurso Swimming Club. Younger children have the opportunity to join Castletown Beavers.

Swimming

All children attend swimming lessons at Thurso Swimming Pool every fortnight for the whole year. Swimming tuition is provided free, but a charge has to be made for transport. At the moment each pupil is charged £3.00 per week which goes towards the transport costs. This would be a maximum of £6.00 for a family per week. This may have to be reviewed if transport costs rise or pupil numbers change. If possible garments which are easily taken off and put on should be worn on these Mondays to avoid too much time spent dressing. If a pupil is not swimming for any reason, **a note must be sent into school.** If your child requires arm bands, the pool staff have requested that they be brought already inflated.

PARTNERSHIP WITH PARENTS

Parental Involvement in Learning

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.

The Head Teacher will keep you informed of events through her regular newsletters. In addition, the Class Teachers write a termly newsletter for you with information on what the children will be learning during the term in literacy, maths and numeracy, topic, health and wellbeing and any other events due to happen during the term. In addition to providing information, they may also ask for ideas and resources from you to support some learning.

Discussion and practice of reading is often the only homework given in the early stages. Children benefit greatly from the interest taken in their reading progress and the time you spend with your child discussing books read is invaluable. This helps develop reading skills, vocabulary and comprehension.

At any stage a pupil should not expect to spend more than half an hour on homework on any evening and P1-P3 should find quarter of an hour sufficient. We tend to forget that children have, in fact, been very busy learning during the school day and need their leisure time too.

We also now use our closed group 'Facebook Page' to share photos of some learning with parents and to inform / remind them of events and information. The Head Teacher will use this to inform parents of when the school office should be available during the coming week. Parents can email or phone to arrange an appointment if they have something they wish to discuss.

We love having parent helpers in the school to assist with tasks such as photocopying, laminating, filing, mounting work etc. If you wish to be involved in this, please let us know. Alternatively, if you have any skills or hobbies which you feel would interest our children, please contact the Head teacher to discuss ideas for activities. For example, chess, gardening, football, sewing, drama, art and craft, music and spinning, etc.

We also will from time to time as if parents are available to accompany the children on trips and outings. We really appreciate when you give up your time to do this.

Communication with Parents

We are now using Seesaw as a secure digital platform to share the children's learning journey. Parents are encouraged to comment online on their children's work whenever possible.

Usually regular meetings for consultation between staff and parents take place twice a year and more if required with a report being sent home in the summer term. At present, all parent meetings are required to be virtual but we hope that this changes. We also have Open afternoons in which the parents can join allow their children to show their work.

Parents, are of course, welcome to discuss any concerns regarding their child's progress or welfare at any time, by contacting the Head Teacher, so that an appointment can be arranged.

Parental views are obtained from questionnaires issued and via the Parent Forum.

Parent Forum

Our School benefits greatly by having a very supportive and hard working Parent Forum. Our well attended meetings are held regularly throughout the year and I do hope that you will be able to come along to these. The Parent Forum is very active in fundraising which has assisted us in purchasing resources which we could not otherwise afford.

Standards and Quality report

A Standards and Quality Report is produced each session. It reviews the performance of the school over the previous session and identifies areas for development in the new session. This is shared electronically with parents, and a paper copy is available on request. A child friendly version was created for the first time in June 2019 and this is something with which we plan to continue. When our website is operational we will have both of these versions available online.

The school had a significant focus on numeracy last session and the children made good progress throughout the school. This was aided by the use of our Pupil Equity Fund. During the 2019-20 session the focus is on Writing, the incorporation of the Chrome Books into the children's education and Continuous Profiling of the children's progress.

HIGHLAND COUNCIL POLICIES

Highland Council has a range of policies on their website relating to the education of your child. These can be found at https://www.highland.gov.uk/info/893/schools_-_general_information/29/school_policies_procedures_and_guidelines

Highland Council Child Protection Policy

From time to time incidents may 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. Information may be passed on without immediate reference to a pupil's parents or guardians and can lead to a joint Social Work/Police investigation.

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

Copies of Child Protection Policy Guidelines are available online at www.highland.gov.uk

CROSSROADS PRIMARY POLICIES

Crossroads Primary has a range of policies relating to the curriculum and the manner in which it is delivered. These are available on request from the school office and online <https://padlet.com/louisehunt1/nl0436gj32bqichs>

Equality and Diversity Policy

At Crossroads Primary School we believe that everyone should have the chance to develop and meet their potential in all areas of the curriculum and beyond. We seek provide education tailored to the needs of the child as an individual irrespective of wealth, gender, race, nationality, faith or disability. A copy of our school policy is available on request from the office.

Employment of Children

The employment of children byelaws regulate 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

Photographs

In line with Highland Council's guidelines –

- ✓ A child's photo will only be included in newsletters, in the local press, on our school Facebook page, etc, if their parent has signed the generic consent form thus giving written permission for this. (completed as part of enrolment)
- ✓ Parents are only permitted to post photographs of their own child(ren) on social media.
- ✓ Commercial Agencies, the Press and any other media, retain copyright of all photographs that they take, e.g. – school or class group photos taken by School Photographers.

STRUCTURE OF OUR SCHOOL DAY

Primary 1-7	}	9.00am – 10:45am
		<i>Tuck is served at morning interval.</i>
		11am - 12.30pm
		<i>Lunch is served in the dining hall.</i>
		1.15pm - 3.00pm
		<i>(Our P1-P3 children enjoy a ‘Stay and Play’ session from 2:30pm – 3pm)</i>

Our new P1 children will now come to school for full days as from the start of the session. Therefore as from 16 August, all classes will be in from 9am – 3pm.

SCHOOL CALENDAR

Parents are strongly urged to book family holidays during the school holidays and not to interrupt their child's education by taking holidays during term time.

OPEN		CLOSE
Monday	15 August 2022 (Staff Only)	
Tuesday	16 August 2022 (Pupils)	Friday 7 October 2022 at 3pm
Monday	24 October 2022	Thursday 22 December 2022 at 3pm
Monday	9 January 2023	Friday 31 March 2023 at 3pm
Monday	17 April 2023	Thursday 29 June 2023 at 12.05pm
February long weekend	Monday 20 February – Tuesday 21 February 2023	
May Day holiday	1 May 2023	

Regional Closures for Staff Training Days 2022/23

Monday 15 August 2022
Monday 12 and Tuesday 13 September 2022
Wednesday 22 February 2023
Monday 5 June 2023

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.

APPENDIX 1

Transferring Educational Data about Pupils

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

Why do we need your data?

In order to make the best decisions about how to improve our education service, Scottish Government, education authorities and other partners such as the SQA 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

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> legislation will be ensured.

Concerns

If you have any concerns about the ScotXed data collections you can email the Senior Statistician, Peter Whitehouse, at **Peter.Whitehouse@scotland.gsi.gov.uk** or write to The ScotXed Support Office, Area 1B, 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.

Pauline Pearson

Head Teacher

November 2021

The information in this handbook was accurate at time of going to press. The appendices will be updated each session and these will be provided for all parents. The handbook will be given out to the parents of all P1 entrants and to the parents of any pupil who joins the school during the session. It will be available in school for inspection by any other parent and any parent specifically requesting a copy will be provided with one. The most up to date version will also be online through the Highland Council website.