

Bun-sgoil Shlèite



Leabhran na Sgoile 2023/2024
School Handbook 2023/2024



Bun-sgoil Shlèite
Cille Mhoire
An Eilean Sgiathanach
IV44 8RF

*Bun-sgoil Shlèite
Kilmore
Isle of Skye
IV44 8RF*

Ceannard na Sgoile/Headteacher: Mrs Katie Wight

Fòn/Phone: 01471 844326

Post-dealan/Email: bun-sgoil.shleite@highland.gov.uk

Làrach-Lìn/Website:

<https://sites.google.com/portreehigh.org.uk/bunsgoilshleite/conaltradh-communication>

Meadhanan Sòisealta/Social

Media <https://www.facebook.com/bunsgoilshleite1>

'S e amas an leabhair- làimhe seo fiosrachadh a thoirt dhuibh air ar n- àrainneachd ionnsachaidh agus air mar a bhios ar sgoil ag obrachadh bho là gu là.

The aim of this handbook is to give you information on our learning environment and how our school operates from day to day.

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. This handbook is not exhaustive and continues to develop to reflect the successes and achievements of our school. Our website is currently being refreshed and we will update this with any changes.

Fàilte | Welcome

A Phàrant/Neach-cùraim Chòir,

The purpose of this handbook is to inform parents/guardians about our school and community. We hope you find this document useful and should you have any questions that are not answered within this handbook, please do not hesitate to contact us.

In Bun-sgoil Shlèite, we work together as a school community to enable our pupils to be successful learners, confident individuals, responsible citizens, and effective contributors. We encourage all learners to support each other while engaging in a wide variety of rich learning experiences and engaging activities. Gaelic language and culture is valued and at the heart of daily life in the school, both amongst our fluent speakers and Gaelic learners. We strive to ensure that every pupil is valued and supported in achieving their full potential. We promote a positive, nurturing ethos across our school community celebrating our pupils' achievements and successes as well as everyday kindness and compassion.

Relationships are at the heart of our practice and we endeavor to include all our stakeholders including children, staff, parents/guardians, external partners and our community in developing and improving our school. Throughout the session various activities, events and meetings will be arranged in order to involve parents/guardians and the community in the life of the school. Parental involvement in the life of the school and in the pupils' learning is crucial.

Should you wish to discuss your child's progress or have any concerns, please do not hesitate to contact the school immediately.

Le deagh dhùrachd,

Katie Wight
Ceannard/Headteacher

Mu-dheidhinn Bun-sgoil Shlèite | About Bun-sgoil Shlèite

Tha an sgoil a' gabhail a-steach sgìre Shlèite air fad: An DruimFhearna, Tarsgabhaig, An t-Òrd, Dùisdeil, Eilean Iarmain, Tòrabhaig, An Teanga, A' Chill Mhòr, Armadail agus An Àird. Faodaidh clann a tha a' fuireach air taobh a-muigh Shlèite tighinn dhan sgoil ach feumar iarrtas a dhèanamh ann an Oifis Fhoghlaim na Sgìre. Cuiribh fios dhan sgoil ma tha ùidh agaibh ur pàist' a chur dhan sgoil, no ma tha sibh ag iarraidh turas mun cuairt na sgoile.

Tha sinn fortanach gu bheil deagh ghoireasan againn air feadh na sgoile. Tha ceithir clasaichean againn, airson aois 5-12, trì Ghàidhlig agus aon Bheurla. Tha na clasaichean gu lèir againn ealtach. An dràsta tha 60 sgoilear san sgoil is 18 eile sna tràth ìrean. (Dùbhlachd 22) Tha trì prìomh thogalaichean againn – an togalach mòr far a bheil clasaichean, an talla

dìnnearach/ spòrs, agus seòmair luchd teagaisg; an taigh-sgoile far a bheil a'chlas Beurla. Tha togalach ùr Tràth ìrean again air an làrach a tha air leth bhreagha.

Tha deagh shuidheachadh aig an sgoil is i air a cuairteachadhle talamh is goireasan a ghabhas cuir gu feum, eadar gàrradh na sgoile, gàrradh na sgoil-àraich, am MUGA (an raon ioma-spòrsa), pàirc na sgoile agus deagh raon-cluiche. Tha talla na sgoile air a cleachdadh tro là sgoile le sgoilearan agus sgoil àraich/ nursery.

Tha Fàs Mòr, a bhios a thoirt cùraim do chlann eadar 0-12 tron latha, as dèidh na sgoile agus tro saor-laithean na sgoile, a-nis stèidhte air làrach na sgoile. 'S e goireas air leth a tha seo don choimhearnachd again, is tha ceanglaichean math again leoatha.

A-rèir far a bheil sibh a' fuireach san sgìre, gheibheamaid comhdail dhan sgoil, cuidichidh sinn sibh leis a seo an uair athig sibh dhan sgoil an clàradh.

The school caters for children from the entire Sleat peninsula, incorporating Drumfearn, Tarskavaig, Ord, Duisdale, Isle Ornsay, Toravaig, Teangue, Kilmore, Armadale and Aird. Children from outwith the Sleat area can also attend the school after applying for a placing request via the Area Education Office. If you are interested in enrolling your child in the school or if you would like to see around the school – please let us know.

We are extremely fortunate to have excellent facilities, equipment and accommodation in our school. The school has 4 classes currently, catering for ages 5 -12, three Gaelic and one English. All of our classes are composite classes. The school roll currently sits at 60 pupils with 18 further pupils in the Early Years (December 22). There are three main buildings that make up the school - the main building houses classes, multi-purpose hall, library and staff room; the school house has our English Medium class and we also have a new purpose-built Early Years building.

We have very generous grounds around the school, the garden, the nursery garden, school pitch, MUGA (multi-use games area) and large playground. The school hall is used for many activities during the school day by school pupils as well as sgoil àraich and nursery.

Recently, Fàs Mòr, a local child-care provider has taken use of a building on our school grounds. They provide care for children 0-12 both during the day, after school and during the school holidays. Fàs Mòr provide a vital service for our community and we are delighted to be able to work in partnership with them.

Depending on where you live you may be eligible for free school transport; we can help you with this when you enroll your child.

Luchd-Obrach | Staff

Sgioba Ceannardais | Leadership Team

Ceannard na Sgoile | *Head Teacher*- Mrs Katie Wight

Prìomh Thidsear | *Principal Teacher* - Miss Màiri NicDhomhnaill

Tidsearan Clas | Class Teachers

Miss Màiri NicDhomhnaill

Mrs Hazel Mhoireastan

Miss Rachel Hopkins

Mrs Barbara Smith

Miss Heather Loughlin

Tidsear Taic-Ionnsachaidh | Additional Support Needs Teacher

Mrs Brenda McCallum

Tràth Ìrean | Early Years

Mrs Sandra NicNèill - Neach-Obrach nan Tràth Ìrean | *Early Years' Practitioner (GM)*

Mrs Emma Micski- Neach-Obrach nan Tràth Ìrean | *Early Years' Practitioner (GM)*

Mrs Wendy Morrison - Neach-Obrach nan Tràth Ìrean | *Early Years' Practitioner (EM)*

Luchd - Taic | Pupil Support Assistants

Mrs Kirsty Stewart

Ms Katharine Barrington

Ms Màiri Russell

Oifis na Sgoile | School Office

Mrs Lorraine MacKinnon

Cidsin | Kitchen

Mrs Aileen Meechan

Mrs Adele Hunter

Glanadh is Goireasan | Cleaning and Maintenance

Mrs Angela Smith

Mr Ryan McAllister

Visiting Music Instructors

Mr Neil Stewart (Chanter)

Ms Roxinne Llewellyn-Porter (Violin)

If your child is interested in either fiddle or chanter tuition further information can be found at;
www.highlifehighland.com/music

Opening Hours | Uairean Fosgalaidh

Clas 1-7 | P1-7

Diluain - Diardaoin | *Monday - Thursday*: 0900 – 1525

Dihaoine | *Friday*: 0900-1235

Tràth-Ìrean | Early Years

Diluain - Diardaoin | *Monday - Thursday*: 0855 – 1530

Dihaoine | *Friday*: 0855-1235

School Term Dates | Cinn Latha Sgoile

Term dates for 2023/24 session can be found here:

https://www.highland.gov.uk/downloads/file/24301/highland_school_calendar_2023_to_2024

A-Z

Additional Support | Taic a bharrachd

Class 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: 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

Sometimes a Children's Service Worker will be involved in supporting a child. A Children's Service Worker is often based at the school, or within an area 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:

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

Further information can be found here regarding Additional support needs in Scotland;

a) Enquire – the Scottish advice and information service for additional support for learning <http://enquire.org.uk/>

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

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

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

Assessment and Reporting | Measadh agus Aithriseadh

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, progress checks, and target setting information.

Pupils will reflect on their progress, achievement and best work on their profiles.

Progress

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

Parents Consultations take place twice a year usually in November and again in March.

Attendance | Frithealachadh

Good attendance is vital if pupils are to achieve their full potential. If a pupil is absent from school, a parent or guardian should phone the school on each day of absence by phoning 01471 844326 or by emailing bunsgoil.shleite@highland.gov.uk the school office before 9.30am.

Permission to leave during the school day: If a pupil needs to leave during the school day for an appointment etc, parents should let the school office know in advance. 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

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.

Celebrating Achievements | A' comharrachadh Colanais

At Bun-sgoil Shlèite, we believe in promoting a strong ethos for positive achievement among our school community. We celebrate the achievements of our pupils and staff in many ways including assembly, display boards, website, letters to parents/guardians and social media. Pupils record their achievements in and out of school using their profiles.

Communication | Conaltradh

If you need to get in touch with the school you can either telephone, e-mail us or use private messaging function on Class Dojo. If you are unable to reach the school by telephone, we have a messaging service and will endeavour to return your call at the earliest opportunity. If you wish to meet with the Head Teacher or a member of staff, please arrange an appointment by phoning the office.

Class Teachers and Early Years Practitioners post regular updates on Class Dojo. Mrs Wight writes a regular newsletter which give updates and important information to parents and carers. We regularly post on our school Facebook page to share our news, successes and achievements with the wider community.

An Annual Data Check Sheet will be sent home to all parents/guardians at the beginning of the school term. It is important that this form is returned to the school as soon as possible with the updated details. We must stress the importance of notifying us of any changes to you contact information.

Complaints Procedure | Modh-Gearain

We encourage all our parents/guardians to contact the school if they have concerns or complaints. It is hoped that parents will have little or no reason to complain about either the standard of the education offered or the manner in which it is taught. On occasions, parents may feel that they would like to discuss some matter regarding their child's education more thoroughly with either the class teacher or the Head Teacher. Parents are always welcome to make an appointment – please contact the School Office in order that a suitable time may be found for both parties. When a complaint is made the following action will be taken by the school-

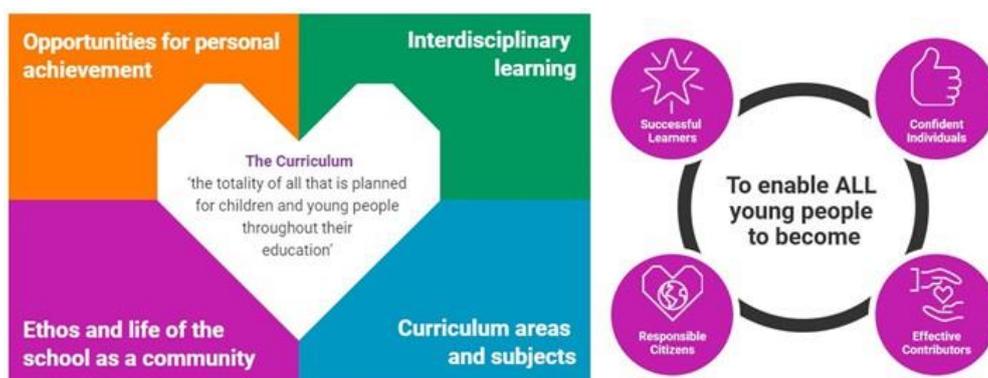
- Any investigation will be carried out or evidence gathered immediately.
- The Class Teacher will be informed if the issue relates to a specific class.
- The school's response will be relayed to the parent by letter, by a telephone call or by a further appointment with the Head Teacher, Class Teacher and parents and pupils.
- Formal documentation will be kept of each complaint and its resolution.

We want to reassure parents that we take seriously any complaints and endeavour to resolve them as expeditiously as possible. If need be then subsequent meetings will be arranged in an effort to resolve the situation to everyone's satisfaction. If you feel that an issue you have raised has not been dealt with appropriately, please contact Ms Mhairi MacDonald, Area Education and Learning Manager, Fingal Centre, Viewfield Road, Portree, Isle of Skye, IV51 9ES or by telephoning 01478 613697

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.

Further support and advice can also be accessed from Parentline: <https://www.children1st.org.uk/help-for-families/parentline-scotland/>

Curriculum | Curraicealam



The Curriculum for Excellence aims to provide greater choice and opportunity for pupils, and

a single, coherent curriculum for all young people from 3 years of age to 18 years of age. At Bun-Sgoil Shlèite our overall aim is to ensure that we provide a broad general education to all our learners. We strive to provide a curriculum which is structured yet flexible and fosters our Gaelic language and culture. A curriculum which gives pupils the skills they require in life, learning and working. A curriculum that ensures our pupils are successful learners, confident individuals, responsible citizens and effective contributors. We offer our pupils a wide and varied curriculum which demonstrates the principles of the Curriculum for Excellence - challenge, breadth, depth and progression. We also aim to offer a curriculum which demonstrates personalisation, choice, coherence and relevance. We endeavour to teach skills across the curriculum and ensure that our learners are equipped with the skills they need in life, learning and work. Global education, active citizenship and enterprise skills are actively promoted at all stages throughout the school.

The curriculum is divided into eight parts:

- Languages and Literacy
- Mathematics and Numeracy
- Social Studies
- Health and Wellbeing
- Expressive Arts
- Religious and Moral Education
- Sciences
- Technologies

Within the Curriculum for Excellence there are three broad levels:

Early Level – Nursery 3 year olds, 4 year olds and Primary 1

First Level – Primary 2, Primary 3 and Primary 4

Second Level – Primary 5, Primary 6 and Primary 7

Literacy

Literacy is fundamental to all areas of learning. Language development in the school includes the four elements of reading, writing, talking and listening through the medium of Gaelic or English. It should be noted that English is not taught until the beginning of P4 for GM pupils. For our GM pupils a large focus is placed on immersion at the nursery and P1/2 stages to ensure children have plenty opportunities to listen and use the Gaelic language through structured tasks and play.

Talking and listening are developed in a variety of ways, in a range of contexts, at every stage in the school. They are seen as not only important in themselves, but also very closely linked to reading and writing skills.

Reading extends beyond teaching the pupils to be able to recognise and say words in both Gaelic and English. We aim to develop further skills of comprehension and reading for a variety of different purpose. Alongside this, we try, in a variety of ways to develop pupil's enjoyment and pleasure in reading. Once pupils are confident in essential phonics, pupils will use a variety of resources including reading schemes, The Highland Literacy Project resource bank and a variety of novels (at later stages) to ensure there is progression throughout the school. GM pupils begin reading in English at the beginning of P4. Time is spent to go over

phonics that children may not have covered to ensure there is a smooth transition. We would always encourage children to continue to read at home in both Gaelic and English.

Writing - a similar, broad approach is adopted. Personal, imaginative and factual writing skills are all developed through the medium of Gaelic and/or English (from P4 for English for GM learners). The children are taught to write using different types of writing including stories, poems, letters, reports, notes, plays, recipes, and so on – for a variety of purposes. The presentation as well as the content of writing is important and the children are taught to write legibly and correctly. Punctuation, spelling, grammar, sentence construction and handwriting are taught systematically thorough the school. Spelling is taught through interactive multisensory approaches.

We have adopted a Talk for Writing approach to the teaching of writing. Talk for Writing is an approach to teaching writing that encompasses a three-stage pedagogy: 'imitation' (where pupils learn and internalise texts, to identify transferrable ideas and structures), 'innovation' (where pupils use these ideas and structures to co-construct new versions with their teachers), and 'invention' (where teachers help pupils to create original texts independently). These tasks aim to improve writing ability by giving pupils an understanding of the structure and elements of written language.

Literacy is also used in many different contexts across all curricular areas to further develop skills in talking, listening, reading and writing.

Modern Language

In accordance with 1+2 approach to language learning and the Gaelic Medium Advice Note from Education Scotland, we include the teaching of a foreign language in the curriculum. The foreign language is French and is taught from Primary 5-7 for GM learners.

For our EM pupils, due to the practicalities of being a P1-7 composite class, all of our learners learn both Gaelic and French from P1 through to P7.

The aims are to encourage our children to have confidence in expressing themselves in a third language and to increase their awareness of another culture.

Numeracy

Our approach stresses the importance of pupils understanding mathematical concepts and ideas whilst developing numerical skills through using practical materials and active teaching methods. Problem solving and the relation of maths to realistic and meaningful situations is prominent. Pupils are given the experience of working with calculators where appropriate. Scottish Heinemann Active Maths and TeeJay Maths, supplemented by an extensive bank of teacher prepared materials are some of the resources we use. There is a particular emphasis on problem solving and mental agility. Numeracy is initially delivered entirely in Gaelic for GM pupils. In the latter stages of Primary children become familiar with key English vocabulary also. Numeracy is embedded across our school in all other curricular areas.

Social Studies

Through our Social Studies programme the pupils develop their understanding of the world by learning about other people and their values, in different times, places and circumstances. They also develop a deeper understanding of the environment, as well as their understanding

of the history, heritage and culture of Scotland. This helps to give them an appreciation of their local and national heritage and culture of the world. Much of this work is approached through projects or topics, in which a range of subjects and skills (history and geography, reading and writing, art and craft, music and drama, etc.) will be involved in an integrated way.

Health and Wellbeing

Health and wellbeing is central in ensuring effective learning and preparation for successful independent living. Health and wellbeing is divided into physical, social and emotional health, and is delivered across the curriculum

Physical Health - explores physical factors in relation to our health and looking after ourselves e.g exploring changes in the body, identifying ways of crossing the road safely and recognizing the harmful effects of smoking, alcohol, solvents and illegal drugs.

Emotional Health - explores emotions, feelings and relationships and how they affect our mental well-being e.g learning to share and care for others and reflecting on experiences and ways of dealing with problems, e.g loss, bullying, and drug misuse.

Social Health - explores the interaction of the individual, the community and the environment in relation to health and safety e.g dealing with litter, practising personal safety strategies and exploring ways of helping the school to be a health promoting school.

We use Relationship, Sexual Health and Wellbeing (RHSP) as a core guidance and resources for delivery of the Health and Well-being curriculum. <https://rshp.scot/>

Physical Education – all pupils receive a minimum of two hours PE lessons per week. The children are given a balanced programme of gymnastics, games, movement and dance. We work closely with the Active Schools Co-ordinator who provides a wide range of sporting opportunities for the pupils throughout the year.

Expressive Arts

Art and Design - pupils are taught a variety of different skills and techniques through drawing, painting, modelling, printing and collage as well as learning more about artists past and present.

Music - opportunities exist for the pupils to take part in a wide range of musical activities including singing, music-making, listening to music and formal instrumental work. Instruction is available, from P4 onwards in chanter and violin. We participate in the local Mòd, have links with the Fèis who provide wonderful rich opportunities each year for our pupils for example Treòir; <https://www.feisean.org/en/treoir-voar-virr/>.

We also welcome the Youth Music Initiative yearly, as well as Kodaly singing tutors.

Drama - pupils in all classes are given the opportunity to develop their skills in improvisation, role play, and mime. Pupils take part in shows at Christmas and in the summer term.

Sciences

Pupils develop an understanding and increased knowledge of:

- Planet Earth
- Forces/Electricity
- Biological Systems
- Materials
- Topical Science

Technologies

Through their learning in Technologies, pupils are provided with frequent opportunities for active learning in creative contexts.

- Problem-solving skills
- Planning and Organisation skills
- Skills in ICT
- Skills in collaborating, leading and interacting with others
- Skills in using tools, equipment, software and materials.

All children in P1 and P7 have access to 1 to 1 Chromebook devices. ICT skills are directly taught and applied within the contexts of other curricular areas. All pupils complete a Responsible User Agreement.

Early Years | Tràth Ìrean

Ar n-Àrainneachd | Our Environment

Bun-sgoil Shlèite Sgoil-àraich and Nursery are housed in a new purpose-built building completed in 2021, within our school grounds. We have 2 rooms, one for our Gaelic medium provision and another for English medium. The building is modern, light and airy and has beautiful views across the Sound of Sleat. We have free flow to an enclosed garden giving children direct access to the outdoors for most of the day. In addition to the garden, we have a very well-developed woodland play area which the children use daily.

From our school grounds we have access to a small beach which is well used by the Early Years all year round.

The Early Years have access to school facilities including the Gym/Dining Hall, where they take part in weekly activities and where they eat their catered lunch daily.

Cluich | Play

‘...play at this time is not trivial, it is highly serious and of deep significance’ (Froebel, 1826)

Play is at the heart of our practice in the early years. Through play, children can learn to answer their own questions, learn new skills and learn to work collaboratively with other children or adults (Realising the Ambition 2020).

In our setting, children spend the majority of their time engaged in self-directed, freely chosen play. We have a wide variety of quality, open-ended resources that the children can access freely. Our staff are constantly observing and supporting play and responding to

children's interests and changing needs. The child-centred space of the early years gives children the time and environment they need to challenge themselves, be curious, form relationships and pursue their own thinking.

A' Bhlàr a-Muigh | Outdoors

At Bun-sgoil Shlèite we embrace and promote a love and connection with the natural environment amongst our learners. Outdoor play is very much part of daily life in the Early Years. In addition to daily opportunities for outdoor play, our learners enjoy Còmhlà sa Choille | Forest School each Friday in the school garden. We don't let the weather hold us back; with proper clothing our Early Years children thrive even on the soggiest Skye day!

Luchd-Obrach | Staff

Our Early Years Practitioners are all fully qualified and have many years experience working with children in the early years. Each child has a keyworker who will be your point of contact while your child is with us. Relationships are at the centre of our practice and all of our staff work hard to build a partnership with our children and families from day one.

Mrs Wight (Headteacher) is the manager of the Early Years and holds overall responsibility.

Bogadh 'sa Ghàidhlig | Gaelic Immersion

Within the Sgoil-Àraich, Gaelic is the language of use. We offer an immersive experience for our learners helping them develop their language through songs, stories, play, cultural experiences, practical activities and daily routines. Many children who come to our setting do not have Gaelic in the home, but this not a barrier to their learning. We encourage all parents to engage in Gaelic learning themselves to support their children through their education. We aim to support parents to use the Gaelic they have with their children in the home no matter their level of fluency.

Curraicealam | Curriculum

We follow the **Curriculum for Excellence** Early Level Curriculum in the Early Years. For more information about the curriculum please visit the Education Scotland Website: <https://education.gov.scot/documents/All-experiencesoutcomes18.pdf>

Realising the Ambition: Being Me (2020) is our national guiding document for good practice in the Early Years. _

<https://education.gov.scot/media/3bjpr3wa/realisingtheambition.pdf>

Enrolment | Clàradh

For information on how to enroll your child at our school, please visit the website below: https://www.highland.gov.uk/info/878/schools/887/enrol_your_child_for_school

Parental Involvement | Com-pàirt Phàrant

We welcome parents/guardians at any time in our school. Parents are invited in at various points throughout the year to see the work of their child in an informal manner by attending our Open Mornings and Stay and Play sessions where you will see the Curriculum for Excellence in practice. The Open Mornings are used to share the recent practice of pupils in areas that are school initiatives. Additionally, we welcome and rely on parent volunteers to enable us to provide a wide range of school outings, extra-curricular activities and local events. We regularly have parent and pupil focus groups where we discuss aspects of our school improvements.

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

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

- Parents' evenings
- Progress checks
- Pupil Profiling
- Information on the school website

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

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

Parental information is obtained from questionnaires issued regularly through our regular communication channels.

Useful information for parents and how to get involved in your child's education, how to support the school, information on curriculum developments can all be found at Parentzone: <https://education.gov.scot/parentzone/>

Parent Council | Comhairle nam Pàrant

The Parent Council is a group of parents/guardians who are selected to represent all parents/guardians of children at our school. We are fortunate to have a very active Parent Council at Bun-sgoil Shlèite.

The role of the parent council is: -

- To support the school in its work with parents
- To represent the views of all the parents
- To encourage links between the school, parents, pupils and the wider community
- To report back to the Parent Forum (every parent with a child at the school.)

The parent council can be contacted by emailing sleatpac@gmail.com . Meetings are held in the school every term. Minutes of the meetings distributed to all parents. The Bun-sgoil Shlèite have a Facebook page which you are able to join as a parent of the school. Further information about the Parental Involvement Act 2006 and Parent Councils can be found on the internet: www.parentzonescotland.gov.uk

Policies | Polasaidhean

All our policies can be viewed on our website or by requesting the policy from the school office.

Religious observance

Twice a term we welcome Timmy from Cool Church to lead our assembly, and we attended a church service at our local church each Christmas. Special arrangements will be made for pupils whose parents do not wish them to participate in religious observance.

School Ethos | Leirsinn na Sgoile

Our school Vision and Values were updated last session though consultation with our pupils, families and the wider community. We are currently updating our aims and these will be added to our handbook shortly.



We embrace our status as a Gaelic school with an English medium unit to enhance the experiences of all pupils through the promotion of Gaelic language and culture.

We create a secure, welcoming and happy environment where all achievement is celebrated.

We create a sense of community spirit in our school, helping children to grow and learn in a supportive and inclusive environment.

We support children to develop respect for the school and wider environment, fostering positive attitudes to learning for sustainability and global citizenship

The school follows the advice given in the Highland Council's anti-bullying policy. You can find the Highland Council's Positive Relationships and Bullying Prevention Policy and Guidance here https://www.highland.gov.uk/downloads/file/19358/anti_bullying_-_guidance_for_schools

School Improvement | Leasachadh Sgoile

Our annual Standards and Quality Report and School Improvement plan can be found on our Website; <https://sites.google.com/portreehigh.org.uk/bunsgoilshleite/ar-sgoil-our-school/plana-leasachaidh-na-sgoile-school-improvement-plan>

School 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. Application are made to the Area Education and Learning Manager, Mhairi MacDonald, Fingal Centre, Viewfield Road, Portree, Isle of Skye, IV51 9ES or by telephoning 01478 613697 .

Placing request applications are made online at: 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 Bunsgoil Shlèite they can contact the school office by phone or email 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.

Transitions | Eadar-Gluasad

On completing their primary school education, pupils normally transfer to Portree High School. Pupils are invited to spend time at the High School before the transfer is made and the High School prospectus is made available to the parents of primary school children. Our P7 pupils have several opportunities throughout the year to meet with other P7s in our area before they go to High School. All P7s spend 4 days in Raasay at a residential camp each June where they meet other P7s and take part in adventurous activities.

The primary school and the secondary school maintain a good working relationship and there are opportunities for staff and pupils to liaise frequently, during the course of a school session. For some pupils with Additional Support Needs, extended transition can start up to a year in advance of transition.

Address: Portree High School Viewfield Road Portree IV51 9ET Phone: 01478 614810

Uniform | Aodach Sgoile

We expect all children to wear school uniform to school everyday. Our uniform consists of;

- School Jumper (navy blue)
- Light blue polo shirt
- Black/grey or navy trousers/shirt/shorts

School uniform with our logo can be purchased from the following companies:

- My Clothing – <https://myclothing.com/ueslink/6026.school>
- Kool Skools – Fairtrade School Uniform – [Bun-Sgoil Shleite – Koolskools](#)
- MacGregors Schoolwear (free delivery to any MacGregors shop, nearest in Portree) – <https://macgregorschoolwear.co.uk/product-category/primary-school-uniform/>

Assistance with Clothing

[https://www.highland.gov.uk/info/899/schools -
grants and benefits/10/free school meals and assistance with clothing](https://www.highland.gov.uk/info/899/schools-_grants_and_benefits/10/free_school_meals_and_assistance_with_clothing)

Appendix

Health Promoting School

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

School Meals cost £2.30/£2.55 for pupils and just keep getting better, with better quality

food, healthier meals, larger portion sizes and more and better choices. If a pupil has special dietary needs, please inform the school. Free meals can be claimed in certain circumstances, for information and application form please see

[http://www.highland.gov.uk/info/899/schools -
grants and benefits/10/free school meals and assistance with clothing](http://www.highland.gov.uk/info/899/schools-_grants_and_benefits/10/free_school_meals_and_assistance_with_clothing)

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

Lunchtime Choices

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

Educational Excursions

Educational visits and excursions are an important part of the school curriculum. They enable pupils to gain first-hand experience of their environment and to carry out practical investigations in a meaningful context. These visits vary from local nature walks to trips further afield which involve considerable planning and preparation. Details of excursions are sent to parents before the event. A risk assessment is carried out for all excursions in line with the council's policy.

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 unopened, 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. **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.

Employment of Children

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

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

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 2023/2024 pupils born between 1 March 2004 and 30 September 2007 can receive payments from August 2023. Pupils born between 1 October 2007 and 29 February 2008 can receive payments from January 2024. Further information on full eligibility criteria and the online application process can be obtained from the school.

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

Adverse Weather

Schools now 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 the headteacher.

It is an enhancement to the present service and does not replace existing methods of giving out information, such as radio broadcasts, described in the schools Adverse Weather Guidelines.

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

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

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

Data policy

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

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

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

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

Why do we need your data?

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

- plan and deliver better policies for the benefit of all pupils
- plan and deliver better policies for the benefit of specific groups of pupils
- better understand some of the factors which influence pupil attainment and achievement
- share good practice

- target resources better
- enhance the quality of research to improve the lives of young people in Scotland

Your data protection rights

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

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

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

Concerns

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

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.

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 <contact details> or online at

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

Military Families

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

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

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

Visit the Highland Council Armed Forces Website for lots of helpful information and support

[https://www.highland.gov.uk/info/886/schools - additional support needs/833/armed forces - support for families and schools](https://www.highland.gov.uk/info/886/schools_-_additional_support_needs/833/armed_forces_-_support_for_families_and_schools)

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