

Ceannard/Headteacher: Mark Squires
 Principal Teacher English: Jill Quigley
 Prìomh Thidsear Foghlam tron Ghàidhlig: Zoey NicLeòid



December 2022

Ullapool Primary School
 Quay Street
 Ullapool
 IV26 2UE

Telephone: 01854 612535
 E-mail address: ullapool.primary@highland.gov.uk
 Website: www.ullapoolprimary.wordpress.com

Our Values	
We care	Tha sinn còir
We are creative	Tha sinn cruthachail
We join in with our community	Tha sinn nar pàirt den choimhearsnachd
We have ambition	Tha àrd-amasan againn
We take action	Tha sinn gnìomhnach

CONTENTS

Ullapool Primary School	2, 3	Progress Reports/Open Evening	21
Hours, Aims, Curriculum,	3, 4, 5	Additional support needs	21
House System, Meals, Uniform	6, 7	Packed Lunches	22
Staff of Ullapool Primary School	8	School Development Plan	23
School Roll	8	Illness	24
Parent Council	9	Attendance/School Closures	24
School Rules	10, 11	School Transport	25
Essential Information	12, 13	Behaviour/Bullying	26,27
Holiday Dates	14	Wet weather/Health Care	27
Enrolment, Pupil Records	14	Child Protection Services	28
Curriculum	15-17	Primary/Secondary Liaison	29
Outdoor classroom/Extra-curricular	19	Comments and complaints/Data	29,30
Music tuition	20,21	Our School Vision	32
Homework	20	Map	33



Fàilte gu Bunsgoil Ulapuil

Welcome to Ullapool Primary School

Welcome to Ullapool Primary School. I hope this handbook will give you some background information and a flavour of the rich experience awaiting your child at Ullapool Primary. We are proud to offer a Curriculum for Excellence in both Gaelic and English medium classes for nursery children from 3 years of age through to Primary 7. We value children as individuals and we work with them to build their confidence and skills as developing and responsible citizens. We encourage pupils to contribute to the life of their school and local community and to reflect on issues pertaining to the wider world. We consider that education is very much a partnership between home and school and look forward to working with you to help your child realise his/her potential. We have a very active and supportive Parent Council which makes a significant contribution to the work of the school. We are very much a community school and feel that one of our strengths is the close relationships we have with all our local partners.

I look forward to welcoming you to Ullapool Primary School. Please contact our school office on 01854 612535 to make an appointment to visit.

Mark Squires, Headteacher

Fàilte gu Bunsgoil Ulapuil. Tha mi 'n dòchas gun toir an ro-shealladh seo fiosrachadh agus blas de na tha a' feitheamh air do phàisde tro 'n fhoghlam a gheibh iad ann am Bunsgoil Ulapuil. Tha sinn moiteil an Curaicealam -Mhathais a' thabhainn an dà chuid, ann am Beurla agus ann an Gàidhlig d' chlann bho aois trì bliadhna gu ruige clas a' seachd. Aig an aon àm 's tha sinn ag aithneachadh luach gach neach, tha sinn ag obair cuide riutha airson am fèin- creideas agus na sgilean aca a' bhrosnachadh gum bith iad nan saoranaich ciallach. Tha sinn a' toirt misneachd dhaibh a cur ri beatha na sgoile aca, a' choimhearsnachd ionadail agus ris an saoghal anns an fharsaingeachd. Tha sinn den bheachd gu 'eil foghlam a' tachairt le co-oibreachadh eadar an sgoil agus an dachaigh agus tha sinn a miannachadh obrachadh cuide riut airson 's gun dèan do phàisde cho math 's na tha nan comas aca a' dhèanamh. Tha Comhairle Pàrant againn a tha èasgaidh agus taiceil, a tha a' toirt co- thabhartas ri obair na sgoile. Se Sgoil Falainn a tha ann am Bunsgoil Ulapuil, a cuir air adhart Cothrom na Fèinne airson gach neach.

Tha mi a' coimhead air adhart ri fàilte a chur romhad ann am Bunsgoil Ulapuil. Cuir fòn gu oifis na sgoile, 01854 612535, airson àm fhaighinn airson tadhail air an sgoil againn.

Mark Squires, Ceannard

Background



The original school was built in 1929 to provide both primary and secondary education. Gaelic Medium classes were first established at Ullapool Primary in 1993 and continue to be an integral and vital part of our school today. In 1999 Ullapool High School relocated to a new building and in the same year our Gaelic and English nurseries opened. Ullapool Primary School was refurbished in 2004 and 2016 resulting in the bright and spacious building and new infant and ASN facilities. In 2019 we inaugurated our wonderful purpose-built nursery building.

Ullapool Primary School serves the area stretching from Aultguish in the south to Knockan in the north. Pupils enrolling for Gaelic Medium classes are accepted from within the School Associated Area, reaching from Drumbeg to Badcaul and out to Achiltibuie.

School accommodation

The main red sandstone building houses much of the school's accommodation, namely: offices, medical room, canteen and school hall, classrooms, ICT suite and ASN area. Our nurseries are in our purpose-built nursery attached to the main school. We also have a resource room and Rainbow Room all within the school grounds and an external hut for our music and art rooms. We make extensive use of the excellent local facilities on our doorstep. Pupils benefit from both the swimming pool and leisure centre as part of their weekly PE routine. We also use the local Drill Hall and enjoy a substantial playing field and extended school grounds including wildlife and vegetable gardens.



THE OUTDOOR CLASSROOM/AG IONNSACHADH A-MUIGH

Learning in the classroom is complemented by outdoor learning within the school grounds and by class trips within the community and beyond. We have an outdoor building 'Am Bothan' which supports our outdoor learning by providing shelter. The school has the use of the High School's minibus and with the help of parent helpers our pupils benefit from outdoor learning experiences out with the school grounds.

08.55-10.25 Classtime
10.25-10.45 Breaktime
10.45-12.15 Classtime

On Friday school closes as 13.05

School Hours/Uairean Sgoile

12.15-13.05 Lunchtime
13.05-14.35 Classtime
14.35-15.05 Infant breaktime
15.05-15.35 Classtime

School Roll

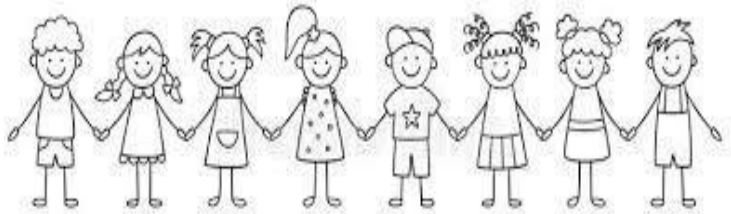
At the time of writing, November 2022, our school roll sits at 133 with 28 in nursery.

English Nursery	11	Gaelic Nursery	17
English P1-7	58	Gaelic P1-7	75

STAFF AT NOVEMBER 2022

Primary 123 Jill Quigley
Primary 456 Jean Mackay
Primary 67 Caroline Mason

Gaelic Primary 12 Marina Macleod
Gaelic Primary 34 Christine Mackenzie
Gaelic Primary 45 Mary Rose MacNeil
Gaelic Primary 67 Lisa MacDonald/Susan McSweeney



NURSERIES

Early Years Practitioners:

English

Vicky Mackenzie
Kirsty Urquhart

Gaelic

Catriona Weston
Annabel Maclean
Anna Rushforth

SPECIALIST TEACHERS/TIDSEARAN SPEISEALTA

Learning Support Anthony O'Flaherty
PE Charlotte Law
Piping Instructor Eddie Seaman
Strings Instructor Rona Sutherland
Drumming Instructor David McIntosh
Woodwind Lynsey Bolton

Clerical Assistant Alison Brinkler
FM Assistant Dave Murphy

Pupil Support Assistants Margaret Maclean Dottie Marr
Christine Hamilton CJ Macdonald
Aga Lintern Sue Mackenzie
Tom Grant

Canteen Supervisor Rhona Haughey
Canteen Assistants Beverly Macgregor Liza Urquhart Kate Marsh

Cleaning staff Irene Richardson Kate Marsh

ULLAPOOL PRIMARY SCHOOL PARENT COUNCIL COMHAIRLE NAM PÀRANT BUNSGOIL ULLAPUIL



MEMBERS

Chair: Sarah & Chris DiRollo

Vice-Chair: Briony Hume

Treasurer: Anna Rushforth

Secretary: Erica Alexander

Fundraising: Jocelyn Napier & Catriona Weston

Parent Members: Heidi Hercus, Ruth McLennan, Nanette Gourlay, Fiona Sorley, Heather Smith, Janis Patterson, Nadine Lunn

The Parent Council members are elected every year at the AGM in September to represent parents' views and support the work of the school. The Head Teacher attends Parent Council meetings in a non-voting capacity, as do representatives from the teaching staff. There is usually one meeting each term and all parents are most welcome to attend.

The Parent Council have a Facebook forum where we publicize our activities and encourage parents to ask questions and chat about school related issues. Please join our group at Ullapool Primary Parent Council Forum.

Our Parent Council is actively involved in fundraising for the school and offers an online shopping scheme, www.easyfundraising.org.uk/ullapoolschpc

When using this facility a small percentage of the profit goes to the Parent Council. Any parents interested in taking on a fundraising event are very welcome to approach a member to discuss this.

SCHOOL TERM AND HOLIDAY DATES 2023/2024

Summer holidays - 1 July to 12 August

In-service day - 15 August

In-service day - 12 September and 13 September

October holidays - 10 October to 21 October

Christmas and New Year break - 23 December to 6 January

February break - 20 February and 21 February

In service day - 22 February

Easter holidays - 3 April to 14 April

May Day - 1 May

In service day - 5 June

Summer holidays - 30 June to 11 August

GAELIC MEDIUM EDUCATION/FOGHLAM TRO MHEADHAN NA GÀIDHLIG

Our Gaelic medium classes offer the same curriculum as the rest of the school, taught through the medium of Gaelic. Pupils are immersed in Gaelic during Primary 1 and Primary 2 to develop fluency. Reading and writing in English begins in P3. By P7 pupils in Gaelic medium classes are equally fluent in English and Gaelic, including reading and writing. Almost all children in our Gaelic medium classes come from non-Gaelic speaking homes. As it is advantageous for children to hear some Gaelic in the home, it is helpful if parents learn some basic Gaelic phrases to use at home. Please ask to visit our Gaelic classes where you can see the classes in action and speak to our staff. We are also happy to introduce you to other parents who can tell you about their experience of Gaelic Medium education.



While some families choose Gaelic Medium for their children, all our pupils access Gaelic each day in the class. All our teachers are becoming familiar with Gaelic as we embrace

'The 1+2 Language Initiative' promoted by the Scottish Government. Ullapool Primary has chosen Gaelic as the first foreign language pupils learn starting in Nursery. This promotes a sense of

community and a shared pride in our school and local culture. Children in upper stages begin to learn French in P5 before transferring to Ullapool High School.

SCHOOL HOUSE SYSTEM

Pupils and staff are allocated to one of our 3 houses: Stac Pollaidh, An Teallach, and Suilbheinn. House points promote achievement and reward effort in all aspects of school life. House points are totalled each week and announced in assembly. House captains are elected each year and take a lead role in sporting events. Sports trophies and individual endeavour awards are presented at our end of year assembly in June to which parents are invited.

SCHOOL UNIFORM/AODACH

Pupils are asked to wear our Fairtrade school sweatshirt with dark trousers or skirt to school each day. Sweatshirts can be ordered online using the following link – <https://koolskools.co.uk/product-category/ullapool-primary-school/>

A PE kit is essential and pupils should bring a change of sports-wear to school with them each Monday for the week ahead. PE shoes should only be used for wearing during PE indoors and for changing into when it is wet and muddy outside. The daily mile is to be done in normal footwear.



All pupil clothing (coats, sweatshirts, PE kit etc.) should be marked clearly with your child's name. Lost property is retained in school for several months before being given to one of our local charity shops.

LEARNING SUPPORT/TAIC IONNSACHAIDH

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.

If you have a concern about your child, please contact your child's class teacher in the first instance. Alternatively, you should contact the Head Teacher; your child's 'named person.'

It may be that your child needs a differentiated curriculum or specific support with an aspect of learning or their personal development. Sometimes a multi-agency approach or a Child's Plan is put in place to help organize, monitor and regularly review your child's progress. It is usually the Additional Support Teacher with the Head Teacher who will discuss this with you and oversee the process.

If you wish to find out more about The Highland Practice Model or the Child's Plan you can access more information at: <http://www.highland.gov.uk/learninghere/supportforlearners/generalguidance/planning/>

There are also Information sheets available at: www.chipplus.org.uk click on Education. Other useful organisations:

Enquire – the Scottish advice and information service for additional support for learning. Scottish Independent Advocacy Alliance
Scottish Child Law Centre.

Psychological Services

Some pupils may benefit from the advice of our Educational Psychologist. This specialist advice ensures that pupils and staff receive the appropriate guidance to support a particular educational need. Parents may also request that their child be seen by our Educational Psychologist.

Speech Therapy Service

Pupils with speech difficulties may be referred to the visiting Speech and Language Therapist, in consultation with parents. Parents who consider their child may benefit from the input of the Speech & Language Therapist may also make this request through the school.

Primary Mental Health Worker

Our primary mental health worker often attends our multi-disciplinary meetings and will advise and support pupils and parents where necessary.

Social Work

Our Practice Lead will attend meetings and support the school in accessing additional support for pupils and families should this be required.



ENROLMENT/ CLÀRADH

Enrolment for P1 for session 23/24 will take place during January with nursery enrolment being held in February.

Enquiries from families moving into the area during the school year are welcomed. Please phone our office, in advance, to make arrangements to visit the school.

SCHOOL MEALS/BIADH SGOILE

School meals are prepared on the premises and reflect our Health Promoting School status. School meals are currently £2.30 each for P6-7 pupils. Cash or a cheque is acceptable (payable to Highland Council.) Pupils should bring school dinner money to school in a school meals envelope. This is provided by the school. Nursery children who pay for meals will see these on their statements.

Pupils can apply for Free School Meals through the Highland Council website.

If pupils require a special diet, this can also be applied for through the Highland Council website.

Children can purchase toast and various other baked goods from our Canteen each day.

Our menu is available to view on our website.

SCHOOL TRANSPORT/BUSAICHEAN SGOILE

All pupils who reside over three miles from the school and all pupils **under eight years of age** who reside **over two miles** are eligible for school transport. Pupils are required to behave in a sensible manner on school transport and if not, pupils may be requested to arrange alternative transport home. No unauthorised pupil may travel on the bus e.g. pupils going to a friend's house after school.

ILLNESS/ACCIDENT IN SCHOOL; TINNEAS /TUBAISTEAN SAN SGOIL



Our First Aiders will see to pupils' cuts and bumps during the school day. If a pupil becomes unwell during the school day we will get in touch with the child's emergency contact and make arrangements for the child to return home.

When a pupil has a more serious accident it is school policy to call the doctor immediately, contact the parents and report the incident to the Education Office.

Administration of Medicines

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

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.

It is essential that you inform the school of anything affecting the health and well-being of your child so that we can offer the best possible care. You will be asked for this information at enrolment. Please also inform the school of any changes within your child's home circumstances as teachers are then better placed to consider the needs of the child during periods of change.



SCHOOL DEVELOPMENT PLAN/ PLANAICHEAN LEASACHAIDH NA SGOILE

As required by the Scottish Government, Ullapool Primary produces a School Improvement Report Plan each year. This plan outlines developments and timescales that the school will be undertaking over the current and future sessions. This document will have parental input and reflect the views of all the stakeholders in the school and community. A parent survey and a focus group will give all parents the opportunity to comment on and help shape the work of the school. Copies of the School Improvement and Report plan for 2022-2025 are to be found at www.ullapoolprimary.wordpress.com

ATTENDANCE/LATHAIREACHD

Parents have a legal requirement to ensure their child's regular attendance at school. Regular non-attendance will be followed up, initially by a letter home to parents. Parents are asked to phone or email school by 8:45am to advise the school office if their child is going to be absent.

If the school does not hear from you, we will phone you to check that your child is safe and well. If we cannot contact you, the school may make local enquiries to establish the whereabouts of the child and, in any case, the Head Teacher will contact the Police certainly by the third day of absence. Schools are required to keep an attendance register by law. We have a responsibility for the care and welfare of all pupils during the school day therefore need to know the whereabouts of absent pupils

HEALTH CARE/CÙRAM SLÀINTE

Medical Inspections

At enrolment parents are asked to complete a health questionnaire for their child/ren for the school nurse. The School Nurse sees all new entrants and follows up any referrals by the school or parents. Eyesight and hearing tests are conducted in P3 and P5 and pupils may have a fuller medical inspection in P7 before transferring to High School. Parents are always informed and invited to be present.

Head Lice

Parents should be vigilant in looking for signs of infestation and if they discover that their child has head lice they should let the school know immediately. No longer does the school issue "Alert Letters" to classes advising of outbreaks of head lice but we will phone you should we suspect your child has head lice.

Children's Service Worker

Our Children's Service Worker, is part of the wider school Care and Learning and their role is to support children who are going through a difficult period in their lives.

Workshops help pupils to explore their feelings decision making and to develop their social skills. If school staff feel your child would benefit from individual sessions, we will contact you to discuss this. Otherwise, groups of pupils enjoy games and discussion where they explore and discuss aspects of friendships to help them further their social skills and resilience. Parents are also welcome to contact the school to request input for their child.

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. More information about Child Protection Procedures within Highland can be obtained from the *Child Protection Development Officer, Child Protection Committee, Kinmylies Building, Leachkin Road, Inverness – Telephone 01463 703483 - Fax 01463 713237*

Term Time Holidays

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

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

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

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

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

Permission to leave School Premises

Pupils who have lunch in school (a school meal or a packed lunch) are not allowed to leave the school premises unless in exceptional circumstances when parental permission must be given. Parents should indicate in the letter that he/she accepts total responsibility for the child when out with school premises.

EMERGENCY CLOSURES/DÙNADH NA SGOILE ANN AN ÈIGINN

If the school has to close for any reason, a message will be put on the School's Telephone Messaging Service and the school website www.ullapoolprimary.wordpress.com Every attempt is made to make a decision by 8am. To access this message please phone:

- Highland Council Schools' Messaging Service: **0800 564 2272**
- Now enter Ullapool Primary PIN number **043200**

This messaging service is the most reliable method of communication with parents in this area and parents are issued with a reminder via school bag mail each October.

Alternatively, visit www.highlandcouncil.gov.uk and select school closures. Details may be uploaded if internet access is available. If the school has to close unexpectedly during the school day we will contact you or your emergency contact to confirm arrangements before sending your child home. We make every effort to phone school transport pupils as early as possible when transport is not running.

Mental Health and Wellbeing

Staff will support the emotional development and wellbeing of pupils through formal and informal curricular activities. Any concerns about a pupil's wellbeing can be discussed with the named person. **There is a website managed by Highland Council that supports a variety of information relating to mental health and emotional wellbeing that can be accessed [here](#).** Schools have access to Highland Council's Primary Mental Health Worker Service and consultation and advice may be sought if there are concerns that might require more

targeted support. **Counselling is also available for all pupils from age 10. Information on your school's service can be accessed from your child's guidance teacher. Alternately, there is a completely confidential, online counselling service called Kooth for children and young people from age 10 that can be accessed [here](#).** Parents would generally be involved in discussions beforehand, however a young person over the age of 12 can ask for support themselves.

EXTRA CURRICULAR ACTIVITIES/CUR-SEACHADAN

The School can offer extra-curricular activities from time to time which may take place at lunchtime or after school under the supervision of members of staff or parent volunteers. Activities vary from year to year and pupils and parents are kept informed through school announcements and newsletters and website. There is a strong commitment by parents to run after school football clubs at present and Bikeability. Anyone wanting to help or start up another activity please contact the Head Teacher

SWIMMING/SNÀMH

All classes access a five week block of swimming lessons at the Leisure Centre. These lessons usually take place during the third term. Parents are advised in advance, by newsletter.

PIPING/PÌOBAIREACHD

This is offered to interested pupils from P5, provided pupils show an interest and aptitude for the instrument. Pupils learn to read music and to play all the exercises and scales needed for bagpipe playing.

When pupils have memorised a number of tunes they graduate to the goose (a bagpipe without drones.) This is preparation for blowing a full set of bagpipes which they will tackle when ready and depending on the availability of sets of bagpipes. At all stages pupils are encouraged to take part in chanter and piping events e.g. ceilidhs and competitions, to improve their performance.

Out with school, pupils who reach the bagpipe stage are eligible for membership of the Ullapool and District Pipe Band which undertakes social engagements throughout the North of Scotland during the summer months.

STRINGS / TEUDAN

Strings tuition is also offered to pupils from P5. Pupils are offered a trial period to help them establish their interest. Our fiddlers often play at school events and attend local and provincial Mods.

PIPE BAND DRUMMING Drumming tuition is offered to pupils from P4 upwards. They are offered lessons on all 3 different types of drums found within a pipe band. These are the snare drum, tenor drum and the bass drum. Pupils will learn all of the basic rudiments and exercises that are required for them to play basic drum scores found in a pipe band. Once they have mastered this they will be invited to come along to the local pipe band to help further their drumming skills. Once playing in the pipe band they will have the opportunity to take part in local events with the band, as well as travelling all over the United Kingdom to take part in high profile events and competitions.

WOODWIND Woodwind is offered from P4 upwards. Lessons are offered in Bassoon, Clarinet and oboe. Pupils are encouraged to perform in small groups and for larger audiences once they have mastered the rudiments of the instruments.

FÈIS ROIS

Fèis Rois also offers after school tuition to pupils. Please visit their website www.feisrois.org.uk to find out more.

HOMEWORK/OBAIR DACHAIGH

All Primary classes receive homework on a regular basis from Monday to Thursday. This may consist of an activity, written work, reading or research.

Through setting homework we aim to:

- Encourage independence and good learning habits,
- Consolidate work taught in school and therefore raise attainment levels,
- Provide specific opportunities for parents to support their child's learning.

The time given to homework will vary according to the age/stage of the child and the task itself. However, infants should spend no longer than 20 minutes on homework. Sometimes unfinished class work may be sent home and in addition to normal homework.

If homework is not done pupils may be asked to complete it at playtime. If this continues on a regular basis, or if homework is of a consistently low standard, parents will be invited to discuss the situation with the class teacher.

ASSESSMENT/PROGRESS REPORTS/OPEN EVENINGS MEASADH/CUNNTASAN ADHARTAIS/FEASGAIR FOSGAILTE

The School operates a system of continuous assessment.

The class teacher regularly assesses whether a particular concept has been mastered by checking the quality of oral and written work, practical assignments and oral and written tests. The results help to pinpoint any difficulties the pupil may have or inform the teaching process.

The school has adopted Seesaw as a digital platform for the pupil portfolios. This platform enables pupils, parents and teachers to view the children's achievements and work at school on a regular basis. It enables better communication between home and school and allows the parents to comment regularly on their child's work.

Pupils will also take standardized tests through Education Scotland (SNSA) and (MCNG) for Gaelic medium pupils. The school also uses the specific phonological awareness assessments with younger pupils to identify their readiness to learn to read and write. In numeracy children will also be assessed using strategy and knowledge assessments to ascertain their development.

All of the above are analysed to see how pupils are performing across the school.

The school hosts an open evening in November where parents can view the classrooms and talk to the teachers. Parent Teacher meetings are held in February each year to give parents an opportunity to discuss their child's progress with the class teacher. Pupil profiles and reports are issued to parents in May reflecting pupil strengths, achievements and next steps. Should parents have any concerns about their child's progress, please contact the school to make an appointment with the class teacher. An open evening is then held in June when parents can look at displays and children's work.

PROMOTING POSITIVE BEHAVIOUR PUPIL BEHAVIOUR/SMACHD



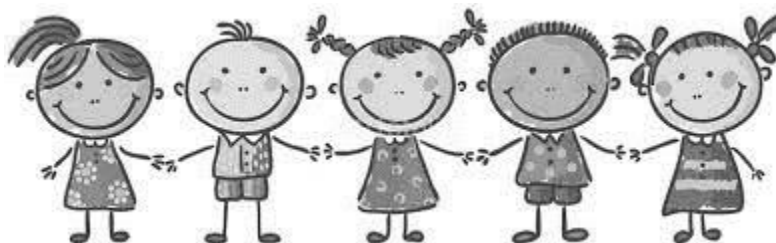
The school promotes positive behaviour using praise, encouragement and house points as incentives. Children are keen to receive praise and rewards for good behaviour. The school complements the work of parents to help the child make good choices at home, in school and in the community. In general, the behaviour of pupils throughout the school is very good.

However, occasionally pupils may require additional support to address their behaviour or attitude.

Where pupils behavior gives cause for concern:

1. In most cases a member of staff will speak with the pupil to help him/her address the problem. On occasions the Head Teacher may be involved.
2. Pupils may lose privileges e.g. stay in at play time.
3. If the problem is of a more serious nature, parents will be contacted and asked to come to meet with staff to discuss the way forward and where appropriate, support put into place.
4. In extreme cases a pupil may be excluded from school for a period of time.

Staff expect high standards of behaviour from pupils in and out of class. Where it is felt necessary, the school will contact parents to discuss their child's behaviour. Staff presume parents wish to be informed if their child's behavior gives cause for concern. Teachers also appreciate hearing from parents where a pupil is struggling at home so that we can discuss ways in which home and school can work together to support the child.



BULLYING Pupils review our friendship or bullying leaflet at the start of each year in assembly. Each pupil gets a copy of the leaflet to illustrate and refer to during the year if necessary. The content is as follows:

Friendship or Bullying? *You get the choice - - - BUT we like friendship!*

Good friends - - -

Are kind and helpful	Cheer you up	Can be trusted	Are fair
		Share Tell the truth	Do the right thing
		Always make up	

We all need friends so, look after yours! Would you help out if you saw someone in school who needed a friend?

What is a bully?

A bully is someone who treats you badly, not once, but time and time again.

A bully - - -

- ☐ is mean and unkind.
- ☐ calls you names and makes you unhappy.
- ☐ makes fun of you and picks on you.
- ☐ picks a fight with you and hurts you.
- ☐ bosses you around and takes your things.
- ☐ says mean things behind your back.
- ☐ makes life hard for you.
- ☐ cannot be trusted.



If you are being bullied: Tell an adult!

Remember it is not your fault.

The bully has a problem and needs help.

What to do about bullies.

Try to - - -

- ☐ Ignore them.
- ☐ Walk away.
- ☐ Tell them to go away.

If that does not work - - - Tell an adult!

What will the school do?

- ☐ Staff will listen to you and speak to the bully.
- ☐ The bully may lose play time or Golden Time.
- ☐ Staff will check with you that things are OK.
- ☐ We will ask you to tell us if there are any further problems.
- ☐ We may tell your parents so they can support you.
- ☐ We may contact the bully's parents.

If you think your child is affected by bullying please get in touch with your child's class teacher in the first instance, to discuss the matter and agree what steps the school can take to support your child.

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

PRIMARY/SECONDARY LIAISON CEANGLAICHEAN BUNSGOIL/ÀRDGOIL

At the end of P7 most of our pupils transfer to Ullapool High School. During their P7 year pupils at Ullapool Primary school and the surrounding Primary schools will get the chance to attend and/or host several social activities. In addition to this all P7s in the local area work towards the John Muir Award together. This project is supported and lead by our countryside rangers. It helps to promote our environment as well as ensuring that all P7s get a number of opportunities to work together. All P7s in the surrounding schools will also attend Abernethy (an outdoor learning center) for 3 days in the spring. All these joint transition activities ensure that by the time our pupils attend Ullapool High school in June, they have made good friends across the area. Our P7 pupils spend a week in June at the High School following an S1 timetable which introduces pupils to the staff and routines of their new school prior to the summer holidays. Each year some pupils benefit from an extended transition programme to support their move to High School. Staff will contact parents where we think this will benefit your child. Parents are also welcome to get in touch with their child's teacher if they wish to discuss this further.

More can be read about Ullapool High School at: www.ullapoolhigh.highland.sch.uk



PUPIL'S RECORDS/CLAR-FIOSRACHAIDH SGOILEARAN

a) Information/Fiosrachadh

Parents are asked to provide essential personal information when their child enrolls. It is important that parents notify the school as soon as any of these details change. It is vitally important that parents inform the school of any change in telephone numbers, emergency contacts or medical needs, for obvious reasons.

b) Pupils' Progress Records/Cunntas Adhartas Sgoilearan

This file contains a pupil's personal information and reports. If a pupil transfers to another school the Pupil Progress Record is forwarded to the new school. Parents wishing to view their child's PPR should make this request in writing to the Head Teacher.

CURRICULUM FOR EXCELLENCE

The Scottish Curriculum for Excellence is designed to give pupils a broad general education during primary school.

LITERACY AND LANGUAGE/SGILEAN CÀNAIN

Talking, listening, reading and writing are all important and complementary elements of language development. Within the Curriculum for Excellence, literacy and language is developed in all subject areas as well as through specific language lessons.

Talking and Listening/Labhairt agus Èisteachd

Talking and listening are important elements of language development. Sound building blocks in talking and listening support the development of reading and writing as children move up through school. Children build their vocabulary and sentence structure in a variety of contexts at home and school. Regular conversations and discussion with parents, teachers and other children will help them to achieve this. At school children are taught to listen carefully and to carry out any instructions given. **Gaelic medium children start to learn the language at nursery and continue to develop their fluency through-out their time at school. Initially talking and listening are the building blocks to develop fluency and much work is done through song and role play. Working with groups like Brògan Beaga stimulates the interaction of all the children learning Gaelic in the community and helps parents to interact with their children whilst helping them to learn Gaelic. Gaelic Bookbug is run in the Public Library on Thursdays by our staff to increase contact with toddlers in the community and increase their Gaelic vocabulary.**

COMMENTS AND COMPLAINTS POLICY – ULLAPOOL PRIMARY SCHOOL

We feel confident that your child will enjoy his/her time at Ullapool Primary School and we welcome comments or suggestions which could help us to improve our service.

However, we are aware that difficulties can occur from time to time and if you feel you have reason to complain then, please, follow the procedure below.

In the first instance, please speak to your child's teacher, either at the beginning or end of the day or by making an appointment through the school office. If you prefer, an appointment can be made to speak to the Head Teacher.

If need be, the matter will be brought to the attention of the Area Education Manager who will decide what the next steps should be.

Parents will be kept fully informed at each stage and will be invited to attend any meetings being held.

TRANSFERRING EDUCATIONAL DATA ABOUT PUPILS

Education authorities and the Scottish Executive Education Department (SEED) collected data about pupils on paper forms for many years. We now work together with schools to transfer data electronically through the ScotXed programme. Thus SEED has two functions: acting as a 'hub' for supporting data exchange within the education system in Scotland and the analysis of data for statistical purposes within the Scottish Executive itself.

What pupil data is collected and transferred?

Data on each pupil is collected by schools, local authorities and SEED. The data collected and transferred covers areas such as date of birth, Scottish Candidate Number (SCN), postcode, registration for free-school meals, whether a pupil is looked after by his/her local authority, additional support needs including disability and English as an Additional Language (EAL), and attendance, absence and exclusions from school. The SCN acts as the unique pupil identifier. Pupil names and addresses are not passed to SEED. Your postcode is the only part of your address that is transferred for statistical purposes, and postcodes are grouped to identify 'localities' rather than specific addresses. Dates of birth are passed on as 'month and year' only, again to ensure that individuals are never identified. Data is held securely and no information on individual pupils can or would be published by SEED.

Providing national identity and ethnic background data is entirely voluntary. You can choose the 'not disclosed' option if you do not want to provide this data. However, we hope that the explanations contained in this message and on our website will help you understand the importance of providing the data.

Why do we need your data?

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

Your data protection rights

- The collection, transfer, processing and sharing of ScotXed data is done in accordance with the Data Protection Act (1998). We also comply with the National Statistics Code of Practice requirements and other legislation related to safeguarding the confidentiality of data. The Data Protection Act gives you the right to

know how we will use your data. This message can give only a brief description of how we use data. Fuller details of the uses of pupil data can be found on the ScotXed website (www.scotxed.net).

- SEED works with a range of partners including HM Inspectorate of Education and the SQA. On occasion, we will make individual data available to partners and also academic institutions to carry out research and statistical analysis. In addition, we will provide our partners with information they need in order to fulfil their official responsibilities. Any sharing of data will be done under the strict control of SEED, which 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 colleagues within and outwith SEED.

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, SEED, 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.

Want more information?

- Further details about ScotXed are available on the ScotXed website, www.scotxed.net, which contains a section on 'frequently asked questions' at.

Reading/Leughadh

The school follows the Highland Literacy Progression. Starting with Emerging Literacy and following with Steps to Success children follow a progression developing skills from Nursery to P7. The Highland Literacy Progression engages pupils in reading from a variety of different genres. Pupils work in small groups, and carry out follow-up activities by themselves or with the teacher. Parents can play their part by encouraging children to read at home and by showing their own enjoyment in reading.

In the Gaelic Department, the phonic structure of the language is taught from the onset within a Gaelic immersion environment. Thereafter, usually around P3, reading is carried out as in the English classes.

Writing/Sgrìobhadh

In order to write successfully, pupils learn about sentence construction, punctuation, spelling and grammar. At the early stages, writing will be based on the child's own experience. At upper stages children are introduced to a variety of writing forms - letter writing, reports, note taking etc. Both handwriting and keyboard skills are developed as pupils progress through the school. **Children learning Gaelic will learn in a similar manner however, as they are learning the Gaelic language in the first instance, their writing may develop at a later stage but by the time they reach the middle of the school, their writing will be at a similar level to their counterparts in the English medium classes.**

MATHEMATICS/MATAMATAIG

The school uses concepts and materials from Highland Numeracy progression. Children are encouraged to work with concrete materials until essential concepts are established. Pupils are taught to think logically, to understand number language, to appreciate pattern in number, to recall basic number facts and to be aware of the part mathematics play in ordinary, everyday living.



In the Early Stages, pupils learn about the concept of number and how it is made up. Pattern and the sequence of number is taught. The emphasis is on activities and written algorithms are only a small part of number work.

In the Middle Stages, emphasis is placed on the consolidation of previous learning and importance is placed on the understanding of place value. Addition, subtraction, multiplication and division are taught mentally and used in problem solving where real life applications give pupils meaningful contexts for their new found skills. Written calculations follow after concepts are developed.

Number work in the Upper Stages expands into more complex real life contexts, giving the children the opportunity to apply their skills and knowledge. ICT is used to give experience of databases and spreadsheets.

Throughout, emphasis is given to concepts, mental agility and application to the real world. Paper and pencil methods follow once pupils have established a sound understanding of number. The principle of moving from using concrete materials to learning to image numbers in your head and then being able to conceptualise them has been proven to work most effectively in learning and retaining new ideas. We therefore use this methodology throughout the school when introducing new concepts as recommended by the Highland numeracy progression.

Calculators are used where appropriate throughout the school but do not substitute other calculation skills. Estimating is an essential part of calculation and supports numeracy in everyday life.

The school also encourages children to develop appropriate problem solving skills in mathematics, which are relevant to everyday living.

PROJECTS/PRÒISEACTAN

Teachers plan a range of cross curricular projects throughout the year building on children's interests and each term parents are invited to contribute ideas and skills. The Highland Council Curriculum overview is followed to ensure coverage of all areas over a three year cycle. At Early Stages projects are centered on the everyday experiences and events in the life of the child e.g. My Family, My School and lead to more advanced projects in the Upper Primary. Pupils investigate their local environment, their own country and the wider world. Pupils consider the impact of pollution, conservation, global citizenship and Fairtrade in the world and are encouraged to form their own opinions and take action backed up by information and reason.



Through projects, pupils begin to appreciate how various skills are inter-connected. For example a project on food might include Geography, Language, Maths and Science.

Projects will reflect the pupils' interests and are carefully planned by teachers to include the development of skills such as:

- Research - using books, maps, diagrams, fieldwork and the internet.
- Recording - taping, videoing, writing, making maps, graphs, diagrams etc.

- Interpreting Experiences - observing purposefully and thinking critically.
- Relationships - co-operating and working with others.
- Developing informed attitudes – backing up opinions with research and understanding.

HEALTH EDUCATION/ FOGHLAM FALAINNEACHD

Children and young people should feel happy, safe, respected and included in the school environment. All members of staff and pupils have a responsibility to promote positive behaviour and lifestyles within the classroom and wider school community. Particular aspects of health and wellbeing are addressed through focused programmes in class
 e.g. food and health, PE. with an emphasis on Better movers and better thinkers and the daily mile improving children’s health and attitudes.

Pupils access age appropriate lessons on substance misuse and ‘Relationships and Sexual Health’ throughout P1-P7.

**INFORMATION & COMMUNICATIONS TECHNOLOGY/TEICNEOLAS
 FIOSRACHADH AGUS CONALTRADH**

Information and Communications Technology is an integral part of learning and teaching in each class. ICT brings aspects of the wider world in the classroom while pupils also develop skills and competencies to use technologies now and in the future.

EXPRESSIVE ARTS/NA H-EALAIN CHRUTHACHAIL

Music, Art, Craft and Drama make up the Expressive Arts. Here pupils are given opportunities to express themselves and explore the world in different ways. They encourage creativity and individuality and give the child opportunities to co-operate with others.

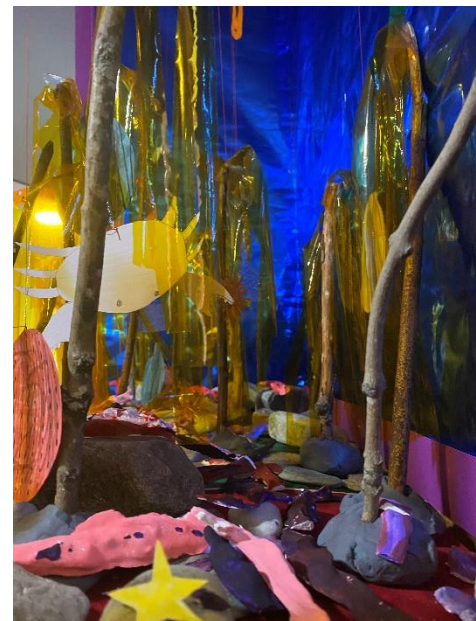
RELIGIOUS AND MORAL EDUCATION/FOGHLAM CREIDEAMH AGUS MORALTA

Each year pupils learn about major world religions to help them appreciate the beliefs and customs of both their local community as well as wider society. We encourage children to ask questions and explore different outlooks, to respect others and their customs and to have their own opinions. Classes look at a variety of festivals and traditions during the year.

Our assemblies reflect major world faiths and festivals, the environment, local and global citizenship including charities, public services, school values and individual achievements.

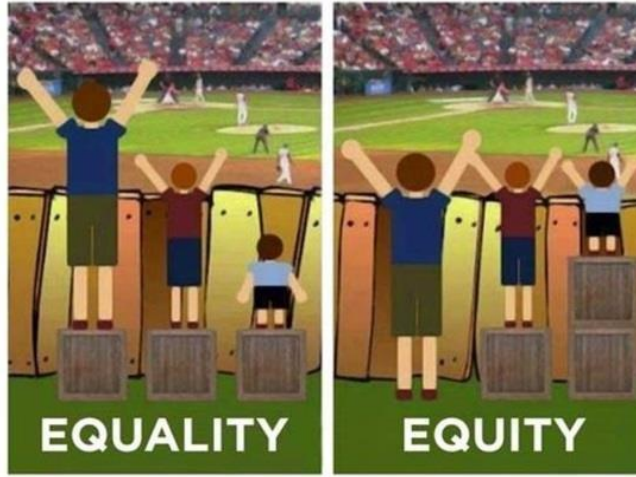
Our assembly calendar also reflects the local community and local Chaplains visit once a term at the invitation of the Head Teacher. In December pupils host a Christmas Service in one of the local churches with the support of our Chaplains: parents are invited to attend.

Parents wishing to withdraw their children from these experiences should contact the Head Teacher in the first instance. It is our aim that pupils develop the knowledge to make informed and independent personal choices and to become responsible citizens.



Ullapool Primary Curriculum Rationale

At Ullapool Primary we work to provide Equity



TEACHING & LEARNING APPROACHES

We will provide:

- A caring and inclusive environment where all pupils will be valued.
- Active learning in the classroom allowing pupils to develop skills and knowledge.
- A challenging environment with targets for pupils so that they can reach their goals.
- Feedback identifying the next steps in pupils learning
- Opportunities for pupils to reflect and discuss their learning with teachers, peers and parents.
- Opportunities for pupils to have a voice in their learning.
- Pupils with activities to promote co-operation and collaboration with each other.
- Opportunities for pupils to engage with their surroundings and become aware of their impact on their environment.
- Opportunities to develop the skills for learning, life and work

CURRICULUM

- We use a 3 yearly curriculum cycle for our topic work to ensure we cover all the Experiences and Outcomes in Curriculum for Excellence
- We plan our learning to take place within and outside the classroom making use of our wonderful local environment.
- We follow 'The Highland Numeracy Progression' and 'Steps to success in Literacy' to ensure that children are able to reach their full potential.
- We develop spoken Gaelic through songs and games and use Gaelic resources to develop literacy
- We plan whole school interdisciplinary topics to ensure progression and promote challenge and enjoyment
- We encourage independent and co-operative learning and promote enthusiasm and confidence in our learners.
- We work closely with people in our community to extend our pupils choices and broaden their experiences.
- We work on developing pupils skills.

ASSESSMENT IS FOR LEARNING.

Through the use of a range of assessments teachers and pupils will be able to identify the next steps in their learning journey. As part of this pupils and teachers will:

- Set learning Intentions and success criteria
- Decide their next steps in their learning and identify who can help
- Set individual targets with ways on how to achieve them, these are reviewed regularly.
- Use a range of self and peer assessments to assess progress
- Use a range of evidence from day-to-day activities to check on pupils progress
- Use the Seesaw our digital profiling tool to reflect on their learning, celebrate success and set future learning goals
- Be given feedback about the quality of their work and how to make it better
- Use assessment information to monitor provision and progress, and to plan for improvement

WHOLE SCHOOL INTER- DISCIPLINARY PROJECTS

Covers Global/Sustainable Education Arts/drama/music education Equality and Diversity STEM

SUBJECTS

In Numeracy we use:

Highland Numeracy Progression to plan our work
Numeracy assessments to differentiate work
Fun Fact Fridays promote basic facts.

In Literacy we use:

Literacy progression for Early level and Steps to
Success to plan our work Phonological testing to
differentiate at early level
Wraparound spelling Paired
reading

In Literacy in Gaelic we use: Phonological
testing to differentiate at early level
Songs and games to develop vocabulary and oral
language skills

In Health and Wellbeing we use:

Child plans
Solution focussed meetings Parental
Engagement Outdoor learning
Specialist P.E. instruction



CROSS-CURRICULAR PROJECTS

Planned on a three-year rolling programme
E's and O's coverage mapped out Curricular
subject links made where appropriate

**Working together
with our wider
community to fulfil**

WIDER ACHIEVEMENTS

Pupil Council
Buddies
Young Leaders
A range of pupil activities
JRSO
School clubs/activities
Extra-curricular clubs
Local sports clubs
School/Highland competitions
P7 John Muir award
P7 residential trip
Scottish Wildlife events
Dance classes
YMI classes for upper school
Pipe band

CURRICULUM PARTNERS

Feis Rois	Active Schools
Countryside Rangers	Lochbroom Leisure
John Muir	An Talla Solais
Litoral Art Project	Harbour Trust
Scottish Wildlife Trust	Earth for Life
Local Ministers	Dance Festival
Broom Power	Book Festival
Fairtrade Group	Local Fish Farms
Eden Court	Macphail Centre

School Rules

We have adopted the Golden Rules, which are simple, clear, and can be used in class and outside. They are:

Do be gentle; *do not hurt anybody*

Do be kind and helpful; *do not hurt people's feelings*

Do work hard; *do not waste your or other people's time*

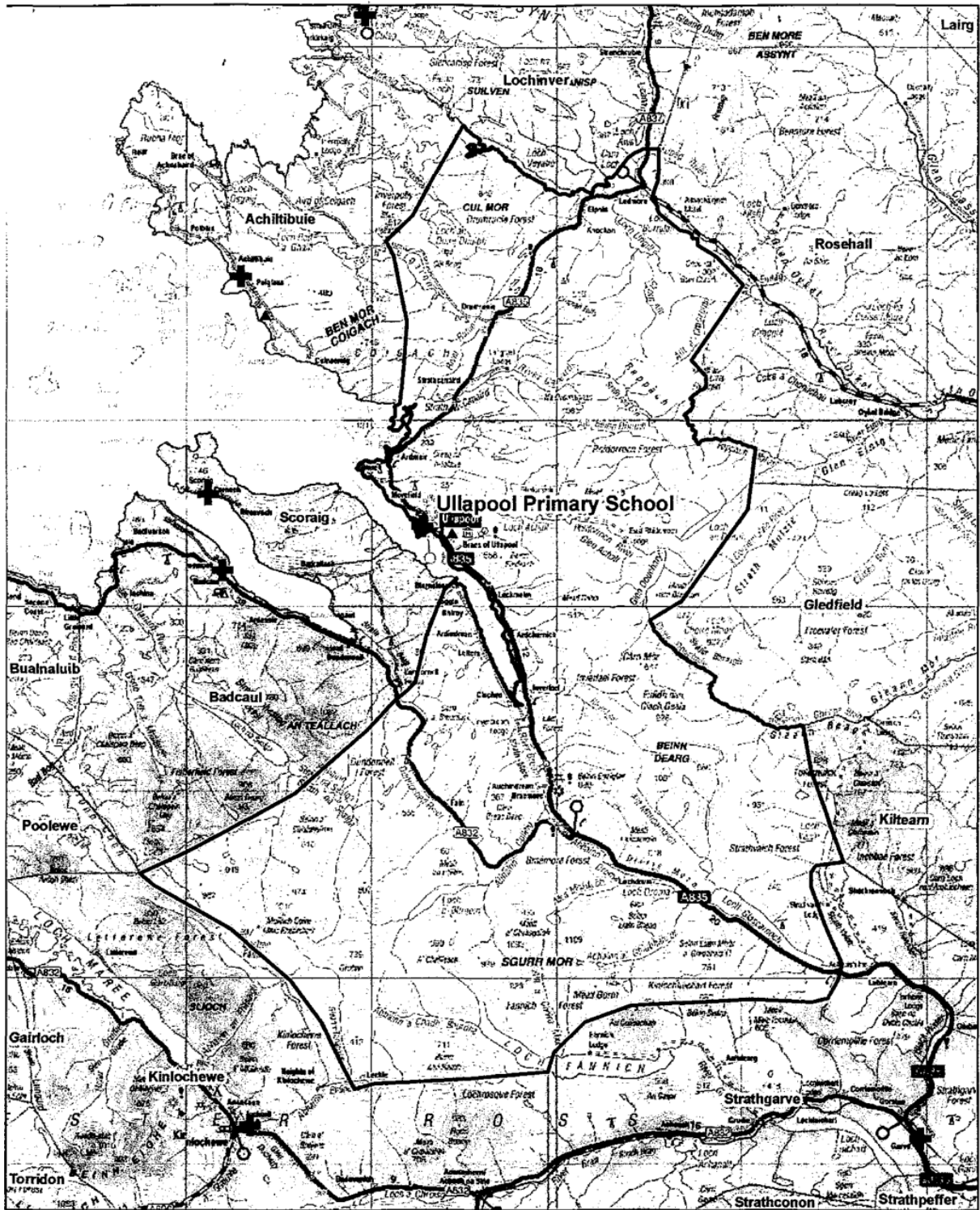
Do look after property; *do not damage or waste things*

Do listen to people; *do not interrupt*

Do be honest; *do not cover up the truth*

Value Word	Value Statements
We are caring	<p>We care about the people around us as well as our environment, locally and globally</p> <p>We support each other and look after each other</p> <p>We are friendly to everyone and friends with those we want to</p> <p>We make each other smile and are kind</p>
We are creative	<p>We celebrate and value difference in each person</p> <p>We celebrate achievements</p> <p>We make links in our learning and are curious about the world [beyond our immediate experience]</p> <p>We seek inspiration from the best</p>
We join in with our community	<p>We work with and learn with members of our community and use our local area.</p> <p>We learn in Gaelic, and about the culture and heritage of the Highlands and Scotland</p> <p>We are part of a wide, diverse group of people, of diverse heritages and languages</p> <p>We belong to a local, national and global community</p> <p>Learning is based on real life situations</p>
We have ambition	<p>We always try to do our best</p> <p>We are determined to do well and to help everyone flourish</p> <p>We strive to overcome challenges</p> <p>Our learning enables to participate as citizens</p> <p>We motivate and are motivated</p>
We take action	<p>We take responsibility for our learning, our behaviour, and our community / school</p> <p>We contribute to actions locally, nationally, and globally</p> <p>We try and make our school, our locality, and the world a better place by what we say and do</p> <p>We become increasingly independent and responsible.</p>

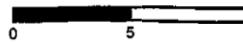
Our Values	
We care	Tha sinn còir
We are creative	Tha sinn cruthachail
We join in with our community	Tha sinn nar pàirt den choimhearsnachd
We have ambition	Tha àrd-amasan againn
We take action	Tha sinn gnìomhnach



Ullapool Primary

Primary School
Catchment
Boundary March

1:263,000



1 cm =

0

All rights reserved



Essential Information

1. Please contact the school office to make an appointment to see your child's teacher if there is a matter you wish to discuss. We are always happy to help. Alternatively, an appointment can be made with the Head Teacher.
2. Pupils are expected to always do their best, and to treat others with respect both within and out with school.
3. Following a review of our school dress code in 2016, pupils are expected to wear our Fairtrade school sweatshirt.
4. All pupils are required to be punctual and regular in attendance.
5. The school is keen to work in partnership with parents to support the development and wellbeing of the whole child. We ask you to ensure your child attends regularly, is punctual and gives attention to homework.
6. Parents are asked to ensure that their children do not arrive in school before 8.45 a.m. There is no adult presence in the playground before this time.
7. If your child is not well and will not be attending school, please let the office know by 8:45am. On returning to school after an absence, pupils should bring a letter from his/her parent or carer, giving the reason for and the duration of the absence.
8. Pupils should bring trainers/sandshoes (non-lacing type preferred,) shorts or joggers and T-shirts to school each Monday for PE lessons during the week. Pupils who do not have a PE kit will not take part. Alternatively, pupils may be excused from PE for medical reasons – please explain this in a written note to your child's teacher.
9. All property and clothing should be named. Money and valuables should not be brought to school unless absolutely necessary and must not be left in cloakrooms but may be handed to members of staff for safe keeping. School cannot accept responsibility for lost articles of clothing, valuables, books or other property belonging to pupils. Any unnamed items are kept in lost property for a short time. Parents are welcome to check Lost Property.
10. Please check your child's school bag each day for, homework and notes from the class teacher. All Newsletters will be sent via email. Please ensure your details are held in the school office. School website. We would really like everybody to sign up and start following us. It is a useful tool when information has to be given at short notice e.g. power-cut, adverse weather etc.
www.ullapoolprimary.wordpress.com
11. No pupil may leave the school premises without the permission of the Head Teacher and must report to the school office both on leaving and returning.
12. Pupils in P1-3 should be collected from the school gate at 3.35pm, either by their parent or another named adult. P4-7 pupils are dismissed from the school building.

13. All children who travel on the bus will be sent to the hall at the end of the school day. Please collect your child from the hall if they are not travelling on the bus.
14. We ask that school books are covered and kept clean. Where damage occurs, parents may be asked to pay for a replacement. Any pupil causing deliberate damage to school property or equipment may lose privileges and parents asked to pay the cost of repairs.
15. Mobile phones and electronic games are not permitted in school. Where a pupil brings a phone to use after school, it must be handed in at the office for safe keeping.
16. While at school and on the way to and from school, pupils are expected to be considerate and have due regard to the rights and safety of others.
17. Highland Council policy prohibits smoking within the school grounds.