

Ness Castle Primary School School Handbook 2022/23



Ness Castle Primary School

Brodie Road

INVERNESS

IV2 6FW

Head Teacher: Craig Connon

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A WELCOME FROM OUR HEAD TEACHER

Welcome to Ness Castle Primary School!

It is my great privilege to write this welcome as the first Head Teacher of Ness Castle Primary School in our first ever School Handbook.

Ness Castle Primary is due to open in August 2022 and we look forward to welcoming children and young people from Nursery through to Primary 7 into our new school.

This Handbook will continue to grow and be added to throughout the course of the run up to August 2022 and beyond as, together, we build our school community, ethos and curriculum. Our aim is to build a strong, exciting and forward thinking community of learners who, with the support of our staff, family and community members, will develop their full potential. Positive relationships sit at heart of a great school and, through working together, we hope that this will support the development of our young people.

We very much look forward to welcoming you and your child(ren) into the Ness Castle family. If you require any further information please don't hesitate to get in touch via the school's email address nesscastle.primary@highland.gov.uk.

Kind regards,

Craig Connon

Head Teacher



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.

SCHOOL INFORMATION

Our School Address and Contact Details

Ness Castle Primary School

Brodie Road

INVERNESS

IV2 6FW

Telephone: TBC

Email: nesscastle.primary@highland.gov.uk

Website: <https://sites.google.com/invernessroyalacademy.org.uk/nesscastleprimary>

Twitter: @NessCastlePS

Our School Roll

This will be confirmed on opening

Our School Day

This will be confirmed in due course.

Our Early Learning and Childcare Day

Our ELC is open from 8am – 5.45am, Monday to Friday during term time. Government funded 1140 hours per year or 30 hours per week are offered as parental choice, in partnership with our nursery capacity, with the option to self-fund additional hours if available.

School Aged Childcare

We offer Breakfast Club for all pupils from 8am and After School Club until 5.45pm. Costs for this are as per Highland Council policy. Please check with the school for the most current pricing. Places at Breakfast and After School Club can be reserved by contacting the school for the relevant application form.

OUR SCHOOL IDENTITY

For any school, the school's identity is vital in building a positive school community. As a new school it is important that our children and families are involved in this process.

Our School Badge

Our pupils will be given the opportunity to take part in a competition to design our new school badge. This will then be used on our uniform as well as within the school and on school communication.

Our School Uniform

In consultation with our Parent Council and pupils, our school uniform colours, designs and suppliers will be decided upon. Once confirmed, further details will be shared here and with our families.

OUR SCHOOL TEAM

Our Staff

Head Teacher Craig Connon

Depute Head Teacher To be appointed

Principal Teacher Helen Mudie (starts in April 2022)

Our Teaching Staff, Early Years Practitioners, Clerical Staff, Support Staff, Facilities, Catering and Cleaning staff will be appointed in due course.

OUR SCHOOL ETHOS

As a new school we are excited to build our ethos, vision, values and aims together. This will include working with the pupils, staff and families to build a school which will be at the heart of the wider community.

We want our ethos to be one which has a family feel. A warm, inviting environment where we are all working together towards a shared goal. We want our school to be an exciting place to come and learn on a daily basis, where we aspire for the best for all our pupils whilst celebrating both in and out of school achievements.

Our Vision, Values and Aims

Once the school is established we will undertake a full consultation to ensure we have shared vision, values and aims that will be engrained in all that we do.

Equality and Diversity

It will be important to ensure we are a school which holds equality and diversity at the heart of our work and that everyone is treated equally and fairly. Once established, we will develop an Equality and Diversity Policy which reflects this. The Council's Equality and Diversity policy for schools can be found on the link below:

https://www.highland.gov.uk/downloads/file/11627/promoting_diversity_and_equality_policy

We aim to build relationships and partnerships with the wider community. This will include making sporting, cultural, religious and business links to give our pupils a wide range of opportunities and links the "real world". In summary, our activities in school will ensure that we:

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

Our school activities will not discriminate against any of the following 'protected characteristics'- age, disability, race, religion or belief, sex, sexual orientation, gender reassignment, pregnancy and maternity.

Promoting Positive Relationships

As a school we will promote positive behaviour and foster good relationships which motivates pupils. Our emphasis on all aspects of health and wellbeing and positive behaviour such as restorative, solution focussed and nurturing approaches will give pupils and staff a process to follow. The school will follow Highland Council's guidance and policies on Positive Relationships and Bullying Prevention which can be found here:

[Highland Council Promoting Positive Relationships](#)

[Highland Council Positive Relationships and Bullying Prevention Policy and Guidance](#)

OUR CURRICULUM

As we are a new school we have the exciting opportunity to build our curriculum and rationale that sits behind it to make sure it is relevant for the children in our ELC and school as well as exciting and aspirational!

As a basis we will follow Scotland’s curriculum guidance, the Curriculum for Excellence. Curriculum for Excellence is designed to achieve a transformation in education in Scotland by providing a coherent, more flexible and enriched curriculum from 3 to 18. The curriculum includes the totality of experiences which are planned for children and young people through their education, wherever they are being educated. The curriculum aims to ensure that all children in Scotland develop the knowledge, skills, values and attributes that they need to flourish in life, learning and work.

The knowledge, skills, values and attributes learners will develop will allow them to demonstrate four key capacities – to be successful learners, confident individuals, responsible citizens and effective contributors.

The totality of experiences

The curriculum includes all of the experiences which are planned for children and young people through their education, wherever they are being educated. These experiences are grouped into four categories known as the contexts for learning.



<p><u>Opportunities for personal achievement</u> Children and young people need opportunities for achievements both in the classroom and beyond, giving them a sense of satisfaction and building motivation, resilience and confidence.</p>	<p><u>Interdisciplinary learning</u> The curriculum should include space for learning beyond subject boundaries which will provide learners with the opportunity to develop insights and apply skills in a way and/or to a degree not offered through the study of a discrete curriculum area.</p>
<p><u>Ethos and life of the school</u> The starting point for learning is a positive ethos and climate of respect and trust based upon shared values with genuine engagement across the school community.</p>	<p><u>Curriculum areas and subjects</u> The curriculum areas are the organisers for setting out the experiences and outcomes. Each area contributes to the four capacities and consists of: Numeracy, Literacy, Health and Well-Being, Religious and Moral Education, Sciences, Technologies, Social Studies and Expressive Arts</p>

Added to this, because children learn through all of their experiences - in the family and community, nursery and school - the curriculum aims to recognise and complement the contributions that these experiences can make.

Key Workers in our ELC and Class Teachers in the school will share our curriculum throughout the year with families and we will work together to develop what these will look like across the coming session.

LEARNING, TEACHING and ASSESSMENT

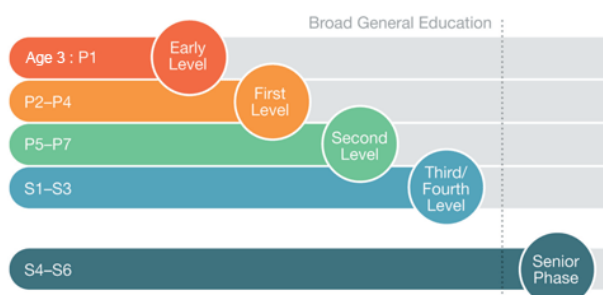
As detailed above, within Ness Castle we will be covering all eight areas of the curriculum. These include;

- Literacy
- Numeracy
- Health and Wellbeing
- Religious and Moral Education
- Sciences
- Technologies
- Social Studies
- Expressive Arts

Particular detail will be added to exemplify how these will be taught within our school and what learner journeys will look like. Other important cross curricular and interdisciplinary areas that we will consider include outdoor learning, the use of digital technologies as well as skills for learning, life and work.

Our pupils, staff and parents/carers will be involved in this evolving process.

Within the Curriculum for Excellence there are five curriculum levels - Early, First, Second, Third and Fourth - in the Broad General Education (BGE) and then pupils move to the Senior Phase.



Please Note: This is a general guide. Learners will progress at their own pace through the curriculum levels - the framework is designed to be flexible to permit careful planning for all pupils.

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 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 will make use of feedback, in all its forms to inform next steps for the improvement of their own learning.

Parents/carers will receive feedback on their son or daughter's progress through pupil reports, progress checks and target setting information. Pupils will also get a chance to reflect on this. The format of these will be agreed and the detail added once consultation has taken place.

As a school, we are keen to keep parents/carers informed regularly with regards to pupil progress, with nothing coming as a surprise within a pupil report or Parents' Night session. Parents wishing to enquire about a pupil's progress are invited to get in touch with their child's class teacher in the first instance, or a member of the school's Leadership Team.

Achievement of a Level Data

At the end of Primary 1, Primary 4 and Primary 7 we share our attainment data with the Scottish Government to show our progress in attainment:

- ✓ Primary 1: % of children that have achieved the Early Level of Curriculum for Excellence
- ✓ Primary 4: % of children that have achieved the First Level of Curriculum for Excellence
- ✓ Primary 7: % of children that have achieved the Second Level of Curriculum for Excellence.

Teachers at Primary 1, 4 and 7 make these judgements through ongoing assessments and monitoring children's progress in class, linked to the Benchmarks for each of the levels identified by Education Scotland. Further information on Assessment can be found here -

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

OUR SCHOOL IMPROVEMENT JOURNEY

School Improvement Plan and Standards and Quality Report

As a new school we currently do not have an official School Improvement Plan or Standards and Quality Report. Once we become established we will work with staff, pupils and parents/carers on an annual basis to decide upon our Improvement Priorities as well as evaluate the previous year's plan. These will be published on the school website as well as shared with the Parent Forum.

As we build our new school together, our initial School Improvement Plan will be to focus on

- ✓ Transitions for all pupils, staff and parent/carers into the new school, ensuring we consider the health and wellbeing of all involved.
- ✓ Establish our school's vision, values and aims in a collaborative way
- ✓ Begin to build our curriculum, ensuring that the rationale for it is relevant and appropriate for the pupils at Ness Castle.
- ✓ Ensure that learning, teaching and assessment within the school is of the highest standard, both supporting and challenging all pupils appropriately.
- ✓ Working innovatively to ensure Ness Castle Primary School becomes an exciting hub at the heart of the community.

Currently, we have no previous data held for our whole school. We will gather this baseline data as our school is established and this will give us a benchmark from where we will begin our Improvement Journey. This will include us looking closely at literacy, numeracy and health and wellbeing.

Over time we will then be able to compare Ness Castle's performance to that at both local and national level. Further information on school data in general can be found here;

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

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

ENROLMENT

Early Learning and Childcare (ELC) Enrolment

Children born between 1 March 2018 and 28 February 2020 are entitled to a funded Early Learning and Childcare place.

For Early Learning and Childcare places, enrolment week commenced Monday 14 February and concluded on Friday 18 February 2022. This process can be undertaken by clicking on this link - www.highland.gov.uk/enrol. Enrolments can continue to be made after this date. Please contact the school if you have any queries or questions. Additional guidance for ELC Enrolment can also be found here - https://www.highland.gov.uk/downloads/file/17451/early_learning_and_childcare_enrolment_guidance_for_parents_2022-23

Primary 1 Enrolment

If your child will be five years of age on or before 28 February 2023, they are eligible to enrol for Primary 1.

Enrolment week for Primary 1 took place from 31st January – 4th February 2022, but enrolments can continue to be made after this date. This can be done via the Highland Council website – www.highland.gov.uk/enrol. Please contact the school if you have any queries or questions regarding Primary 1 enrolment. Additional guidance can also be found here - https://www.highland.gov.uk/downloads/file/17207/enrolling_your_child_for_school_guidance_2022-23_english

School Placing Requests

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 are made to the Area Education and Learning Manager Fiona Shearer on Fiona.Shearer@highland.gov.uk . 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 you live out with the school catchment area and you wish your child(ren) to attend Ness Castle Primary School you should contact the School Office to arrange a visit. A member of the Leadership Team would be more than happy to show you around (once the school is open) and answer any questions you may have.

TRANSITION

Transitions take place at many times throughout a child's school career – into Nursery, from Nursery to Primary 1, between classes (eg. From Primary 4 to Primary 5) and from Primary School into Secondary Education. Each of these are exciting times for pupils and you as parents/carers but they can also be nerve-racking, having a fear of the unknown.

At Ness Castle we aim to make these transitions as smooth as possible. At the moment, all pupils who are going to be starting at the new school will be transitioning from home, another ELC establishment or from another school. These transitions have already started (with visits from school staff and online meetings) and this transition programme will continue to build as we progress towards the opening of the new school.

Conversations will take place, between April and the Summer, with your child's current establishment. These will be for pastoral reasons, but also for us at Ness Castle to get a grasp of how your child is progressing academically. This transition information will be vital for the new staff at Ness Castle.

Transition into ELC and Primary 1

Visits to your child's current Nursery establishment will take place between April and the end of June. This will allow us to see your child in their current setting as well as talk with their key worker. Other transition experiences will also take place for both pupils and parents/carers. The details of these will be shared in due course.

Transition from Primary to Secondary School

Pupils normally transfer to Secondary between the ages of 11 ½ and 12 ½ years old so that they will have the opportunity to complete at least 4 years of Secondary Education. Parents will be informed of the arrangements no later than December of the year preceding the date of transfer at the start of the new session. Pupils from this school normally transfer to:

Inverness Royal Academy
Culduthel Road
Inverness
IV2 6RE
Telephone - (01463) 667800
Email – ira@highland.gov.uk
Rector – Mr Nigel Engstrand

Enhanced Transition

To ensure all pupils make a successful transition to Ness Castle or from Ness Castle to their Secondary School enhanced transition experiences will be available. This will ensure all pupils are given the best start to their school experience. If you would like to discuss your child's transition to or from Ness Castle, don't hesitate to contact Mr Connon or another member of the Leadership Team.

OUR PARENTS/CARERS and FAMILIES

Parents/Carers as partners is vital in ensuring our school becomes the heart of the community, ensuring a healthy exchange of information.

Parent/Carer Communication

Our school website <https://sites.google.com/invernessroyalacademy.org.uk/snesscastleprimary> and Twitter feed (@InverNewSchool) are currently being used to communicate with our parents/carers and families. We will also communicate directly with groups of parent/carers, or our whole parent/carers body via email. Please ensure we have an up to date email address for you.

Wider face to face and other communication will be established once the school is open. This will include a combination of parents' evenings, school reports, class assemblies and events, classroom visits and open days. The detail of these will be decided upon in due course and this section of the Handbook will be updated as appropriate.

Parent/Carer Involvement and Engagement

As detailed earlier, we believe that the strength and success in our new school will lie within the positive relationships built between staff, pupils and our parents/carers and families.

Within our nursery your child's key worker will be your initial point of contact. In school, your child's class teacher will take on this role. They will share your child's learning across the year through a range of different approaches.

Part of this partnership will be providing opportunities for parents/carers to become involved in your child's learning. This will involve you supporting learning at home, establishing positive home-school partnership links and ensuring we have effective parental representation when we are developing our school ethos and curriculum. We are already keen to gather parental opinion and to encourage the sharing of views and this will continue as the school becomes established.

Our Parent Council

In the run up to the school opening, an Interim Parent Council has been established. They will support the initial developments within the school, being a "voice" for the new parent body. This will include regular meetings with Mr Connon (Head Teacher) and other members of the Leadership Team once in post.

If you are keen to hear more or interested in joining this group please contact Mr Connon on Craig.Connon@highland.gov.uk.

Parent Zone

Useful information for parents and how to get involved in your child's education, how to support the school, information on curriculum developments can all be found at Parentzone:

<https://education.gov.scot/parentzone>

SUPPORTING OUR PUPILS

All children have a Named Person. In P1-P7, the Named Person for your child is Craig Connon, Head Teacher. In Early Learning and Childcare this will be your child's Health Visitor.

ELC Key Workers and Class Teachers, in conjunction with Additional Support Needs Teachers and the School's Leadership Team, monitor the progress of pupils with additional support. The needs of such pupils are generally catered for within the normal curriculum but with specialist advice and support as required.

If necessary, a child's plan may be put in place to help plan, organise, monitor and regularly review a child's progress. Parents and pupils will be involved in these procedures and in reviews.

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

Highland Council would seek to work in partnership with parents at all times, but sometimes you will have a concern that you don't feel is being addressed, or will want to talk to someone 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 Key Worker or Class Teacher in the first instance and/or a member of the Leadership Team. If your concerns continue, there are a number of means of resolving difficulties and disputes and information on this can be found at: [www.highland.gov.uk/info/886/schools - additional support needs/1/support for learners](http://www.highland.gov.uk/info/886/schools_-_additional_support_needs/1/support_for_learners)

Other useful information can be sourced from

- (a) [Enquire](#) – the Scottish advice and information service for additional support for learning
- (b) [My Rights, My Say](#) – an advocacy and advice service for young people over 12 with additional support needs
- (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

CHILD PROTECTION

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

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

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

Copies of Highland Council's Child Protection Policy Guidelines are available online at http://www.highland.gov.uk/info/1361/childcare_and_family_care/438/child_protection

ATTENDANCE and ABSENCE

Good attendance is vital if pupils are to achieve their full potential. But if a pupil is absent from school, a parent/carer should phone the school on the first day of absence.

It is Highland Council policy that where a child is absent or late (and the school has not been given prior notice), the school will make concerted efforts to contact parents/carers to find out why. Therefore, it is vital that all parents/guardians should contact the school by 9.15am. Failure to contact the school will result in an unauthorised absence. All unauthorised absences are actively pursued by the school.

Three Day Rule for Unexplained Absence of Pupils

Day 1; First day of unexplained absence of a pupil

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

Day 2; Second day of unexplained absence of a pupil

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

Day 3; Third day of unexplained absence of pupil

If no contact is established, a member of staff will arrange a home visit to check the situation. If the child is not found and no satisfactory explanation is given for absence, the police will be notified of the child's non-attendance. The police will treat this as a missing persons alert. The police may be involved to conduct visits where it is not possible for the school to do so. If a decision has been made to contact the police, our Area Education Manager will be notified.

Steps for Parents

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

Permission to leave during the school day

If a pupil needs to leave during the school day for an appointment etc, pupils need to bring with them a note from parent/carer. Pupils must report to the school reception where parents/carers can collect their child. If returning the same day, they must report again to the reception and sign in. Where at all possible, medical and dental appointments should be made out with school hours.

Illness

If pupils fall ill during the day, parents are contacted for them to collect their child, therefore it is essential that we have up to date day time contact numbers and emergency contact numbers for all pupils. We follow the Highland Council advice on all illnesses. Children, who are unwell, should be kept at home until they are fully recovered and ready to cope with school again. A copy of the NHS Guidelines on Infectious Diseases and recommended return timescales can be found in appendix 5. We strictly adhere to the 48 hour return rule following any vomiting or diarrhoea related illnesses.

Holidays During Term Time

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

- will result in a significant loss in classroom experience;
- will result in a pressure to 'catch up' on missed work by pupils;
- could result in pupils missing assessments with consequential impact on pupils and teachers;
- could result in the loss of curricular activities;
- will affect school attendance records and efforts to raise standards of attendance;

Under the guidance issued at a national level, most family holidays will be coded as unauthorised absence, only in exceptional cases will the absence be recorded as authorised.

We would ask parents to be aware of these considerations when making decisions on planning holidays during term time.

Highland Council School Holidays

Here is a link to the school term dates on the Highland Council website to aid parents in planning any holidays they may be considering.

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

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

MEDICATION and HEALTH CARE

Administration of Medicine

National Guidance on the Administration of Medicines in Schools has been issued by the Scottish Government and can be accessed here - <https://www.gov.scot/publications/supporting-children-young-people-healthcare-needs-schools>

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

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

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

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

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

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

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

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

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

Minor injuries

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

SCHOOL MEALS

School Lunches

School lunches are available at Ness Castle Primary School at a price of £2.30 per meal (at time of print). The school meal service offers nutritionally balanced, well presented food in an environment that is safe, well ordered and sensitive to the needs of pupils in order that they may enjoy the lunchtime social experience. Healthy choices are very much in evidence in all menus. Food and drinks served meet the requirements of The School (Health Promotion and Nutrition) (Scotland) Act 2007. A copy of the school menu is on the Highland Council website:

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

At present, children in P1-5 are entitled to a free school meal. By August 2022, it is planned that all children will be entitled to a free school meal.

Packed and Home Lunches

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

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

Special Diet/ Food Allergies

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

For information and guidance on healthy living topics check out: [CLICK HERE – Healthy Living Guidance](#)

Further information on school meals can be found: [CLICK HERE – Highland Council: School Meals](#)

OTHER PRACTICAL INFORMATION

Extra Curricular Activities

Once open we will establish a variety of extra curricular lunch time/after school clubs. Information on these will be shared with pupils and parents/carers.

Homework

Once open, we will work with our pupils, staff and parents/carers to establish our own Homework procedures. These will be shared in due course.

Pupil Voice and Leadership

Collaboration and the voice of pupils – from ELC through to Primary – will be vital in the success of Ness Castle Primary. We will facilitate various opportunities for pupils to get involved in the life and decision making for the new school. This will include sharing suggestions and ideas as well as involving pupils in leadership roles within the school. Details of these will be shared in due course.

Religious Observance

The Rights of Learners and Families Religious observance adopts an open and respectful approach and does not seek to compromise the beliefs of any pupils or their families. Under the terms of the Education (Scotland) Act 1980, parents have the right to withdraw their child from religious observance. The terms of the Act state that “no pupil in any such school shall be placed at any disadvantage with respect to the secular instruction given therein by reason of his being withdrawn”. The school will deal with such requests with sensitivity and understanding.

Mr Connon is happy to meet with any parent wishing to withdraw their child to ensure that they are clear about the school policy. All pupils participate in Religious & Moral Education however, parents have the right to have their children excused from religious observance. Where a child is withdrawn from religious observance, the school will make suitable arrangements for your child to participate in worthwhile alternative activity.

School Policies

As the school becomes established we will be creating our own set of specific policies and procedures. Meantime, Highland Council School Policies, Procedures and Guidance can be found here - [www.highland.gov.uk/info/893/schools -
_general information/29/school_policies_procedures_and_guidelines](http://www.highland.gov.uk/info/893/schools_-_general_information/29/school_policies_procedures_and_guidelines)

Severe Weather /Emergency Closure Plans

These will be established once the school has opened and will be shared here and directly with parents/carers. You can also access the highland school closure website for school closure information - <http://www.highland.gov.uk/schoolclosures>

DATA PROTECTION

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

Your data protection rights

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

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

Concerns

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

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 Mr Connon, the Head Teacher.

COMPLAINTS

If a parent has any concerns they should contact their child's key link in the nursery/ class teacher in the first instance, or the Head Teacher if this is deemed more appropriate. The school will always endeavour to resolve issues by listening to parents and seeking solutions in partnership. Should a situation not be resolved, parents can contact the Area Education and Learning Manager, Fiona Shearer on Fiona.Shearer@highland.gov.uk

Further information can also be found on the Parentline website:
<https://www.children1st.org.uk/help-for-families/parentline-scotland/>

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.

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.