



Listening
Èisteachd

Support
Taic

Lifeskills
Sgilean-beatha

Ambition
Miann

GAIRLOCH HIGH SCHOOL

ÀRD-SGOIL GHEÀRRLOCH



School Handbook

Leabhar Fiosrachaidh

2023 - 2024

Achtercairn

Gairloch

Ross-shire

IV21 2BP

Telephone: 01445 712275

Email: gairloch.high@highland.gov.uk

Website: www.gairlochhigh.org.uk



Head Teacher - Mr Wim Chalmet

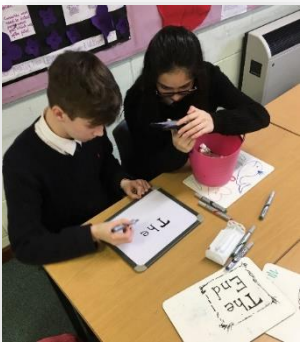
Depute Head Teacher - Mr Stuart Caddell

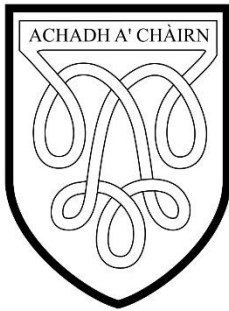




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Welcome to Gairloch High School.

This handbook is designed to give you and your child as much information as possible about our School, whether your child is currently in Primary 7, enrolling from another school or is already in school.

We believe in strong partnerships between pupils, parents, staff, with our associated schools and with the local community; by building on these partnerships we strive to offer your child the best learning and teaching possible in order to help them exceed their expectations. We have a great sense of pride in our school and we work hard to maintain a very positive ethos.

Communication therefore is very important to us. Our website contains a wide range of information for pupils and parents, and our daily bulletin is available for all pupils on the Pupil Portal. We also have active social media pages, to share relevant information/events and celebrate the achievements of our pupils. Our parent council are very active and would welcome any new members.

We want you to feel part of the Gairloch High community and look forward to having a very long and happy relationship with you and your child here in Gairloch High School.

Wim Chalmet

Head Teacher/Ceannard

#WeAreGairlochHigh



A Message from our School Captains

Gairloch High School is a small close-knit school with just over 100 pupils who are passionate about their pupils and create a positive learning environment. During our 6 years at the school, we have built close friendships, overcome challenges, developed a positive relationship with staff and gained valuable skills needed for adult life. Whether you wish to go straight into full time employment, further education or undertake an apprenticeship, we feel this school has provided us with a great base on which we can build from. As well as all the different courses offered at Gairloch High School, The school is also very passionate about the opportunities we receive outside the classroom. Every year the school put on a number of different events such as the School Dance, Sports Day, the Christmas Quiz, the Krypton Factor, an S1 residential week, Duke of Edinburgh and much more. In addition to existing events and opportunities, each year we continue to develop more opportunities for pupils to have fun and learn in a non academic environment. The school also offers many extra curricular activities such as football, basketball, hockey, lego and also a study club. We get to enjoy many of these activities in a friendly but competitive environment through our inter-house competitions. These encourage competitive spirit between our three houses and are very popular among pupils. Something that makes Gairloch High School so special is that we aren't just a school. When you are part of the school, you become part of the whole community in the surrounding area. The fact that every teacher knows who you are as an individual means that the school is a safe and friendly place to come and learn, as is Gairloch as a whole. Personally, we can say that this close community feel helped us developing confidence and gave us good opportunities to have roles of responsibility as we moved up the senior school. As people leave in S5 or S6, it leaves behind a smaller group who in our case, became extremely close and comfortable with each other. This was helped by the multiple chances we were given to get closer and appreciate each others' skills such as our S6 residential trip at the beginning of the year. Being School Captains and working closely with the senior management team, we feel we are listened to and our ideas are taken seriously and action is taken every time we bring up a concern. Having this level of responsibility has also allowed us to organise fun school events such as the quiz where we can get everyone involved and have fun while promoting the visions and values of the school. Now in our final year of school, we can reflect on the impact COVID-19 has had and still has on school experience. Home learning wasn't an easy time for anyone however coming out of these difficult times has only made us stronger as a school and we are now enjoying more school activities together, such as our School Dance which was cancelled previously due to lockdown. It has also allowed us to explore the concept of virtual classes and foundation apprenticeships which have been very successful in giving pupils a wider variety of choices in subjects. Despite COVID our school has continued to improve our average grades at all National 5, Higher and Advanced Higher levels. This is extremely impressive and something we take great pride in, it's important to us that we continue to give our small school such a big name.

School captains:

*Isabel MacDonald, Lewis Hildrey
and Shonagh MacKenzie*



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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.



School Vision and Values

Our shared school values are:

We **Care**
We **Support**
We value **Life skills**
We are **Ambitious**

Learning and teaching is our core activity and the provision of an excellent education will ensure all our pupils, staff, parents and partners have aspirations for lifelong learning. Our ambitions and beliefs for our pupils are to encourage them to become successful, confident adults. Regardless of their gender, race, sexual identity, disability, religious or political beliefs we will care for our pupils in a positive and supportive environment.

School Aims

We will provide a place of education which will:

- ✓ create successful learners who are stimulated to think, learn and contribute to the life of the school and the wider community.
- ✓ provide a curriculum of excellence that supports and enables all pupils to achieve their full potential.
- ✓ enable pupils to develop a knowledge and understanding of the world – creating citizens who are informed about environmental, cultural and scientific matters.
- ✓ communicate and work in partnership with teachers, pupils, parents and other agencies creating a positive learning environment where everyone knows their views, talents, skills and opinions are valued and considered.



Introduction to our school

Within a catchment area of over 400 square miles, the School currently draws approximately 110 pupils from five Associated Primary Schools:

- Bualnaluib
- Gairloch (English and Gàidhlig Medium),
- Kinlochewe
- Poolewe
- Shieldaig

Gairloch High School provides a full and comprehensive curriculum for pupils aged 11–18 (S1- S6). Gairloch High School teaches the language of Gaelic (Learners) and Gàidhlig (Medium).

Gairloch High School takes great pride in the positive relationships between staff and pupils. Many visitors over the years, both official and unofficial, have remarked in an objective way about the positive ethos that exists within the school. The recent HMIe report (October 2017) highlights a key strength as 'young people feeling cared for, safe, happy and respected. Their sense of responsibility is contributing to strong and courteous relationships which enhance school life'

Gairloch High school strives to raise achievement for all pupils. The school works closely with pupils, parents and the wider community to ensure that pupils could gain the qualifications they needed to progress beyond school. Increasingly, the school provides stimulating opportunities for pupils to develop personal skills and attributes, such as confidence and enterprise.

Key features of the school's provision include:

- A residential week for pupils in S1, which provides an opportunity to promote a range of important skills, such as personal confidence and working in teams.
- A curriculum in S3/Senior Phase (S4, S5 and S6) that is sufficiently flexible in a small school to enable personalisation, choice and progression and supports learning pathways.
- Effective curricular and career guidance. Staff providing knowledgeable advice to assist pupils with applications for work, higher and further education.
- We continually strive to raise attainment and achievement in its broadest sense and to give each pupil every opportunity to realise their full potential and prepare them for the world beyond school.
- A combination of small mixed ability classes, a pupil centred approach with much direct teaching, careful setting of groups as appropriate and efficient use of resources ensures a learning environment where a wide range of ability levels can be catered for.
- The size of the school, the environment both natural and created, the support of the community and the dedication of the staff has enabled the school to develop and operate a fully comprehensive system of education.





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 Education and Learning Manager**: Mhairi MacDonald, The Fingal Centre, Viewfield Road, Portree, IV15 9ES.

Placing request forms can be obtained from:

http://www.highland.gov.uk/info/878/schools/11/school_enrolment/2
www.highland.gov.uk/downloads/file/75/school_placement_request_form

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 Gairloch High School, they can contact the school office (01445 712275) to arrange a visit with a member of Senior Leadership. 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.



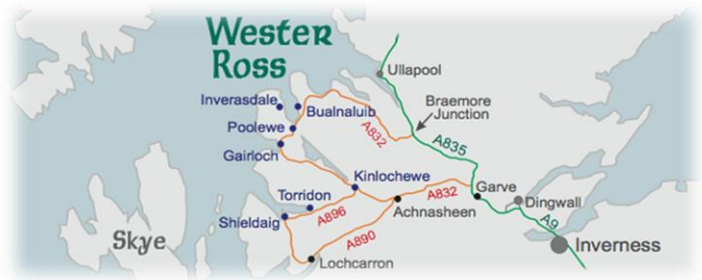
Staff List

Senior Leadership Team		
Name	Job Title	Subject
Mr W Chalmet	Head Teacher	Physical Education
Mr S Caddell	Depute Head Teacher	Business and Computing
Extended Leadership Team		
Name	Job Title	Subject
Mrs C Bulmer	Principal Teacher Support for Learning	SFL, Outdoor Education
Mrs D Hildrey	Principal Teacher Health, Wellbeing & Creative	Physical Education
Miss K MacAllister	Principal Teacher Languages	Modern Languages
Mrs E MacRae	Principal Teacher Science	Physics, Science, RME
Mrs L Whall	Principal Teacher Maths, Technology & Geography	Maths
Mrs H Leonard	Principal Teacher Pupil Support	Drama
Teaching Staff		
Name	Subject	
Ms R Leitch	Chemistry and Science	
Mrs G Geens	Biology 0.5 FTE	
Mr A Gorman	Craft, Design, Technology	
Mrs E Caddell	English 0.8 FTE	
Mrs E Wotherspoon	Geography and Geology	
Mr I Cumming	Gaelic/Gaidhlig	
Mrs G McKenna	Art & Design 0.5FTE	
Mrs T MacDonald	Music 0.8 FTE	
Mrs R Sutherland	Strings Instructor	
Mr E Seaman	Piping Instructor	
Mr D MacIntosh	Drumming Instructor	
Non-Teaching Support Staff		
Name	Job Title	
Mr K Lee	Facilities Assistant	
Mrs J McKenzie	Admin Assistant 0.8 FTE	
Mrs C MacIver	Clerical Assistant 0.7 FTE	
Mrs F MacKenzie	Science Technician/ Admin/Clerical Assistant	
Mrs A Fraser	Pupil Support Assistant	
Mx J Linley	Pupil Support Assistant	
Mrs L Cairney	Pupil Support Assistant	
Mrs A MacKenzie	Pupil Support Assistant	
Ms S MacDonald	Pupil Support Assistant	
Mrs E MacLean	School Catering Head	
Mr S MacDonald	Active Schools' Coordinator	
Mr P Burden	Youth Development Officer	



Geographical location and background

Gairloch High School is situated within the Parish of Gairloch on the western seaboard of Ross-shire, 57 miles from Area Headquarters at Dingwall and 72 miles from Council Headquarters in Inverness.



With the support of parents and the local Community, the High School was upgraded from two to four-year status in 1979. In 1983 we gained six-year status, and this removed the need for Gairloch pupils to transfer to Dingwall Academy and hostel accommodation in order to complete their secondary education. Six-year status was accompanied by a change of name from Achtercairn Secondary to Gairloch High School.

We operate as a fully comprehensive school offering a broad general education covering all curricular areas in S1-S3, as well as formal National Qualifications throughout S4-S6. Our curriculum is enriched by our learning partners to meet the needs of our pupils, and includes offerings to support a vocational as well as academic pathway progressions in several subjects.

August 1994, work was completed on the £5 million new School complex adjacent to the old building. The whole community now benefits greatly from the much-enhanced educational, library, leisure and sporting facilities that are part and parcel of the investment. We have extensive ICT facilities throughout the school and each pupil has a Chromebook to support their learning. The nature of the catchment area, vast distances covered on a daily basis and the variety of modes of travel, allied to the 'remarkable' pupil attendance rate and high levels of achievement, add together to provide a stimulating learning environment.



Attendance at School

Good attendance is vital if pupils are to achieve their full potential. 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.

If a pupil is absent it is important that we are kept informed. An absence note, written or by email from a parent should be used to confirm the absence. Parents can also phone the school on the morning of the absence and this will be classed as an 'absence note'.

Gairloch High School – School Week				
Period	Time (mins)	Monday - Thursday		Friday
Reg	5	8.45 am – 8.50 am		8.45 am – 8.50 am
1	45	8.50 am – 9.35 am		8.50 am – 9.35 am
2	50	9.35 am – 10.25 am		9.35 am – 10.25 am
Interval	15	10.25 am – 10.40 am		10.25 am – 10.40 am
3	50	10.40 am – 11.30 am		10.40 am – 11.30 am
4	50	11.30 am – 12.20 pm		11.30 am – 12.20 pm
5	50	12.20 pm – 1.10 pm		12.20 pm – 1.10 pm*
Lunch	45	1.10 pm – 1.55 pm		*buses leave at 1.20 pm
6	50	1.55 pm – 2.45 pm		Grab-n-go lunch or enhanced hot option at interval
7	50	2.45 pm - 3.35 pm		

Term Dates – 2022/2023

Open

Monday 14 August 2023 (Staff Only)
 Tuesday 15 August 2023 (Pupils)
 Monday 23 October 2023
 Monday 8 January 2024
 Monday 15 April 2024

Close

Friday 6 October 2023
 Friday 22 December 2023
 Thursday 28th March 2024
 Thursday 27th June 2024

Note:

1. Two Days Casual Holiday: Monday 19 and Tuesday 20 February 2024
2. Holidays: May Day 6 May 2024
3. In-Service Days: Monday 11 and Tuesday 12 September 2023, Wednesday 21 February 2024, Thursday 2 June 2024

Future school term dates (2024/25) can be found on the highland council website: https://www.highland.gov.uk/info/878/schools/32/school_term_dates



Illness in School

In the case of illness, pupils are immediately withdrawn from class and parents are contacted. The school does not have the resources to transport sick pupils home during the school day. Where this is deemed advisable, parents are informed with a view to them assuming this responsibility. Where appropriate, the local doctor is called in or the pupil is taken to the surgery, which is very close to the school. Again, however, parents, where possible, are immediately informed of the situation. Pupils who are unwell are accommodated in the school's First Aid Room until their return to class or while awaiting collection by their parents.

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.

- Under no circumstances can non-prescribed medications be administered in schools. This includes paracetamol, aspirin and ibuprofen.
- As a parent/carer, if you wish a prescribed medication to be administered by a member of staff, you should print off FORM - Admin1a, complete and sign it and return it to the school as soon as possible. Verbal permissions are not permitted.



- As a parent/carer, if you wish your child to carry and administer their own prescribed medication, you should print off FORM - Admin 1b, complete and sign it and return it to the school as soon as possible. Verbal permissions are not permitted.

Both forms can be downloaded from our website: <https://gairlochhigh.org.uk/health/>

In addition to the above, if your child has any form of medical protocol or individualised health care plan that we are not aware of, please let the school know of this at your earliest convenience.

Accidents in School

When a pupil has an accident it is school policy to call in the Doctor, contact the parents, and report the incident to the Education Authority. There are occasions when pupils have to go to the hospital in Inverness, and every effort is made to enable the parent(s) to accompany their child.

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 guardian. Pupils must report to the school reception 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, parents are contacted for them to collect their child, therefore it is essential that we have up to date daytime contact numbers and emergency contact numbers for all pupils.

Family Holidays during term time

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

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

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

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.



Emergency Planning

The School has procedures in place for dealing with emergencies. These are used from time to time when a power failure or weather conditions mean that the school has to close early. In such instances information can be obtained by calling the Council's Schools Helpline. More information on this telephone service can be found in the Telephone Information Service – Guidance for parents on the website. Please read this information in conjunction with Adverse Weather Procedures. Each winter, paper copies of these documents are sent home to every parent.

In the event of a major crisis affecting the school and requiring the evacuation of the building, the school has a plan for occasions when it is not possible for the building to be re-entered. Pupils and staff will be moved to the Community Hall or, if this is not possible, to the Myrtle Bank Hotel. Decisions on the dispersal of pupils from the assembly point will be made in conjunction with the police once everyone has been accounted for.

Adverse Weather

We have an established arrangement in place for severe weather conditions. As we know in the west of Scotland, the weather we experience can be very variable and we will endeavour to operate the school day with minimum disruption, but the safety of our pupils and staff is paramount. Adverse weather arrangements are shared through the newsletter in the Autumn term each year.

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 or classwork may be missed, but this should not over-ride good judgement. We normally make alternative arrangements for missed examinations.

Adverse weather closures are announced on the HC Adverse Weather Phone Line and shared on the Highland Council website. We will also try to put up to date information on our Facebook page as soon as possible.

0800 564 2272 (Gairloch High School PIN 041050)

www.highland.gov.uk/schoolclosures

School Transport

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.



School Dress

Our philosophy actively encourages school uniform for social, economic and academic reasons. Parental and pupil support has been such that all pupils wear school uniform.

Girls	Boys
Skirt or Trousers: black or navy	Trousers: black or navy
Blouse or shirt: white	Shirt: White
Cardigan or Pullover: black or navy	Cardigan or Pullover: black or navy
Tie: navy/emerald school tie*	Tie: navy/emerald school tie*
Optional but encouraged: Blazer (black)	Optional but encouraged: Blazer (black)
Optional: School Sweatshirt and fleece	Optional: School Sweatshirt and fleece
Footwear: black flat heeled shoes	Footwear: black flat heeled shoes
PE Kit: white or navy T-shirt/ polo shirt navy shorts**	PE Kit: white or navy T-shirt/ polo shirt navy shorts**

* All new pupils will be provided with a tie. Replacements are available from the School Office for purchase in the event of loss. As a mark of status, S6 prefects have their own distinctive navy/white tie.

** Navy/white/ house-colour polo shirts with the school logo are also available.

We are aware that some of the clothing marketed in some of the large retail stores is not suitable as school uniform in Gairloch High School. Badged school uniform can be ordered direct from our supplier <https://www.schoolwearmadeeasy.com/>

Laundered second-hand items are often available from the school office at a reasonable price of £2.00 per item.

- Only 'school' sweatshirts are acceptable. No other logo or badge on clothes is accepted.
- Black (or any other colour) 'hoodies' are not acceptable.
- Black denim or jeans are not acceptable.
- Pullovers, cardigans, skirts, trousers and shoes that are embellished with sequins and tassels are not acceptable. Nor are belts with large inappropriate buckles.
- Girls' tights should be black, navy or flesh coloured.
- The wearing of a kilt along with the school uniform is acceptable and encouraged.

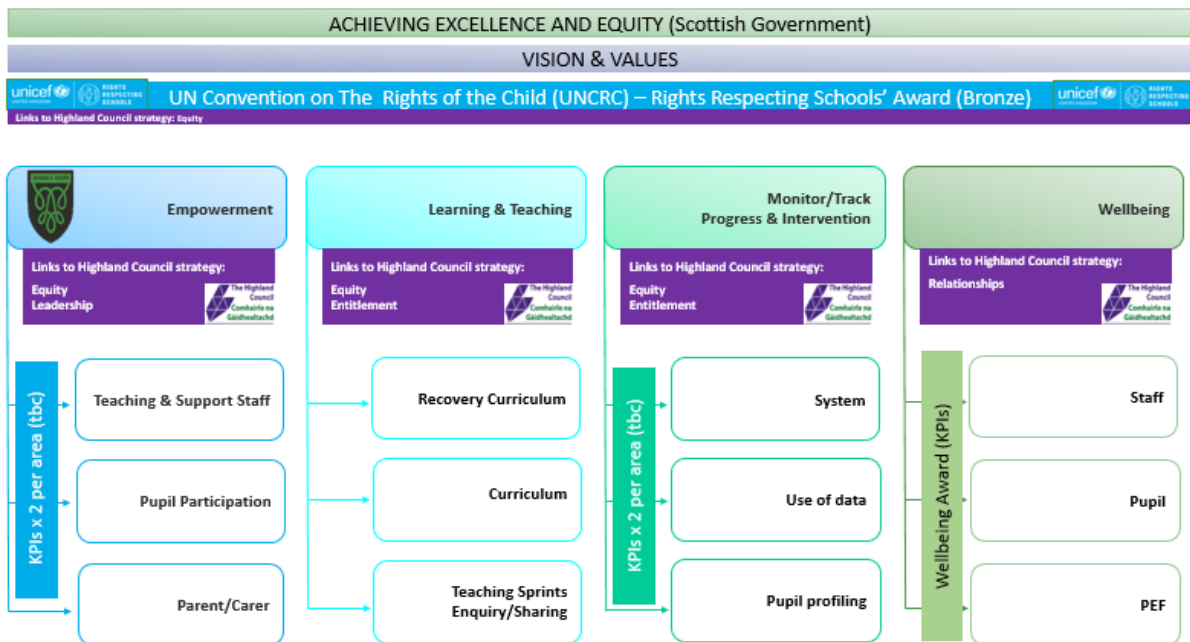


School Improvement

Both School and Department Improvement Plans are reviewed on an on-going basis and a Standards and Quality Report is published annually. A summary of this report is made available to parents on our school website.

Pupils are expected to review their own learning and make a contribution to their annual reports. Pupil results in prelims and final exams are monitored and checked at key points in the year to identify issues. Pupils use this information to set targets to improve their own performance in the same way that staff work to improve delivery and outcomes. The self-evaluation by pupils of their progress is used as a topic of discussion with Pupil Support staff at individual review meetings and also with parents.

A summary of the school improvement plan is available on our school website.



Information regarding school’s performance at local and national level can be obtained via Education Scotland Parentzone School information Dashboard: <https://public.tableau.com/profile/sg.eas.learninganalysis#!/vizhome/SchoolInformationDashboard-Secondary/Introduction>

In addition we are updating our policies and procedures and during the session will make these available on our school website: www.gairlochhigh.org.uk

Parental Involvement

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.

Communication with Parents

Parents are welcome to contact the school at any time to make arrangements to discuss any aspect of their child's education. We will always make time to have an initial discussion with you and if required make an additional appointment for further discussion with a member of the Senior Leadership and/or Pupil Support.

Letters and emails are sent home regularly with updates about the school. A regular Newsletter is produced and shared with Parents and Carers. Information about the school is on our website: www.gairlochhigh.org.uk and we share achievements and successes on our social media pages.

Parents' Evenings are held during the year to give you the opportunity to meet with staff and discuss your child's progress. We encourage pupils to attend these evenings as working together on next steps is a vital link in achieving success. The Head Teacher holds regular drop-in sessions, advertised in the newsletter and on Facebook.

We hold Assemblies to celebrate pupils' successes and give an opportunity for 'Times for Reflection' on a regular basis and encourage parents and the community to attend. This is a very positive feature creating further links with the school. Our School Chaplains attend our assemblies and provide an opportunity for Religious Observance.

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

Parents as Partners

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 Leadership team is in school most evenings for parents to contact with any issues.

Support for parents is also available at <https://www.children1st.org.uk/help-for-families/parentline-scotland/>

Parent Council is a group of parents selected to represent all parents of children at the school. Any parent who wishes to raise an issue for the Parent Council to consider can do so by contacting the Chair of the Parent Council:

Mrs Fiona MacKenzie (gairlochhighpc@gmail.com)

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>

Parent Council

All parents make up the Parent Forum and regular meetings take place between a smaller representative group called the Parent Council and the Head Teacher. Any member of the parent forum can approach the Parent Council with issues they wish raised and all parents are encouraged to involve themselves with the school. The Parent Council works closely with staff for the benefit of our pupils. Details of all meetings and events are posted on the Parent Council pages of the school website.

The school website also contains links that will allow parents to read about ways in which they can support the learning of their children.

The Parent Council have been very active in supporting the school and some of the activities they have been involved with include:

- Continuing to work closely with school to support school improvement.
- Working with Highland Council on the Management of Schools agenda.
- Organising a Curry night, Christmas Fayre —Parent Council Fund raisers.
- Holding a School Open day in the summer term—High School fundraiser
- Setting up regular dates where parents can opt in to help in gardening and landscaping of outdoor learning spaces.
- Arranging agreed dates with the school to provide baking and refreshment.
- Attending school Assemblies (Time for Reflection).
- Family Learning—do I have skills that I can offer?
- Helping to transport pupils to planned events.



- Assisting with the delivery of Duke of Edinburgh Awards.
- Working with the Rotary Club in Interview Skills events
- Developing and delivering of a whole school Careers Fair, involving the community, local businesses and industries.

Getting it Right for Every Child (GIRFEC)

Support for Pupils

PT Pupil Support (Guidance)

Mrs H Leonard

PT Pupil Support (Support for Learning)

Mrs C Bulmer

Pupil Support work closely with all staff in the school to support our pupils. They meet regularly with the Senior Leadership Team (SLT) and Support for Learning (SfL) to share information and plan over-arching support to individuals throughout their time in school.

Pupil Support Staff are responsible for three main areas affecting pupils' welfare:

- Pastoral Support
- Health and Wellbeing
- Additional Support Needs

Support for Learning Department (SfL)

This is a team of staff whose main responsibilities lie with pupils who have Additional Support Needs (ASN). A very wide range of factors may lead to pupils having a need for additional support. These factors fall broadly into four overlapping themes:

- learning environment,
- family circumstances,
- disability or health need,
- social and emotional factors.

We provide Additional Support for Learning in many ways including:

In-class support – we work with subject teachers to ensure that any pupils requiring additional support receive the right kind of help.

Tutorial support – in discussion with the pupils themselves and their parents we may decide that it is appropriate for them to receive 1:1 or small group support. The support we provide includes: consolidation of and/or completion of class work; help with homework; preparation for assessments; specific programme to help improve reading, spelling, comprehension and/or handwriting; literacy skills; numeracy skills; life skills; time out and time to talk.

Transition – some pupils require extra support to cope with the changes and choices during the move from primary to secondary school and from secondary school to a positive destination beyond, such as college or a workplace. At these times we liaise with the pupils and their parents, Pupil Support and other professionals from out with the school (e.g. primary school teachers and Skills Development Scotland) at transition meetings, to ensure that transition is a well-planned, positive experience for that pupil.



Pupil Profiles – these confidential documents are written following P7 transition meetings and distributed to subject staff. Each profile outlines both the strengths and difficulties experienced by an individual pupil. It also lists strategies to ensure that appropriate support is provided to increase access to the curriculum for that pupil.

Child's Plans – to ensure that the support pupils receive is specific, measurable, attainable, relevant and time bound we may decide in discussion with a pupil, their parents, other members of staff and other professionals that a Child's Plan is needed. A solution-focused meeting is held for all those involved and an action plan is drawn up. This is then reviewed and updated at regular intervals for as long as is appropriate.

Alternative Assessment Arrangements (AAA) – pupils can access support from SfL staff with assessments such as reading and scribing, once evidence indicates that they would be at a substantial disadvantage without this.

Paired Reading – is a scheme that involves pairing younger pupils (who need to develop their confidence in reading) with sixth year pupils and together they read every week.

Reading Programme – Some S1 pupils require support with reading to help them 'catch up'. The Reading Programme is a structured reading and comprehension programme delivered three or four times a week for six weeks and has proved very effective for a number of pupils.

Monitoring – pupils can require Additional Support for Learning at any time and there is a 'staged approach' in education, which is a pathway for assessing learning needs and accessing additional services to support pupils within school. It emphasizes early intervention to identify, record and assess pupils with Additional Support Needs and necessitates a co-operative approach between SfL staff, Pupil Support staff, outside agencies including Skills Development Scotland, and parents in line with the Highland Practice Model.

Further information is available on the Scottish Government website:

<http://www.scotland.gov.uk/Topics/People/Young-People/gettingitright>

Effective learning and teaching demands that a range of methods, materials and approaches are employed to successfully cater for the wide variety of needs amongst our pupils. The aim of SfL is to ensure that our pupils are given their best chance of achieving personal success.

If you consider that your child has additional support needs you should contact the Head Teacher.

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 www.enquire.org.uk
- (b) My Rights, My Say – an advocacy and advice service for young people over 12 with additional support needs
<http://enquire.org.uk/myrightsmysay/>
- (c) Scottish Independent Advocacy Alliance, a charitable body registered in Scotland under registration number SC033576; and
- (d) Scottish Child Law Centre, a charitable body registered in Scotland under registration number SC012741.”

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 Head Teacher (Mrs C Bulmer, 01445 712275) If your concerns continue, there are a number of means of resolving difficulties and disputes and information on this can be found at:

www.highland.gov.uk/info/886/schools_additional_support_needs/1/support_for_learners

Liaison with Parents

Parents are actively encouraged to come into the school to meet with appropriate Pupil Support staff on any matters pertaining to their children's education and progress. This method of encouraging school-home communication has proved both popular and very successful; coming into school is not indicative of a problem. Please telephone the School Office (01445 712275) to arrange such an appointment.

Minor injuries

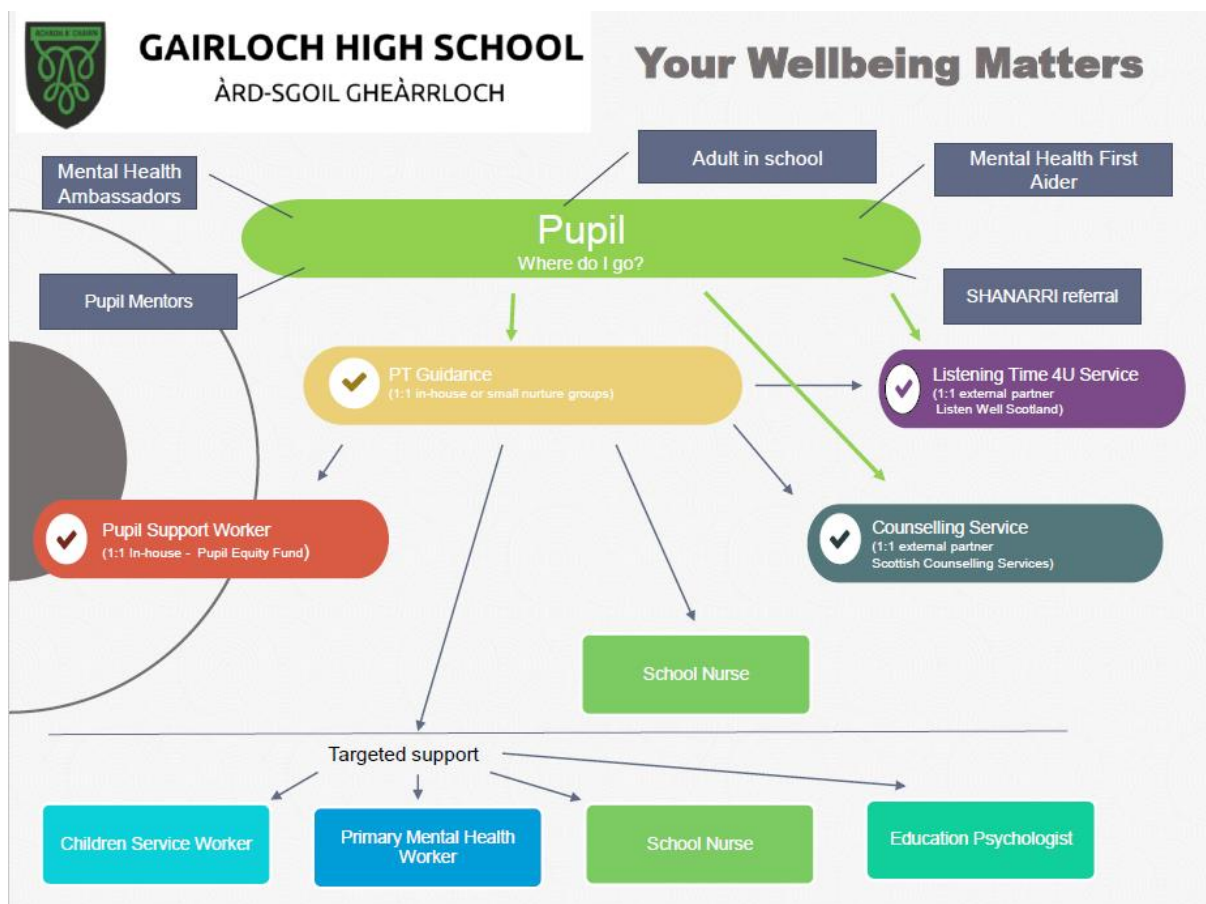
School will only deal with minor cuts and bruises, these will be cleaned and a plaster applied. If your child is injured, falls or becomes unwell during the school day you or the emergency contact you have provided, will always be contacted and you may be advised to collect your child from school.



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 <http://www.wellbeinghighland.co.uk/wsa-to-wellbeing>. Gairloch School has 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. Alternatively, there is a completely confidential, online counselling service called Kooth for children and young people from age 10 that can be accessed: <http://kooth.com/> Parents would generally be involved in discussions beforehand, however a young person over the age of 12 can ask for support themselves.

Gairloch High School Mental Health Framework:



Protection of Children

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

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

All agencies involved in Child Protection are obliged to make the welfare of children their paramount consideration and this will be the priority for Education Service staff. All staff are trained and have regular updates on Child Protection guidelines. COPIES OF CHILD PROTECTION POLICY GUIDELINES are available online at

www.highland.gov.uk/info/1361/childcare_and_family_care/438/child_protection

Partner Staff

School Nurse

Our School Nurse, Mrs S Goldby, visits on a regular basis to provide check-ups and to provide health advice. The nurse also contributes to the school's health education programme and provides an informal lunchtime drop-in service when pupils (and staff) can seek advice.

During your child's time at school it may be necessary to have assistance from other partner staff. This might include for example – Primary Mental Health Staff, Children's Services Worker, Family Services Worker and/or Youth Development staff. This is based on meeting the needs of individual children and will be part of any ongoing discussions with parents and pupils.

Some pupils receive support as a result of temporary or longer-term need. This is done occasionally by extraction but mostly continues in class. The School has access to various support partners (e.g. Psychological Services) however children are referred only after full consultation with parents.

Children's Service Worker (CSW)

Sometimes a Children's Service Worker, Mrs Rae Wood, will be involved in supporting a child and will generally focus on more social and emotional needs rather than issues about the curriculum or classroom learning. They:

- work in collaboration with the support team in school
- work to support families in their own communities
- work with individual pupils and small groups - offering a further level of support

We also have employed an additional Children's worker, for a fixed-term, through the Scottish Government's Pupil Equity Funding to provide further support to our students, for one day a week, focusing on wellbeing and developing resilience.



School Curriculum

Gairloch High School provides a fully comprehensive six-year curriculum. With enthusiastic staff and flexible planning, the school continues to endeavour to provide as wide ranging a curriculum as possible.

Broad General Education

S1, S2 and S3 pupils follow a broad general education. Those entering S1 study two languages (French, Gàidhlig or Gaelic Learners). This gives all pupils access to an extensive linguistic experience, and caters for those who wish to take advantage of Gaelic and local cultural opportunities.

The full range of subjects experienced in S1/2 includes English, Maths, French, Gaelic, Geography, Modern Studies with History, Science, Art, Computing, Craft, Design and Technology, Music, PE, RME, Personal Support and Personal Social and Health Education (PSHE). We also have a SMART/Learning for Sustainability course to provide a variety of skills to S1/2 pupils through a range of activities that include beach cleaning, mountain biking, outdoor learning at Inverewe Garden, gardening, cooking and climbing.

In S3 pupils we offer a personalisation of the curriculum, and begin to make some personal choices across each of the CfE Curricular Areas, taking account of the interests and aspirations of each pupil. A special meeting with parents and pupils is convened where printed information is distributed on course selection and course options. Pupils are interviewed and advised on their choices by Pupil Support staff. Parents are then given the opportunity of consulting with teaching and Pupil Support staff before course selection is finalised.



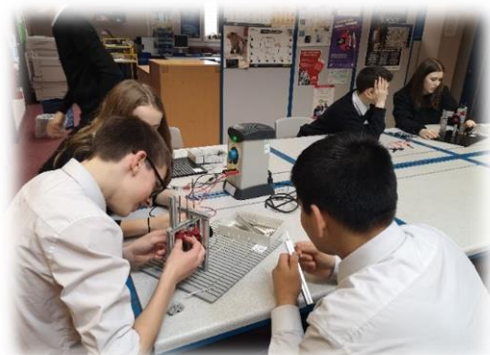
All pupils entering S3 are expected to cover the eight curriculum areas: Expressive Arts, Health and Wellbeing, Languages, Mathematics, Religious and Moral Education, Sciences, Social Studies and Technologies. To meet the expectations of a broad general education this will include PE, Personal Support and PHSE. Current staffing resources and pupil demand will determine the quantity and variety. The current S3 Option Form can be found on the website.

Within the constraints of resources and a balanced curriculum, the School makes every effort to satisfy the wishes of individual pupils. Occasionally, however difficult decisions will have to be made. At the end of S3 choices will be made for the senior phase when pupils begin to study for National qualifications at level 3, 4 and 5 qualifications. Pupils will choose English, Maths and four other subjects.

Senior Phase (S4-6)

The school offers a range of Courses, available at level 4, 5, 6 (Higher) and 7 (Advanced Higher) levels including Mathematics, Applications of Maths, English, Geography, French, Gaelic, Gàidhlig, Biology, Physics, Computing Studies, Design & Manufacture, Engineering Science, Environmental Science, Drama, Chemistry, PE, Fitness and Leadership, Art & Design, Music. Through our learning partners there are many more courses available at each level to ensure pupils have good progression for their learner pathway through senior phase and beyond. These are 1-year courses, with pupils sitting their final examinations in May of each year. Some qualifications do not have a final exam and are assessed throughout the year in class.

We encourage pupils to take responsibility for their own learning, and through a series of formal and informal meetings with Pupil Support and careers staff, senior pupils are expected to play a significant role in their course choices. It is currently Highland Council policy that pupils will reduce the number of S3 subjects as they enter the Senior Phase, which begins at the beginning of S4. This is as a result of the extra demands placed on subjects examined at level 4 and level 5. Pupils enter S4 studying courses. The current S4 Option Form can be found on the website.



The S5/6 Option Form is aligned with the S4 one to allow progression and provide breadth of choice. Pupils aspiring to level 6 (Highers), particularly in S5, must achieve a level 5 pass in that subject. The current Option Form and information booklet is available on the website.

With access to ICT in the school and the support of learning partners, a number of subjects are also available via Distance Learning / Virtual courses.

Pupils entering S6 with intentions of applying for University are expected to attempt at least one level 7 (Advanced Higher) and preferably more.

Advanced Higher courses are run in direct response to demand. Pupils studying Advanced Higher level have some teacher-led time, and individual study makes up the balance. Art, Chemistry, Computing Studies, English, French, Gàidhlig, Geography, German, Physics, Mathematics and Music have all recently been offered and others are possible. Entry to Advanced Higher depends on good performance in the associated Higher course. The significant personal study



component is good preparation for Higher Education and pupils intending University are expected to attempt Advanced Higher level courses. S6 pupils can also study from a range of entry/degree level Open University courses at Advanced Higher level. In recent years this has included Photography, Astronomy and Scottish Law.

We also support, foundation apprenticeships, work placements, shadowing and training that will enhance the prospects of each individual pupil.

Exemption from classes

If parents wish to exercise their right to withdraw their child from Religious & Moral Education, Assembly and/or Sexual Education as part of PSHE program, a written application to this effect should be sent to the Head Teacher. An overview of our PSHE programme is available on our school website. If you like to discuss any concerns regarding the content of the programme, please contact Mrs Leonard (PT Guidance).



Learning Partners: Highland Virtual Academy, West Highland College UHI, Inverness College UHI, North Highland College UHI

To add breadth and choice to our senior curriculum we encourage pupils to consider courses run by our learning partners. There is usually a mix of virtual and face to face opportunities available each year. S6 students are also given the opportunity to study degree modules through University Highlands and Islands and the Open University in a vast range of subjects through the Young Applicants in School Scheme (YASS).

At all stages senior pupils are given advice, in relation to course choice, by Pupil Support staff in consultation with parents and subject staff.

Assessment and Tracking, Monitoring, Reporting (TMR)

As a school, we seek to provide information to pupils, parents and staff to assist in the effectiveness of learning and teaching process and in raising attainment.

Teachers will use the assessment process as an evaluative, diagnostic and formative tool to provide evidence of pupil attainment and progress and to inform learning and teaching approaches and pupil targets.

Pupils should view the assessment and TMR process as a motivating experience which takes place within the overall context of a supportive school. Pupils should make use of feedback, in all its forms to inform next steps for the improvement of their own learning. Parents will receive feedback on their child's progress through pupil reports, progress checks, and target setting information and be able to meet with teachers at least once per academic session. Pupils will reflect on their progress, achievement and best work with their teachers.

Parents wishing to enquire about a pupil's progress are invited to get in touch with Mrs Leonard – PT guidance.

More information on TMR can be found at: <https://gairlochhigh.org.uk/tmr/>

Reports & Parents' Evenings

2022/23

S1	
Settling in report	To be issued Friday 7th October 2022
Parent/Carer Engagement Session	Wednesday 2 nd November 2022
Full Report	Friday 19 th May 2023
S2	
Full Report	To be issued Friday 10th February 2023
Parent/Carer Engagement Session	Thursday 23 rd February 2023
S3	
Full Report	To be issued Friday 25 th November 2022
Parent/Carer Engagement Session	Wednesday 14 th December 2022
Update Report	Friday 17 th March 2023
Senior Pupils	
Full Report	To be issued Friday 9 th December 2022
Parent/Carer Engagement Session	Wednesday 15 th February 2023
Update Report	Friday 10 th February 2023



Homework

Homework is an essential part of the school curriculum, given as a necessary means of reinforcing what is being taught in class. The amount varies according to the class and the subject. Teachers make sure that all pupils keep a record in their Planner and enter their homework in it every day. Even if no specific tasks are set, there is always the need for revision and study of work done recently in class to master it satisfactorily. In order to maintain a reasonable standard of homework parents are asked to check that some attempt has been made on the set piece of work and that it is neat and tidy. Please see the school's Homework Policy on the website. In line with this policy, each subject department has its own guidelines.

Careers Advice

During their time at Gairloch High School 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 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. 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.

The key Careers Adviser linked to Gairloch High School is **Stuart Bauld** and he is available to advise on matters relating to career and curricular choice and is in school on a regular basis. His contact number is: **01463 383373**.

The school will ensure that all pupils 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



Employability & Skills for Work

Gairloch High School's curriculum is designed to develop, in a continuing way, self-esteem, character, ambition, focus and the ability to work with others. At the same time as developing the necessary skills and qualities required to succeed in the world of work, it provides our young people with specific experiences that further prepare them for the adult world.

As part of the national Developing the Young Workforce (DYW) agenda, The Highland Council, Schools, Colleges and DYW Regional Groups are working in partnership to develop and increase work-related learning opportunities for young people through employer engagement. Pupils complete an application form using the Hi-Hope database.

NB: Parents should not make work experience arrangements for pupils. We need to ensure duty of care and due diligence for our young people. The organisations who carry out the Health & Safety Workplace Assessment are qualified to NEBOSH Level (an industry recognised H&S qualification) and if there were an issue or incident, they would have liability insurance if the placement were investigated. Parents, although they could deem a workplace environment safe, would not have the qualifications to support this.

The Interview Skills Day for S5 and S6 is a useful event for pupils providing experience they will soon need when applying for jobs or places in further or higher education. We run this events in collaboration with the local community and are supported by Developing the Workforce West Highland. Individual pupils can also attend relevant work experience throughout S5 and S6 where appropriate and by arrangement.

All these activities are in addition to topics regarding employability, work and life skills within the PSHE programme in which pupils are involved throughout their years at school.



Wider Achievement

House Activities

An important part of being a pupil in Gairloch High School is being part of a 'House'. Each pupil belongs to one of three houses. Staff also belong to a House (apart from the Head Teacher, Depute Head Teacher and Principal Teacher PE, so they can support all Houses).

Activities are organised in Houses and during the year points build up in the activities you take part in. There will also be House Assemblies – where you get together to discuss things that happen in school.

Young Leaders

In S6 we develop personal leadership qualities amongst our Prefects by giving a range of opportunities including mentoring of younger pupils to encourage them to take responsibility and deliver results on a range of outcomes.

Our S3 Sports Leaders take a very active part encouraging and arranging events for pupils through House activities and in conjunction with the PE Department and the Active Schools Co-ordinator. The school achieved 'Gold Status' through Sports Scotland (October 2017) a prestigious award which highlights the excellent sports work across the school.

Additional Activities

We have a wide and varied selection of additional activities provided by enthusiastic staff both inside and outside the normal school day. Owing to our geographical location this programme is only possible thanks to the high level of parental support and the commitment of staff and pupils to literally go the extra mile. The journeys involved are sometimes long and for those staff involved in transportation of pupils the minibus is a necessity.





Throughout the year we have an on-going lunchtime programme as well as after-school sports involving both indoor and outdoor activities on our floodlit synthetic pitch. The sporting activities on offer at present include football, climbing, indoor rowing, basketball and badminton.

Each year pupils get an opportunity to represent their House in an on-going series of inter-house challenges. Nearly all our pupils take part in this as each house battles it out for honours in swimming, athletics, basketball, badminton, hockey, football, indoor rowing and orienteering.



Music activities in the school include chanter, bagpipe, drum and strings tuition. Individual instrumental tuition can also be arranged. Pupils involved in music have the chance to perform in our own concerts throughout the year and also at other local and national events. C for Craic have performed at the Edinburgh Fringe and recently produced a second CD of their music. Several pupils are members of Highland music groups and orchestras. We now have a successful pipe band that is meeting weekly and playing at many local functions and events.



In the Art Department, pupils have the opportunity of seeing their own work, as well as that of professional artists, on show at a number of exhibitions that are mounted throughout the year. This provides a showcase for the work of pupils in Art.



S3 Students continue to take part each year in the Youth Philanthropy Initiative (YPI), an active citizenship programme that empowers young people to understand and make a difference in their local community, by supporting meaningful engagement between our pupils and local charities.



The importance of Gaelic culture is well represented by our pupils. Many of our pupils take part in Fèis Rois events and the Local and the Royal National Mod.

Mr I Cumming, our Gaelic teacher, has helped prepare several pupils to enter the National Gaelic Debate over a number of years. Pupils are also encouraged to enter 'FilmG' and this year achieved great success in the Gaidhlig film making competition.

One of the Key dates of the year is the Christmas Social dance, where the whole school enjoy ending the year with a great community get-together.



School Trips

As well as many 'local' trips around Scotland, foreign trips have taken place. A residential S1 trip to the Cairngorms takes place annually. Modern Studies pupils visited the Scottish Parliament. An Advanced Higher History group travelled to Berlin to experience the history and culture of this city. Our S3 spent a week developing their leadership skills at the Outward Bound centre in Loch Eil.

We continue to develop our link with Malawi and this has involved several staff exchanges. Eight senior pupils and four staff travelled to Malawi in October 2017.

Thirty two pupils and associated staff travelled to the French Alps in January 2018 (The Three Valleys) to take part in a Snowsports Course.

A global citizenship trip to Poland was planned for October 2020.





Outdoor Learning

We make full use of our magnificent natural surroundings to enhance the learning opportunities available to our pupils. A high proportion of school staff are qualified to lead one or more outdoor activities and we are able to provide a wide range of outdoor experiences for our pupils.



With the assistance of partners such as Scottish Natural Heritage, John Muir Trust, Crofting Commission and National Trust for Scotland we encourage pupils to learn about their environment. We also expect pupils to contribute to the community and each year, early in the tourist season, staff organise a beach clean with pupils near the school.

Our S1 group visit Cairngorm Christian Centre, near Aviemore, for their first residential stay in May where, among other activities, they take part in hill walking, mountain biking, orienteering and water sports. The trip is an integral part of the personal and social development of the child and we expect all pupils to attend. Our S1 pupils also work with rangers at Inverewe Gardens to control invasive plant species and learn to build woodland shelters. S1 also participate in the John Muir Award.

As well as local trips, senior Geography pupils have visited the Cairngorm National Park and Edinburgh in recent years to explore and understand different urban and rural landscapes.



Learning outdoors is an integral part of the biology courses, at all levels. Pupils are taken on fieldwork excursions to the Beinn Eighe mountain trails and to the local seashore. They are regularly taken out, as time and weather permit, to reinforce and enhance classroom work. One of the aims of these trips is to extend pupils' knowledge of the flora and fauna of the local area.

In S5/6, the outdoor education and fitness course is designed to develop an interest in a range of outdoor activities. This course is of value to those interested in a career in sports and fitness coaching, in outdoor activity instruction or in the armed forces. In the past, many pupils intending to pursue academic courses at University have chosen this option to enhance their sixth year and their UCAS application.

Pupils have also worked to build a series of raised beds at the school and produce vegetables, some of which have won prizes in the Gairloch Show. Canteen staff then cooked the vegetables as part of the school lunches available to staff and pupils.



The Duke of Edinburgh's Award Scheme

Pupils in S3 are given the opportunity to take part in the Duke of Edinburgh's Award, and most pupils take this up. The award work is split into 4 sections: Physical, Skills, Community Service and Expedition.

After completion of the Bronze award, pupils can then enrol for Silver. There is the opportunity for some pupils to undergo training to do their expedition by kayak, mountain bike or hillwalking.

There is also progression to Gold, which includes a residential project. This is a prestigious award presented at Holyrood by a representative of the Duke of Edinburgh.

Gairloch High School has repeatedly been recognised nationally for its contribution to the delivery of the Award Scheme to pupils.



Health Promoting School

As a Health Promoting school we also encourage pupils, staff and parents to think about healthier lifestyles. 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:

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 can be completed online. 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. Parents can put money on student's cards through the website, using debit cards. For further details, please see:

www.highland.gov.uk/info/878/schools/9/school_meals/2

Employment of Children

The employment of children byelaws regulates the types of occupation in which children under school leaving age may be employed and other conditions of employment. For further information, please see:

www.highland.gov.uk/downloads/download/19/employment_of_children

Education Maintenance Allowances (EMA)

An EMA is a weekly payment worth up to £30 for pupils who are planning to stay on at school after their leaving age. They must complete a learning agreement at school for a minimum of 21 learning hours per week.

www.highland.gov.uk/learninghere/grantsandallowances/ema/

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.

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 – 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:

- 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



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 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



Equality and Inclusion

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.

Please find our anti-bullying policy on our school website:

<https://gairlochhigh.org.uk/parents/policies/>

Council's anti-bullying policy

https://www.highland.gov.uk/downloads/file/19358/anti_bullying_-_guidance_for_schools

Adult Learner (return) in School

The School continues to adopt the policy of encouraging adults to join the classroom situation during school time in order to gain further academic qualifications. Adults are welcome, subject to the following conditions:

- 1 The consent and availability of the appropriate subject teacher(s).
- 2 The current class size(s).
- 3 The availability of appropriate resources.
- 4 The positive attitude of the student towards work, punctuality and manner of dress in keeping with the ethos of the school and the high standards expected of its pupils.

For further details, please contact the School Office in the first instance. While there will be no charge for tuition, adults will, of course, be expected to pay any national examination fees required by the appropriate examining body.

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



Complaints and Request for Service

If any parent has any concerns about anything to do with the education of their son or daughter, please contact the Head Teacher (Named Person) in the first instance. The school will always endeavour to resolve issues by listening to parents and seeking solutions in partnership. Should a situation not be resolved, parents can contact the Area Education Manager in Portree:

Skye, Lochalsh, Wester Ross & Lochaber.

Mhairi MacDonald
Area Education and Learning Manager
The Fingal Centre
Viewfield Road
Portree, Isle of Skye
IV51 9ES
Tel: 01478 613697

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

For up to date news information and photos of all school activities visit

www.gairlochhigh.org.uk

