

FORTROSE ACADEMY HANDBOOK 2023/24



FORTROSE ACADEMY HANDBOOK

Introduction from the Head Teacher

Fortrose Academy
Academy Street
Fortrose
Ross-shire
IV10 8TW

Tel: 01381 620310

Website: www.fortroseacademy.co.uk

(specific email addresses can be found on the website)

Dear Parent/Carer

Welcome to Fortrose Academy.

This handbook contains information about the general organisation of our school and key information under specific topic headings. If what you are looking for is not here, please contact us via the school office.

There is a proud history of education for the young people of the Black Isle and beyond since the early medieval period. Fortrose Academy dates from 1791, but the earliest part of the present school building was erected in 1891. Little remains of that original building other than the clock tower. 'Newer' extensions were added in 1966, 1973 and in August 2002, the most recent extension was added which incorporated a community library and theatre. Whilst our building may not be 2020, we strive to ensure that we continue to serve our community in equipping our young people to be able to make positive steps forward in their learning and working lives beyond school.

Our school aims to focus on working in partnership with pupils, parents and support partner agencies towards the best possible outcomes for all our young people. With these partnerships we aim to ensure that all young people understand and improve all aspects of their wellbeing – that they are safe, healthy, active, nurtured, achieving, respected, responsible and included both in school and in their lives outside school.

In working within these partnerships, we look to review and improve our practice in what we do and welcome constructive feedback and dialogue about parental concerns.

The school has a tradition of high academic attainment but also recognises that academic pathways are not the most appropriate for all learners. Learning, particularly in the senior school is delivered with a range of approaches and partners and across different sites – online, at college and on work placements for example.

All staff want all learners to enjoy their school days, to maximise their abilities and potential and to be able to develop and sustain positive relationships.

I look forward to working with you to ensure that your child achieves all he/she can whilst at school.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Ross' with a stylized initial 'J' or 'R' at the start.

Jacquie Ross
Acting Head Teacher

Staff List 2022-23

SENIOR MANAGEMENT

Acting Rector	Jacquie Ross
Depute Rector	Tom Magowan
Depute Rector	Val Paterson
Acting Depute Rector	Margaret Rhynas

ART & DESIGN

Faculty Head	Leontia Glass
Teacher	Clare Barber

ADDITIONAL SUPPORT FOR LEARNING

Principal Teacher	Joan Urquhart
Teacher	Vacancy
Teacher	Chris McKellar
Teacher	Inga Shaw
Support Assistant	Lynn Brown
Support Assistant	Joanna Cairns
Support Assistant	Morag Cameron
Support Assistant	Annette Davidson
Support Assistant	Julie Davidson
Support Assistant	Caroline Doull
Support Assistant	Margaret Jack
Support Assistant	Lisa MacKay
Support Assistant	Grace Pile
Support Assistant	Jacqui Simpson
Support Assistant	Graham Young

BIOLOGY

Teacher	Stuart Fraser
Teacher (Mat cover)	Ashley West

BUSINESS STUDIES

Principal Teacher	Keira Lyall
Principal Teacher	Kathleen Stewart

CHEMISTRY

Teacher	Liam Sutherland
Teacher	Melanie Phillips

ENGLISH

Faculty Head	Matthew Bell
Teacher	Catherine McAleese
Teacher	Karen Meikle
Teacher	Karlijn Prinsen
Teacher	Emma Tweedie
Teacher	Naomi Westwood

GEOGRAPHY

Principal Teacher	Alison Stewart
Teacher	Jamie Carcary

GUIDANCE

Curlew/Dunlin	Iain Hogg
Fulmar/Heron	Allison MacArthur
Kestrel/Merlin	Kaela Stewart

HISTORY

Principal Teacher	Patrick Cronin
Teacher	Jessica Mellis
Teacher	Stuart MacKenzie

HOME ECONOMICS

Vacancy

MUSIC INSTRUCTORS

Brass	Heather Hook
Percussion	Dougie Galbraith
Pipe Band Drumming	Drew Caldwell
Piping	Ryan Anderson
Strings	Jan MacDonald
Woodwind	Colin Delmonte

MUSIC

Principal Teacher	Alison Gilliland
Teacher	Vacancy

MATHEMATICS

Principal Teacher	Stuart Ghee
Teacher	Bill Prentice
Teacher	Claire Stephenson
Teacher	Ross Wight
Teacher	Amy Macfarlane
Teacher	Gordon Robinson

MODERN LANGUAGES

Teacher	Elaine Adamson
Teacher	Erick Baillot

PHYSICAL EDUCATION

Principal Teacher	Muir Morton
Teacher	Calum McIntosh
Teacher	Katie Cleland
Teacher	Rachel MacKay

PHYSICS

Principal Teacher Science	Simon Garrod
Teacher	Milo Vaughan

TECHNICAL EDUCATION

Principal Teacher	Leontia Glass
Teacher	John Ross
Teacher	Sharon MacKay
Teacher	Duncan Campbell

SCHOOL OFFICE STAFF

Admin Assistant	Maureen Cooper
Clerical	Vicky Benjamin
Clerical	Allison Greig
Clerical	Louise Mann
Clerical	Fiona Matheson
Study Supervisor	Diane Patience

CLEANING STAFF

Sharon Hazelwood
David MacKenzie
Karen Etheridge
Nicola MacLeod
Trish Black
Elaine Christie
James O'Connor

NON-TEACHING STAFF

Librarian	Sya Bruce
Technician	James Muir
Science Technician	Jane Setford
Science Technician	Andrea MacDonald
Janitor	Rosemary MacKeddie
Janitor	Elaine Pescodd

CANTEEN STAFF

Cook	Shona MacKay
Assistant Cook	Trish Black
Cashier	Yvonne Shepherd
	Lynne Gill
	Marion Miller
	Alison Fleming
	Alison Ross

School Ethos

Every school has a set of aims, which provides the basis on which it organises itself for the benefit of the pupils. The general purpose of this school is to enable our pupils to enrich their lives by engaging in work and activities which will assist them to make sense of their society, to make more sophisticated appraisals of their own roles in the world and to cope with demands and pressures which that world imposes.

Vision:

We strive to better our students through educational experiences both in and out of the classroom. The mission of Fortrose Academy is to create a place where students feel safe to tackle obstacles and accomplish all their goals. We offer a variety of opportunities to help students be the best version of themselves, while having some fun along the way.

Values: Respect, Unity, Ambition

Aims:

We aim to

- Develop young people and staff to be ambitious and keen to do their best
- Be reflective and seek ways to improve our work
- Recognise, value, and meet the needs of our diverse community and society
- Maintain a positive working environment for all
- Develop key skills and qualities for learning, life, and work.
- Achieve positive and sustained destinations for all learners.
- Ensure that young people are encouraged to respect the views and values of others, develop self-esteem, self-confidence and resilience, consider the rights of others.

SCHOOL IMPROVEMENT PLAN AND STANDARDS AND QUALITY REPORT

These documents are available using the following link:

<https://www.fortroseacademy.co.uk/school-improvement-plan>

GENERAL INFORMATION

Fortrose Academy is a comprehensive, six-year secondary school which serves the Black Isle area of Ross-shire. It draws its pupils from seven associated primary schools – Avoch, Cromarty, Culbokie, North Kessock, Munlochy, Resolis and Tore. Pupils from outside the catchment area can apply to enroll at the school (see section below on Placing Requests).

The Black Isle Leisure Centre is available for school use between 9 am and 5 pm and has made a significant improvement to the facilities available within the school.

School Roll

The roll for the session 2022/2023 is:

S1	124
S2	108
S3	120
S4	110
S5	109
S6	63
Total Roll	634

Contacting the School

Parents/carers are warmly welcomed to contact the school at any time. The role of Guidance staff is explained elsewhere and, in many cases, the Guidance staff will be the first point of contact. However, if there are any other issues you would like to discuss please do not hesitate to contact the Rector or any other member of the School Management Team (specific contact details are on the school website www.fortroseacademy.co.uk).

Approximately once a term, a newsletter is issued by the Rector to keep parents/carers informed of school news and important dates. This is sent out by email and published on the website. Reception keeps a supply of black and white paper copies if you are unable to access the newsletters electronically.

The school also uses Facebook to share news and updates. Please share any news of successes and achievements directly with the school.

Parental Involvement

There are many opportunities for parents/carers to become involved in the school. We believe that much of the strength of the school lies in the positive relationships between staff, pupils and their parents/carers. We always welcome parental interest in the welfare of our pupils.

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

- Parents' evenings – emails are sent to confirm electronic booking arrangements
- Progress checks
- Target Setting
- Course choice/options evenings
- Information on the school website and Facebook page.

The support of parents/carers 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 seeks to involve parents/carers in any key decisions about their child's education and keep parents/carers informed about progress.

Useful information for parents/carers 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: <http://www.educationscotland.gov.uk/parentzone/>

Parent Council

All parents/carers are warmly invited to attend the Parent Council meetings. Please get in touch with the school to find out the date of the next meeting or look at the minute of the last meeting on our website. This year Kevin Baird and Julie Bisset are joint Chairpersons, Fiona Lyond is Secretary and Michelle Graves is Treasurer. Contact the Parent Council via the following email address: Fortroseparentcouncil@gmail.com

Parents Evenings On-line Booking System

We use an on-line booking system - <https://parents-booking.co.uk/fortrose> Parents/carers will be sent information about the arrangements via email.

Attendance/Absence

What to do if your child is absent from school

Good attendance is vital if pupils are to achieve their full potential. But if a pupil is absent from school, a parent or carer should phone the school on the first day of absence, on the school number 01381 620310 or email the Pupil Absence email - Fortrose.Pupilabsence@highland.gov.uk.

Permission to leave during the school day: If a pupil needs to leave during the school day for an appointment etc, pupils need to bring with them a note from parent or carer. Pupils must report to the school office and 'sign out'. If returning the same day, they must report again to the reception and sign in. Where at all possible, medical and dental appointments should be made out with school hours.

If pupils fall ill during the day, emergency contacts are contacted for them to collect the child, therefore it is essential that we have up to date day-time contact numbers and emergency contact numbers for all pupils.

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.

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. Please note that staff are not required to provide work for pupils absent for additional holiday purposes.

If your child is absent from school we have to have a written note, email or text explaining the absence. We have to mark an absence as “Unexplained” until we have an explanation from a parent/carer. This could be brought in by your child on their return to school or email/text the school using the link on the home page of the school website - www.fortroseacademy.co.uk Prolonged unexplained absence could result in the absence being recorded as truancy, or with other agencies being involved.

If your child has to leave school during the day – for a medical appointment for example – please alert the school office in advance. Pupils must sign out at reception if leaving the building for any purpose.

If pupils fall ill during the day, parents/carers are contacted for them to collect their child, therefore it is essential that we have up-to-date day time contact numbers and emergency contact numbers for all pupils.

If your child is transferring to another school – for instance if you move away from the area – you should inform your child’s Guidance teacher and provide a forwarding address. You must fill in a Highland Council Pupil Transfer Form and your child will also be asked to complete a school leavers’ form to check that books etc have been returned.

Absence procedures have been revised by the Highland Council and we are bound by law and Child Protection Procedures to implement these.

Please get in touch if you wish more information or have any suggestions or observations.

Placing Requests – Parental Choice

Each school serves its own particular catchment area. Pupils whose homes are located in that area will have priority in being allocated a place in the school. However, parents/carers 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, Mr Derek Martin. Placing request forms can be obtained from:

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

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

If pupils live outwith the school catchment area and their parents/carers wish them to attend Fortrose Academy they can contact the school to arrange a visit.

Complaints and Requests for Service

If a parent has any concerns they should contact their child’s Guidance Teacher in the first instance, or the Senior Management Team for more serious issues.

The school will always endeavour to resolve issues by listening to parents/carers and seeking solutions in partnership. Should a situation not be resolved at school level, parents/carers can contact the Area Care and Learning Manager, Mr Derek Martin.

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.

ORGANISATION OF THE SCHOOL

House Groups

The basic organisation of the school is in house groups named after birds of the Black Isle – Curlew, Dunlin, Fulmar, Heron, Kestrel and Merlin. In S1-S4 there are 6 house groups giving a total of 24 registration groups in the school. Pupils in S5 and S6 spread amongst these registration groups.

The School Day (current session 2022-23)

Monday, Tuesday, Wednesday, Thursday

Registration	0845-0850hours
Period 1	0850-0940 hours
Period 2	0940-1030 hours
Interval	1030-1045 hours
Period 3	1045-1135 hours
Period 4	1135-1225 hours
Period 5	1225-1315 hours
Lunch	1315-1400 hours
Period 6	1400-1450 hours
Period 7	1450-1540 hours

Friday

Registration	0845-0850 hours
Period 1	0850-0915 hours
Period 2	0915-1005 hours
Period 3	1005-1055 hours
Interval	1055-1110 hours
Period 4	1110-1200 hours
Period 5	1200-1250 hours
Lunch	1250-1315 hours

School Lunches

A cafeteria system is in operation in the dining room with a wide selection of food for sale. Pupils can pre-order food in the canteen from 0830-0845 hours. Pupils may also eat packed lunches in the dining room. Application forms for free meals are available from the School Office or from the Area Education Office, 84 High Street, Dingwall.

The Canteen Service operates a cashless system – the details of which are enclosed on a separate sheet in the handout folder (if you have been sent a paper version) and on the school website. Further information on pre-paying meals can be found using the following link from the Highland Council website: http://www.highland.gov.uk/info/878/schools/9/school_meals/2

SUPPORT FOR PUPILS

Principal Teachers of Pupil Support (Guidance)

A school is essentially a community, composed of many different people and subjects, interests and abilities. In order to function smoothly there has to be a sense of harmony and care, and it is with these important principles in mind that guidance systems exist in secondary schools.

While personal support for pupils is a whole-school responsibility, specific responsibilities for the personal, curricular and vocational guidance of pupils are devolved to the Guidance team. Each PT Pupil Support/Guidance teacher has responsibility for all pupils from S1 to S6 in their own groups. The Guidance teachers' first priority is to get to know all pupils in their care as quickly as possible so that there is one person keeping an overview on each pupil's progress from S1 to whenever he/she leaves school. All members of the same family have the same Guidance teacher which should make it easier for parents/carers to establish links with the pupil's Guidance teacher. We encourage parents/carers to contact Guidance staff about any aspect of their child's schooling which is causing them concern, however minor that concern may be.

The Guidance team is:

Mr Iain Hogg	Principal Teacher of Guidance - Curlew & Dunlin
Mrs Allison MacArthur	Principal Teacher of Guidance - Fulmar & Heron
Miss Kaela Stewart	Principal Teacher of Guidance - Kestrel & Merlin

The 3 Depute Rectors work closely with the Guidance team:

Mrs Rhynas with Mr Hogg and Curlew & Dunlin (C and D)
Mr Magowan with Mrs MacArthur and Fulmar & Heron (F and H)
Mrs Paterson with Miss Stewart and Kestrel and Merlin (K and M)

The role of the Register Teacher has been developed to allow all young people to have frequent and regular opportunities to discuss their learning with an adult who knows them well and acts as a mentor, helping them to set appropriate goals for the next stages in their learning. As well as meeting pupils in registration they meet for weekly FASE Time sessions (Fortrose Academy Supporting Everyone) to encourage and support the young people to take responsibility for their own learning and progress, discuss wider achievement and the skills they are developing. These key adults (FASE Time tutors) assist young people in evaluating their progress and setting new targets for their learning.

Careers Education – Developing the Young Workforce

During their time at Fortrose Academy all pupils will participate in a planned programme of careers education delivered by a range of people including Lifeskills teachers, outside speakers 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 arrived at.

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.*** If you wish to consult a Skills Development Scotland Adviser, please contact your child's Guidance teacher who will arrange an appointment.

Guidance staff and Skills Development Advisers provide advice and careers information on the school website and on the noticeboards outside the Guidance room. Mr Magowan leads on Developing the Young Workforce (DYW).

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.

Our Skills Development Scotland contact is Clark Ellis.

The school will always try to ensure that each pupil leaving school has a positive destination. 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

Additional Support for Learning

The Principal Teacher of Additional Support for Learning is Mrs Joan Urquhart.

Through close links with associated primary schools, support staff gain a clear picture of the abilities of all pupils before they enter S1 and advise class teachers. All teachers are responsible for all pupils and draw to the attention of the support teachers any pupils who are having difficulties. Such pupils are regularly monitored and parents/carers are kept informed of progress.

The support teachers monitor the progress of pupils formally recognised as having additional support needs. The needs of such pupils are generally catered for within the normal pattern of courses but with specialist advice and support as required via tutorials. If required, a Child's Plan may be put in place to outline an action plan to help organise, monitor and regularly review a child's progress. Parents/carers and pupils will be involved in these procedures and in reviews.

Progress

Parents/carers of pupils requiring additional support for learning who wish to enquire about a pupil's progress or have concerns about their progress are invited to get in touch with Mrs Joan Urquhart, PT Additional Support for Learning.

Further information and advice can be found using the links to the following websites:

[Support for Learners Website;](http://enquire.org.uk/)

<http://enquire.org.uk/> **Education Scotland information the Scottish advice and information service for additional support for learning.**

<http://enquire.org.uk/myrightsmysay/> My Rights, My Say – an advocacy and advice service for young people over 12 with additional support needs

[Scottish Independent Advocacy Alliance](#), an advocacy service to support parents and children

[Scottish Child Law Centre](#), an organisation providing free legal advice to young people

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

Please get in touch with your child's named person or the Head Teacher if you have any concerns.

Education Maintenance Allowances (EMA)

An EMA is a weekly payment of £30 for pupils who are planning to stay on at school after their leaving age (16-19). Students must apply online at www.highland.gov.uk/ema and complete a learning agreement with their Guidance teacher.

Where pupils do not meet the terms agreed to receive the EMA, they and parents will receive confirmation from the Rector, together with information as to how to appeal decisions.

Promoting Positive Relationships and Bullying Prevention Policy

One of the national priorities in education is "inclusion and equality" - the opportunity for every individual to achieve their full potential. At Fortrose Academy we endeavour to have structures in place to achieve this.

Our starting point is the expectation that all of our pupils are well-behaved and motivated. However, we must recognise that a small minority of pupils are affected by factors which lead them to slip below these expected standards. These factors may include changing family patterns and home difficulties, uncertain economic climate and health-related issues.

It is important that we all recognise that all pupils are entitled to be educated in a safe and ordered environment, with no disruption to learning and teaching. The school has extensive support structures in place to work with individuals whose behaviour is causing us concern and which may be interrupting the learning of others. This will involve Pupil Support staff, whole school staff, parents/carers and other agencies as appropriate.

Expectations on conduct are communicated to pupils and parents/carers by a variety of methods and on a regular basis. Pupils and parents/carers know what sanctions will be applied should pupils fall below the expected standards of conduct. They will also know what support will be in place to help pupils in this situation to get their conduct back on track to be acceptable.

Our behaviour policy is reviewed on a regular basis to ensure that it is effective and supports **ALL** the pupils who attend Fortrose Academy.

All schools are very aware of the possibility of bullying, including online bullying. All staff, teaching and non-teaching, are expected to be alert for any signs of bullying throughout the school day. Pupils are encouraged to speak to any trusted adult about any concerns they have. The school follows Highland Council's Positive Relationships and Bullying Prevention Policy. Further information can be found on the Highland Council website:

http://www.highland.gov.uk/downloads/file/12121/positive_relationships_and_bullying_prevention_policy_guidance_and_toolkit

The issue is supported by the English Department in S1 when pupils complete a unit of work on this topic. Bullying and cyberbullying are also covered in Lifeskills classes at various stages across the school.

Promoting Diversity and Equality Policy

Our children and young people live in a diverse society in 21st century Scotland. Fortrose Academy is committed to creating an environment for the whole school community that demonstrates shared values of inclusion, equality, fairness and respect.

Our school recognises and celebrates difference within a culture of respect and fairness, and aims to meet the needs of every child in line with the principles of the national policy of *Getting it Right for Every Child*.

We work together with our children and young people, families and staff to ensure that inclusion and equality are part of all our activities. Our policy aims to:

- Promote positive attitudes and behaviours towards equality and diversity;
- Promote understanding of equality and diversity through the school curriculum and ethos; and
- Help the school to meet these aims and fulfil our legal obligations.

We are committed to meeting the statutory duties of the Equality Act 2010 and this policy includes information about how we will comply with our duties and also provides guidance about our approach to promoting equality and diversity.

Further information about this topic can be found using the following link:

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

Substance Misuse

Fortrose Academy operates a zero tolerance policy on the misuse of drugs and alcohol; this includes any equipment associated with drugs.

Pupils caught with drugs, drugs equipment or alcohol in or around the school, on any school trip or at a school function will be dealt with appropriately and the Police may be involved. There may be further repercussions including the pupil being banned from future school trips/events and may result in exclusion.

We have few incidents of substance abuse but will continue to operate the above policy for the protection of our pupils and staff.

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 or may be at risk of coming to harm.

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 Children's Services/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, Highland Child Protection Committee, Kinmylies Building, Leachkin Road, Inverness IV3 8NN - Telephone 01599 566305.*

The policy is also published on Highland Council's website – http://www.highland.gov.uk/downloads/file/162/child_protection_policy.

Members of the public who have concerns about a child's safety or well-being are encouraged to contact the school. We will pass on any concerns to Children's Services.

Lifelong Learning

The school has a large and well equipped Library and an Open Learning Base.

Our philosophy is that these facilities should be fully available for the community and they have full access to the library during the school day. This operates very successfully. The school is also in direct communication with Further and Higher Education institutions, together with employers and the voluntary sector to

Family Learning

The school works hard to maintain effective links with home to enable parents/carers to support learners as appropriate. Parents/carers will be informed of any specific advice, events

and opportunities via the school newsletter, through the school texting service, by letter or by social media. Ideas for events from parents are always welcomed.

Use of Computers, the Internet and e-mail in Fortrose Academy

Highland Council provides all secondary pupils with a 1:1 Chromebook device where parental permission is agreed. All users are required to complete an Acceptable Use Policy prior to issue. Fortrose Academy also has a number of other networked computers and access to the Internet which is filtered to help prevent pupils accessing inappropriate sites. To gain access to the internet, all pupils must obtain parental permission and forms are sent to parents/carers when pupils enroll at the school. Should a parent prefer that a pupil not have Internet access, use of the computers is still possible for purposes such as word processing.

What is possible?

Access to e-mail and the Internet will enable pupils to explore thousands of libraries, databases, museums, and other repositories and to communicate with other Internet users around the world. Families should be aware that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive. While the purposes of the school are to use Internet resources for constructive goals, pupils may find ways to access other materials. We believe that the benefits to pupils from access to the Internet in the form of information resources and opportunities for collaboration exceed the disadvantages. But ultimately, parents/carers of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Therefore, we support and respect each family's right to decide whether or not to apply for access.

What is expected?

Pupils are responsible for appropriate behaviour on the school's computer network just as they are in the classroom or a school playground. Communications on the network are often public in nature. General school rules for behaviour and communications apply. The use of the network is a privilege not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilising the school's computer resources. The pupils are advised never to access, keep, or send anything that they would not want their parents/carers or teachers to see. Pupils and parents are asked to sign an ICT/Chromebook Acceptable Use Agreement which highlights expectations.

What are the rules?

Privacy – Network storage areas are treated like school lockers. Network administrators may review communications to maintain system integrity and to check that pupils are using the system responsibly.

Storage capacity – Users are expected to remain within allocated disk space and delete e-mail or other material, which take up excessive storage space.

Illegal copying – pupils should never attempt to download or install any commercial software, shareware, or freeware onto network drives or disks. Pupils should not copy other people's work or intrude into other people's files.

Inappropriate materials or language – No profane, abusive or impolite language should be used to communicate nor should materials be accessed which are not in line with the rules of school behaviour. A good rule to follow is "Never view, send, or access materials which you would not want your teachers or parents/carers to see". Should pupils encounter such materials by accident, they should report it to their teacher immediately.

Abuse of password – Users should not allow other users to their files nor their mailbox by disclosing passwords. Passwords should be changed regularly and held as private information.

Essential Rules

- Do not use a computer to harm other people at their work.
- Do not damage the computer or the network in any way.
- Do not interfere with the operation of the network by attempting to install commercial software, shareware, or freeware.
- Do not violate copyright laws.
- Do not view, send, or display offensive messages or pictures.
- Do not share your password(s) with another person.
- Do not waste limited resources such as disk space or printing capacity.
- Do not trespass in another's folders, work or files.
- Do notify an adult immediately if, by accident, you encounter materials that violate the rules of appropriate use.
- **Be prepared** to be held accountable for your actions and for the loss of privileges if the rules of appropriate use are violated.

If you have any queries about any aspect of this, please contact the school.

Further information can be found on Highland Council's website:

http://www.highland.gov.uk/downloads/file/10924/ict_acceptable_use

Mobile Phones

Pupils are currently allowed to bring phones to school, but the following should be noted:

- The **school cannot accept responsibility for phones which are damaged or go missing in school**. Pupils bring phones – and other valuables – to school **at their own risk**.
- Phones must be **switched off** during assemblies and lessons. Any disturbance from a phone will result in that phone being temporarily removed and passed onto one of the Depute Rectors. They will alert parents of the incident by text message. Parents/carers should phone the school office if they need to contact their child during school time.
- Any pupil found to be taking part in bullying and unacceptable behaviour using a phone – silent calls, abusive messages, etc – will be dealt with very firmly. Parents/carers will be contacted and in the worst cases, the police might be involved.

CURRICULUM

At Fortrose Academy we aim to maximise attainment and achievement for all our pupils. We also aim to provide a relaxed and caring organisation to promote a good learning environment which will equip pupils for work, leisure and citizenship.

Curriculum for Excellence

All pupils in S1-3 follow a broad general education (BGE), learning across all nationally identified curriculum areas. In February of S2, pupils are supported in making choices for the subjects which they will study in S3 as they begin to personalise their learning more as they complete their BGE and prepare for the Senior Phase – S4-6.

All learners develop skills for learning, life and work across the curriculum, with opportunities to develop key skills in literacy, numeracy and health and well being across learning.

Learning is organised through the formal curriculum i.e. in subjects learned, but also through the range of other opportunities available and through opportunities for wider achievement e.g. HLH Leadership Awards. From S4 onwards, pupils are also able to apply for a number of college based vocational courses to supplement their in school provision.

In S4-6, pupils continue to develop skills for learning, life and work as they study to achieve national qualifications through the Scottish Qualifications Authority.

SQA National exams have replaced Standard Grades and Intermediate qualifications in S4. National 1-4 qualifications, assured by SQA, will be assessed by your child's teacher. National 5 qualifications will involve a final external assessment, usually an exam. Pupils in the senior phase can opt into National courses (and Units), Higher and Advanced Higher courses which best meet their needs. Some courses are offered off site through the Inverness College/University of the Highlands and Islands, or through the Highland Virtual Learning Academy. Pupils/parents should be aware that it is possible to liaise with the school re planning

programmes of learning which include work based learning, community based learning, volunteering etc. Please see your child's guidance teacher initially.

Our school website has up-to-date information about the school's curriculum (under **Information for Parents – Curriculum Information**) <http://www.fortroseacademy.co.uk/#!/services3/c1d4b>

Curriculum Equal Opportunities Policy

In accordance with the Highland Council Equal Opportunities Policy, the school is committed to maintaining a curriculum intended to develop the individual pupil's potential, irrespective of gender, sexual orientation, race or disability.

Gaelic Education

Whilst we do not currently have in school provision for the learning of Gaelic, it is possible to make arrangements for learner and native speaker provision. Parents of pupils wishing to study/continue to study in Gaelic should please contact the Rector.

Further information re the curriculum in Scotland can be found at <https://education.gov.scot/parentzone/>

Global Education

At Fortrose Academy, preparing pupils to take their place in an ever-changing world is given a high priority. We aim to put the global dimension at the heart of learning where appropriate, supporting subject departments and also cross-curricular learning. By doing this, we hope all pupils will leave school as well-prepared global citizens who:

- are aware of the wider world and have a sense of their own roles as world citizens;
- respect and value diversity;
- have an understanding of how the world works economically, environmentally and socially;
- participate in and contribute to the community at a range of levels from the local to the global;
- are willing to act to make the world a more equitable and sustainable place; and
- take responsibility for their actions.

Such global citizens will be of lasting benefit in an age of enhanced global awareness.

Religious and Moral Education

All pupils participate in a planned programme in RME at Fortrose Academy. Religious and Moral Education helps pupils throughout their whole school career to reflect on and respond to the

religious and spiritual beliefs, practices, insights and experiences that are expressed in the human search for meaning in life and are directed towards

‘developing a knowledge and understanding of the broad cultural, religious and spiritual heritage of our entire community and its changing character; enabling pupils to confirm, deepen or come to their own approach to the meaning of life; fostering in pupils a respect for the commitment, beliefs and practices of others; developing an appreciation of religious faith and the varieties of faith including those well established ethical traditions that are present in our society; appreciating the part played by religion in determining individual and community values, standards, behaviour and conduct.’

Arrangements will be made for pupils whose parents do not wish them to participate. Parents/carers who do not wish their children to participate in RME activities should advise the Rector in writing.

Personal and Social Education

Personal and Social Education is a critical part of a young person’s education. These ‘Lifeskills’ lessons prepare young people for dealing with a wide variety of situations that they may face at some point in their lives. They also inform pupils about current events and incidents that may impact on their future. Lessons are relevant to the issues that young people are facing and are regularly evaluated and updated to keep them fresh, informative and current. Some examples of topics covered are:

- Substance misuse
- Bullying, including cyber bullying
- Relationships, Sexual Health and Parenthood
- LGBT+
- Internet safety
- Conflict resolution
- Mental Health
- Building resilience
- Road Safety
- Human Rights
- Extremism and Immigration
- Careers and development of skills, working in partnership with Skills Development Scotland

A more detailed PSE course outline can be accessed via the school website.

Pupils Leaving School

Information for pupils leaving school can be obtained from the guidance staff, through Mr Ellis (Skills Development Scotland), through Jobcentre Plus or via this link. [16+ Learning Choices Information](#)

Opportunities for All is a commitment by Scottish Government to offer a place in learning or training to every 16-19 year old who is currently not in education, employment or training. Highland Council has a lead role in respect of Opportunities for All whilst young people are still in school. The long-term aim is to enable all young people to access and progress in learning and to equip them with the skills to participate and progress, where possible into eventual employment.

MONITORING, TRACKING, ASSESSMENT AND REPORTING

We understand it is vital that pupils are aware of the progress they are making across the range of subjects that they study. It is also essential that they know how they can improve and what areas of their learning they should focus on. Staff in Fortrose Academy use a variety of assessment methods throughout the year and engage in quality feedback with learners informing them of their next steps.

Pupils should be aware of where they are in their learning and should also be confident that they know what they need to do to improve. Pupils should ensure they fully utilise the feedback given to them by their teacher. This will also be reinforced with S1-S4 pupils during FASE Time.

Formal tracking and recording of progress is carried out twice a year and parents/carers will receive a tracking report based on evidence gathered throughout the session. This tracking report will advise parents/carers and pupils of potential targets and current levels of achievement.

HOMEWORK

Learning is not confined to the classroom, and studying at home can help to encourage a habit which is of lasting benefit to pupils. Homework provides pupils with opportunities to develop further interests and understanding in particular subjects and may take a variety of forms.

Parental interest in pupils' homework is encouraged. In particular, it is important that time is set aside for homework and that suitable facilities are made available. Homework is recorded in a number of ways eg Google Classroom.

A suitable amount of time will be given for the completion of homework. Some assignments will require some days, some 10 minutes.

Homework should always be seen as relevant to the class work and every attempt is made to suit the needs of individual pupils. It might include:

- Project work
- Formal exercises
- Completion of class work
- Consolidation/learning class work
- Home reading - class library
- "Core/extension" homework sheets
- Watching and reporting on appropriate TV programmes
- Vocabulary learning
- Practical/physical exercises
- Preparation for class talk
- Redrafting written work
- Researching a topic.

Non-Completion of Homework

It is expected that all pupils complete the homework set. It is recognised that there can be exceptional circumstances which prevent this happening and parents/carers are encouraged to communicate such circumstances to the school/subject teacher.

EXTRA-CURRICULAR ACTIVITIES

A large number of activities are available to pupils at lunchtimes and after school. Regular updates are posted on the school's Facebook page and in daily notices to pupils/parents..

Sporting opportunities include football, basketball, dance, rugby, hockey and badminton. Pupils are told about these activities during daily announcements (these are published on the school's website).

Musical activities often include ceilidh band, choir, windband, orchestra, piping group, rock bands and rock n reel.

Other activities include drama, expressive arts, film club, debating and public speaking.

The school always welcomes pupil participation in the Pupil Council – a key way for young people to contribute to planning for improvement and to share their views and be involved in decision making about aspects of school life.

Library

During term time the Library is open for all pupils and members of the public from 9.00 am – 5.00 pm daily; Saturdays 10.00 am – 1.00 pm. It is also open to the public from 6.00 pm – 8.00 pm on Wednesdays and Thursdays. During school holiday periods different opening hours apply – contact Ms S Bruce, Librarian, for further information.

Study

After School Study usually starts in December and takes place on most Wednesdays until 5.00 pm. Many teachers stay to offer pupils extra time and help with their subjects. Contact the school if you would like more information.

PUPIL DRESS

The school expects a high standard of dress from pupils. Pupils are expected to adhere to the dress code which is black and white. Leggings are not appropriate. More information is available on the school website.

Physical Education

Pupils follow a planned programme in PE throughout their time at the Academy. All pupils should wear appropriate kit as identified by the PE department.

Home Economics

Pupils are expected to wear aprons over their school uniform when cooking. These can be provided if necessary, but pupils are asked to bring their own if they wish, together with an appropriate container to take completed products home.

HEALTH CARE

School Nurse – Lindsey Harper (part-time)
Based in Dingwall
Tel 01349 868833

The Community Paediatrician assigned to the school sees pupils who have ongoing health problems which may affect their education. BCG immunisations are offered to all S1 pupils, and tetanus, diphtheria and polio immunisations to all pupils aged 14. Parental consent forms are issued prior to immunisation. Meningitis C immunisation will be offered as necessary and the HPV vaccine will be administered to girls.

The school operates a 'sick bay' under the care of the Office, for pupils who take ill during the school day. Parents/carers will be contacted and a decision will be made as to whether or not the pupil needs to go home. In more serious situations, eg accidents which need hospital treatment, pupils will be taken to Raigmore Hospital, Inverness and parents/carers will be contacted immediately.

Where appropriate, the Office will hold medicines on behalf of parents/carers, eg asthma inhalers, and medicines to be taken during the school day. Any such requests should be clearly labelled. (Please note: No medication can be given without parental permission - this includes medicine such as paracetamol and cough medicine.)

Health Promoting School

As a Health Promoting school we also 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.

School Meals cost £2.30/£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. 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](http://www.highland.gov.uk/info/899/schools_-_grants_and_benefits/10/free_school_meals_and_assistance_with_clothing)

Application forms are available from the school reception or from Highland Council Service Points. 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 Link to information about **School Meals**

Lunchtime Choices

Parents are responsible for pupils who decided to go out with school grounds at lunch time.

Breakfast Club

We operate a very popular breakfast club in Kitchen 1 every morning from 8.15 am - 8.40 am. There is a wide variety of options and no charge.

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/carer, providing:

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

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

Minor injuries

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 be contacted and you may be advised to collect your child from school.

Mental Health and Wellbeing

Staff will support the emotional development and wellbeing of pupils through formal and informal curricular activities. Any concerns about a pupil's wellbeing can be discussed with the named person. School have access to Highland Council's Primary Mental Health Worker Service and consultation and advice may be sought if there are concerns that might require more targeted support. Parents would generally be involved in discussions beforehand, however a young person over the age of 12 can ask for support themselves.

EMPLOYMENT OF CHILDREN

The employment of school children is covered by byelaws which can be summarised as follows:

1. No child under the age of 13 may be employed (except by his parents/carers, and under certain conditions).
2. Between the ages of 13 and 15, a child must have a work permit (available from the Area Education Office, 84 High Street, Dingwall) before starting work.
3. Once the child is 16, these rules no longer apply.
4. The conditions of the work permit allow a child to work for a maximum of 2 hours on a school day and only between 7.00–8.30 am and between 3.45–7.00 pm.
5. If paid work interferes with the child's schooling, or if the pupil truants, the permit may be revoked. It is illegal for any pupil to work on a school day if he or she is absent from school.

If your youngster wishes to take a job and you are concerned about the possible effect on school work, please do not hesitate to contact the relevant Guidance teacher.

SCHOOL TRANSPORT

The great majority of pupils of Fortrose Academy travel to the school by bus, our main transport provider being D&E coaches. Pupils will be issued with a bus pass for the bus they have been allocated to.

The Education Act states that it is the duty of the local education authority to provide free transport for, or pay the travelling expenses of, any pupil of compulsory school age for whom a place at a day school is provided by the local education authority if his/her home is not within walking distance of the school. Walking distance is defined as two miles for children aged under eight and three miles for children aged eight or over, (although transport is provided for Avoch because of the nature of the road.) The transport must be provided for, or the fares paid must cover, the journey from a point *reasonably near the child's home to a point reasonably near the school*. There is a qualification in that should a child attend, at his/her parents/carers' wishes, a school which is not the nearest available school to his/her home then the authority is under no obligation to provide free transport or pay travelling expenses.

The safety of pupils using transport made available by education authorities is the responsibility of the authority concerned. Section 51 of the Education (Scotland) Act 1980 specifically states that the arrangement for the provision of transport for school children is a matter for education authorities to decide themselves. Authorities also have a duty of care arising under Regulation 3A of the Safety and Supervision Regulations (for those travelling on school transport) and under the common law. Guidelines are issued by the Scottish Government.

While pupils are travelling on school transport they must follow any instructions given by the driver, who will report any cases of misbehaviour to the school. Great care must be taken when boarding or leaving the bus and under no circumstances should pupils get on or off the bus while it is moving. Standing during the journey or chatting to the driver is also very dangerous and not permitted. Persistent or serious bad behaviour may result in pupils being removed from a bus, leaving parents/carers responsible for delivering to and collecting their child from school

Pupils are asked to help us to make our school transport as safe as possible by always behaving in a sensible and considerate manner on school buses.

Routine concerns about school transport (eg lost bus passes) can be addressed to Mrs Christine Baird, our Administrative Assistant. However, any concerns about more serious issues (safety, discipline etc) should be addressed to the Rector.

Pupils are assigned to buses by Highland Council and cannot change bus – either permanently or temporarily – unless they organize this in advance through Highland Council.

Concerns about bus timings, condition of the buses, etc., should be taken up with DE Coaches (01463 222444) or with the Transport Office (01479 812992/812993).

Access to Pupil Records

The Pupils' Educational Records (Scotland) Regulations 2003 extend to parents the right of access (with certain specific exceptions) to any record held by the Authority in relation to their child. Parents may make application to the Head Teacher.

Data Protection Legislation

Information on pupils, parent and guardians is stored on a computer system and may be used for teaching, registration, assessment and other administrative duties. The information is protected by data protection legislation and may only be disclosed in accordance with the codes of practice.

Transferring Educational data about pupils

The Scottish Government and its partners collect and use information about pupils through the *Pupil Census* to help to improve education across Scotland. This note explains why we need this information, how we use it and what we do to protect the information supplied to us. Further information can be obtained from <http://www.gov.scot/Topics/Statistics/ScotXed>.

Data about pupil preferred routes, preferred occupations and anticipated school leaving date is also collected from S3/S4 to support planning for leaving school. This information is shared with Skills Development Scotland. Further information about 16+ Data can be found here:

<http://hi-hope.org/directory/listing/16plus-planning>

Data policy

Information about pupils' education is collected through our statistical surveys in partnership between the Scottish Government and Local Authorities through the ScotXed Programme which aims to help schools and Local Authorities by supporting efficient collection, processing and dissemination of statistical information. The Scottish Government then provides analysis of the data to support research, planning, management and monitoring of education services as well as to produce National Statistics publications.

Education data within Scottish Government is managed effectively by secure systems and is exploited as a valuable corporate resource, subject to confidentiality restraints. As part of its data policy, Scottish Government will not publish or make publicly available any information that allows individual pupils to be identified, nor will data be used by Scottish Government to take any actions in respect of individuals. Data is held securely and no information on individual pupils can or would be made publicly available by Scottish Government.

The individual data collected by Scottish Government through the Pupil Census is used for statistical and research purposes only.

Information on why we collect data about pupils and who we share this data with can be found in Highland Council's Privacy Notice which is available here: https://www.highland.gov.uk/directory_record/1095920/enrol_your_child_at_a_school

Why do we need your data?

In order to make the best decisions about how to improve our education service, Scottish Government, education authorities and other partners such as the SQA and Skills Development Scotland need accurate, up-to-date data about our pupils. We are keen to help all our pupils do well in all aspects of school life and achieve better examination results. Accurate and up-to-date data allows us to:

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

Your data protection rights

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

<http://www.gov.scot/Topics/Statistics/ScotXed/SchoolEducation>

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

Concerns

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

ADVERSE WEATHER CONDITIONS

Schools now have a dial-in service if there is risk of closure due to adverse weather. This allows parents/carers to listen to a recorded message from the Rector. It is an enhancement to the present service and does not replace existing methods of giving out information, such as radio broadcasts, as described below. Telephone **0800 564 2272** then **041040**. You will hear information relating to the school if it is affected by or likely to be affected by the weather. Parents/carers can also access the Highland school closure website on: http://www.highland.gov.uk/info/827/education_and_learning for school closure information.

The procedures outlined below are based on Highland Council guidelines:

1. Pupil Safety

The decision as to whether a pupil should attempt to travel to school in adverse weather conditions, whether by transport or on foot, lies with the parents/carers. While recognising that education should be interrupted as little as possible, the Education Authority accepts that in severe weather conditions the safety of the pupils is paramount.

2. Pick Up Points

For pupils using school transport, weather conditions and availability or otherwise of shelter at the pick-up point will dictate just how long a child should wait and parents/carers are asked to advise children appropriately in relation to prevailing conditions. During difficult weather conditions, no pupil is expected to wait longer than twenty minutes past the normal 'pick-up' time. Later in the day, where parents/carers are sufficiently concerned about conditions at 'drop off' points, they should contact the school as early as possible.

3. Contract/Public Service Buses

Parents/carers are advised of the different circumstances affecting drivers of contract vehicles and public service vehicles. Drivers of contract vehicles are advised that they should not drop off children where there is any doubt that they may not safely reach home

or other acceptable place of shelter. Drivers of public service vehicles, however, must travel by specified routes in accordance with scheduled time-tables and cannot make special provision for the individual needs of passengers.

In either case, but more especially where public service transport is involved, parents/carers should arrange to have children met at the 'drop-off' point if it is felt that prevailing conditions so demand.

4. Emergency Address

Parents/carers should advise schools of an alternative address which may be used by their children in emergencies.

5 Examinations

Some parents/carers and pupils are often particularly concerned that important examinations may be missed but this consideration should not override good judgement. Arrangements can be made regarding examinations which are missed.

6. Early Closure

The school will tend to err on the safe side if weather conditions worsen during the day. A decision on whether or not to close will be made as early as possible to allow the bus drivers as much time as possible to deliver pupils home during daylight hours.

7. Radio Announcements

Local Radio Stations will issue news and weather bulletins conveying appropriate information regarding traffic conditions, school closures, etc. While it is recognised that such transmissions may not cover all households, they will be helpful to many families.

BBC Radio Highland - In extreme conditions Radio Highland will interrupt Radio Scotland transmission to carry emergency bulletins.

Moray Firth Radio - Special announcements about school closures are made regularly throughout the morning programmes.

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.