

# TRA



# Tain Royal Academy HANDBOOK



2023

2024

# Highland School calendar 2023/24

Please note - Dates may be subject to change

August 2023							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
32		1	2	3	4	5	6
33	7	8	9	10	11	12	13
34	14	15	16	17	18	19	20
35	21	22	23	24	25	26	27
36	28	29	30	31			
37							

September 2023							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
36					1	2	3
37	4	5	6	7	8	9	10
38	11	12	13	14	15	16	17
39	18	19	20	21	22	23	24
40	25	26	27	28	29	30	

October 2023							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
40							1
41	2	3	4	5	6	7	8
42	9	10	11	12	13	14	15
43	16	17	18	19	20	21	22
44	23	24	25	26	27	28	29
45	30	31					

November 2023							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
45			1	2	3	4	5
46	6	7	8	9	10	11	12
47	13	14	15	16	17	18	19
48	20	21	22	23	24	25	26
49	27	28	29	30			

December 2023							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
49					1	2	3
50	4	5	6	7	8	9	10
51	11	12	13	14	15	16	17
52	18	19	20	21	22	23	24
1	25	26	27	28	29	30	31

January 2024							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
2	1	2	3	4	5	6	7
3	8	9	10	11	12	13	14
4	15	16	17	18	19	20	21
5	22	23	24	25	26	27	28
6	29	30	31				

February 2024							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
6				1	2	3	4
7	5	6	7	8	9	10	11
8	12	13	14	15	16	17	18
9	19	20	21	22	23	24	25
10	26	27	28	29			

March 2024							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
10					1	2	3
11	4	5	6	7	8	9	10
12	11	12	13	14	15	16	17
13	18	19	20	21	22	23	24
14	25	26	27	28	29	30	31

April 2024							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
15	1	2	3	4	5	6	7
16	8	9	10	11	12	13	14
17	15	16	17	18	19	20	21
18	22	23	24	25	26	27	28
19	29	30					

May 2024							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
19			1	2	3	4	5
20	6	7	8	9	10	11	12
21	13	14	15	16	17	18	19
22	20	21	22	23	24	25	26
23	27	28	29	30	31		

June 2024							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
23						1	2
24	3	4	5	6	7	8	9
25	10	11	12	13	14	15	16
26	17	18	19	20	21	22	23
27	24	25	26	27	28	29	30

July 2024							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
28	1	2	3	4	5	6	7
29	8	9	10	11	12	13	14
30	15	16	17	18	19	20	21
31	22	23	24	25	26	27	28
32	29	30	31				

School holidays  
In-service days

School days

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Tain Royal Academy  
Scotsburn Road  
Tain  
Ross-shire  
IV19 1PS

**Telephone:** 01862 892121  
**e-mail:** tainroyal.academy@highland.gov.uk  
**website:** <https://tainroyalacademy.org.uk/>  
**Twitter:** @TRA official

Dear Parent/Carer

**WELCOME TO TAIN ROYAL ACADEMY**  
**Fàilte gu Acadamaidh Rìoghail Bhaile Dhubhthaich**

We extend a warm welcome to Tain Royal Academy. We trust the following pages will provide a succinct, readable account of how we prepare the young people of this area to meet the demands of a rapidly changing world in the 21st Century. As your child progresses through Tain Royal Academy, they will learn in a variety of settings in addition to the school building.

This handbook will provide the basic information required by parents and will stress our desire to create an ethos in which we challenge and encourage all pupils to realise their potential in every aspect of school life. We emphasise the importance of establishing a purposeful, working atmosphere where pupils feel safe, valued and secure. In doing so, we recognise that we are involved in a partnership with parents and the wider community. We cannot achieve our aims without your support and it is in that spirit that we invite you to enrol your child at Tain Royal Academy.

As you will be aware, there have been slight amendments to the format of SQA exams however in the main the exam system is as it was pre-Covid with pupils sitting exams at the end of the year unless told otherwise. Meanwhile, further information can be found on the SQA website ([www.sqa.org.uk](http://www.sqa.org.uk)), which includes a section of [advice for candidates and families](#)

We use Facebook, Twitter and our school website to communicate with parents/carers.

We trust your child will have an enjoyable and successful time in the school. Please remember that if you have any concerns, you can write, email or telephone your child's Guidance Teacher, and if needed, will be referred to one of the depute rectors or myself. We will endeavour to respond immediately and certainly within twenty-four hours.

Yours faithfully



Mark Jones  
Rector

*'Trust, Respect and Ambition.'*



# **Section 1**

# **About Our School**

## **OUR HISTORY**

### **Ar n-Eachdraidh**

Although most of the handbook looks to the future, it is only right that we acknowledge our debt to the past.

As you might expect in a town with a long ecclesiastical history, Tain has been an important educational centre for many centuries. There are references, for example, to an "old" schoolhouse adjacent to the Collegiate Church of St Duthus in the late 16th century.

Tain Royal Academy owes its origins to a meeting in Richardson's Coffee House in London on June 6th 1800 when a number of "noblemen and gentlemen" resolved to establish an Academy in their home area. Funds were raised and a Royal Charter was granted in 1809 establishing the right to build the first Academy on the Scottish mainland north of Inverness. A rector and an assistant were charged with the teaching of "reading and writing the English language, grammatically and correctly, the Latin and Greek languages to such as require it, Arithmetic, Book-keeping, Algebra, Geometry, Navigation, and the elements of Fortification and Gunnery." By the time the school opened in 1813 the staff had doubled to four and the curriculum had extended to include natural philosophy, mathematics, geography, drawing, French language, history and elocution. The school ran into financial difficulties in the 1840s but a public appeal was launched with subscriptions payable in locations as far apart as Jamaica and Bombay and TRA survived this setback to flourish once again.

Other schools existed in Tain during the 19th century but after the 1872 Education Act only TRA and the Parochial School (now Knockbreck Primary School) survived. TRA continued as a fee-paying school run by directors until the 1918 Education Act when it was taken over by Ross and Cromarty County Council. In 1937 both local schools united.

By the time Rev Robert Begg compiled an entry for the Third Statistical Account in the 1950s it was evident that there was considerable dissatisfaction with the state of the buildings, the over-crowded classrooms "and, most lamentable of all, a total lack of playing fields". Rev Begg noted that a site for a new school had been identified on the Burgage Farm between Scotsburn Road and Hartfield Road but added, "When it will materialise no man knows."

A new school did materialise in the next decade and was opened in 1969 with an extension added in 1978 as the school roll rose to 840. The school is determined to maintain the excellence which has always been the hallmark of Tain Royal Academy.



## **OUR VISION and OUR AIM** **Ar n-Amas**

“Trust, Respect and Ambition”

So we can all

- create a welcoming environment where everyone feels included and valued
- encourage a mind-set where everyone can develop individually and grow academically
- develop an attitude of resilience and responsibility for today AND tomorrow
- have high expectations of ourselves and others and aspire to achieve these
- work together for the betterment of everyone, in our school and in our community

## **MEET THE STAFF**

### **Coinnich an Luchd-obrach**

We are fortunate at TRA in having an able and enthusiastic staff (teaching and support), committed to providing a challenging, relevant educational experience at all stages.

The senior management team - Mr Mark Jones (Rector), Mrs Connie Farrell (Depute Rector), Mr Ross Waldie (Depute Rector) and Mrs Angela Gardiner (Depute Rector) - share a wide range of responsibilities. Remits are reviewed regularly and adjusted to ensure individuals develop a breadth of experience.

Central to these responsibilities are the links established with subject departments through regular attendance at departmental meetings. Faculties are led by Faculty Leaders who are responsible for the smooth running of the departments.

Each year the departments prepare Improvement Plans which build on current strengths and aim to further improve the provision within the resources available. The link SMT member has a key role in partnership with the faculty leader in monitoring and reviewing the work of the department including, of course, the implementation of the Improvement Plan.

Guidance and Support for Learning Teachers play an important role in helping pupils through their time in Tain Royal Academy. The role of Guidance and Support for Learning staff is explained in Section 3.

The teaching process is very effectively supported by pupil support assistants; music instructors, school technicians and our librarians.

The smooth running of the school is ensured by office staff led by Administrative Assistants, Mrs Libby Maclean and Mrs Lesley Sutherland. Our Janitorial, Canteen and Cleaning staff are employed by Highland Council Property & Facilities Management Service, with our janitors led by Mr Brian Ross (Area Supervisor FM), canteen staff led by Mrs Emma Holloway (Cook in Charge) and cleaning staff led by Mrs Karen Campbell (Area Supervisor Cleaning & FM).

The Community Wing is HQ for all the out of school activities run by Tain Royal Academy Community Complex, TRACC, and is being managed by Mrs Kelly Skinner.

We enjoy partnership working with:

Skills Development Scotland - Julie Mackay

Children's Service Worker - Carla Clancy and Brenda Cattanach

Youth Development Officer - Rob Parkes

Youth Support Officer - Ceri Williams-Shale

DYW School Coordinator - Wendy Hennem

## STAFF LIST 2023 - Àrd Saibha Stiùiridh

**Rector:** Mr M Jones, **Depute Rectors:** Mrs C Farrell, Mr R Waldie and Mrs A Gardiner

**Faculty Leaders:** Mrs S Beavitt, Ms S Disbury, Mrs K Elder, Mrs A Gardiner, Mrs S Macleod

**Principle Teachers:** Mr A Douglas, Mr T Agnew, Mrs S Lockhart

**Principal Teachers Pastoral:** Mrs L Humble, Mrs K Clasper, Mr C Pope

**Principal Teacher Support for Learning:** Mr K MacKenzie

<b>Art</b>	Mr A Douglas (PT)	<b>Music</b>	Mrs S Macleod (FL)	<b>Administration Assistants</b>	Mrs L Maclean	
	Mrs D Marshall		Mrs S Blair		Mrs L Sutherland	
	Ms C Smeets	<b>Musical Instructors</b>	Mr M Bell	<b>Clerical Assistants</b>	Mrs S Smith	
<b>Chemistry</b>	Mrs K Elder (FL)		Mr N Matheson		vacancy	
	Mrs V Schieler		Mrs D Ross	<b>Positive Relationships Coord</b>	Ms T McCune	
	<b>Biology</b>		Mr S Stein			Ms L Bolton
Ms R Andrews		Mr R Hamilton	<b>Youth Support</b>	Mr R Parkes		
<b>Physics</b>	Ms J Mann	<b>Physical Education</b>		Mr C Pope	Ms C Williams Shale	
	<b>English</b>		Ms S Lockhart (PT)	Mrs K Wood	<b>Children's Service Workers</b>	Ms C Clancy
Ms L McAleer			Mrs G Geens	Mrs B Cattanach		
Miss K Mills		Miss G Patterson	<b>TRACC</b>	Mrs K Skinner		
Ms C Thornton		<b>Home Economics</b>			Mrs E Beaton	
<b>Modern Languages</b>	Mrs S Beavitt (FL)		Mrs S Robertson FJA	<b>Librarians</b>	Ms J McLelland	
	Mrs V Minty	<b>Technology</b>	Mr T Agnew (PT)		Ms J Green	
<b>Gaelic</b>	Mrs A Eaglesfield		<b>Technicians</b>	Ms L Keenan	<b>Facilities Management</b>	Mr B Ross
	vacancy	Mr G Robbins (Sc)		Mr M Mackinnon		
<b>Geography, History &amp; Modern Studies</b>	Mrs A Gardiner	<b>Support for Learning</b>	Mr K MacKenzie PT	<b>Cleaning Staff</b>	K Campbell	
	Mr N Moir		Mrs J MacLellan		P Munro	
	Miss R Young	Mrs A MacLennan	S Emslie			
	Mr E McNeil	Ms K Morris	R Hughan			
<b>RME</b>	Ms A Learmont	<b>Pupil Support Assistants</b>	Mrs L Fraser		J Finn	
	<b>Maths</b>		Ms S Disbury (FL)		Mrs A Fulton	C Nagy
Mrs A Hodgkinson			Mrs V Horton		A Andrews	
Miss M Smith			Mrs L MacFarlane		M Cooper	
Vacancy			Mrs M Macleod	E Bond		
<b>Business Ed</b>	Ms A Craig		Mrs F McNeil	L Martin	<b>Canteen</b>	E Holloway
			Mrs C Mackintosh	<b>Facilities Management</b>		A Watson
Mrs M Ross	M Anderson					
Mrs S Cowper	T Taylor					
		P Abraham				

## SCHOOL ROLL

Our Current roll is : Total 513

Year Group	Number of Students
S1	95
S2	89
S3	91
S4	112
S5	72
S6	54

## SCHOOL DAY SCHEDULE

Monday to Thursday			Friday		
Period	Time	Duration	Period	Time	Duration
Reg	8.50am to 8.55am	5 mins	Reg	8.50am to 8.55am	5 mins
P1	8.55am to 9.45am	50 mins	P1	8.55am to 9.20am	25 mins
P2	9.45am to 10.35am	50 mins	P2	9.20am to 10.10am	50 mins
P3	10.35am to 11.15am	50 mins	P3	10.10am to 11am	50 mins
Break	11.25am to 11.40am	15 mins	Break	11am to 11.15am	15 mins
P4	11.40am to 12.30pm	50 mins	P4	11.15am to 12.05pm	50 mins
P5	12.30pm to 1.20pm	50 mins	P5	12.05pm to 12.55pm	50 mins
Lunch	1.20pm to 2pm	40 mins			
P6	2pm to 2.50pm	50 mins			
P7	2.50pm to 3.40pm	50 mins			
			<b>All pupil are not permitted to leave school grounds at break time</b> <b>S1 Pupils are not permitted to leave school grounds at lunch time</b>		

## HOUSE SYSTEM

All pupils are assigned to a house by register classes. Throughout the year there are many varied different house events and activities.

Our houses are      Garrick              Struy              Duthus

We have an active Pupil Council within the school. Pupils are elected onto the Tain Youth Forum and can be elected to the Highland Youth Forum also.

## **EXTRAS! Barrachd!**

The range and quality of extra-curricular provision at Tain Royal Academy is, we believe, one of the school's many strengths.

We are particularly fortunate in having excellent music instructors who work closely with teachers to provide pupils with first class tuition and opportunities to play in the school and regional orchestras. Gizzen Briggs, the traditional music group have recorded several CDs and are a legend in the locality and further afield.

School ceilidhs and dances are always popular, not just with the pupils but also with parents who can be confident of the level of supervision which applies at school functions.

The school has well established inter-house competitions in a wide range of activities, eg table-tennis, badminton, basketball, football, hockey, swimming and much, much more. We are keen to see as many pupils as possible taking part in these competitions as we believe they add significantly to pupils' enjoyment of school life.

A variety of Gàidhlig medium activities are also available including a drama group (run by Fèisean nan Gàidheal and Eden Court), Film-G, club ciùil music group who take part in the local Mòd as well as the annual trip to the BT Deasbad national debating competition. Additional trips such as to Sabhal Mòr Ostaig Gàidhlig college, careers fairs and theatre further enhance pupils experience of language and culture.

Throughout the year there are trips and excursions to theatres, exhibitions, films, sporting events, conferences, universities and colleges. Our sports team travel the length and breadth of Scotland. Foreign travel is also offered, for example in trips to France, Belgium, Italy, Malawi and Poland

All these activities are run by staff on a voluntary basis to enhance the quality of pupils' educational experience.

## Partners

At Tain Royal Academy we are proud to work in partnership with the following individuals/organisations/companies/businesses:

### **Partner agencies that support team work closely with to support pupils:**

- ◆ Care and Learning Social Work Dept.
- ◆ Childrens Service Workers
- ◆ Educational Psychologists
- ◆ Primary Mental Health Worker
- ◆ School Nursing Team
- ◆ Youth Action team
- ◆ Youth Development Officer *Highlife Highland*
- ◆ Youth Support Officer *Highlife Highland*
- ◆ Police Scotland
- ◆ Women's Aid

### **Tain Associated Schools Group**

Working with the Primary School Staff in our ASG

- ◆ Craighill Primary
- ◆ Knockbreck Primary
- ◆ Inver Primary
- ◆ Hilton of Cadboll Primary
- ◆ Tarbat Old Primary
- ◆ Hill of Fearn Primary
- ◆ Gledfield primary
- ◆ Edderton Primary

### **Tain Royal Academy Parent Council**

**Our Local Councillors:** Derek Loudon, Alasdair Rhind and Sarah Rawlings

### **Developing Our Young Workforce DYW / Careers Education and pathways:**

- ◆ Skills Development Scotland
- ◆ DYW Inverness & Central Highland
- ◆ Barnardo's
- ◆ Enable

### **P7 DYW Transition Project**

- ◆ Anta
- ◆ Tesco
- ◆ Morrisons Construction
- ◆ Bank of Scotland
- ◆ Skibo castle
- ◆ Ankerville Nurseries (also foundation apprenticeships)

### **Pupil Equity Funding partners Providing opportunities and support:**

- ◆ Fyrish Gymnastics - Parkour
- ◆ Highlife Highland - Mountain Biking
- ◆ Scottish Counselling Services
- ◆ Growing2gether
- ◆ Many Routes - Forest Schools
- ◆ Youth Support Officer *Highlife Highland*
- ◆ Made in Tain

### **Work Experience Partners**

- ◆ Smart Media
- ◆ Stepping Stones
- ◆ Metalwork UK
- ◆ Tain Tyre and Auto
- ◆ Johnston and Farrell
- ◆ Morgan and Sindall
- ◆ Made in Tain
- ◆ TRACC After School Club
- ◆ Tain and District Development Trust
- ◆ John Scott, Fearn Farm
- ◆ Farmer Jones

**Our Local School Chaplains :** Andrew Fothergill  
Alasdair MacAulay, Andrew Macleod,  
Marie Macleod and Graham Nutt

### **In our PSE Classes:**

- ◆ Stewart Ivory Foundation
- ◆ Aspire North
- ◆ Waverley Care
- ◆ Rasash
- ◆ Driving Ambition
- ◆ Youth Highland
- ◆ CAAST
- ◆ NHS Highland
- ◆ The Job Centre

**Colleges:** to offer schools link courses, Foundation Apprenticeships, Modern Apprenticeships and Degree Modules:

- ◆ North Highland College, UHI
- ◆ Inverness College , UHI
- ◆ Open University modules

We work with lots of local Charities and businesses for YPI Youth Philanthropy Initiative and S6 Leadership Class - these include The Highland Hospice, The Archie Foundation, Woman's Aid, MFR Cash for Kids, Alzheimer's Scotland, Mikeysline, SCBU and many more.

# **Section 2**

# **Transition**

# **TRANSFERRING TO TAIN ROYAL ACADEMY**

## **A' tighinn gu Acadamaidh Rìoghail Bhaile Dhubhthaich**

### **Transition from Primary School**

Most new pupils transfer from our associated primary schools: Craighill, Edderton, Gledfield, Hill of Fearn, Hilton of Cadboll, Inver, Knockbreck and Tarbat Old. Gàidhlig medium education is provided for pupils transferring from Gàidhlig medium units at Craighill and Bonar Bridge primary schools.

For many pupils it is an exciting time but we realise that there can also be a great deal of apprehension. To help allay these fears, one of our depute rector accompanied by colleagues from Guidance and Support for Learning, will visit all the local primary schools in May to meet P7 pupils and answer their queries.

Parental concerns are not forgotten in this process either. Following the Primary 7 Transition Week in June, you will be invited to attend an evening meeting at the Academy when any queries you may have will be answered.

For pupils transferring from other schools, there are well established routines to make pupils feel at home in their new school.

### **Moving into the area**

If you are seeking a place for your child in Tain Royal Academy, please contact the school to arrange a meeting with depute rector responsible for enrolment.

### **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 must be made to the Area Care and Learning Manager, Derek Martin. Placing request applications are made online at: [https://www.highland.gov.uk/info/878/schools/887/enrol\\_your\\_child\\_for\\_school/2](https://www.highland.gov.uk/info/878/schools/887/enrol_your_child_for_school/2)

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

If pupils live out with the school catchment area and their parents wish them to attend Tain Royal Academy they can contact Mrs Farrell to arrange a visit.

Parents of children with additional support needs, (including those that have Coordinated Support Plans) can make placing requests to any school in Scotland including schools outside of the local authority area they live in. All appeals about placing requests to special schools will be referred to the Additional Support Needs Tribunal.



## Leaving School

We will ensure that all pupils leaving school have a positive destination.

During their time at Tain Royal Academy all pupils will participate in a planned programme of careers education delivered by a range of people including PSE teachers, school librarian and representatives from Skills Development Scotland. At key stages such as option choice decision-making, most staff will be involved in making recommendations or giving general advice. We rely on the good links between home and school to ensure that through open dialogue, the most appropriate decisions for individual pupils are made.

There have recently been significant changes in the operation of Skills Development Scotland in terms of working in schools and the overall emphasis is now on career planning. The strategic aim of Skills Development Scotland is **to equip individuals with the skills to make well-informed, realistic career decisions throughout their working lives**. Specialist careers staff can offer services in various ways that will allow the pupil flexibility while helping Careers to differentiate levels of service according to need:

- ◆ **high priority** pupils are those identified as not likely to make a smooth transition from school to further/higher education, training or employment.
- ◆ **medium priority** are those not at risk but nevertheless requiring career planning support;
- ◆ **low priority** are pupils able to self-help.

Ms Julie Mackay, the school's careers officer, will normally be in school one day each week working closely with the guidance team to provide effective careers advice. Pupils also have access to a well-stocked careers section in the library.

Parents should spend time with their child looking at the world of work website: <http://www.myworldofwork.co.uk/>

Information about local opportunities is listed on the hi-hope.org website to support 16+ planning. [www.hi-hope.org](http://www.hi-hope.org)

# **Section 3**

# **Support for Pupils**

## **SUPPORT FOR PUPILS**

### **Taic do Sgoilearan**

#### **Pastoral Support**

Although pupil guidance is a whole school responsibility, specific responsibilities for the personal, curricular and vocational guidance of pupils are devolved to a promoted Guidance Team. Normally, all pupils will have the same Guidance Teacher until they leave school so that one person keeps an overview of each individual pupil's progress. Where possible, all members of the same family share the same Guidance Teacher which should make it easier for parents to establish and maintain links with the Guidance Team.

Guidance staff also deliver the school's Personal and Social Education programme covering topics such as sex education, substance misuse, careers options etc. Each senior pupil is supported by an academic mentor. Any parent wishing to see the materials used should contact the Guidance Team. Our current Guidance Teachers are Mrs Laura Humble, Mrs Kieran Clasper and Mr Chris Pope.

All children will have a *Named Person* and within secondary schools, the Named Person is their Guidance Teacher.

We have Children's Service Workers, Ms Carla Clancy and Mrs Brenda Cattanach, who works within our school and works in collaboration with the support team in school, supporting families in their own communities and working with individual pupils and small groups - offering a further level of support

The School Nurse Team based in Alness visit the school and are available for consultation with pupils. We also work with the immunisation team from Inverness who carry out immunisations.

#### **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.

#### **Support for Pupils**

The school provides for pupils with a range of additional support needs. In mainstream classes, support for pupils with additional support needs is provided by the Support Department. Support teachers work with pupils in class, alongside subject teachers and cooperate with subject departments to produce learning materials suitable for pupils of all abilities. Support is provided for a range of subjects mainly in S1 and S2 but extending to S3 and into the Senior Phase, S4-S6.

## **Support for Pupils continued**

A small number of pupils require a reduced mainstream curriculum, according to their individual needs. These pupils spend varying amounts of time in the tutorial base of the Support Department, where the teaching focuses on basic language and number work, as well as social and life skills. This allows these pupils to work at an appropriate pace in preparation for work at their National Courses in S4.

Some pupils in the school have Additional Support Needs. Their needs are met by the school in liaison with an Educational Psychologist and parents. If you feel that your child may have Additional Support Needs, you should contact Mrs Moira Henderson, Principal Teacher, Support for Learning.

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. More information can be found about the Highland Council model for support and child's plans at:

[http://www.highland.gov.uk/downloads/file/230/highland\\_practice\\_model\\_-\\_delivering\\_additional\\_support\\_for\\_learners](http://www.highland.gov.uk/downloads/file/230/highland_practice_model_-_delivering_additional_support_for_learners)

[http://www.highland.gov.uk/download/downloads/id/11/co-ordinated\\_support\\_plan](http://www.highland.gov.uk/download/downloads/id/11/co-ordinated_support_plan)

Highland Council would seek to work in partnership with parents at all times, but sometimes you will have a concern that you don't feel is being addressed, or will want to talk to someone out with the school. Should you have any concerns that your child's additional needs are not being met, you should contact your child's named person in the first instance and/or the Depute Rector, Mrs C Farrell. If your concerns continue, there are a number of means of resolving difficulties and disputes and information on this can be found at:

[https://www.highland.gov.uk/info/886/schools\\_-\\_additional\\_support\\_needs/](https://www.highland.gov.uk/info/886/schools_-_additional_support_needs/)

Please contact the school should you have any questions about this act in relation to the education of your child.

For further information please see 2009 Additional Support for Learning Act:

<http://www.legislation.gov.uk/asp/2009/7/contents>

For advice and support to parents of children and young people with ASN. These organisations are identified under The Additional Support for Learning (Sources of Information) (Scotland) Amendment Order 2011 as:

- (a) Children in Scotland: Working for Children and Their Families, trading as "Enquire – the Scottish advice and information service for additional support for learning", a charitable body registered in Scotland under registration number SC003527; <http://enquire.org.uk/>
- (b) [Scottish Independent Advocacy Alliance](#), a charitable body registered in Scotland under registration number SC033576; and
- (c) [Scottish Child Law Centre](#), a charitable body registered in Scotland under registration number SC012741."

**Parentline:** <https://www.children1st.org.uk/help-for-families/parentline-scotland/>

## CHILD PROTECTION Dìon Chloinne

From time to time incidents can occur within the school setting which causes concern and could indicate that a pupil is suffering some form of abuse or neglect. Mrs C Farrell, Depute Rector, is the school's Child Protection Officer.

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

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

Copies of Child Protection Policy Guidelines can be obtained from the emailing CP.Admin@highland.gov.uk or *online at* <http://www.forhighlandchildren.org/2-childprotection/publications.htm>

## COMPLAINTS

If a parent has any concerns they should contact their child's Named Person in the first instance, (Guidance Teacher in a secondary school) or the Senior Management Team for more serious issues.

The school will always endeavour to resolve issues by listening to parents and seeking solutions in partnership. Should a situation not be resolved, parents can contact Derek Martin, Area Manager, Highland Council, 84 High Street, Dingwall, IV15 9QN.

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.

## RELIGIOUS OBSERVANCE, Withdrawal

Special arrangements will be made for pupils whose parents do not wish them to participate in religious observance.

# **Section 4**

# **Curriculum & Policies**

# THE CURRICULUM

## An Curraicealam

### **Broad General Education**

The Broad General Education for our pupils runs from P1 right through to S3 where the focus of our youngsters' development is as much skill based as it is knowledge based . Tasks are now structured so that pupils are aware through the learning intentions and success criteria that they receive from teachers what skills are being practised and what content is being learned in each lesson. Pupils will be assessed against levels which will be monitored for each subject so that we can give help where it is needed and extension work as required . We want the pupils to develop academically and socially and will provide them with as many opportunities to achieve this as possible.

There are naturally some differences in the way pupils are taught between primary and secondary. For instance, the pupils being taught by one teacher each day to being taught by up to seven teachers in a day. Moving from class to class around the school in secondary as opposed to generally staying in the one classroom in primary. Through our Transition Programme we will endeavour to make the change from primary to secondary as seamless and enjoyable as possible for the pupils.

The school day from Monday to Thursday will be seven periods lasting fifty minutes with a fifteen minute break in the morning and a forty minutes for lunch. On a Friday we have a twenty-five minute period straight after registration followed by four fifty minute periods with a fifteen minute break in between. The subjects the pupils will be following in S1 and S2 are set to provide as broad a curriculum as possible: English, Mathematics, Science, Languages (including Gaelic learners), History, Geography, Modern Studies, Home Economics, Technology, ICT, Music, Art, Wider achievement, Religious and Moral Education, Personal and Social Education and Physical Education.

Around Christmas time S2 pupils will be asked to choose to specialise in each curricular area. For example they could choose either History or Geography from social subjects. There are some subjects that the pupils will be required to take such as Maths, English, PE, RME and PSE. This is to allow pupils to have what the government papers call specialisation and choice; but we do have a feature in the option form which will allow pupils to take more than one subject from a couple of our curricular areas such as science.

Around February S3 pupils will be asked to complete an options form to decide what subjects they will be taking along with English and Maths; which they will have for five periods a week. Pupils now have the option of completing some subjects at North Highland College or UHI in Inverness. This allows pupils to select subjects they feel suit them better, for example there is Automotive Skills or Hair and Beauty, so a whole range of option choices are made available to them.

In S5 and S6, pupils will again make choices and this time they will be required to choose five subjects which they will have for six periods a week. Pupils will have the choice of also selecting a more vocational course which will also be run by North Highland College or UHI in Inverness.

Further information is available from Education Scotland

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

## **Foghlam tro mheadhan na Gàidhlig/Gaelic Medium Education**

Gaelic is offered to pupils in both in Gaelic medium and Gaelic learner. All pupils in S1 and S2 are to take either of these subjects depending on their experience of the language. At the end of S2 pupils can then opt to take Gaelic further, again as either Learner or medium and again depending on their experience. In the senior phase there is progression to take National courses and Higher in both versions of Gaelic. HE is delivered through the medium of Gaelic as is Geography for both S1 and S2.

There are many extracurricular activities for all pupils of Gaelic, whether they be Gàidhlig or Gaelic pupils. Film G is an activity where pupils take part in a short film competition, which is a national event and was won by TRA in 2012 and 2017. Gaelic medium pupils can take part in the Youth Theatre competition at Eden Court every year where they create their own script and act on stage in the theatre in front of other school pupils from the highlands. We have pupils participate in the mod and this is arranged through the school. We also send pupils to the debating competition in Stornoway to compete and have enjoyed success in the past with this. Pupils in S2 have the opportunity to attend the annual Gaelic Careers event to learn a bit about the many opportunities for work that comes from having knowledge of the Gaelic language. Gaelic medium pupils are encouraged to volunteer at Gaelic book bug in Tain public library and any other events in the community that involve Gaelic input.



## **ASSESSMENT & REPORTING**

### **Measadh agus Ag Aithris**

Teachers use a wide range of assessment techniques to identify pupils' strengths and weaknesses in their learning and, in response, to review courses and teaching approaches to meet pupils' needs. Prelims are held in January/February for S4, S5 and S6. National and Higher exams are undertaken in May and June and there are SQA assessment requirements ongoing throughout the school year depending on the subject.

Progress update reports are issued 3 times a year to inform parents/carers of their child's progress, behaviour, effort and homework with an invitation to contact the school should they have any concerns. After receiving a progress report every young person will also have a learning conversation with their learning mentor to discuss their progress, the targets they have set in subjects and how they are going to achieve these targets. If a young person is not achieving their potential or on track following a progress report then we would look to intervene with a meeting with the pupil, parents, SMT and/or Guidance and take appropriate action.

There is also an opportunity to meet teachers at parents' evenings. We value these contacts and would encourage you to take the opportunity to discuss your child's progress with classroom teachers. However, you do not have to wait for a parents' evening if you have any concerns. If you contact a member of SMT or your child's guidance teacher, a "report check" will be done and reported back to you by phone or by letter. If any issues are identified which need further discussion, an interview can be arranged in the school at a mutually convenient time.

Additional information in the form of booklets (also available online) is issued before courses are chosen for S3, S4, S5 and S6 and there will be an opportunity to find out more at arranged options evenings

**Further Information is available from:**

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

[Highland Curriculum for Excellence information](#)

[Support for Learners Website](#)

## **HOMEWORK**

### **Obair-Dachaigh**

Learning is not confined to the classroom and studying at home can help encourage a habit of lasting benefit to pupils. Homework provides pupils with opportunities to develop further interests in particular subjects and may take a variety of forms: project work; completion/consolidation of class work; home reading; formal written exercises; practical/physical exercises; preparation for class talks; redrafting written work; researching; reviewing notes; watching and reporting relevant television programmes.

Parental interest in homework is encouraged. In particular, parents can help by ensuring that: time is set each evening for homework; where possible, a quiet area is identified; checking homework planners issued by the school; checking work is done to the highest possible standard. In school we will emphasise the importance of homework and ensure that it is worthwhile and relevant. Success in external exams is built on work done in school and at home and your support in ensuring that homework is done on time and to the best of the child's ability, is essential in achieving that success. At TRA we send homework notifications to parents via email using On the button reporting system.

The School Homework Policy is on the school website. Many teachers offer supported study at lunchtimes and after school. There is also an after school study club on Monday to Thursday from 3.45 – 4.45pm. It's a great opportunity if pupils find it easier to study in school and/or would like to use the school resources. All pupils are welcome and late bus passes are available.

If a pupil fails to do homework, a lack of effort form will be issued. This should be taken home, signed by parent/carer and returned along with homework the next day. If homework and form are not returned PT of the subject involved will contact home.

## **POSITIVE RELATIONSHIPS POLICY**

### **Poileasaidh Deagh Cheanglaichean**

Our Positive Relationships Policy aims to bring a consistency of approach across the school and is based on explicit, realistic expectations, backed by a clear, structured set of sanctions. The expectations are as follows:

#### **We expect pupils to:**

- 1 Arrive on time with the necessary books and equipment.
- 2 Listen carefully and follow instructions at first time of asking.
- 3 Ask for help when unsure.
- 4 Hand homework in on time and present it neatly.
- 5 Follow all safety rules.
- 6 Show consideration for others and their property.
- 7 Not eat or drink in class with the exception of bottled water.
- 8 Mobile phones should be switched off during and in between lessons so as not distract pupils and also to protect staff.

#### **We expect teachers to:**

- 1 Arrive on time and not leave the class unnecessarily.
- 2 Keep an accurate register of attendance for each class.
- 3 Ensure that work is set at an appropriate level to meet the needs of all pupils.
- 4 Have high expectations of pupil work and behaviour.
- 5 Use praise appropriately.
- 6 Be consistent in the application of sanctions.

## **ANTI-BULLYING/ANTI-RACISM POLICY**

### **Poileasaidh an Aghaidh Burraidheachd / Gràin-chinnidh**

The current high profile given to the anti-bullying initiative across the country is to be welcomed. Existing TRA policies have been re-examined as part of the behaviour review and will continue to take cognisance of national developments in this area. Bullying thrives in a climate of “not telling” and we have asked staff and senior pupils to be alert for any signs of bullying anywhere on the school campus. Heightened awareness is achieved in Personal and Social Education classes by the Guidance staff. However, we would encourage you to contact Guidance staff or the Senior Management Team if you have any suspicion that your child is the victim of bullying, either verbal or physical. If it goes undetected or unreported, there can be long-lasting damage to self-confidence and self-esteem, not to mention the adverse effect on learning. Bullying and all forms of incidents are taken seriously, dealt with, and reported to the education department.

One way we are trying to tackle the issue of bullying is by asking pupils to sign up to be anti-bullying ambassadors and receive training for this. We are aware that pupils are more likely to report bullying to a peer than to a teacher so we are training the ambassadors on how to deal with this and what the ambassador should do once an incident has been reported to them whilst still retaining their peers' confidence and trust. New members are always welcome and it is something that we would like to develop and roll out further within the school.

Details of the Council's anti-bullying policy can be found here: <https://www.highland.gov.uk/downloads/file/19358/anti-bullying-guidance-for-schools>

### **BUDDY SYSTEM**

#### **Sìostam Budaidh**

All first year pupils are assigned a sixth year pupil who acts as a “buddy” while the pupils settle into the routines of a secondary school. The buddies are all volunteers who go through a short training programme and liaise closely with guidance staff, particularly in the first few months of term. Apart from helping solve problems and providing a listening ear, seniors organise social events and outings as part of the scheme.

### **PREFECT SYSTEM**

#### **Sìostam Prefect**

Over the past few years the prefect system has evolved into one where senior pupils apply for posts as subject prefects. Prefects negotiate time to carry out their responsibilities which provide an excellent opportunity for personal and social development. While the prefects develop skills of communication and teamwork, and gain confidence in using personal initiative, the younger pupils enjoy the activities and events which prefects organise. Some prefects also work alongside younger pupils in classes as part of the process of helping them settle into their new learning environment. For the seniors this is also a very useful learning experience.

## **HEALTH & SAFETY MATTERS**

### **Cùisean Slàinte & Sàbhailteachd**

Throughout their time at Tain Royal Academy we impress on the pupils that health and safety does indeed matter. The following issues are highlighted in the homework planner issued to all pupils and are emphasised throughout the session.

Corridors	Keep to the left and do not run.
Stairs	Keep to the left and do not push as a slip here could lead to serious injury.
Car parks/cycling	Pupils must not take short cuts through the car parks and all cyclists must dismount when they come through the school gates.
Buses	Pupils are expected to wear seat belts at all times, travel on the correct bus, always carry their bus pass and do nothing that will distract the driver. Pupils who misbehave may lose the right to travel on school transport for a period of time.
Snowballing	Grit and ice can cause serious injuries and for that reason snowballing is not allowed anywhere near the school gates, paths, doorways and the tarred areas of the school.
Out of School	Parents are responsible as to whether or not pupils leave the school grounds at lunchtime. Pupils who are out of school grounds at any time, including lunchtime, must not do anything which puts at risk the health and safety of fellow pupils or any member of the general public with whom they come in contact.
Anti-social Behaviour	Any form of anti-social behaviour e.g. smoking, spitting, swearing, physical/verbal aggression will not be tolerated.
Alcohol/Substance Misuse	Alcohol and drug possession, consumption or use whilst travelling to and from school or in the grounds, or on any school trip is not permitted. The consequence for any form of alcohol or substance misuse, whether during the school day or at a school function, is exclusion from school.
School trip/foreign visits	When pupils are on a trip or foreign visit all the usual school expectations and sanctions apply.
Chewing Gum	Pupils should not chew gum whilst in any class.

# **Section 5**

# **School Improvement**

## **Standards and Quality Report**

Tain Royal Academy's Standard and Quality report is available on our website

### [Standards and Quality Report](#)

What is a Standards and Quality Report?

This report provides an evaluation for the overall quality of educational provision within our school. It shows positive aspects of our provision and highlights areas which the school is planning to improve.

Each evaluation is supported by evidence from the past school session. This evidence is generated in a planned and systematic way throughout the year. This session we have used a wide range of approaches including:

- Classroom observations, formal and informal
- Sampling pupil work
- Data analysis
- SQA results
- Discussion between Senior Management Team and Faculty Leaders
- Feedback

## **Improvement Plan**

Our 2020-2021 [School Improvement Plan](#)

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

- Health and wellbeing
- Recovery of learning, teaching and assessment
- Attainment in session 2020/21 (focusing on identifying new or widened gaps caused by the Covid-19 situation)

## **HMIe report**

Following a visit of the Highland Council Quality Improvement Team, in association with Education Scotland, a report with their findings is now published. The most recent review visit took place in January 2018.

You can review the documents on our [website](#).

Or full inspection information is available from Education Scotland  
<https://education.gov.scot/inspection-reports/highland/5119839>

If you, as a parent or carer, prefer to have a hard copy of the report please contact our school office (01862 892121).

# **Section 6**

# **Information for Parents**

## ATTENDANCE/ABSENCE PROCEDURES

During the current pandemic we may need to amend our approaches to recording attendance, for example if it becomes necessary for pupils to work from home. For more details please contact the school.

**ABSENT:** We strive to achieve 100% attendance for all young people. Please enable us to help you, by informing the school in advance of any absences and by reinforcing the late sign-in procedure with your child. (see below) By law, any lateness or absence needs to be clarified by a written note, text reply or email.

Like many schools across Scotland we have started using 'Groupcall' which securely sends SMS messages to parents/carers and allows replies. We will make contact with you only if your child has not registered and you have not been in touch with us to let us know why. If your child is going to be absent from school there are a number of ways in which you can notify us.

- Telephone the school **absence line 01862 890900** leaving a message stating the pupil's name, class and the reason for the absence
- e-mail [TRAabsence@highland.gov.uk](mailto:TRAabsence@highland.gov.uk) with pupil's name, class and the reason for the absence

*In order to have accurate records kept at all times it is essential that you notify the*

**LATE:** If pupils are late, they **MUST** sign in at the school reception. If you know your child is going to be late please let us know by telephone or email as above, or give your child a note or appointment card to take in with them on the day.

**If a pupil is late twice in one week, or at least 4 times in a term, we issue a Late Letter. If we do not have contact from home as to why they are late.**

**If pupils are late once more after a Late Letter is generated, then they will be put on detention.** Any lates incurred in one week will mean detention will be done the following Friday. Pupils can pre-order lunch from the school canteen therefore won't miss their lunch on Fridays. There will be an alternative arrangement put in place for pupils who travel on school transport. On the day before the detention is due (Thursday) we will notify parents via text that their child is required to attend a 30 minute **after school (12.55pm to 1.25pm) detention on Friday** for persistent late coming.

**APPOINTMENTS:** Parents/Carers can notify the school office via the absence line voicemail or email (as above). Alternatively, pupils who have a note for an appointment, please place the note in the box at reception before registration. It is emphasised to pupils that they must not leave school without signing out at the school reception.

**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.**



# SCHOOL DRESS CODE

## **School Uniform consists of:**

- a) White or Black shirt with School tie worn around the collar, or
- b) School Embroidered Logo Polo Shirts

Any of the following can be worn with shirt/tie or school logo polo shirt -

- Plain black jumper, plain black hoodie or cardigan
- School Embroidered Logo jumper or cardigan
- School Embroidered Logo Hoodies (Highland Hospice Initiative)

Together with Black school trousers/leggings or skirts for girls and black trousers for boys. Skirts are to be in a traditional style and of a respectable length (knee length or very close to).

## **Unacceptable are:**

- Blue Denim or ripped jeans
- Leggings with logos/stripes/colours
- Very short or tight fitting skirts are not suitable for a working day in the school environment.
- Coloured sweatshirts

Items of school dress, including white shirts, jumpers and cardigans and skirts and trousers are widely available in supermarkets and other shops at very competitive prices. They are much cheaper than fashion items of clothing.

Our Embroidered Logo Polo Shirts, Jumpers and Cardigans are available to purchase from MacGregor's School Wear in Inverness throughout the year.

<http://macgregorschoolwear.co.uk/>

School Hoodies are available to purchase, with the profit raised going to The Highland Hospice Initiative, at certain intervals in the school year as they are not available to order individually like the other school embroidered uniform and will be done in a bulk school order.

## **Physical Education Kit**

PE kit is essential for all pupils. There will be times when classes will be working outside in inclement weather and therefore, for health and hygiene reasons, pupil's kit should be a complete change of clothing. Pupils forgetting kit will borrow school PE kit. School Embroidered Hoodies should not be worn for PE.

<u>Inside Kit</u>	<u>Outside Kit</u>
<i>Trainers (non marking)</i> <i>Shorts/Joggers</i> <i>T-Shirt</i>	<i>Outdoor Trainers</i> <i>Shorts or Joggers</i> <i>T-Shirt, Sweatshirt or Jumper</i>

**ILL IN SCHOOL:** If pupils take ill in school, they should report to school reception who will arrange for them to wait in the First Aid Room where Support Staff make arrangements for pupils to go home. Where at all possible, it is expected that pupils will be taken home at the earliest opportunity. In the case of a medical emergency, a school first aider will be involved. Pupils should not contact parents directly themselves and ask to leave the school with out seeing a member of the support staff.

## **ADMINISTRATION OF MEDICINES**

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

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

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

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

We will work with pupils and 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/carers, providing:

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

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

## **MINOR INJURIES**

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

**MOBILE PHONE AND OTHER ELECTRONIC DEVICES:** Mobile phones, iPods etc. must be switched off when the bell rings at the start of the school day and at the end of interval/lunchtime. If a phone goes off in class time, the phone will be confiscated. Pupils will be asked to collect it from the school reception at the end of the day. If a pupil has a mobile phone with a camera, this must not be used to make sound recordings of, or to photograph, by still or video image, pupils, staff or others within the school or within the school grounds.

**ASSEMBLIES:** Throughout the school year we hold weekly year group assemblies. We also invite school chaplains.

**EDUCATION MAINTENANCE ALLOWANCE:** If you are 16 to 19 years old, in a school or college, and come from a low income household you may be eligible to receive financial assistance from an [Education Maintenance Allowance \(EMA\) \(external link\)](#).

EMA is a weekly allowance of £30 per week payable during term time. To be eligible, your family household income must be less than: £24,421- for households with 1 dependant child or £26,884 - for households with 2 or more dependant children. [https://www.highland.gov.uk/info/899/schools\\_-\\_grants\\_and\\_benefits/14/education\\_maintenance\\_allowance](https://www.highland.gov.uk/info/899/schools_-_grants_and_benefits/14/education_maintenance_allowance)

**EMPLOYMENT OF CHILDREN INFORMATION:** The employment of children byelaws regulate the types of occupation in which children under school leaving age may be employed and other conditions of employment. For further information please see:

[http://www.highland.gov.uk/downloads/download/19/employment\\_of\\_children](http://www.highland.gov.uk/downloads/download/19/employment_of_children)

**HOLIDAYS WITHIN 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. In conclusion, we would ask parents to be aware of these considerations when making decisions on planning holidays during term time. If parents decide to make holiday arrangements during school term, this should be confirmed in writing to the Head Teacher. [https://www.highland.gov.uk/info/878/schools/32/school\\_term\\_dates](https://www.highland.gov.uk/info/878/schools/32/school_term_dates)

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

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

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

Visit the Highland Council Armed Forces Website for lots of helpful information and support [https://www.highland.gov.uk/info/886/schools\\_-\\_additional\\_support\\_needs/833/armed\\_forces\\_-\\_support\\_for\\_families\\_and\\_schools](https://www.highland.gov.uk/info/886/schools_-_additional_support_needs/833/armed_forces_-_support_for_families_and_schools)

## KEEPING IN TOUCH WITH THE SCHOOL

Each August we issue all pupils with a Pupil Data Form. It is hugely important that parent/carers review the form, make any changes as necessary and return the form to school as soon as possible. This ensures we hold the correct details for your child and yourself.

Please provide your email address on your Pupil Data Form as this is the school's preferred method of sending letters and information home.

If your details change at any time during the year, please let us know by letter, by email [tainroyal.academy@highland.gov.uk](mailto:tainroyal.academy@highland.gov.uk) or telephone 01862 892121.

We have our website [www.tainroyalacademy.org.uk](http://www.tainroyalacademy.org.uk) and we will use the Twitter feed and Facebook to keep you updated on school news.

However, we are equally keen to hear from parents and would encourage you to contact either the relevant guidance teacher or a member of the senior management team if there are any issues you wish to discuss with us. **Please do not hesitate to contact us.**

## PARENTS/GUARDIANS/CARERS AS PARTNERS

The current pandemic has affected the way in which we are able to engage with parents, and this may change further depending on how the pandemic progresses. For the latest information, please contact the school.

We believe that much of the strength of the school lies in the positive relationships between staff, pupils and their parents. These relationships must be nurtured by a healthy exchange of information between teachers and pupils, between home and school. We always welcome parental interest in the welfare of our pupils. Whatever the nature of the issue, you can be assured of our help.

The school works very hard to keep parents informed regarding their child's progress and any key decisions being made about their education. This includes:

- Parents' evenings
- Progress checks
- Target Setting
- Course choice/ Options evenings
- Information on the school website

The support of parents in their children's education is key to the success of young people. Taking time with them, discussing work, practicing language, helping them manage their homework and encouraging responsibility are important ways of supporting children's learning.

The school always seek to involve parents in any key decisions about their child's education and keep parents informed about progress.

Parental information is obtained from questionnaires issued regularly at Parents evenings and from Parent Forums.

A member of the Senior Management team is in school most evenings for parents to contact with any issues.

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/>

We arrange a parents' evening for each year group annually. This is an important opportunity to meet the staff, who teach your child and to find out firsthand about the progress being made. Staff value these meetings and welcome the chance to establish contact with parents.

At Tain Royal Academy we use an online booking system for parents evening. This can be accessed by parents/carers directly to make their own appointments, for each subject/teacher they wish to see during the Parents Evening.

If you are unable to access the booking system at the time of your child's parents evening, please contact the school reception on 01862 892121 or email [tainroyal.academy@highland.gov.uk](mailto:tainroyal.academy@highland.gov.uk) and appointments can be made on your behalf.

**BOOKING ONLINE** Go to <http://www.parents-booking.co.uk/tain>

*\*NOTE\** You need to type this address into your website browser's 'address bar'.

OR go to the homepage of the school website: [www.tainroyalacademy.org.uk](http://www.tainroyalacademy.org.uk)

Online tutorials are available on our school website!

**TAIN ROYAL ACADEMY PARENT COUNCIL**  
**Comhairle Pàrant Acadamaidh Rìoghail Bhaile Dhubhthaich**

Your parent council is run by volunteers who want to help ensure that every pupil at TRA reaches their potential. Our current office bearers are:

CHAIR

Chris Ross

VICE CHAIR

*vacant post*

TREASURER

Susan Lauristen

SECRETARY

Katrina McKenzie

With your support, our role is to represent the views of parents and work with the school to encourage improvement in the experiences and achievements of our children.

If you have any questions or would like to get involved, please contact the Parent Council at [tainroyalacademypc@gmail.com](mailto:tainroyalacademypc@gmail.com) or by post at:

TRA Parent Council,  
c/o Tain Royal Academy  
Scotsburn Road  
TAIN  
Ross-shire  
IV19 1PS

## HEALTH PROMOTING SCHOOL

As a Health Promoting school we encourage pupils, staff and parents to think about healthier lifestyles. S1 pupils are encouraged to set Health Targets. Healthy living is a regular topic in classes. We have a School Travel Plan which promotes safe and healthy routes to school. Staff take part in health promotion activities. We value all the activities that make up a healthy and happy community.

### Lunchtime Choices

Our school canteen is open to all staff and pupils at break times and lunchtimes. Pupils are welcome to eat packed lunch in the canteen area. S1 pupils are not permitted out of school at lunchtimes. It is a parents responsibility for pupils S2-S6 who decided to go out with school grounds at lunch time.

### Our Canteen

In the canteen School Meals cost £2.55 for pupils and just keep getting better, with better quality food, healthier meals, larger portion sizes and more and better choices. If a pupil has special dietary needs, please inform the school.

The Highland Council operates a 'Cashless Catering' system. The cashless system for school meals helps reduce queuing and provides anonymity for those receiving free school meals. Pupils no longer pay cash for their meals at the point of sale; they add money to their meal accounts via revaluation units sited in the front hall opposite reception and in the canteen. Pupils who are entitled to free school meals will have the Free School Meal allowance added to their account daily. Pupils can add further money to their meal account should they wish to.

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

<http://www.highland.gov.uk/info/899/schools - grants and benefits/10/free school meals and assistance with clothing>

Pupils receive credit on their account which they can use during break and lunchtime in the canteen. The Highland Council operates a 'Cashless catering' system which utilises pupils' NEC cards. For further details please see:

[http://www.highland.gov.uk/info/878/schools/9/school\\_meals/2](http://www.highland.gov.uk/info/878/schools/9/school_meals/2)

## **SCHOOL TRANSPORT Comhdhail Sgoile**

We liaise closely with all the main transport providers on day-to-day matters of concern. However, responsibility for the provision of transport for pupils who live more than three miles from the school lies with Highland Council and any queries about routes and contracts should be addressed to Lynn Ross, Temporary Transport Assistant – North, Transport Coordination Unit, Highland Council Headquarters, Community Services, Glenurquhart Road, INVERNESS, IV3 5NX

Pupil safety is our major concern. Parental support in stressing the importance of remaining seated while the bus is in motion and doing nothing to distract the driver would be appreciated. We ask senior pupils to monitor behaviour on the buses and we encourage drivers to report any instances of misbehaviour. Where pupils do not respond to warnings, we remove their right to travel on the bus until we receive guarantees about future behaviour. Bus passes must be carried at all times and shown to the driver. Routine concerns, about bus passes for example, should be addressed to the school reception.

## **ADVERSE WEATHER CONDITIONS Droch Shìde**

A copy of the Highland Council Guidelines for actions to be taken in the event of adverse weather conditions is issued annually at the start of winter.

In essence, it emphasises that pupil safety is paramount and that decisions about whether a pupil should leave for school in adverse weather should be governed by considerations of safety. For example, the length of time a pupil waits at a “pick-up” point should be determined by the degree of shelter available and the prevailing weather but no pupil would be expected to wait more than twenty minutes.

In circumstances where the weather threatens to close in during school hours we try to close early enough to allow buses time to get the pupils home in daylight hours. Information will be relayed on Moray Firth Radio, Radio Highland and, if appropriate, via the local primary school. Information on school closure will be made available on **0800 564 2272 (please note new free phone number)** and the school pin number is **04 1220**. The Highland Council Website now has information on which schools are closed. Visit [www.highland.gov.uk/schoolclosures](http://www.highland.gov.uk/schoolclosures). We would advise parents to organise an emergency address which pupils can use if they are sent home early but find no one at home. The full list of recommended procedures is printed at the end of this booklet.



## TRAVELLING TO SCHOOL DURING ADVERSE WEATHER - Droch Shìde

It is the responsibility of parents or carers to decide if a pupil should attempt to travel to school, by transport or on foot, in adverse weather conditions. The Education Authority encourages full attendance at school but in severe weather conditions the safety of pupils is much more important. Parents and pupils are often concerned that important examinations may be missed, but this should not over-ride good judgement. Schools normally make alternative arrangements for missed examinations.

**The school updates its procedures for adverse weather closure annually, therefore:-**

- **parents** should advise schools of an alternative address, as close as possible to the school, which may be used by their children in emergencies.
- **the school** will advise parents of normal local arrangements for school transport and any special arrangements in the event of adverse weather.
- **the school** will establish a system of communication with parents and transport operators.
- **details of the 0800 telephone information service are given at the bottom of this page.**
- You can also access the Highland Council web address: [www.highland.gov.uk](http://www.highland.gov.uk) which will be updated with information for individual schools.

**When weather conditions are poor:-**

- **Local radio stations** issue news and weather bulletins on traffic conditions and school closures. Transmissions may not cover all households and may be subject to re-scheduling but should be helpful. Parents are advised to remain "tuned in" to on-going road weather, or school information updates.

### **Broadcast times**

#### **BBC Radio Highland**

6.30am    7.30am    8.00am  
12.30pm   4.30pm    5.30pm  
4.55 pm – 5.00 pm

\*In extreme conditions Radio Highland will interrupt Radio Scotland transmissions, usually on the hour, to carry emergency bulletins.

#### **Moray Firth Radio** ([www.mfr.co.uk](http://www.mfr.co.uk))

Local news on the hour 6.00am - 6.00pm carries local information on weather, roads and conditions affecting schools. In severe conditions normal programmes will be interrupted more frequently to carry emergency bulletins.

**Please do not telephone local Radio for advice but listen to appropriate broadcasts.**

### **For pupils using school transport**

- Parents should note that the final decision on whether it is safe to operate rests with the driver of the school transport vehicle. Therefore there may be occasions on which a school is open but some routes, or parts of routes, are unable to operate.
- Parents should advise their children on how long they should wait at the pick up point for their transport. This will depend on the prevailing weather conditions and the availability of shelter at the pick-up point. During adverse weather conditions no pupil is expected to wait longer than twenty minutes past the normal "pick-up" time.
- Morning journeys may be delayed by an hour if road conditions are unsafe at the normal journey time but have improved within the hour. Before pupils return to a pick up point, parents should check the schools' telephone information line for updated messages from their school's Head Teacher. Please note that for some routes the transport operator may contact the parent directly,
- Drivers are advised not to drop off children where there is a risk that they may not safely reach home or other place of shelter. This may involve children being taken to an alternative place of safety, agreed in consultation with the school.
- Where parents are concerned about weather conditions at "drop-off" points, they should contact the school as early as possible.

**When weather conditions are poor, parents should arrange to have children met at the "drop-off" point, especially where public service transport is used.**

**The number to call during adverse weather is 0800 564 2272 followed by TRA's pin number 04 1220**

# Section 7

## Data

## **Access to Pupil Records**

The school pupil records (Scotland) Regulations 1990 extend to parents the right of access (with certain specific exceptions) to any record held by the Authority in relation to their child. Parents may make application to the Head Teacher.

## **Data Protection Act 1998**

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 the data Protection Act 1998 and may only be disclosed in accordance with the codes of practice. Further information can be obtained from <http://www.gov.scot/Topics/Statistics/ScotXed>

## **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.

Data about pupil preferred routes, preferred occupations and anticipated school leaving date is also collected from S3/S4 to support planning for leaving school. This information is shared with Skills Development Scotland.

Further information about 16+ Data can be found here - <http://hi-hope.org/directory/listing/16plus-planning>

## **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:

- o plan and deliver better policies for the benefit of all pupils
- o plan and deliver better policies for the benefit of specific groups of pupils
- o better understand some of the factors which influence pupil attainment and achievement
- o share good practice
- o target resources better
- o enhance the quality of research to improve the lives of young people in Scotland

## **Equality and Inclusion**

For up-to-date information please see:

[http://www.highland.gov.uk/info/751/equality\\_diversity\\_and\\_citizenship/313/equal\\_opportunities](http://www.highland.gov.uk/info/751/equality_diversity_and_citizenship/313/equal_opportunities)

In summary, our activities in school should ensure that we:

Eliminate unlawful discrimination, advance equality of opportunity, promote good relations. Activities should not discriminate against any of the following 'protected characteristics' age, disability, race, religion or belief, sex, sexual orientation, gender reassignment, pregnancy and maternity.

## **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.**

## **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 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](mailto: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.

***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.***



## Tain Royal Academy Community Complex (TRACC)

### WHAT'S AVAILABLE AT TRACC

TRACC is part of High Life Highland and serves the local and wider community by making health and leisure accessible and affordable to all. We are located on Hartfield Road, Tain with easy access from the A9 and free car parking.

We offer a huge range of fitness classes from the bouncy castle through to Fatburn Extreme, why not pick up a timetable or check out our Facebook page and see what you fancy?

TRACC has a 20x7m four lane pool which can be hired for parties, used by local swimming clubs or by anyone who just fancies a swim! (See timetable for sessions).

We also offer private Love 2 Swim swimming lessons on either a 1:1 or 1:2 basis to get you swimming like a mermaid (or merman!) in no time at all.



If swimming isn't your thing then why not book in for an induction to use our air-conditioned fitness suite with its range of Technogym cardio equipment, free weights and resistance machines.

Personal trainers can also be booked on a 1:1 or 1:2 basis.



Pop in and see us at TRACC, Hartfield Road, Tain IV19 1DX or give us a call on 01862 893767