

KINGUSSIE HIGH SCHOOL



School Prospectus 2023/24

CONTENTS

- | | |
|--|--|
| <ol style="list-style-type: none">1. About Our School2. Contact Information3. Our School day4. Visitors5. Parent Council6. Child Protection7. Attendance/Absence8. Complaints9. Placing Requests10. Parents/Guardians/Carers as Partners11. Personal Support, Mentoring & Reporting12. Keeping in contact13. Planner Homework14. S1-S3 Rewards & Senior Commendations15. Extra Curricular Activities16. School Ethos17. Curriculum & Thursday Afternoon18. Senior Option Choices19. Careers Advice20. P7-S1 Transfer Arrangements21. Religious Observance22. Additional Support Needs | <ol style="list-style-type: none">23. Standards & Quality Report24. Dress Code25. What to bring to school26. Code Of Conduct27. Anti Bullying28. Adverse Weather29. School Meals & Health Promoting School30. EMA31. Administration of Medicines32. Mental Health & Wellbeing33. Access to Pupil Records & Data Protection34. Equality and Inclusion35. Protection of Children |
|--|--|



Kingussie High School is a six-year, non-denominational comprehensive school with traditional values through modern approaches.

Where possible we like to support our learners through the use of our local environment and appropriate technology.

Situated in the heart of the [Cairngorms National Park](#) we are one of 28 secondary schools in the [Highland Council](#) area. We have a current school roll of 428 pupils. This roll is expected to rise to approximately 500 over the next few years.

There has been a secondary school in Kingussie since the time of the Columban missionaries but the current building dates from 1970 (with a new extension added in 2013).

Our pupils come from a very wide geographical area and their parents from all walks of life. We aim to create a happy learning environment, gaining good examination results and educating pupils to prepare them for life beyond KHS and into the world of work..

The school key values are **COMMUNITY-ATTITUDE-REPECT-EFFORT** giving us our **CARE** ethos and our Gaelic motto " Gu Dichiollach" means "With Diligence".

Kingussie High School has four associated primary schools - Aviemore, Alvie (at Kincaig), Kingussie and Newtonmore.

Our curriculum is regularly reviewed and takes into account current national guidelines to implement Scotland's Curriculum for Excellence. We also have a wide programme of extra-curricular activities which cover many sports and subject areas.

We have a long established link with the Muloza Community Day Secondary School in southern Malawi which includes a teacher exchange programme and opportunities for pupils in both schools to visit one another.

Ian Adamson has been Head Teacher of Kingussie High School since October 2018.

The projected roll of the school for session 2023/24 totals 454 pupils distributed as follows:

S1	95	S4	60
S2	70	S5	87
S3	78	S6	64



Contact Information

Senior Management Team Contact Details



Gavin Murphy
Deputy Head Teacher Pastoral
kingussie.high@highland.gov.uk



Ian Adamson
Head Teacher
kingussie.high@highland.gov.uk



Rhona Macaskill
Deputy Head Teacher Curriculum
kingussie.high@highland.gov.uk

Guidance Contact Details



Fraser Munro
PT Guidance (Spey/Feshie)
Fraser.Munro@highland.gov.uk



Wendy Adamson
PT Guidance (Gynack/Tromie)
Wendy.Adamson2@highland.gov.uk

General Contact details

Website
www.kingussiehigh.org.uk

Telephone Number:
01540 661475

Follow us on Facebook and Twitter
www.facebook.com/kingussiehigh
@kingussiehigh

Kingussie High School

Ruthven Road, Kingussie PH21 1ES



Our School Day

Our School Day (Mon-Wed)

8.30am School opens to pupils
8.50am Period 1
9.40am Period 2
10.30am Morning Break
10.45am Period 3
11.35am Period 4
12.25pm Period 5
1.15pm Lunch
1.55pm Period 6
2.45pm Period 7
3.35pm Period 8 - Support Time/Assembly
3.55pm End of Day

Our School Day (Thursday)

8.30am School opens to pupils
8.50am Period 1
9.40am Period 2
10.30am Morning Break
10.45am Period 3
11.35am Period 4
12.25pm Period 5
1.15pm Lunch
2.05pm Period 6
2.50pm Period 7
3.35pm End of Day

Our School Day (Friday)

8.30am School opens to pupils
8.50am Period 1
9.40am Period 2
10.30am Morning Break
10.50am Period 3
11.40am Period 4
12.30pm End of Day

4. VISITORS

Visitors to school must sign in at the school office and refrain from parking in the bus lanes.

5. KINGUSSIE HIGH SCHOOL PARENT COUNCIL

Registered Charity No: SC045172

Hello from the Parent Council!

Kingussie High School has a very active and supportive Parent Council and we are always keen to have more parents involved, whether by attending meetings, supporting fund-raising activities or joining one of the sub-committees. Our meetings are brisk and fun, and we have been very effective over the years in working with the school and our local councillors to raise vital funds, put pressure on Highland Council for major improvements/upgrades and strengthen the links between school and home.

Our current office-bearers are:

Chair: Vacant

Treasurer/Secretary: Vacant

kingussiehighparents@gmail.com

Our meetings are usually held from 7 to 9pm at the school.. Meeting dates and locations and reminders are emailed to all parents/carers, posted on our Website and shared on Facebook.

To be on the mailing list for meeting agendas, minutes and other information, please email kingussiehighparents@gmail.com

Please do join us in whatever way you can – each person's input makes a difference!

[Kingussie High School Parent Council Website](#)

6. CHILD PROTECTION

From time to time incidents may be noted which cause concern and could indicate that a pupil is suffering some form of abuse. Child abuse can come in many different forms such as: - physical; emotional; neglect. All staff at KHS have a duty of care towards pupils and regularly receive up to date training. All staff consistently report any concerns to the Designated Child Protection Officer (DCPC) within our school to ensure all pupils are Safe, Healthy, Active, Nurtured, Achieving, Responsible, Respected and Included (SHANARRI indicators: Getting it Right for Every Child).

Appropriate staff within KHS work closely with a range of partners when a concern is raised about a child that indicates one or more of the SHANARRI indicators is not being met. This may well lead to a child being discussed at a 'Multi-agency' meeting so we can collaboratively decide actions and plans to help support a child at risk of abuse. Some examples of our partners include the following: - GP's; Children and Mental Health Services (CAMHS); Police; Primary Mental Health Workers (PMHW); School Nurse; Educational Psychologist; Practice Lead for Schools; Social Work; Transitions Teams. When a significant concern has been raised, in line with the Highland Child Protection Committee's (HCPC) Inter-agency Protection Guidelines, Education Service staff must report 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 is a priority for Education Service staff.

More information about Child Protection Procedures can be obtained on the Highland Council website or by clicking on the link below -

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

Parentline a national, confidential helpline providing advice and support to anyone caring for or concerned about a child. The helpline number is 0800 028 2233. There is also an email address which people can use: [Parentline Email: parentlinescotland@children1st.org.uk](mailto:parentlinescotland@children1st.org.uk)

7. 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 every day of absence, on 01540 661475. When returning to school after an absence, the parent or guardian must give written reason for the time absent.

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 a 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 day time contact numbers and emergency contact numbers for all pupils.

Schools are required to keep an attendance register by law. We have a responsibility for the care and welfare of all pupils during the school day therefore need to know the whereabouts of absent pupils.

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

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

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

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

If parents decide to make holiday arrangements during school term, this should be confirmed in writing to the Head Teacher, Mr I Adamson by emailing kingussie.high@highland.gov.uk.

8. COMPLAINTS AND REQUESTS FOR SERVICE

If a parent has any concerns they should contact their child's Guidance Teacher in the first instance (see below for contact details) or the Senior Management Team for more serious issues.

For Gynack & Tromie Students:-

Mrs Wendy Adamson

Email: wendy.adamson2@highland.gov.

For Feshie & Spey Students:-

Mr Fraser Munro

Email: Fraser.munro@highland.gov.uk

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 :

Area Education Office (South)

Council Headquarters

Glenurquhart Road

Inverness

IV3 5NX

Tel: 01463 702074

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.

9. 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.

Placing request forms can be obtained from

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

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

If pupils live outside the school catchment area and their parents wish them to attend Kingussie High School they can contact Mr I Adamson, Head Teacher to arrange a visit.

Stagecoach Bus Drivers have been asked by the Company Directors to routinely check bus passes of our pupils. All pupils should carry their bus passes at all times. Permission to board the bus may be refused if students are not carrying the necessary pass. We have been asked to point this out by Highland Council.

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.

10. PARENTS/GUARDIANS/CARERS 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
- Tracking Reports
- 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, practising language, helping them manage their homework and encouraging RESPONSIBILITY are important ways of supporting children's learning.

The school always seeks 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.

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 [Parent Council](#)

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.

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/>

11. PERSONAL SUPPORT, MENTORING AND REPORTING

As part of our personal support structure all pupils in S1 – S3 will continue to be allocated with a personal support tutor who will meet their class for 20 mins on a Tuesday and Wednesday afternoon. This year pupils in S4 – S6 will also be allocated a tutor who (along with their guidance teacher) will take

a holistic view of how a young person is getting on academically and offer advice and support if necessary.

As with previous years we will keep you informed of your child's progress in S1, S2 & S3 four times a year and in S4, S5 & S6 four times a year using our Senior Phase Tracking reports. Each year group also has a dedicated parents' night but remember you can get an update on your child's progress at any time, just get in contact with us at the school through your child's Guidance Teacher.

12. KEEPING IN CONTACT

Please don't forget that there are lots of ways that you can keep in contact with the school. In many situations your first port of call will be your child's guidance teacher (Mrs Adamson and Mr Munro).

We have successfully used social media as a means of communication and contact. We have an active website (<https://sites.google.com/kingussiehigh.org.uk/wwwkingussiehighcom/home>) which contains lots of useful information. One of the most widely used parts of the website is the 'Digital School Bag' so you never miss a letter home! We also have a very active Facebook Page <facebook.com/kingussiehigh> where we publish good news stories and other important information. You can also find us on Twitter [@kingussiehigh](#).

Over the next year we will be re-launching our electronic newsletters and this year we will start to use parent email as well as social media to push this information out to parents and the wider community. You can find copies of past newsletters on the website kingussiehigh.org.uk/newsletter.

13. HOMEWORK

Most subjects set about one piece of homework each week (this is often a lot more for senior classes). As one of our strategies to improve literacy across the school we also recommend that young people are actively involved in reading for pleasure at home. This year the whole school will have some focused time for Reading for Pleasure on a Wednesday afternoon between 3:35 – 3:55 – please send your child to school with something (appropriate!) to read. Your child's English teacher or the school librarian (Mrs Topping) are able to advise young people on book or magazine choice.

14. S1 - S3 – Recognising Positive Behaviour

In S1 – S6 we acknowledge positive behaviour with merits on SEEMiS. The aim is to reward pupils who are performing well in classes, trying their best in subjects and pupils who are contributing towards the school **CARE** ethos. Each month the top ten merit winners in each year group are given the choice of a cinema ticket or ice skating ticket to use in Aviemore. At the end of the year the 'house' group with the most merits across the year are given a reward of their choice, in the last few years pupils have chosen to go to the go-karts in Aviemore.

15. EXTRA CURRICULAR ACTIVITIES

Kingussie High School runs a [wide range of extra-curricular clubs and activities](#) at lunchtime, after school and sometimes at weekends. Students are also encouraged to take part in activities offered by other sections of the community such as [High Life Highland](#) and voluntary groups.

- You can view a current [list of opportunities available to pupils here](#). Students should keep an eye on the TV screens in the social areas for one-off opportunities or a new club that might be starting.

16. SCHOOL ETHOS

Vision & Values

Community - Attitude - Respect - Effort

Be Kind | Be Hard Working | Be Caring of our World | Be Healthy | Be Good Listeners | Be Respectful

Kingussie High School - Determined, ambitious learners

OUR VISION

Kingussie High School is an ambitious school, keen to improve on and exceed previous success. We serve, and are proud to do so, a rich, diverse and exciting community. We live and breathe our commitment to equal opportunities and inclusivity, and work hard to ensure that Kingussie High School is a cohesive, positive and exciting environment for all.

Kingussie High School educates the whole child and the skills of resilience, collaboration, and independence are developed and nurtured within all of our pupils. Pupils are making excellent progress in all areas of their development, academic and social, lies at the heart of our vision and this is achieved through a focus on academic excellence and challenge in the classroom, as well as a true commitment to offering our young people the broadest range of extra curricular opportunities both inside and outside of school.

To achieve this Kingussie High School staff:

- Promote learning as an exciting, independent and lifelong activity and broaden pupil horizons and aspirations.
- Allow pupils to develop academically, physically, artistically, creatively and emotionally.
- Provide a curriculum that motivates and meets the needs of all pupils.
- Raise self-esteem, attainment and achievement.
- Develop skills in literacy, numeracy and ICT as keys to success.
- Promote an inclusive school with equality of opportunity for all regardless of race, religion, gender, colour, sexuality or disability.
- Maintain a school ethos and climate of care and commitment to one another, where individuals are valued, feel safe, happy and have their achievements celebrated.
- Support pupils with additional needs or talents and provide mentoring, counselling and support for those pupils and families to remove barriers to success.

- Promote good Citizenship with the values of responsibility, resilience, courtesy, cooperation and respect at the core.
- Develop links with the wider community, local schools, business and industry, to extend learning opportunities and provide our pupils with wide ranging opportunities.

In addition, to achieve this all of our pupils understand that the school's vision aims to support both academic progress and personal growth as a member of our school community and beyond. Kingussie High School pupils understand that their contribution is to:

- Value the contributions made by peers during lesson time.
- Protect the school environment so that all pupils feel safe and happy.
- Communicate carefully with peers and all school staff.
- Put the needs of others before their own.
- Accept challenges and see problems and setbacks as opportunities to improve.
- Receive new learning with positive thinking and creativity.
- Ensure their attitude and behaviour reflects determination and ambition.



[Kingussie High School's Equality and Diversity Policy.](#)

17. CURRICULUM

First, Second and Third Year

Pupils at Kingussie High School follow a broad general education for the first three years at secondary school. This is in line with the Government guidelines for curriculum progression and ensures that pupils receive a varied and challenging diet of subjects that enables them to develop their skills and interests. There is a strong emphasis on literacy, numeracy and health and wellbeing throughout the curriculum. Pupils have the opportunity to select optional additional subjects in S2 & S3 to allow them to start to develop their interests and passions further and to lead into the decision making process for appropriate presentation at National Levels 4 and 5 in S4. These optional subjects allow pupils to make decisions and choices about their education and provide depth in areas of interest.

All S3 pupils have a pathway meeting with their guidance teacher and parent/carer to discuss and ensure that the best possible pathways are chosen for each individual pupil. This meeting helps to discuss progression routes, possible work experiences and exit plans for each pupil allowing staff to plan accordingly for each pupil.

THURSDAY AFTERNOON AND ASSEMBLY PROGRAMME

Thursday afternoon will continue to be a little different for S1 – S3 as they are taking part in a rotation of learning activities to help them explore the curriculum in more depth and have an opportunity to experience and learn new skills that can be challenging in normal lesson time.

In the Senior School S4 will continue to have Core PE on a Thursday Afternoon and S5 – S6 will have the option to pick up SQA bridging qualifications (such as the Scottish Baccalaureate Interdisciplinary Project, Leadership and Volunteering Awards). There will also be input on careers and employability.

18. SENIOR OPTION CHOICES

Part One - The following documents might be useful to help improve understanding of the Senior Phase (S4 – S6) and also to become more familiar with careers planning and our expectations for Home Learning. All families who have pupils currently in S3 will also be offered a 1:1 interview and anyone can request a 1:1 interview through their guidance teacher. As well as choosing a range of subjects there will still be some [core education input](#) that is available to everyone. This includes PE (S4), RMPS and Social Education.

Background Information about the Senior Phase	Careers Planning [More about KHS career support and how to book an appointment]	Expectations for Home Learning
---	---	--

Part Two - The different subject areas and the combination of subjects that can be taken is often the main focus of interest. At KHS we operate a six column timetable. Pupils in S4 and S5 are expected to take at least six subjects and pupils in S6 are expected to take at least five subjects.

The following documents with links to course descriptions will help you with your planning. Each of the course descriptors includes information on expected entry requirements. Click on the link for the course choice sheet to explore the subjects by column.

https://drive.google.com/file/d/0B6rtRoj6bt_BM2hKa3RYb01EYVU/view

Kingussie High School will ensure that all pupils leaving school have a positive destination. Parents should spend time with their child looking at the world of work website: [My World of Work |](#)

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

19. CAREERS ADVICE

During their time at Kingussie 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 Kingussie High School is Kirsty. And she is available on a Monday and a Wednesday to advise on matters relating to career and curricular choice. The Careers Team can also be contacted by parents or pupils at: kingussie.high@highland.gov.uk

[Skills Development Scotland](#)

20. P7 – S1 TRANSFER ARRANGEMENTS

We are currently working with all of our associated primary schools to make sure that all young people are able to make a smooth transition to Kingussie High school.

Our associated primary schools are:-

Alvie Primary School

Aviemore Primary School
Kingussie Primary School
Newtonmore Primary School

We believe that a key part of the transition process is to meet with parents/guardians. We host our “Teach the Parents’ Evening” for parents/guardians to be able to experience some of the lessons pupils will attend in different departments. There will also be time to meet informally with Pupil Support staff (Guidance and Support for Learning) and the Senior Management Team of Kingussie High School.

Transition arrangements also include visits to our primary schools from key staff as well as an opportunity for next year’s S1 to visit the High School for a number of transition days in June. As part of the visit days we also like to invite parents into the school for a brief presentation, a tour of the school and for an opportunity to meet staff.

In the past parents have welcomed the opportunity to informally discuss any anxieties or concerns that their children may have as well as the chance to put faces to names.

21. RELIGIOUS OBSERVANCE

Special arrangements will be made for pupils whose parents do not wish them to participate in religious observance. We have planned assemblies at certain times of the year with a religious focus.

22. SUPPORT FOR PUPILS

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:

[Support for learners Website](#)

http://www.highland.gov.uk/downloads/file/230/highland_practice_model_-_delivering_additional_support_for_learners

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

To best support all of our pupils there can be access to additional resources. We have our Personal Support Assistants, School Nurse, Police Interventions and Preventions Officer, School Practice Lead, Children Service Worker, Pupil Support Worker, Educational Psychologist, Scottish Counselling Service, Primary Mental Health Worker and we also work closely with local GPs and Children and Adult Mental Health Service (CAMHS). Each person can provide specialist input to aid your child’s learning and progress. This can be done individually or, where appropriate, within a small group setting as we collaborate with Parents / Carers, teachers and other members of staff, working towards the shared goals best suited to your child(ren). 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. However, for working with the Scottish Counselling Service pupils can refer themselves if they are over 16 and this can be treated confidentially. It is a wonderful service which has supported many of our pupils already. More information can be found on their website.

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 or Mr Amran, PT Support for Learning (ASN). If your concerns continue, there are a number of means of resolving difficulties and disputes and information on this can be found at: [Additional support for learning | The Highland Council](#)

Enquire

PROGRESS

Parents wishing to enquire about a pupil's progress or have concerns about their progress are invited to get in touch with Mrs M Deans, Mr A Amran or their child's Guidance Teacher; Mrs W Adamson or Mr F Munro

23. STANDARDS AND QUALITY REPORT

Kingussie High School Standard and Quality report is available on our website at: <https://sites.google.com/kingussiehigh.org.uk/kingussiehigh>

24. KINGUSSIE HIGH SCHOOL DRESS CODE

Dress code is on the up and was highlighted as a key strength in our last Education Scotland Inspection Report. From August – the school's dress code will continue to be:

- White Shirt / blouse (that can be buttoned up to the top and worn with a tie)
- School tie
- Plain black skirt or school / dress trousers/black jeans (no faded jeans or rips)
- No jogging bottoms or leggings
- Plain black top or jumper with neckline that allows the tie to be clearly seen - no hoodies
- Plain black shoes or trainers
- There should be no logo, strips etc. on main clothing

Sixth year prefects are required to wear their individualised school tie. Football shirts are not allowed to be worn. In addition, pupils are allowed to wear only discreet jewellery, which causes no offence.

25. WHAT TO BRING TO SCHOOL

All pupils are expected to come to school ready and prepared for the day's learning. The basic rule of thumb is that pupils should be ready for each lesson - ready and willing to learn!

The following basic equipment **should be carried in a school bag** each day to help all pupils in this daily quest:

- | | | |
|---------------------|--------------|-------------------|
| ● Black or Blue pen | ● Pencil | ● Eraser |
| ● Chromebook | ● Spare pen | ● Sharpener |
| ● Ruler | ● Calculator | ● Folder/notebook |

In addition, pupils are expected to bring all school textbooks and jotters loaned to them. School text books are increasingly very expensive resources and all textbooks must be suitably covered and protected. Damage to school textbooks can prove very expensive - look after all books and jotters carefully - they are your personal responsibility. French, Spanish or Gaidhlig dictionaries are extremely useful as is a pocket English dictionary.

- Chewing gum, tobacco, lighters, are not permitted in the school
- Offensive materials, alcohol, drugs or weapons are not permitted in the school

MOBILE PHONES

Kingussie High School is a **NO PHONE ZONE**. Pupils can take them to school in their bags but they must be turned off and out of sight during school hours, including break time and lunch time. If parents need to contact a child or a pupil needs to contact home, this should be done by contacting the school office (01540 661475) and the message will be passed on.

If a pupil is caught with a mobile phone out in school it will be confiscated and given to the school office to be collected by a parent / carer.

CHROMEBOOKS

All of our pupils have a Chromebook that is used for digital learning. If a Chromebook isn't working or has an issue, it should be brought to the school office for repair as soon as possible.

LOCKERS

Lockers are available for pupils to store phones and other possessions at the cost of £5 per year.

26. CODE OF CONDUCT

Helping yourself in school:

It is important that you get as much as you can out of every school day, every lesson and every activity associated with school ; to help ensure this, the following 'Code of Conduct' has been adopted across Kingussie High School by all staff and pupils:

School Code Of Conduct –

- **Keep left** along corridors and on stairs at all times
- **Arrive on time each day**, for every lesson.
- **Dress appropriately**, wearing the agreed school dress. Leggings/tracksuit bottoms should not be worn to school. Footwear should be black and all pupils must wear the school tie. Hats, caps or scarves must not be worn at any time within the school buildings unless there is a pressing medical reason.

- **Mobile phones are not allowed during school hours. They should be in school bags and switched off.**
- **Lockers should not be visited** between classes.
- **Respect the school building and the grounds**, benches and tables. Place litter in the bins provided at all times.
- All ball-games should take place **on the grass areas** only.
- Unhealthy drinks and sweets are not allowed in school.
- **Smoking** is completely banned.
- **Snowballing** and the **throwing of other missiles** is completely banned for safety reasons.
- **Do not bring into school** dangerous or unacceptable items, such as aerosol cans, glass bottles, cigarettes/tobacco, chewing/ bubble gum, lighters, matches, scissors, knives/weapons, any i-pods and mobile phones.
- Any involvement **with alcohol or any illegal substance** will result in the most severe consequences.
- If you are late for school you should **report to the office** and sign the 'late' sheet.
- **Pupils who leave school during the school day** for any reason, **must sign out and sign back in** at the school office, and should show office staff a green permission card signed by a member of staff.
- After a period of absence from school on account of illness (or other cause) **a parent's note should be handed in** to the **School Office** on the first day back. This is not needed if a parent has already phoned the school with a reason for absence. For any planned absence a request should be made in advance to the Head Teacher.
- **Valuable or breakable items** should always be carried with you or kept safely in a locker.

No money or valuables should be left in pockets in cloakrooms or changing rooms. At **PE**, valuables (e.g. watches) should be left in personal lockers.

CLASSROOM CODE OF CONDUCT -

- **Arrive to class on time.**
- **No mobile phones (switched off and in school bag) or headphones on display.**
- **No eating in class.**
- **No chewing gum permitted in school.**
- **Only water to be consumed in class.**
- **Permission must be given to leave class (yellow slip).**
- **Outdoor clothing must be removed.**
- **Respect should be shown at all times in class.**

CLASSROOM ROUTINE -

Start of Lesson

- **Enter the classroom in a respectful manner.**
- **Take off outdoor clothing to show uniform.**
- **Sit at your own seat.**
- **Take out equipment required for lessons.**
- **Listen/follow teacher instructions.**

End of Lesson

- **Pack up when instructed by the teacher.**
- **Leave in an orderly manner when instructed by the teacher and not before the bell rings.**

School Transport Code Of Conduct

- Wear your **seatbelt** at all times
- Stay in your **seat** at all times
- **Do not distract the driver** at any time
- **Vandalism, Litter** and the spraying of **aerosols** are not allowed
- **Never cross the road** until the bus has moved well away
- **Report any problems**, vandalism, bullying, etc. to a member of Senior Management.
- If at any time you have any **suggestions, worries, concerns or complaints**, please raise them with any member of staff or in the first instance with your Guidance Teacher.

27. ANTI-BULLYING

Bullying has no place in the life of our school. Every pupil has the right to feel safe and secure and free from verbal or physical assault.

Kingussie High School has established a variety of strategies to minimise incidents of bullying. Bullying takes a variety of forms and it thrives if pupils do not report incidents. Anti-Bullying work is covered through the P7/S1 Transition years and in PSE classes. All S1 pupils have a Guidance Teacher who is the first point of contact for pupils and parents if there are any concerns. Senior pupils who are prefects, buddies and bus monitors are asked to be alert for any signs of bullying and to report to staff if appropriate. Please do not hesitate to contact Pupil Support staff or the Senior Management Team if you think that your child is a victim of bullying, either verbal or physical. If bullying is undetected or unreported, there can be real distress and upset for the victims of bullying. Below are the key messages given to pupils.

It is everyone's responsibility not to put up with bullying. Don't tolerate it.

For Pupils: If you are being bullied:

1. Don't keep it a secret. **Tell someone** at once. Your Guidance Teacher, your personal support teacher or any member of staff you feel comfortable talking to. Share it with a parent, friend or a senior pupil. You are **not 'grassing'** - you have rights.
2. Bullies are in the wrong. Never feel guilty - you are not.
3. Sometimes some unpleasantness such as name calling can be ignored as it shows the bully they are not getting to you **but** if it doesn't stop, **report it**.
4. Sometimes it is useful to note down what is happening. This is useful when action is taken.
5. Follow the advice you are given in your Social Education classes.

See bullying happen? Know a bully? Don't stand by and do nothing. Report what is going on to a teacher or a parent. Both the victim and the bully need help.

28. ADVERSE WEATHER/EMERGENCY CLOSURES

INTRODUCTION

The statement below incorporates "Guidelines for Parents of Pupils Travelling to School During Adverse Weather Conditions", issued by the Highland Council Education Committee.

GENERAL

The decision as to whether a pupil should attempt to travel to school in adverse weather conditions, whether by transport or on foot, lies with the parents. For pupils using school transport in adverse weather conditions the availability of shelter at the pick-up point is a very important consideration. In bad weather no pupil is expected to wait longer than 20 minutes past normal "pick-up" time. Parents who thereafter decide to give children a lift into school should be aware that they may well have to be taken back home by the same means, assuming the bus will not be operational.

In general, for returning from school, parents should arrange to have children met at the "drop-off" point if conditions so demand.

BAD WEATHER CLOSURES

If the school has to close for bad weather we will communicate with parents/carers in a number of ways to ensure the message is received. We text all parents/carers, email all parents/carers/pupils, post on Facebook, update the school closure line and update the Highland Council School Closure Website:

[School closures | The Highland Council](#)

TIMING DEPARTURE

The school, having obtained weather and road information from various sources, may decide to send some, or all, pupils home early. Transport is not always available at short notice. The timing of its departure may also be related to other factors, such as the desirability of having a hot meal before leaving, snow plough movements from the depot across the road and, later in the day, the need to get children home before dark.

INFORMATION

The above arrangements create a busy telephone and we are unable to inform many parents of early closure. We do send messages to parents who transport pupils to pick up points, ie. to parents whose homes are well off the bus route, and, where possible, parents in outlying areas. The general rule is to expect children to be sent home early if there is a heavy snowfall accompanied by wind.

ALTERNATIVE ADDRESS

Children should be given an alternative address by parents for use in emergencies. All outlying area bus pupils are seen by Miss Mackaskill at an appropriate time in the year and given forms to complete with details of emergency contacts etc. in the event of any closure.

LOCAL KNOWLEDGE

When parents become concerned about conditions at the "drop-off" point, they should advise the school.

SCHOOL OPENING

Decision

The decision to open or re-open has to be made by the Head Teacher, following consultation with various people and agencies, especially the transport contractors. It will be appreciated that it is sometimes difficult to get accurate information about local road conditions at an early hour. After a decision to run transport has been made, a driver may still decide (very wisely) to turn back before picking up pupils.

Information

The Telephone Messaging Service provides the most accurate information – **0800 564 2272 pin number 04 1120**

You can also access the highland school closure website on: for school closure information.

<http://www.highland.gov.uk/schoolclosures>

[Facebook](#)

[Kingussie High School Website](#)

Moray Firth Radio broadcast hourly news bulletins and half-hourly summaries will carry local information on weather, roads and conditions affecting schools.

National Met Office Weathercall 09014 722 074

We will do our best to update the school Facebook page as soon as possible in the event of a school closure.

EXAMINATIONS

Consideration about missing examinations should not override good judgement about sending children to school. Arrangements can normally be made to take the examination at another time.

SCHOOLS WHICH SHARE OUR TRANSPORT SYSTEM

Kingussie Primary School 01540 661354

SCHOOL

The School number is Kingussie 01540 661475. In severe weather conditions, both after office hours and during a school closure, the regional 0800 number will provide up-to-date information.

FORMATION OF CLASSES

In a situation when only the pupils from outlying areas are unable to be in school, it is anticipated that classes will continue in the normal way. The majority of secondary pupils travel from the Aviemore direction and, when the attendance of those pupils is also affected by adverse weather, the local pupils attending will not be in sufficient quantity for classes to be formed. The continuation of normal education is also affected by the ability of staff, who do not live locally, to travel to school.

ATTENDANCE OF STAFF

When the school is closed to pupils, teachers will normally be present to undertake non-teaching duties, such as preparation, correction and curriculum development.

Unscheduled/Emergency Closure Information

Should it be necessary for the school to close at short notice for **any unforeseen reason** and pupils have to be sent home, it is the policy of the school to only phone parents of pupils living in outlying areas or off the main bus route or with specific known circumstances. All other parents are asked to ensure that their child knows what to do and where to go in such circumstances. Please ensure your child knows to contact the school office if they are unsure about access to home should such an event occur.

Where possible the 'Groupcall' system will be used to text/call parents to alert them to any unexpected closure.

29. SCHOOL MEALS & HEALTH PROMOTING SCHOOL

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

School Meals cost £2.30/£2.55 for pupils and just keep getting better, with better quality food, healthier meals, larger portion sizes and more and better choices. If a pupil has special dietary needs, please inform the school. Free meals can be claimed in certain circumstances, for information and application form please see: [Free school meals and assistance with clothing | The Highland Council](#)

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: [Pay for school meals](#)

LUNCHTIME CHOICES

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

FREE SCHOOL MEALS & CLOTHING

Free school meals and assistance with school clothing (up to £81 a year) can be claimed if you receive any **one** of the following:

- Income Support
- Income-based Job Seeker's Allowance
- Any income related element of Employment and Support Allowance
- Child Tax Credit, but **NOT** in receipt of Working Tax Credit, **and** an income below £16,105 (as assessed by the Inland Revenue)
- Child Tax Credit **and** Working Tax Credit, **and** an income below £6,420 (as assessed by HMRC)
- If you are 16-18yrs old and receive any of these benefits in your own right then you can claim for yourself
- If you are an asylum seeker receiving support under part V1 of the Immigration & Asylum Act 1999
- Universal Credit

School meals | The Highland Council

30. 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.

Applying for or renewing EMA - Education Maintenance Allowances (EMAs) provide financial support to eligible 16 to 19 year olds who want to continue learning.

If [you're eligible](#) for an Education Maintenance Allowance (EMA), you must complete the following every academic year:

- an EMA application form
- a learning agreement

Renewals require a new application form and the learning agreement to be completed each year.

Education Maintenance Allowance | Education Maintenance Allowance | The Highland Council

31. ADMINISTRATION OF MEDICINES

Staff will only administer medication when there is clear written guidance from the parents on:
The name of the medicine, the quantity of the medicine to be given, the time it has to be given.
Prescriptive medication should be given at home by parents.

MINOR INJURIES

School will only deal with minor cuts and bruises, these will be cleaned and a plaster applied.

32. 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. 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. Parents would always be involved in discussions beforehand and this step would only be taken with full consent from parents and (where appropriate) the pupil themselves.

EMPLOYMENT OF CHILDREN

The employment of children by-laws regulate the types of occupations 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

33. 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 an application to the Head Teacher.

DATA PROTECTION ACT 1998

Information on pupils, parents and guardians is stored on a computer system and may be used for teaching, registration, assessment and other administrative duties. The information is protected by the Data Protection Act 1998 and may only be disclosed in accordance with the codes of practice. Further information can be obtained from <http://www.gov.scot/Topics/Statistics/ScotXed>

TRANSFERRING EDUCATIONAL DATA ABOUT PUPILS

The Scottish Government and its partners collect and use information about pupils through the *Pupil Census* to help to improve education across Scotland. This note explains why we need this information, how we use it and what we do to protect the information supplied to us.

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

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

Why do we need your data?

In order to make the best decisions about how to improve our education service, the 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 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 an 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 the 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 the Scottish Government to take any action in respect of individuals. Data is held securely and no information on individual pupils can or would be made publicly available by the Scottish Government.

The individual data collected by the 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: [m Scottish Exchange of Data \(ScotXed\) - gov.scot](https://www.gov.scot/Topics/education/scotxed)

The 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 lives 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 the 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 this data will not be used to take any action 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.

34. 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:

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.

35. 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 from Mr I Adamson or online at: [Child protection | The Highland Council](#)

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.

End.