



Kilchuimen Academy

Aspiration, Kindness & Respect



SESSION
2023/24

Welcome to Kilchuimen Academy

Kilchuimen Academy is a small S1 - S6 secondary school (current role 54) with big ideas on how to deliver the formal curriculum and how to provide a wide range of activities outside of the classroom. In the course of Session 2014-15 Kilchuimen Academy and Kilchuimen Primary and Nursery became a 3-18 Campus. The whole school community works very hard to maintain a friendly and supportive ethos wherein every individual is valued. Our aim is to develop the strengths and talents of each member of our school community, making it possible for all pupils and staff to become and remain successful learners, confident individuals, effective contributors and responsible citizens.

Mairi Sutherland

Head Teacher

Contact

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Kilchuimen Academy Vision

Vision

At Kilchuimen we are keen to ensure that we have created a progressive curriculum which places our children and young people firmly at the centre of our planning. The curriculum takes account of the breadth and range of the Experiences and Outcomes presented by the Curriculum for Excellence documents.

The school provides a welcoming learning environment where all members of the school community feel valued and are inspired to fulfil their potential.

We ensure that, throughout their time at Kilchuimen 3-18, opportunities are created for the children and young people to develop skills for learning, skills for life and skills for work so that they are well equipped for their future lives.

Our school and nursery aims clearly link with the four capacities of Successful Learners, Confident Individuals, Effective Contributors and Responsible Citizens.

The inclusive atmosphere of the school ensures that everyone has an important role to play. A stimulating environment wherein youngsters feel relaxed and secure helps to produce responsible, caring citizens. Programmes of courses, suited to individual need, prepare school leavers to take their place confidently in both the school community and in the world beyond.



School Values

Aspiration Kindness Respect

School Ethos

- To create an ethos in which hard work is valued and possible, and where self-respect and respect for others are evident.
- To promote personal achievement and encourage individuals to reach their potential.
- To ensure that courses are relevant to the needs of pupils and take account of current developments in education and society.
- To promote self-evaluation so that existing skills are enhanced, and new skills developed.
- To promote healthy lifestyles and wellbeing.
- To develop self-esteem and confidence through the involvement of young people in decision making.
- To ensure equality of opportunity and provision for all pupils, and so promote positive attitudes towards fairness.
- To develop awareness of real-life issues and economic development.
- To establish a spirit of partnership through working in collaboration with parents, other education providers and the local community.

Rationale

- A curriculum that will raise standards by developing an interest and enthusiasm for learning.
- A primary curriculum which develops a rigorous interdisciplinary approach. We know that topic and thematic work is the way to interest young children but wanted to replace the weaknesses of earlier thematic work with rigour and structure.
- A secondary curriculum with programmes of courses in school and virtual which are suited to individual needs and which will prepare school leavers to take their place confidently in both the school community and in the world beyond.
- A curriculum which develops pupil's creative approaches to learning whilst raising standards. Pupils evaluate their work in relation to success criteria and think of next steps to improve their work.
- To develop learning in different ways; out of doors, through research, in small groups, through art music and sport, by linking with partner colleges for online based learning and for blended learning opportunities and by listening, watching and doing.

Teaching Staff

Head Teacher	Ms M Sutherland
Depute Head Teacher	Mrs L MacKenzie
Art & Design	Ms L Gibbins
Biology, Science	Ms M Murray
Chemistry, Science	Ms L Thurnell
English, Media, ESOL	Ms K E Sharples
History, Geography	Mr A Copeland
Physics, Science	Ms M Sutherland
Support for Learning	Mrs K Rose
Mathematics	Ms L Fleming
Modern Languages	Mrs M Junges-Stainthorpe
Music	Miss C Cameron
Physical Education	Mrs R Masson
Technical Education	Ms C Monti
Guidance	Mr A Copeland Mrs K Jones

Support Staff

Office Team Leader	Mrs C Pinkerton
Clerical Assistant	Mrs P Page
Pupil Support Assistant	Mrs S Knott Mrs J MacKillop Mrs J Brown Mrs H Surkitt
Careers Officer	Mrs L Oliver
Technician	Mr D McConville
Janitor	Mr J Lugton
Youth Development Officer	Mr J Faren
Active Schools Coordinator	Mrs S Bennett
Music Instructors	Mrs H Hook Mr M Osborne
Cleaners	Mr P Lumsden Mrs M MacNally
Cook-in-charge	Mrs R Jeffrey
Canteen Assistants	Mrs L Henderson Mrs M MacNally

Transition from Primary

First Contact

Throughout the course of the school year, we communicate in a variety of ways with P6 & 7 parents of local primary schools. As well as providing basic information on enrolment procedures, there may also be invitations for P6 & 7 pupils to join the Academy e.g. for Curriculum for Excellence events.

Open Evening

An Open Evenings take place twice a year to provide an opportunity to see the school at close quarters. Taster visits can also be organised so that prospective pupils and their parents can see around the facilities in the course of the school day.

Induction Week

An Induction Week takes place in the Summer Term when new S1 students are assigned Academy buddies, spend time in the Academy. We hope that this part of our Transition Programme will help new pupils to feel part of the community and begin to foster a spirit of independence.

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 have the right to specify the school in which they wish to place their child. Applications are made online to the Area Education and Learning Manager.

https://www.highland.gov.uk/info/878/schools/887/enrol_your_child_for_school/2

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

If pupils live outwith the school catchment area and their parents wish them to attend Kilchuimen they can contact the school office to arrange a visit.

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

House System

Pupils are assigned to one of two Houses, **Caledonia** or **Scotia**.

School Buses

Pupils who live more than three miles from the school, travel by buses which arrive at and depart from the school car park. Please note that transport is not a school responsibility and any queries should be addressed to The Transport Officer - West, Highland Council, Carr's Corner, Lochybridge, Fort William. Tel: 01349 781099.

In the event of missing the school bus at the end of the day, a pupil should go to the office so that alternative arrangements can be made for safe transport home. Pupils should not attempt to make their own arrangements without informing the school and must not set out to walk long distances under any circumstances.

School Day

The school day at Kilchuimen Academy is divided up as shown below:

Monday-Thursday

08.40 - 08.50	Registration / PSE
08.50 - 09.40	Period 1
09.40 - 10.30	Period 2
10.30 - 10.45	INTERVAL
10.45 - 11.35	Period 3
11.35 - 12.25	Period 4
12.25 - 13.15	Period 5
13.15 - 14.00	LUNCH
14.00 - 14.50	Period 6
14.50 - 15.40	Period 7

Friday

08.40 - 08.50	Registration / PSE
08.50 - 09.40	Period 1
09.40 - 10.30	Period 2
10.30 - 10.45	INTERVAL
10.45 - 11.35	Period 3
11.35 - 12.25	Period 4

Punctuality

Pupils are expected to be in their classes at the beginning of registration. Pupils arriving after 8.40 am should report immediately to the office. Each instance of lateness is recorded in the pupil's attendance record and appropriate action will be taken in cases where lack of punctuality has become an issue.

Attendance/Absence

Good attendance is vital if pupils are to achieve their full potential. But if a pupil is absent from school, a parent or guardian should phone the school on the first day of absence. 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 outwith 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 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. If parents decide to make holiday arrangements during school term, this should be confirmed in writing to the Head Teacher.

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

School Grounds

At interval, all pupils are instructed to remain within the school grounds.

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

School Meals

Snacks and meals are available for pupils at the school canteen. School Meals cost £2.30/£2.55. 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

Application forms are available from the school reception. 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

Curriculum & Activities

Curriculum

Class sizes in Kilchuimen Academy are generally small, optimising teacher-pupil contact. The school curriculum is regularly reviewed in the light of Scottish Executive guidelines and Highland Council Learning & Teaching policies. Since August 2010 Curriculum for Excellence (CfE) developments and the entitlement to a Broad General Education (BGE) until the end of S3 have increasingly impacted on the architecture of the S1-3 curriculum. Parents are consulted / updated regularly as the new curriculum becomes embedded.

A typical outline for the S1 curriculum is given below. There are 32 periods in the school week and the likely number of periods for each subject is given in brackets.

English (4)	Maths (4)	Modern Langs. (3)
Social Subjects (3)	Science (4)	Art (3)
Home Ec (2)	Music (2)	PE (2)
PSE (1)	RE (1)	Tech (2)
Drama (1)		

In S3 and S4, pupils have in the past been able to choose up to 8 Standard Grade courses. This pattern has changed in line with the Curriculum for Excellence advice / guidelines given to schools relating to pupils' entitlement in S1-3 to a Broad General Education (BGE). Pupils now follow six National 4 or National 5 courses in S4. Religious and Moral Education (RME), Personal and Social Education (PSE) and core Physical Education (PE) remain in the curriculum until the end of S4. The number of subjects may come under review. Some Senior pupils in opt to take a subject at Inverness College or West Highland College. Increasingly the pattern in S5-6 for many pupils will be a blend of school, college and targeted work experience.

In S5 and S6, students negotiate a curriculum from a wide range of subjects at various levels.

- Advanced Higher
- Open University short courses
- Higher Level courses
- National 4 and National 5 courses
- Skills for Work courses
- Online courses
- Foundation Apprenticeships
- Courses at Inverness or West Highland College

Useful Link:- <https://www.education.gov.scot/parentzone/>

Assessment and Reporting

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

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

Pupils should view the assessment process as a motivating experience which takes place within the overall context of a supportive school. Pupils 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 son or daughter's progress through pupil reports and target setting information.

Pupils will reflect on their progress, achievement and are supported in this through learning conversations.

One full report on the progress of pupils is issued each year and there is at least one parents' meeting for each year group. Settling-in interviews are held for all pupils.

Parents wishing to enquire about a pupil's progress are invited to get in touch with the school guidance team.

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

https://www.highland.gov.uk/info/878/schools/17/school_curriculum

Guidance

As young people progress through secondary school they often need guidance - both in personal and social development and also in their subject choices and career planning. Mrs MacKenzie, Depute Head Teacher, works closely with pupil support staff, teachers, parents, the careers service and other outside agencies to advise, encourage and support all pupils. She is the driving force behind the school's Senior Phase provision.

Careers

During their time at Kilchuimen all pupils will participate in a planned programme of careers education delivered by a range of people including PSE teachers 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 Kilchuimen is Louise Oliver and she is available to advise on matters relating to career and curricular choice. The Careers Team can also be contacted by parents or pupils at:

*Skills Development Scotland
1-5 Church Street, Inverness IV1 1DY*

The school will ensure that all the pupils leaving school have a positive destination. Parents can spend time with their child looking at the world of work website:

<https://www.myworldofwork.co.uk/>

Information about local opportunities is listed on the hi-hope.org website to support 16+ planning

<https://hi-hope.org/>

Clubs/Activities

The school very much appreciates the work and dedication of staff and parent volunteers in the organisation and running of extra-curricular programmes. Activities, which vary from year to year, may include:

Athletics	Shinty	Chess Club	Volleyball
Badminton	Gymnastics	Basketball	Jewelry club
Football	Fitness Suite	Art Club	

Most years, a group of pupils learn to ski during the winter. Nevis Range in Fort William offers ski instruction, ski hire and lift passes at very favourable terms for pupils and accompanying parents or members of staff.

Excursions

Kilchuimen Academy has enjoyed regular trips and visits including exchange visits with schools in France and Germany.

There is usually an S4 residential trip to an Outdoor Centre on the Western Isles which involves pupils in a range of new challenging and demanding activities. In more recent times there have been indoor and outdoor school-based activities.

The school is currently grateful for the support from the Fort Augustus and Glenmoriston Community Company and for their significant financial contribution towards the purchase of a new minibus for 2018. We also enjoy support and backing from the Parent Council.

Photo Gallery





Support for Pupils

Support for Learning

Class/Subject teachers, in conjunction with Additional Support Needs Teachers monitor the progress of pupils with additional support. The needs of such pupils are generally catered for within the normal curriculum but with specialist advice and support as required. If necessary, a child's plan may be put in place to help plan, organise, monitor and regularly review a child's progress. Parents and pupils will be involved in these procedures and in reviews. More information can be found about the Highland Council model for support and child's plans at:

https://www.highland.gov.uk/downloads/file/230/highland_practice_model_-_20_delivering_additional_support_for_learners

www.highland.gov.uk/download/downloads/id/11/co-ordinated_support_plan

Sometimes a Children's Service Worker will be involved in supporting a child. A Children's Service Worker often visits the school 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

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

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

https://www.highland.gov.uk/downloads/file/230/highland_practice_model_-_20_delivering_additional_support_for_learners

Mental Health and Wellbeing

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

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

Progress

Parents wishing to enquire about a pupil's progress or have concerns about their progress are invited to get in touch with the Head Teacher.

Useful Links

Further information and support to parents of children and young people with ASN can be found by following the links below.

Enquire - the Scottish advice and information service for additional support for learning

<http://enquire.org.uk/>

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

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

Support For Learners website

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

For Highlands Children - A gateway to Children's services across Highland

<http://forhighlandchildren.org/>

HWB

Kilchuimen Academy is conscious of its Health and Well-Being responsibilities to:

- value democracy and participation
- encourage pupils and staff to give of their best and build on their achievements
- adapt and develop to meet the needs of the community
- understand the importance of improving the health and wellbeing of its pupils and staff.

The process involves elements centred on self-esteem, relationships, challenge, the physical environment of the school, health education, nutrition and use of specialist services. The school also holds a Green Flag and is recognised as a Social Enterprise Academy.

Child Protection

The school's Child Protection Officer is Ms. Sutherland, the Head Teacher. In the event of her absence, Mrs MacKenzie, or Mrs Walker (Kilchuimen Primary DHT) would deputise for her in this regard. If a school has concerns that a pupil may be the victim of abuse, there is a mandatory responsibility not to investigate or make judgements about the possible abuse, but to report the concern. In keeping with Highland Council's Child Protection Guidelines, schools must report their concerns to Social Work Services which may 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. Information about Child Protection Procedures within Highland can be obtained from:

Child Protection Officer
Highland Child Protection Committee
Family Resource Centre
Limetree Avenue
Inverness, IV3 5RH
Telephone (01463) 732460

<https://www.children1st.org.uk/who-we-are/about-children-1st/contact-us/>

School Expectations - Aspiration Kindness Respect

Study

The core business of the school is learning and teaching. Pupils are expected to be attentive in class, to listen to explanations and to contribute effectively to the processes of learning and teaching. As they mature, the school expects pupils to develop intellectual independence and to take increasing responsibility for their learning.

Behaviour

Positive behaviour and good work are marked through the award of House Points for excellence, effort or service. To maintain an environment that is conducive to learning, it is essential that pupils behave considerately towards each other and members of staff at all times. The school expressly aims to value every person in the building and inappropriate behaviour is neither accepted nor indulged. Prompt action is taken when behaviour is unacceptable. The Academy's approach to behaviour management is restorative rather than retributive and our policy on discipline is simple: Behaviour must support Learning.

Homework

The school views homework as an important element in pupils developing independence in their learning. Pupils are issued with a homework diary in which to record work set. We would strongly encourage you to become a part of your child's education in ensuring that recorded homework has been completed. We will inform you of any concerns if we do not think that your child's homework is being completed satisfactorily and your son or daughter

may be referred to Homework Club to catch up. Chromebooks offer parents the opportunity to be google guardians and where subjects use classroom parents can monitor work given and "to do" lists.

Dress Code

We ask parents to encourage young people to come to school appropriately dressed. A black and white "business" dress code should be the norm with official school fleeces for occasions when pupils represent the school at outside events. It is vital that pupils take pride in their appearance, understanding that good judgement is centrally involved in the way they present themselves. The appearance of pupils as they come to school also becomes part of how the school is viewed in the wider community.

Uniform items can be ordered online from Schoolwear Made Easy website on the following link:

www.schoolwearmadeeasy.com

Bullying

Bullying encompasses any physical, verbal or psychological abuse conducted by an individual or a group and directed against others. Research has shown that the results of bullying can be extremely damaging and have serious long-term effects on people's lives. Children have the right to expect school to be a safe and secure environment that is free from bullying and the school will take all steps to deliver on this expectation.

Parents will be consulted immediately if their child has been involved in bullying, whether as perpetrator or victim, and they will be invited to contribute in resolving the issues involved.

Kilchuimen Academy embraces the Highland Council's Bullying and Positive Relationships Policies which can be found on the Highland Council Website.

https://www.highland.gov.uk/downloads/file/19358/anti_bullying_-_guidanceforschools
https://www.highland.gov.uk/directory_record/395889/positive_behaviour_in_schools

Property

Highland Council is not insured to cover loss of personal property and we would recommend that parents take the necessary steps to insure against loss, damage or theft of personal property. Pupils should not bring valuables or large quantities of money to school. Lost property should be handed to the Janitor or the office and can be recovered from the office.

School Improvement

Our school improvement priorities for session 2022/23 are:

1. Learning, teaching and assessment
3. Developing leadership for positive outcomes

The school has improved standards in relation to literacy, numeracy and health and well-being.

Our school's Standard and Quality report is available in the parent zone section of our website: <https://kilchuimen.com/>

Emergencies

One of a Head Teacher's main responsibilities is for the Health and Safety of everybody in the establishment.

Fire Drills

We have a series of fire drills throughout the session. These are very serious exercises and are practised until the Head Teacher has confidence that safe evacuation procedures are being followed.

Emergency Plan

The school has a contingency plan for further evacuation should there be a genuine emergency. If this were to occur, the school would be evacuated to the Fort Augustus Parish Church Hall. From there, local pupils would be sent home to parents or emergency contacts. Pupils from further a-field would remain until appropriate transport arrangements can be made with the bus contractors. The school would give appropriate information to Moray Firth Radio in order that it could be broadcast locally.

A major emergency would be coordinated by the Education Authority. Key telephone numbers in an emergency are:

Area Education Office (West)	01397 707353
Highland Council	01463 713479

Additional Information

Parents/Carers as Partners

We believe that much of the strength of the school lies in the positive relationships between staff, pupils and their parents/carers. 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 Facebook page or 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 will always seek to involve parents in any key decisions about their child's education and keep parents informed about progress.

The Parent Council is a constituted group of parents who represent the views and interests of the Parent forum. All parents of children attending the Academy are members of the forum. The Parent Council is a working group that focuses on a partnership with the school and has the opportunity to contribute to any developments. If you have any issues you would like raised with the Parent Council for their consideration, please contact Paula Page, Chairperson at kilchuimen.academy@highlandpc.co.uk

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>

Complaints

If a parent has any concerns they should contact their child's Named Person in the first instance, Ms Sutherland, the Head Teacher.

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 Mhairi MacDonald, Area Education & Learning Manager, The Fingal Centre, Viewfield Road, Portree, Isle of Skye, IV51 9ET.

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.

Pupil Democracy

Junior and senior pupil councils meet regularly to discuss issues relating to the pupils' interests in the school. These focus groups, with representatives from each year group, have a vital role in helping the Head Teacher to consult with pupils on a range of issues. Highland Youth Parliament is a regional forum for youngsters in our communities. It is promoted both by the Scottish Parliament and Highland Council.

The school, concerned for the wellbeing of the whole person as well as a spiritual dimension, has a good relationship with the local Church of Scotland and Roman Catholic parish. There

is a programme of assemblies and there are opportunities at Christmas and Easter designed to bring a worship focus to the contemporary needs of the school community.

Religious Observance

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

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.

COPIES OF CHILD PROTECTION POLICY GUIDELINES are available online at

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

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 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. 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. We have the services of Ewan's Room which can be accessed for support. <https://www.ewensroom.com/>

Adverse Weather

Schools have a dial-in service if there is risk of closure due to adverse weather. This allows parents to listen to a recorded message from school. Other methods of giving out information, such as radio broadcasts, described in the schools Adverse Weather Guidelines can be accessed on the highland school closure website on: for school closure information. <http://www.highland.gov.uk/schoolclosures> or

Call the information service on [0800 564 2272](tel:08005642272) (PIN number 04 1110)

Employment of Children

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

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

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. In session 2022/2023 pupils born between 1 March 2003 and 30 September 2006 can receive payments from August 2022. Pupils born between

1 October 2006 and 28 February 2007 can receive payments from January 2023. Further information on full eligibility criteria and the online application process can be obtained from the school.

http://www.highland.gov.uk/info/899/schools_-_grants_and_benefits/14/education_maintenance_allowance

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.

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 o 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.

Equality and Inclusion

For up-to-date information please see:

http://www.highland.gov.uk/info/751/equality_diversity_and_citizenship/313/equal_opportunities

In summary, our activities in school should ensure that we: 22 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.

Disclaimer

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.

Term and Holiday Dates 2023-24

Please remember these dates can be subject to change for reasons out with the control of the school. Term dates can be found at

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



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