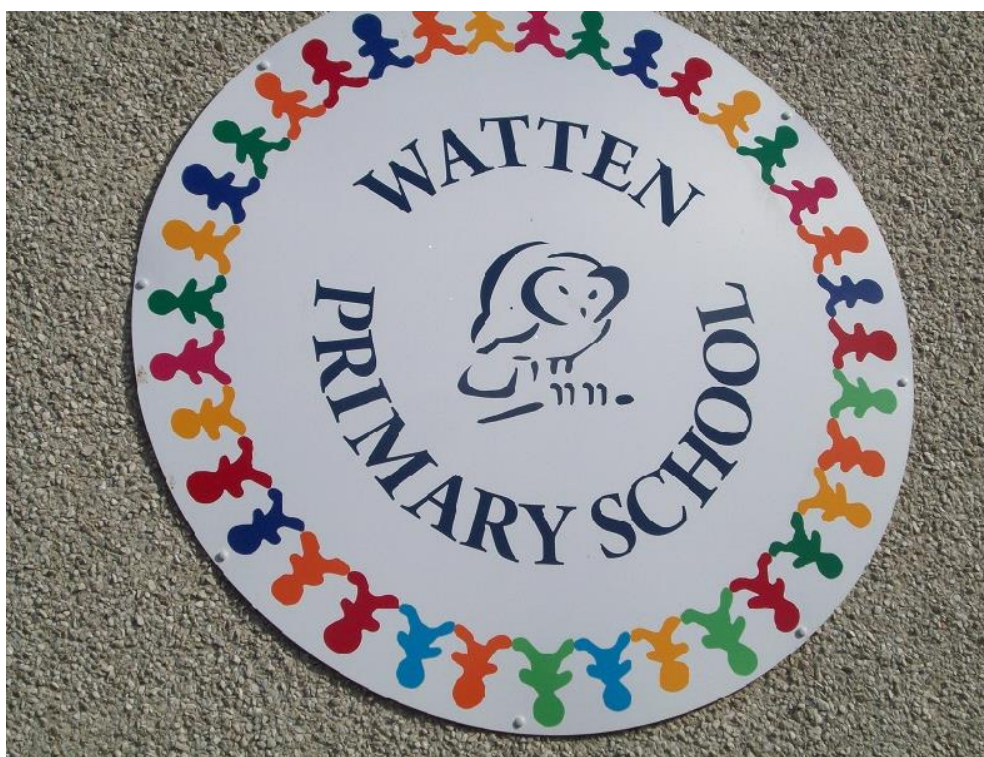


# Watten Primary School Handbook 2023-2024



## *Contact Detail*

Watten  
Wick  
KW1 5YJ

[Watten.primary@highland.gov.uk](mailto:Watten.primary@highland.gov.uk)  
<https://wattenprimary.wordpress.com>

Head Teacher  
Mrs Linsey Mackay

## Welcome to Watten Primary School

The purpose of this brochure is to offer parents information and advice relating to the school and to familiarise them with names and roles of adults with whom their child is likely to come into contact with during the school session.

If, after reading this, you have any questions and/or suggestions please do not hesitate to get in touch. We are always looking at ways to improve communication with parents.

Watten School is an integral and important part of the community involving the children in the life of the immediate and wider environment. Just as we attempt to involve ourselves in the community, we make every effort to encourage the community to be involved in the school. We welcome suggestions as to how these links can be further extended.

We appreciate the interest, co-operation and commitment of parents to the education of their children and welcome them along with friends and other interested members of the community to participate in informal functions held in the school and community throughout each session.



Watten  
Wick  
Caithness  
KW1 5YJ

Email : [watten.primary@highland.gov.uk](mailto:watten.primary@highland.gov.uk)

Website- [wattenprimary.wordpress.com](http://wattenprimary.wordpress.com)

Tel: 01955 621 287

Head Teacher Mrs L. Mackay

## GENERAL INFORMATION

Watten Primary School is a non-denominational rural primary school, with a current school roll of 33 children serving an area of approximately 4 miles in radius from the village of Watten.

Our pupils are currently taught within a P1-3 and a P4-7 composite class.

The school building comprises of 3 classrooms (1 of which is currently used as a teaching and learning room by our Additional Support for Learning teacher, our Pupil Support Assistant and our pupils) a library, dining room, a PE hall and a large foyer area. There is an area of tarmac and grass on which pupils play.

There is also a lovely garden area which we encourage pupils to become involved in improving and in which pupils have planted more trees and successfully grown their own potatoes.

Watten Primary is a successful, caring, village primary school where we value our local community and the important part our pupils play in it.

We recognise that Watten Primary School exists in a fast and changing world. We believe we have a key responsibility to equip our young people to take a full place in this changing world where new technologies will daily create new challenges and opportunities. Young people of the future will need many different competencies: to be flexible, to be able to access new skills and knowledge, to take charge of their own learning, to work in

teams, to cope with change, to be assertive and to make the best use of their potential.

Watten's aims are given in relation to the seven key areas of school life.

### **School Vision, Values and Aims:**

#### **Vision**

We nurture confident, skilful, happy and healthy children by providing a safe, stimulating learning environment. All who learn in school are learning to understand the value of being responsible, reliable and respectful to all in our school, community and the wider world.

#### **Values**

Nurturing

Happy and healthy  
reliable

Caring and responsive

Respectful

Confident and skilful

Responsible and

Independent

#### **AIMS**

We aim to provide an appropriate curriculum for our pupils, which will enable them to play an active part in our society using essential literate, numerate and creative skills.

We aim to meet pupils' needs and to raise literacy and numeracy levels of attainment in relation to national targets and exceed these targets wherever possible.

We aim to create a stimulating /caring, learning environment, which will equip pupils with the skills for life long learning and to encourage each child to reach his/ her full potential. We will encourage through intellectual and aesthetic learning, qualities of self discipline, self respect, independence and responsibilities.

We aim to create partnership with parents through a wide range of methods of communications with their own child and the life of the school and the wider community.

We aim to recognise, understand and care for individual needs, enabling children to be happy, caring and responsive both at entrance to the school and as a leaver.

We aim to promote a sense of identity and pride in the school and have high expectations in pupils' attendance and behaviour by promoting Positive Behaviour Management. Encouraging parents to be involved with their child's learning, to give their views on the life of the school and to promote a partnership with the school. We aim to develop positive links with our local playgroup, secondary schools and the community.

We aim to ensure our accommodation facilities for pupils are safe, pleasant and stimulating and that they are well suited to support the curricular activities for pupils, the work of the staff and the social and leisure activities which take place.

We aim to provide a range of suitable resources and expertise to support quality learning and teaching which are organised to ensure easy access.

We aim to have open and fair arrangements for monitoring the work of the school and managing of school finances.

We aim to be involved in regular self evaluation to improve the standard of learning and teaching in the school which will in turn improve standards of attainment and the quality of the pupils' experience.

*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.*

*As we strive to ensure all the information you require is included in this handbook, we welcome feedback from parents. If there is something which you need to know and you can't find here, please let us know so that we can improve this handbook.*

## **EQUALITY AND INCLUSION**

Watten is an Equal Opportunities School and as such we strive to ensure our activities eliminate discrimination.

Our Equality and Diversity Policy can be found on our school website.

Access to the whole curriculum will therefore be offered to all pupils without reference to gender, religion, age, disability race or culture of the pupil.

## **COMMUNICATION**

Sometimes the query or concern is best discussed with the class teacher or the Head Teacher. It is helpful to the smooth running of the school if appointments can be made to discuss the queries or concerns by calling the school office.

Whilst Mrs Mackay is not in school every day she is available via telephone. We endeavour to deal with queries/concerns which parents have as promptly as possible and will respond either verbally or in writing. Occasionally your child's class teacher or Head Teacher may contact you about a concern/query they have and very occasionally it may be because of an incident which your child was involved in.

We very much wish to work with parents to support our pupils in their learning and appreciate early communication regarding any queries or concerns.

## **PARENTS/GUARDIANS/CARERS AS PARTNERS**

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

## PARENT COUNCIL

All parents are welcome to become members of Watten Parent Council. Meetings are held termly. Current office bearers are:

Chairman	Mr Martin Sinclair	
Secretary	Mrs Aileen Henderson and Mrs Donna Sinclair	
Treasurer	Mrs Claire Sinclair	
Mrs L. Mackay	Head Teacher (Present on advisory capacity)	Tel: 01955 621287

Our Parent Council can be contacted by sending an e-mail to their e-mail address [wattenprimarypc@gmail.com](mailto:wattenprimarypc@gmail.com) or passing a sealed envelope to the school office which will be passed to the Parent Council.

The money raised is controlled by the Treasurer who is appointed annually at the September A.G.M. The accounts are ratified before this meeting.

## COMPLAINTS

If you have any complaint about anything pertaining to the school please contact your child's Named Person, Mrs L Mackay, Head teacher in the first instance. You can do this in writing, by telephone or in person, but please call to make an appointment first if you can. Any complaint will be dealt with as quickly as possible. We endeavour to resolve issues by listening to parents and seeking solutions in partnership as we value good relationships with all parents. Should a situation not be resolved, parents can contact the Alison Donald, Area Education Manager, Council Offices, Drummuie, Golspie, Sutherland KW10 6TA.

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.

Parentline Scotland is the national helpline providing advice and support for anyone caring or concerned about a child. [www.children1st.org.uk](http://www.children1st.org.uk) tel. 0800282233

## **ENROLMENT and TRANSITIONS (INCLUDING TRANSFER TO HIGH SCHOOL)**

Information and enrolment forms for starting Primary 1 can be found at [www.highland.gov.uk/schoolenrolment](http://www.highland.gov.uk/schoolenrolment)

For children commencing P1 in August, details of enrolment procedures usually appear in the local press early in the spring term. When enrolling your child for school you should bring your child's birth certificate for documentary details. A school handbook will be issued at this time and any questions or queries can be answered.

Children can be enrolled into school during the course of the school year by telephoning the school to arrange a suitable appointment.

The new intake will visit the infant class on mornings in Term 4 May/ June and our P1 teachers will visit the children in Nursery on a regular basis over the course of terms 2 and 3 to support a smooth transition into Primary 1. The new entrants are admitted at the beginning of the autumn term when they attend school on a full time basis.

For children starting P1 or indeed moving from class to class we strive to make the transition as smooth as possible. We have sessions for children to meet their teacher and their new classmates. This also allows children the opportunity to familiarise themselves with the layout of the classroom. These visits usually happen in term 4.

Transfer at the end of P7 is normally to Wick High School. Transition to Thurso High School involves parent's completing a placing request form. Every effort is made to ensure a smooth transition. Liaison between the Primary and Secondary School is encouraged in accordance with National Guidelines.



There are several opportunities for the primary children to meet some of the Secondary School Staff. At present in the summer term the appropriate guidance staff member visits Watten to meet P7 pupils.

The P7 pupils are invited to make a half day visit along with their peers from other rural primary schools and they have 2 full day visits to Wick High School and follow a normal working day timetable before entering Secondary School. Additional visits to view the building and to meet some of the staff can be held before the 2 transition days in June if it is felt that this would be useful.

In the case of children with Additional Support Needs transition arrangements start earlier depending on the child's need.

There is normally an Evening Session for Parents of P7 pupils at Wick High School on the evening of the first day of transition.

**ADDRESS:** Wick High School  
Newton Road  
Wick  
KW1 5SA

**Telephone:** 01955 603333/4

**RECTOR:** Mr S Sandeck (acting)

## **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. An application must be made to Annika Jansson, Area Education Manager, Council Offices, Drummie, Golspie, Sutherland KW10 6TA.

Placing request applications are made online at:

[https://www.highland.gov.uk/info/878/schools/887/enrol\\_your\\_child\\_for\\_school/2](https://www.highland.gov.uk/info/878/schools/887/enrol_your_child_for_school/2)

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.

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 Watten School they can contact Mrs L. Mackay at the school to arrange a visit.

N.B. The following information is correct at this time but open to alteration. See

[https://www.highland.gov.uk/info/878/schools/32/school\\_term\\_dates](https://www.highland.gov.uk/info/878/schools/32/school_term_dates)

for term dates

## **Term Dates 2023-2024**

### **Autumn**

- Autumn term starts - 15 August 2023
- Autumn term ends - 06 October 2023

### **Winter**

- Winter term starts – 23 October 2023
- Winter term ends – 22 December 2023

### **Spring**

- Spring term starts - 08 January 2024
- Mid-term break – 19-20 February 2024
- Spring term ends – 28 March 2024

### **Summer**

- Summer term begins – 15 April 2024
- Summer term ends – 27 June 2024

### **Public holidays**

- Good Friday – 29 March 2024
- Easter Monday – 01 April 2024
- May Day – 06 May 2024

### **In-service days**

- The first day back after summer - Monday 14 August 2023
- Monday 11 September and Tuesday 12 September 2023
- One day following the February mid-term break – Wednesday 21 February 2024
- Monday 2 June 2024

## TIMES

THE SCHOOL DAY			
<b>INFANTS</b>			
P1-3	9.00am-12.30pm	lunch break	1.15pm-2.30pm
<b>PRIMARY 4-7</b>			
P4-7	9.00am-12.30pm	lunch break	1.15pm-3.00pm
Mid morning break 10.35-10.50am			

Children are encouraged to bring a water bottle for use in class. There is also water available at interval or lunch for those who provide a non-glass drinking bottle.

**Children should not arrive at school before 8.45a.m. Unless they have been asked to do so for a special event.**

Children arriving later than 09.05 should press the visitors' button to gain access to the school.

Any parent or other visitors to the school outwith these times will have to press the visitors' call button and wait for the door to be released.

## **LUNCH and BREAK**

Highland Council Catering Team produces a 4 week menu which offers a well-balanced and healthy range of foods. Lunch, which is cooked on the premises, is served in the dining room and supervised by a member of staff.

Children may also bring a packed lunch to school. In the interest of safety, drink glass containers are not permitted. We encourage healthy eating in school. Children should not bring fizzy drinks to school and sweet foods should be kept to a minimum.

School lunches cost £2.30 per day.

Copies of the Lunch Menu can be obtained from the school office or they can be found at: [www.highland.gov.uk](http://www.highland.gov.uk) and then search for school meals

Should you think you may be entitled to free school meals, application forms are available from the school or they can be found at:

[http://www.highland.gov.uk/info/878/schools/9/school\\_meals](http://www.highland.gov.uk/info/878/schools/9/school_meals)

Primary 1-5 pupils will receive Free School Meals. More information can be found using the link

[http://www.highland.gov.uk/downloads/file/12301/free\\_school\\_meals\\_from\\_january\\_2015\\_for\\_primary\\_1\\_to\\_3](http://www.highland.gov.uk/downloads/file/12301/free_school_meals_from_january_2015_for_primary_1_to_3)

Children may purchase toast-15p, small piece of fruit 15p, half toasted bagel -20p, crackers/oatcakes and cheese (2) – 20p, home baking – 25p, cup of milk- 20p, bottled water -30p from our cook at break time.

Alternatively, they may bring their own snack and drink. We ask that parent's provide healthy snacks and drinks.

## TRAVEL

Free transport to school is available for children living within the delineated area of the school if they are under eight years of age and live more than two miles from the school or if over eight years of age and living more than three miles from the school. However, they may be expected to walk part of the distance to and from the school transport to a convenient pick-up point. Transport application forms are available from the school or by contacting the Transport Development Officer, Highland Council, Glenurquhart Road, Inverness, IV3 5NX, or [public.transport@highland.gov.uk](mailto:public.transport@highland.gov.uk).

## CLOTHING

Children are expected to wear uniform on a daily basis. This helps develop a sense of identity with the school. We encourage children to wear navy,

black or grey trousers or skirts and navy blue sweatshirts/fleeces/hoodies or cardigans and sky blue polo shirts and T- shirts with the school badge printed on the front. Reversible jackets and woolly hats with the school badge can also be ordered

School uniform can be ordered from – [www.border-embroideries.co.uk/](http://www.border-embroideries.co.uk/) or Highland Workwear – [www.highlandworkwear.uk/](http://www.highlandworkwear.uk/). Prices are available on these sites.

Pupils are expected to have indoor shoes and suitable clothing for gym and swimming. Indoor shoes and gym shoes should have owner's name clearly written inside, these may be the same pair of shoes for PE as for indoor use. Please ensure your child's name is clearly marked on their clothing and shoes as this helps lost property be returned to its owner.

**Outdoor Clothing-** please provide children with a jacket/coat which is waterproof and warm as the children are outside during the day. Remember the weather can change significantly between 9.30 and 3.30 so it is important to be prepared. Wellie boots are super for winter.

If you are entitled to a clothing grant, application forms are available from the school or you can access the information at [http://www.highland.gov.uk/info/899/schools -  
\\_grants and benefits/10/free school meals and assistance with cloth  
ing](http://www.highland.gov.uk/info/899/schools_-_grants_and_benefits/10/free_school_meals_and_assistance_with_clothing)

## PE KIT

Appropriate clothing would be a cotton T- shirt, shorts/ trackies and trainers or gym shoes. In the interests of safety jewellery is not allowed to be worn during P.E. Children should have a P.E kit in school on a daily basis.

## HEALTH

It is essential that the school is kept up to date with any medical condition which may affect a child's care and welfare in school. Please let us know if your child develops any condition and inform the school if a condition no longer affects them. Some medication may be kept by pupils themselves such as inhalers for older pupils, some is kept in classrooms by the class teacher for easy access and some is kept in a locked cabinet in the school office for security. A record of date, time and administrator will be kept of

any medication taken by a pupil in the school office. Parents are reminded that the responsibility for ensuring this medication is 'in date' lies with them.

Medication may be administered by school staff if there is clear written guidance from the parents.

Minor accidents are dealt with on the premises. In the event of any injury deemed to require medical attention every effort is made to contact the parents before the child is taken to Caithness General Hospital, Wick.

The school has occasional visits from a School Nurse. The school nurse gives P1s a medical check-up, of which parents are informed beforehand and at which they are invited to be present.

In September each year, all parents are issued with a copy of the information held on the schools SEEMis computer system and asked to check and amend any information given. It is important that this form is returned so that records are kept up to date. Please let the school know if you move house or if your family circumstances change and also make us aware of any incidents which may have an effect on your child so that staff can support them in a caring and sensitive way.

The school keeps a list of emergency contacts so that in the event of a child becoming ill at school, contact can be quickly made with a parent or the named emergency contact. Please make sure this is kept up to date at all times.

Children who travel to school by bus or taxi are asked to provide a name and address near to the school where they could be sent in the event of an emergency closure of school due to bad weather and transport not being available to convey them home.

## **HEALTH PROMOTING SCHOOL**

As a Health Promoting school we also encourage pupils, staff and parents to think about healthier lifestyles. Healthy living is a regular topic in classes. We value all the activities that make up a healthy and happy community.

## **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. The school has access to Highland Council's Primary Mental Health Worker Service and consultation and advice may be sought if there are concerns that might require more targeted support. 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

## **ATTENDANCE**

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

Schools are required by law to keep an attendance register and therefore parents are required, in line with Highland Council Policy, to contact the school on your child's first day of absence by 9.30am, or by 1.45pm if the absence is for the afternoon only.

As we have a responsibility for the care and welfare of all pupils during the school day, we need to know the whereabouts of absent pupils, in order for us to know they are unable to attend school. If we have not heard from you by 10.30a.m/1.45pm; the school will telephone you to discuss your child's absence.

Children are expected to be punctual and absences should be intimated to the School either by letter or telephone. On return to school children should bring a note, signed by a parent or guardian to explain their absence.

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](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.

Medical and dental appointments should be made outwith the school day where possible. When it is necessary for children to be removed during the school for a medical or dental appointment then the school should be advised in advance. Parents must not remove a child from school without informing staff.

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

### **Administration of Medicines**

National Guidance on the Administration of Medicines in Schools has been issued by the Scottish Government.

<https://www.gov.scot/publications/supporting-children-young-people-healthcare-needs-schools/>

This guidance is based on a number of common principles that will be consistently applied when identifying, supporting and reviewing the healthcare needs of children and young people in Highland schools to enable them to make the most of their learning.

Under Article 24 of the United Nations Convention on the Rights of the Child, all children have a right to the highest attainable standard of health and to health care services that help them attain this. Article 7 of the United Nations Convention on the Rights of Persons with Disabilities states that children with disabilities have the right to express their views freely on all matters affecting them. The arrangements for each individual will therefore take account of the health professionals' advice, the pupil's views and, where appropriate, their parent's views.



NHS Highland, Highland Council and school staff will work collaboratively to ensure that pupils receive the service they need in the way most appropriate to their personal circumstances.

We will work with pupils and parents/carers to support the healthcare in our school, making reasonable adjustments that children and young people with healthcare needs might need and require.

Where appropriate, we will make arrangements for staff providing healthcare to pupils to receive appropriate training from a health professional, or other accredited source in the care they are providing.

Assistance with intimate care may be needed by children in any school and this will be provided if required to support these needs quickly and with respect for children's privacy, dignity and rights.

If your child requires medication, please note that this will only be administered by staff when there is clear written guidance from a parent/carer, providing:

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

### **Minor injuries**

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

### **EMERGENCY CLOSURES**

It is likely that the school will only be closed in extreme conditions. In the event of an emergency closure due to severe weather conditions or heating failure the school will follow Education Authority procedures. If such action is necessary, information will be issued via Moray Firth Radio

which will broadcast information on closures **during periods of severe weather**.

Parents will also get information on the school's telephone information service by dialling **0800 564 2272** then enter Watten school's pin number **041260**

There is also a website that you can log onto it is:

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

All parents will receive a leaflet with Emergency Closure information during November each year.

## **INCLEMENT WEATHER**

In the event of school transport not appearing to uplift children normally provided with transport due to bad weather conditions then these children ought to remain at home. Any parent taking a child to school will be responsible for collecting him/her and should leave a note of where contact can be made should it become necessary to put the child home early. (See Guidelines at end of handbook)

## **CHILD PROTECTION**

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

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. This might involve information being passed to other agencies without immediate reference to pupils' parents or guardians.

All agencies involved in Child Protection are obliged to make the welfare of children their paramount consideration and this will be the priority for the Education Service staff.

More information about Child Protection Procedures within Highland can be obtained from the *Resource Manager, Mrs Linda MacLennan- Shareef*,

Telephone: 0800 0938100. Or online at <http://www.highland.gov.uk/info/1361/childcareandfamily/438/childprotection>

## EMPLOYMENT OF CHILDREN

The employment of children by laws 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](http://www.highland.gov.uk/downloads/download/19/employment_of_children)

## SWIMMING

During the year some children go swimming in Wick Swimming Pool, (this is usually for P4-5 stages but others can be included if they are in the same class). Any child unable to attend swimming lessons through illness must bring a note.

### Family Learning and Parent / Carer Voice

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:

**Seesaw** allows parents and teachers to communicate directly and is used by most parents to keep up to date with their child's progress and to ask quick questions. Teachers use this to share the learning of children with their families as well as let parents know of upcoming events and school news.

**Pupil Profiles** show children's progress in their learning and are stored within the Seesaw platform. Children share their learning via this platform with their parents.

**High Quality Assessment Tasks** show key pieces of assessment.

**Shared Learning Opportunities – in terms 2 and 3** there are opportunities for parents to come in to school and share in their child’s learning. In term 4 a **Summary Report** is issued at the end of the school year. It is a short report which summarises all the information in the Pupil’s Profile. At this time parents/carers may speak to teachers if they wish.

## **Parent / Carer Voice**

There are many ways parents can share the wider learning and get involved in what is happening in the school.

**School News** – the school uses Seesaw to communicate regularly with families. Messages about school and wider community events will be posted for all families to see.

**Parent Council and Parent Forum** - All parents, who have a child in Watten School are part of the Parent Forum and are invited to attend the AGM held each year. The Parent Council is elected from this body and meets regularly throughout the year. If you wish to raise something with the Parent Council, you can contact them using the e mail address [wattenprimarypc@gmail.com](mailto:wattenprimarypc@gmail.com)

**Parent Helpers** are welcomed to support Parent Council organised events and a wide range of other activities run in the school.

**School Website** - [www.wattenprimary.wordpress.com](http://www.wattenprimary.wordpress.com) gives information for parents

**Excursions** - Opportunities are provided for pupils to take part in as many excursions as possible as part of their education. All excursions are Risk Assessed in advance. Parents are sent details of local excursions and for longer trips, permission return slips are issued.

**Parent / Carer's Opinions** – We try to gather information from parents about the quality of our service, by sending home short questionnaires/gathering views during open sessions and via parent meetings. We also seek your opinion on matters in discussions with your representatives on the Parent Council.

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.

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 a Parentzone: <https://education.gov.scot/parentzone/>

## CURRICULUM

A Curriculum for Excellence is based on the values of-

Wisdom  
Justice  
Compassion  
Integrity

And the purpose of ensuring pupils become-

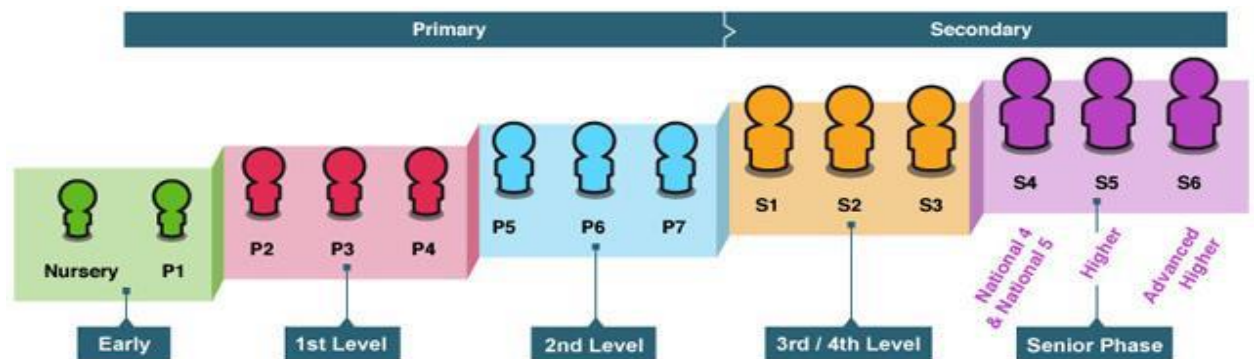
Successful Learners  
Confident Individuals  
Responsible Citizens  
Effective Contributors

It is based on the Seven Principles and Eight Curricular Areas

The Seven Principles-	The Eight Curriculum Areas-
<p>All learning must take account of these principles:</p> <ul style="list-style-type: none"><li>● Challenge and Enjoyment</li><li>● Breadth</li><li>● Progression</li><li>● Depth</li><li>● Personalisation and Choice</li><li>● Coherence</li><li>● Relevance</li></ul> <p>This is to ensure children's development is useful and meaningful</p>	<p>Containing a range of subjects:</p> <ul style="list-style-type: none"><li>● Expressive Arts (art, drama, dance and music)</li><li>● Health &amp; Wellbeing (personal, social &amp; emotional health &amp; PE)</li><li>● Literacy &amp; English (reading, writing, listening and talking)</li><li>● Numeracy &amp; Mathematics (Number Work, Problem Solving)</li><li>● Religious and Moral Education (Religions, values and beliefs)</li><li>● Sciences (understanding our planet)</li><li>● Social Studies (Scotland and the World: past, present and future)</li></ul>

	<ul style="list-style-type: none"> <li>Technologies ( Food, design &amp; computing)</li> </ul>
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Progress levels are banded as follows-



The statements of experiences and outcomes describe national expectations of learning and progression from the early to the fourth curriculum level during the period from early years to the end of S3

Crossing all curricular areas, we try to give the children the skills they need for **Learning, Life and Work**

These include the **Higher Order Thinking Skills** of Remembering, Understanding, Applying, Analysing, Evaluating and Creating.

We also work to develop children's **Personal, Interpersonal, Employability, Leadership, Self-management and Co-operation Skills.**

You can find out more about Curriculum for Excellence using the Parentzone link - <https://education.gov.scot/parentzone/>

When we plan to teach sensitive aspects of learning such as health related topics including relationships, sexual health and parenthood we will inform parents in advance using the usual classroom communication methods.

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

We try our best to make use of the outdoor and local environment as much as possible within the scope of our funding for travel. We welcome visitors into the school to enrich our curriculum.

In P7 we offer the pupils an opportunity to participate in a residential trip to Fairburn Outdoor Centre with pupils from other rural primary schools where the emphasis is on team building and adventurous activities.

There may be a wide range of abilities within each class and consequently children may be grouped as a class, part of a smaller group or as an individual for different areas of the curriculum. All children develop at different rates and we place great emphasis on taking children on from where they are. It follows also that there will be a variety of teaching techniques, whereby a teacher may work with individual or with a group within a class, the whole class or as mixed groupings.

The statements of experiences and outcomes describe national expectations of learning and progression from the early to the fourth curriculum level during the period from early years to the end of S3

<u>Level</u>	<u>Stage</u>
Early	the pre-school years and P1 or later for some
First	to the end of P4, but earlier or later for some
Second	to the end of P7, but earlier or later for some
Third & Fourth	S1 to S3 but earlier for some

As you can see children will not progress from one level to another over one year. Some children will attain a level earlier than stated above. Some for many reasons will not attain the level within these years.

It is important to remember that children progress according to their own ability and needs.

## ASSESSMENT

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.

Class teachers assess work carried out in class on a continuous basis. This assessment process is used as an evaluative, diagnostic and formative tool to provide evidence of pupil attainment and progress and to inform learning and teaching and pupil targets.

We use High Quality Assessments periodically throughout the year which **demonstrate breadth of learning** which requires the learner to draw on a range of learning from a number of Experiences and Outcomes across different organisers

**demonstrate challenge** which promote higher order thinking skills



**demonstrate application** of learning in new and unfamiliar situations.

Pupils should use the assessment process to motivate them in their learning within a supportive environment. This should inform next steps for the improvement of their own learning. Children are involved in self-assessment of their work and reflect on this in regular learning conversations with their teacher.

Children in P1, P4 and P7 undertake the Scottish National Standardised Assessments. For further information, see the website <https://education.gov.scot/parentzone/learning-in-scotland/assessment-and-achievement>

We are continually sharing information with parents throughout the year about your child's learning and progress, and providing opportunities to review their learning and we will also issue a short summary report in June each year.

The open sessions we provide throughout the year are for sharing your child's learning with them and talking to the teacher about this learning. If you have any concerns about their progress, you can contact the class teacher for a short confidential meeting at any time.

## **ATTAINMENT**

Our school attainment data can be found within our Standards and Quality Report which is on our school website.

Data for schools in Scotland can be found at <https://education.gov.scot/parentzone/my-school/school-information-dashboard/>, however where pupil numbers are small this can affect what is published.

Reports on inspections carried out by Education Scotland Inspectors can be found at <https://education.gov.scot/education-scotland/what-we-do/inspection-and-review/inspection-publications/>

## **ADDITIONAL SUPPORT**

All children need support to help them learn. Some children require more help than others

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:

[https://www.highland.gov.uk/info/886/schools -  
\\_additional support needs/1/support for learners](https://www.highland.gov.uk/info/886/schools_-_additional_support_needs/1/support_for_learners)

If you think your child may have additional needs please contact the Head teacher Mrs L Mackay. If you would like more information on this subject you can get more information and advice at

[https://www.highland.gov.uk/info/886/...support.../support for learners  
%20http://enquire.org.uk/%20Education%20Scotland%20information](https://www.highland.gov.uk/info/886/...support.../support_for_learners%20http://enquire.org.uk/%20Education%20Scotland%20information)

Sometimes a Children's Service Worker will be involved in supporting a child. They will generally focus on 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 Mrs L Mackay. 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](http://www.highland.gov.uk/info/886/schools_-_additional_support_needs/1/support_for_learners)

For young people with severe and complex needs, there are Enhanced Provisions for pre-school and primary aged pupils in Mount Pleasant Primary School in Thurso and Newton Park Primary School in Wick. Placements may be offered on a full or part-time basis.

For young people with neurodevelopmental/social communication difficulties, there are two SCOPE provisions (Social Communication Provision for Education); one in Miller Academy Primary School in Thurso and one in Noss Primary School in Wick. SCOPE offers support for primary-aged pupils through providing a 'split placement' with the young person's local mainstream school. Through providing targeted, individualised support, this enables young people to access education in their local school.

Applications for specialist provision can be made to the Admissions Group. Parents/Carers can speak with the Named Person or Lead Professional about making the application.

[http://www.highland.gov.uk/downloads/file/230/highland\\_practice\\_model\\_-\\_delivering\\_additional\\_support\\_for\\_learners](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](http://www.highland.gov.uk/download/downloads/id/11/co-ordinated_support_plan)

Organisations which provide advice, further information and support to parents of children and young people with ASN are:

- (a) Children in Scotland: Working for Children and Their Families, trading as "Enquire – the Scottish advice and information service for additional support for learning", a charitable body registered in Scotland under registration number SC003527; <http://enquire.org.uk/>
- (b) [Scottish Independent Advocacy Alliance](#), a charitable body registered in Scotland under registration number SC033576; and
- (c) [Scottish Child Law Centre](#), a charitable body registered in Scotland under registration number SC012741."

## **WORKING WITH PARENTS/CARERS/GUARDIANS**

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, Open Sessions, Information on the school website and information shared via Seesaw.

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 and encouraging responsibility are important ways of supporting children's learning. A positive, supportive approach will help to build your child's self-confidence and self-esteem. Talking to them about their experiences will stimulate their interest and encourage them to try new ideas

### **Visits to School**

Parents are always welcome in school to discuss any aspects of their child's educational experience. It is helpful to the smooth running of the school if appointments can be arranged with the school office. Parents should not visit the class teacher during the school day unless this has been pre-arranged.

A security system is in operation and all visitors can access the school by ringing the visitor's bell at the main entrance.

### **How Parents Can Support Their Child in School.**

Parents are invited to attend a range of school events such as sports day and concerts. The school issues regular news/information letters and strives to keep parents well informed about what's happening in 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/>

## **PROMOTING POSITIVE BEHAVIOUR**

Emphasis is on everyone showing courtesy and respect to each other and being kind and caring.

The school is currently embarking on the Rights Respecting Schools programme, working towards gaining a bronze award in session 2022-2023.

A verbal reminder of this is usually all that is required but sometimes we need to have a discussion with pupils to support the repair of any harm caused. Exploring how our actions have made others feel and considering how we can make things better and what alternate ways we could have acted.

This school takes a positive approach to behaviour: **we believe in recognising and rewarding good behaviour.**

In some circumstances we may have to call on the support of parents in order to work together on the solution.

Highland Council's behaviour policy will be made available to all parents and anyone who wishes to discuss any aspect of the policy should contact the head teacher.

We do not tolerate bullying in school. All reports of bullying will be investigated and parents of the children involved will be contacted. We follow Highland Council's Positive Relationships and Bullying Prevention Policy and Guidance: bullying- guidance for schools

[https://www.highland.gov.uk/downloads/file/19358/anti\\_bullying\\_-\\_guidance\\_for\\_schools](https://www.highland.gov.uk/downloads/file/19358/anti_bullying_-_guidance_for_schools)

Should you have any concerns about your child's well-being please contact the Head teacher Mrs L Mackay.

## **CELEBRATING SUCCESS**

We celebrate success in a variety of ways both within the classrooms and as a whole school.

It can range from academic success in reading, writing, maths and other curricular areas; individual or team sporting success which happen in school or successes in art or music competitions. We actively encourage children to participate in community and charity events which take place in and out of school.

We encourage good manners and good behaviour in and out of school and celebrate when children make improvements in these important features of their development.

Celebrating success in the classroom can be done in a manner of different ways, some examples are

- Positive written or oral comments given to children
- Stickers/ stampers used to reward good work
- Certificates given to celebrate success. These may be presented at assembly.
- Children achieving table points or individual points for good work or good behaviour

Within the school we celebrate success at assemblies, through our wall display and in newsletters which go home to parents.

## **PHOTOGRAPHY PROCEDURES**

Photographs may be taken within school or at school related events for following main purposes:

enrolment/registration

teaching and learning

assessment

staff development

publicity and promotion

identification and security

recording of events

The school recognises the issues of child protection and personal privacy around photography and follows Highland Council's Photography Procedures for Schools which is aimed at safe guarding pupils.

Photographs may be taken by school staff, by the press, by commercial photographers or by parents.

It is important to be aware that the press and other media retain the copyright to their photography. Also when class or group photographs are taken by a commercial agency, copyright is retained by the photographer. Where practical we will strive to allow photographs to be taken by parents and guests at school events. Please note parents are only allowed to post photographs of their own child/children on social media.

### **Equality Issues**

The Council has a duty to have regard for the need to:

Eliminate unlawful discrimination, harassment, and victimisation;

Advance equality of opportunity;

Foster good relations

Parents will be issued with a form seeking written consent with regard to photography at the time of enrolment. This consent will be valid for their child's time in Watten School unless parents contact the school to change the detail of their consent.

## **SCHOOL IMPROVEMENT STRUCTURE**

**Our School Improvement Plan for session 2022-2023 focuses on –**

- Understanding and improving assessment and moderation strategies in Learning, Teaching and Assessment
- Raising attainment in numeracy and reading comprehension
- Health and Wellbeing ( particularly Relationships, Sexual Health and Parenthood and Mental, Emotional, Social Health

A summary of this document which outlines our areas for improvement can be found on our website at [wattenprimary.wordpress.com](http://wattenprimary.wordpress.com)

## **STANDARDS AND QUALITY REPORT**

This report has sections to highlight our

- ❖ Vision and Values
- ❖ A summary of what we do well and what we need to work on in each of the Core areas of our practice which are

A summary of this document is available on request from the school office or can be viewed on our website at <https://wattenprimary.wordpress.com/>

## **POLICIES**

Available from the school:-

- Learning and Teaching Policy
- Anti-Bullying
- Promoting Positive Behavior
- Child Protection Policy
- Equality and Diversity
- Chromebooks- terms and conditions
- ICT- Acceptable use Policy

Highland Council Policies may be viewed at [www.highland.gov.uk](http://www.highland.gov.uk)

## **PUPIL VOICE and SCHOOL ACTIVITIES**

Our pupils say that:

- The teachers in Watten School are kind, helpful and supportive.
- Everyone knows everyone
- Everyone is friendly
- The school meals are good.

### Pupil Council

Watten School has a pupil council. This is a group of pupils who meet with the teaching staff to discuss the life of the school and how things could be made better for the pupils. This is the vehicle we use to get the views of the pupils on a range of subjects. Each class from P1-7 has a representative



who has the responsibility of gathering the views of the class, take notes at the meetings and sharing the minutes of the meetings.

#### Eco Committee

The Eco Committee comprise representatives from P1-7. The committee meet regularly over the year under the guidance of Mrs J Henderson. The committee who have achieved a bronze award from Eco Schools Scotland are now aiming for a silver award.

#### JRSO

Our Junior Road Safety officers are pupils from P1-7 and they work with the support of staff to encourage pupils to be aware of their safety. They organise competitions to promote road safety messages.

#### FLAG

The Food for Life Action Group are pupils from P1-7 who meet regularly over the course of the year to encourage healthy eating.

#### Buddy System

The school operates a buddy system where the older children are encouraged to develop supportive relationships with the younger children, Children engage in buddy activities over the course of the year.

#### Sports

Sports day is an annual event organised by children and staff. Parents are invited to attend. Children take part in a variety of sporting events over the year including rugby, football and Highland Games.

Older pupils represent their school in the Small Schools Swimming Gala, the Rural Schools Sports and are given the opportunity to take part in the Junior Triathlon.

#### Educational Visits

Opportunities are provided for children to take part in educational visits and excursions. These vary in type according to the age, stage and studies of the children.

#### Caithness Music Festival

Watten Primary participates in the Caithness Music Festival in June every year with each class taking part in a group entry. Children are also given the opportunity to enter solo sections.

#### Instrument Tuition

Currently through Highland Council's Instrumental Tuition Service children may have access to tuition for brass or wind instruments or chanter. There is a charge for this tuition.

## **LINKS**

We work closely with Highland Council Active Schools co-ordinator to offer pupils a range of sporting opportunities such as rugby and Highland Games.

Highland Council Ranger Service provide support in the areas of plant and animal lives.

We welcome community members to school events and are keen to participate in community events.

We work closely with our Community Council and support their annual Scotland in Bloom work.

## **LIBRARY**

We are very fortunate to have a library in school thanks to a legacy from the late Miss B. Angus.

The Mobile Library calls at the school every third Wednesday and the children may borrow two books per three weeks.

## **SCHOOL EXPECTATIONS**

School expectations are kept to minimum and exist to ensure the safety of the children and to prevent bullying. We, staff and pupils, agree that bullying, in any form will not be tolerated. Bullying must be reported to the Head Teacher in order that the incident can be investigated and the appropriate action taken.

No child is allowed outside the school grounds at any time, unless with the express permission of the Head Teacher, or to return home for lunch.

We expect everyone to be-

Gentle

Kind and helpful

Honest

Respectful

To work hard

**Absence** - Please ring the school between 8.30am - 9.30am if your child is unable to attend school for all or part of the day. On return to school a note must be brought explaining the child's absence. Any child needing to attend the dentist, optician etc. should try to obtain appointments outside the school hours. However, as this is not always possible it would be appreciated if the school was informed before hand.

Due to recent Government regulations all absences are recorded as either authorised/unauthorised and these figures used to set targets to minimise levels of absence. Absences are recorded as unauthorised when no explanatory note is given to the school.

Taking a child on holiday during school term is now an unauthorised absence. Removing children from school during term is disruptive to the continuity of their education. School holiday dates can be obtained from the school office or can be found at [www.highland.gov.uk](http://www.highland.gov.uk)

## **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.

## EMERGENCY PROCEDURES.

In case of an emergency (e.g. early closure due to inclement weather, accident etc.) the school must have the name and address of someone in the village (if possible) who can be responsible for your child until you yourself can collect him/her.

Parents of children who use school transport will be telephoned before they are sent home to make sure there is actually someone at home. If there is no reply then the child will be sent to their emergency address. 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 head teacher.

Details of school closures can be found at  
<http://www.highland.gov.uk/schoolclosures>

## Guidelines for parents of pupils travelling to school during

### ADVERSE WEATHER CONDITIONS

1. **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.** While recognising that education should be interrupted as little as possible, the Education Authority accepts that in severe weather conditions the safety of the pupils is paramount.
2. For pupils using school transport, weather conditions and availability or otherwise of shelter at the 'pick - up' point will dictate just how long a child should wait, and parents are asked to advise children appropriately in relation to prevailing conditions. During difficult

weather conditions no pupil is expected to wait longer than twenty minutes past the normal 'pick-up' time.

3. Parents are advised of the different circumstances affecting drivers of contract vehicles and public services vehicles. Drivers of contract vehicles are advised that they should not drop off children where there is any doubt that they may not safely reach home or other acceptable place of shelter. Drivers of public services vehicles, however, must travel by specified routes in accordance with scheduled timetables and cannot make special provision for the individual needs of passengers.

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

4. Where parents are sufficiently concerned about conditions at 'drop-off' points, they should contact the school as early as possible.
5. Parents should advise schools of an alternative address, which may be used by their children in emergencies.

Please make sure that you have an emergency address of someone in the village with whom your child can stay.

If there have been severe overnight weather condition, please listen to Moray Firth Radio, before sending your child to school as there will be Announcements of any closures on the breakfast time broadcasts. Use the telephone information Service or the web site at <http://www.highland.gov.uk/schoolclosures>.

**Please remember if in doubt, don't send them out.**

## PUPIL RECORDS

### Access to Pupil Records

The school pupil records (Scotland) Regulations 1990 extend to parents the right of access (with certain specific exceptions) to any record held by the Authority in relation to their child. Parents may make application to the Head Teacher.

### Data Protection Act 1998

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

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

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

### **Data policy**

Information about pupils' education is collected through our statistical surveys in partnership between the Scottish Government and Local Authorities through the ScotXed Programme which aims to help schools and Local Authorities by supporting efficient collection, processing and dissemination of statistical information.

The Scottish Government then provides analysis of the data to support research, planning, management and monitoring of education services as well as to produce National Statistics publications.

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

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

### **Your data protection rights**

The collection, transfer, processing and sharing of ScotXed data is done in accordance with the Data Protection Act (1998). We also comply with the National Statistics Code of Practice requirements and other legislation related to safeguarding the confidentiality of data. The Data Protection Act gives you the right to know how we will use your data. This note can give only a brief description of how we use data. Fuller details of each individual ScotXed survey, including the purpose of each and the published data, can be found on the ScotXed website 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](mailto: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.

## STAFFING          Session 2022 2023

**Head Teacher**   Mrs L. Mackay

**P 4 - 7**                Mrs L Durrand (Mon, Tues, Fri) & Miss K Omand (Tues, Wed, Thurs)

**P 1, 2 & 3**             Mrs J Henderson

(usually our infant and upper stages class have 2 class teachers during the week)

**Additional Support for Learning Teacher**      Mrs A Moncrieff- Tuesday

### NON TEACHING STAFF

Pupil Support Assistant                                Ms B Low.  
Pupil Support Assistant                                Mrs K Miller

Clerical Assistant                                        Mrs S.Turnbull



Cook

Mrs D Liston

School Cleaner

Miss C Matthews

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