



CENTRAL SCHOOL
HANDBOOK
2023-2024



Please ask for: Mrs A Fraser

Direct Dial: 01463 233906

Email: central.primary@highland.gov.uk

Date: 9th January 2023

Dear Parent/Carer

I welcome your family to our school community and look forward to working with you during the forthcoming years. During your child's time in the school we will do our best to provide your child with a happy and rewarding primary education.

Learning and teaching is at the very heart of what we do each and every day. We follow the Scottish Curriculum for Excellence and provide learning experiences that help all pupils to develop in the four capacities of Successful Learner; Confident Individual; Effective Contributor and Responsible Citizen.

Working in partnership with parents and the wider school community is really important to our whole team. The school considers it very important that good relationships exist between parents and staff. We wish to work in partnership with our parents and look forward to developing positive home school links. By taking an active interest in your child's work both in school and at home and participating in the life of the school you will help your child make the best possible progress and help them to fulfil their potential. Your child's teacher and I will always be willing to discuss any aspects of your child's education.

We value and welcome all contributions from our families and friends and look forward to your involvement in the life and work of our school community.

The school is supported by our Parent Council who organise regular meetings and events. Your involvement in such meetings is always valued and appreciated.

If you require further information please contact the school to make an appointment.

Kind Regards

Mrs Ailsa Fraser

Head Teacher

Foreward

The Central School community has always been an important part of the Highland Capital, Inverness. As the oldest primary school, we are able to look back over two hundred years of change. From a small town at the centre of the Highlands to the millennium city we live in today.

Situated on the west side of the River Ness, we are privileged to serve a diverse community of many nationalities and cultures. This brings a great vibrancy to our school where we learn together and from each other.

Our vision is for all to love coming to school, aspire to be leaders of their own learning and leave feeling accomplished. Our school values are SAFE, MINDFUL, ASPIRATIONAL. We celebrate achievements big and small regularly in class and in whole school assemblies

We currently have 184 pupils (aged 5 – 12 years) in seven classes, 47 nursery children in our Early Learning and Childcare Centre. We also host 11 pupils in Doorways Nurture. The Doorways Team offer sessions for children who benefit from an enhanced nurture space.

Parents are all welcome to call school on 01463 233906.

School Contact Information

Central School
Kenneth Street
Inverness
IV3 5DW

Telephone: 01463 233906

Absence Line: 01463 257649

Email: central.primary@highland.gov.uk

Website: <https://centralprimaryschool.wordpress.com>

Parent Council email: central.primary@highlandpc.co.uk

All visitors to the school should enter via Planefield Road where we operate a buzzer entry system

There are regular updates posted on the school blog.

Our Annual Standards and Quality Report and School Improvement Plan are posted on the school website along with information that parents have requested.

More information at:

<https://education.gov.scot/inspection-reports/highland>

<https://education.gov.scot/parentzone/my-school/school-information-dashboard/>

Contents

1. The School Team
2. School Hours
3. Entry Arrangements
4. Educational Aims
5. Curriculum for Excellence
6. Assessment and Reporting
7. Support for Pupils
8. Religious Education
9. Positive Relationships
10. Homework
11. School Meals
12. Adverse Weather
13. School Uniform
14. Equal Opportunities
15. Transfer to Secondary School
16. Parental Involvement and Community Engagement
17. Health and Welfare
18. Protection of Children
19. Attendance and Absence
20. Disclaimer
21. Policies and Guidelines
22. Concerns and Complaints
23. School Calendar

1. The Central School Team

Head Teacher Mrs A Fraser

Depute Head Teacher Mrs M Guzowski

Principal Teacher Mrs S Gibb

Teaching Staff

Mrs R McMillan

Miss L Macdonald

Miss E Malloch

Mrs I Bartkiewicz

Mrs R MacLennan

Mrs E Harvey

Mrs M Guzowski

Mrs S Gibb

Mrs S Begg

Mrs A Cameron

Mrs S Brown

Class Sizes

P1

Up to 25 children

P2-3

Up to 30 children

P4-7

Up to 33 children

Composite

Up to 25 children

Support Teacher Mrs I Bartkiewicz

Children's Services Worker Ms R Bloomfield

Pupil Support Assistants

Mrs S Whiting Mrs C Johnstone Mrs A MacBean Mrs K Mackenzie

Mrs A Mach Miss R Dougherty Miss B Sutherland Mrs S Elleithi Mrs S Morrison

Peripatetic Childcare Manager Mrs Stewart

Early Years Practitioners

Mrs T Ferguson Senior Early Years Practitioner

Mrs J Cumming Miss E Black Mrs I Clarke Mrs E Macdonald Mrs M Mackintosh

Support Workers Mrs R Tracey Mrs Y Bryla

Out of School Club Mrs K Davidson (Assistant) Mrs Y Bryla (Auxiliary)

Clerical Staff

Mrs M Macdonald Miss C Harrison

Catering Staff

Mrs A Wylie Mrs S McCann Mrs M Gray Mrs C Gillies

FMA Mr D MacLennan Mr P McDaid

Crossing Patrollers Mr D Baird Mrs I Byczkowska

2. School Hours

School opens	9am
Break	10:30-10:45
Lunch	12:15-1:00 (P1-3) 12:30-1:15 (P4-7)
School closes	2:30pm (P1-3) 3:00pm (P4-7)

Flexible Childcare

At Central School the childcare service operates from the Early Learning Centre (**ELC**) and includes funded and non-funded early learning and childcare for children aged 3-12 years.

Breakfast Club	8:00-9:00am	After School Club 14:30-17:30 pm
----------------	-------------	----------------------------------

Places cost £4.70 per hour and need to be booked in advance. Forms are available from the School Office.

3. Entry Arrangements

Parents wishing to enrol their children into school should contact the Head Teacher to organise an initial visit.

Entry to Nursery

Children are entitled to a full year of Nursery education before they start primary school. Therefore your child will begin a pre-school year in the August of the session during which he/she is four before the end of February.

Three year olds, however, have three starting dates.

- Children whose third birthday falls between 1st March and 31st August begin Nursery in Term 1.
- Those whose third birthday falls between 1st September and 31st December begin Nursery in Term 3.
- Those whose third birthday falls between 1st January and 28th February begin Nursery in Term 4.

Parents are invited to bring their child for taster sessions in the term before they begin to attend Nursery regularly.

Entry to School

Children are entitled to start their formal education at the beginning of a new session if they reach the age of five between March 1st that year and February 28th of the following year. Parents are invited to visit the school to enrol their child in the last week of January each year. The children are invited to spend sessions at the school during the summer term.

Other enrolments may take place at any time of the year by appointment. Parents of children who do not reside within the catchment area of the school should write to the Education and Learning Manager Mrs Fiona Shearer at Highland Council Headquarters, Glenurquhart Road, Inverness to make a placement request.

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 must be made to the Education and Learning Manager Fiona Shearer, The Highland Council, Head Quarters, Glenurquhart Road, Inverness,

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 our school they can contact us 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.

Placing request forms can be obtained from:

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

4. Educational Aims

At Central School we strive to provide a happy, caring and stimulating environment where all children will recognise and achieve their fullest potential, so that they can make their best contribution to society as healthy, happy and lifelong learners.

Successful Learners

We aim to encourage a progressive development of skills and learning:

- ❖ *using a variety of teaching methods which ensure appropriate pace of learning*
- ❖ *through an interdisciplinary approach to learning*
- ❖ *by fostering positive attitudes to learning*
- ❖ *offering opportunities to engage in wider learning*

We aim to maximise standards of attainment through:

- ❖ *creating an ethos of achievement*
- ❖ *meeting pupils' needs*
- ❖ *monitoring progress and achievement*
- ❖ *Working with parents and partner agencies to meet the needs of each child and enhance the learning experience*

Staff are encouraged to develop their lifelong professional learning through:

- ❖ *Participation in professional learning opportunities, Professional Review and Update*

Confident Individuals

We aim to provide a safe and stimulating environment in which:

- ❖ *our children can feel happy and secure*
- ❖ *there are equal opportunities for all*
- ❖ *they are valued as individuals within an ethos of trust and tolerance ensuring inclusion for all children*

Responsible Citizens

We aim to encourage our children to develop:

- ❖ *self-awareness and self-respect*
- ❖ *a tolerance and respect for the differences in others*
- ❖ *the ability to make informed choices and develop balanced views*
- ❖ *positive working relationships with staff, parents and members of the wider community*

Effective Contributors

We aim to encourage our children to develop:

- ❖ *positive social skills*
- ❖ *an enterprising attitude in devising activities and projects*
- ❖ *the ability to apply critical thinking skills*
- ❖ *a creative, problem solving approach through collaborative working.*

5. Curriculum for Excellence



The curriculum aims to develop the whole child. We strive to provide a broad and balanced curriculum based on Curriculum for Excellence four contexts of learning (curriculum Areas and Subjects, Interdisciplinary Learning, Ethos and Life of the School and Opportunities for Personal Achievement).

We aim to stimulate, encourage and challenge the learning of each individual child within a nurturing, supportive environment that offers pupil's choice and takes into consideration skills for learning, life and work.

The main subject areas of the curriculum are:

- ❖ Mathematics and Numeracy
- ❖ Languages and Literacy (our chosen languages to learn are French and British Sign Language)
- ❖ Health and Wellbeing
- ❖ Sciences
- ❖ Social studies
- ❖ Technologies
- ❖ Religious and Moral Education
- ❖ Expressive Arts

More information about Curriculum for Excellence can be found on:

www.educationscotland.gov.uk

www.educationscotland.gov.uk/parentzone

Curriculum for Excellence Levels provides a very broad indication of how children progress in their learning from ages 3 to 15 in Scotland. These Levels are ‘open-ended’, allowing learners to work and progress in different ways with varying degrees of breadth, challenge and application. Below is a guide of the levels at which most children will be working.

<u>Level</u>	<u>Stage</u>
Early	The pre-school years and P1
First	To the end of P4
Second	To the end of P7
Third	S1-S3

6. Assessment and Reporting

Assessment of pupil progress forms part of our everyday interactions in the classroom. At Central school we encourage all children to take an active part in this process by reflecting on their own learning and identifying their next steps. The children participate in standardised assessments at the end of early, first and second level.

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

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. Parents will receive feedback on their child's progress through pupil reports and parent's evening.

We continue to work on how we best record learning that highlights individual's achievements as part of our School Improvement journey.

Parents of new entrants are welcome to come into the school early in the first term to discuss their child's progress after the initial settling in period.

We aim to keep parents both informed and involved in their child's education. In addition to parent's evening and other school events, we are happy to meet with parents to discuss progress or concerns at any time throughout the year. Parents have the right to access their child's pupil record and should speak to the Head Teacher if they wish to access it.

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

Please check our website for information about data protection.

<https://centralprimaryschool.wordpress.com/data-protection/>

7. Support for Pupils

The Education (Additional Support for Learning) (Scotland) Act 2004 came into force in November 2005. In November 2009 the Act was amended. You can find out more information about what this means for pupils and parents on our school website.

<https://centralprimaryschool.wordpress.com/>

All children need support to help them learn. Some children require more help than others. We follow The Highland Practice Model staged approach to assessing, identifying and supporting additional support needs. In this model every child has a 'named person' who is responsible for making sure that the child or young person has the right help to support his/her development and well-being. If you have a concern about your child in primary school please contact your child's class teacher in the first instance, Mrs Fraser or the 'named person'.

Class teachers, in conjunction with Support Teacher monitor the progress of pupils with support needs. 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 into place to help plan, organise, monitor and regularly review a child's progress. Parents and pupils will be involved in these and regularly review a child's progress. Parents and pupils will be involved in these procedures and reviews.

For more information:

Support for Learners Website <http://enquire.org.uk/> <http://enquire.org.uk/myrightsmysay/>

<http://forhighlandschildren.org/>

Scottish Independent Advocacy Alliance (Scottish Charity Registration Number SCO33576) [**Scottish Independent Advocacy Alliance**](#),

Scottish Child Law Centre (Scottish Charity Registration Number SCO12741) [**Scottish Child Law Centre**](#),

Sometimes a Children's Service worker will be involved in supporting a child. A **Children's Service Worker** is often based at the school and will generally focus on more social and emotional needs rather than issues about the curriculum or classroom learning. They:

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

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

Highland Council would seek to work in partnership with parents at all times, but sometimes you will have a concern that you don't feel is being addressed, or will want to talk to someone outwith 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 A Fraser. If your concerns continue, there are a number of means 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

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

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 relation. 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.

Military Families

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

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

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

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

https://www.highland.gov.uk/info/886/schools_-_additional_support_needs/833/armed_forces_-_support_for_families_and_schools

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

8. Religious Education

Religious Education is an integral part of the curriculum and seeks to encourage a Christian approach to everyday living. Pupils study Christianity, World Religions and Personal Search. We have regular Assemblies. The school has links with local churches.

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

9. Positive Relationships

Our school follows the Highland Council Guidelines on Equalities and Diversity and Promoting Positive Relationships. Research shows that better behaviour brings about better learning. Our aim is for all children to feel they fully belong to our school community. Our school is committed to becoming a Rights Respecting School and began our journey towards this award during session 2022/2023.

We work hard to build good relationships at Central School and with our local community partners which promotes positive interactions and choices.

At Central School we are

- ❖ SAFE
- ❖ MINDFUL
- ❖ ASPIRATIONAL

[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)

10. Homework

We encourage children to complete a variety of homework activities that reinforce and consolidate learning at home. This year we have updated our homework guidelines. All classes send homework home. If you have any queries please contact your child's teacher.

11. Health Promotion and School Meals

As a Health Promoting school we encourage pupils, staff and parents to think about healthier lifestyles. Healthy living is a regular topic in classes. We encourage active travel which promotes safe to school. Staff take part in health promotion activities. We value all the activities that make up a healthy and happy community.

Our school meals are cooked on the premises. School Meals cost £2.30 for pupils and just keep getting better, with better quality food, healthier meals, larger portion sizes and more and better choices.

P1, 2, 3, 4 and 5 children receive free school meals.

All children from P1-7 are eligible if the family receive Income Support or Job Seekers Allowance (Income based).

Children are able to eat packed lunches in school. It should be noted that under Health & Safety regulations, glass bottles or containers are not permitted.

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

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

Parents are responsible for pupils who go home for lunch.

12. 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.

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>

Dial 0800 5642272

Enter School Pin 041720 Press 1 to hear the school's message

Moray Firth Radio

Normal hourly news bulletins will carry local information on weather, roads and conditions affecting schools.

In severe conditions normal programmes will be interrupted to carry emergency bulletins.

13. School Uniform

School uniform is obtainable from:

MacGregor's
Henderson Street
Inverness
IV1 1SN

Schoolwear Made Easy
Harbour Road
Inverness
IV1 1UF

The uniform consists of a gold coloured polo shirt with a burgundy sweatshirt and dark coloured trousers or skirts. Central School takes great pride in its pupils' appearance, and most wear uniform.

Assistance with Clothing

Free school meals and assistance with school clothing can be claimed if you are receiving any benefits. To claim assistance, please click on the link. https://www.highland.gov.uk/info/899/schools_-_grants_and_benefits/10/free_school_meals_and_assistance_with_clothing

14. Equal Opportunities

Central School is an equal opportunities school. We value all people equally and celebrate the differences between all members of our school community and uphold the principles of inclusive education. Please see our website for policies.

15. Transfer to Secondary School

Pupils from Central School transfer to Inverness High School for secondary education.

As pupils reach the end of Primary 7, efforts are made to ease the transition from primary to secondary education, through exchange visits involving both pupils and staff and the sharing of information between staff.

The High School also organises meetings for parents in January and June.

For further information contact:

Mr J Rutter
Rector
Inverness High School
Montague Row
Inverness IV3 5DZ
TEL: 01463 233586

16. Parental Involvement and Community Engagement

We firmly 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.

Our school team values any time you, as parents, can give to us enhance the experiences we offer our children and strengthen our school community. We are committed to developing the positive partnerships already established with our local community.

Recent parental involvement has included:

Parents coming in to talk about their jobs, hobbies, offering gardening skills and contributing to playground developments, involvement in school trips and whole school walk, library visits and book week stay, play and learn, Polish Heritage day.

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 afternoons
- Information on the school website

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

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

Parental information is obtained from questionnaires issued regularly at Parents evenings and other times of the year and from Parent Forums.

A member of the Senior Leadership team is in school most evenings for parents to contact with any issues.

Parent Council

Our school is supported by our Parent Council which is a group of parents that represent all parents of children at the school. Our Parent Council is in the process of reconvening. There are regular meetings where topics are discussed and actions taken, including fund raising events. Ultimately the children benefit greatly from this input and all staff appreciate this contact with parents. We wish to stress we hope you feel you are able to make a contribution whether it is big or small.

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

Parent Council Chair Mr R Woolley email: central.primary@highlandpc.co.uk>

17. Health and Welfare

The school nurse, Mrs Mann, carries out a variety of short assessments with all new entrants during their first year to which parents are invited to attend. She also visits the school at regular intervals and is always happy to discuss any matters of children's health and welfare with parents.

Child Smile visits the school annually to examine P1 and P7 children's teeth. Individual results are reported back to parents.

Sometimes a child becomes ill at school. In such cases the parent or emergency contact will be informed and, if necessary asked to collect the child. Accidents may happen and if small e.g. grazed knee, will be dealt with in school.

If a child has a head injury then parents are always contacted and an adult will observe the child to ensure they do not become unwell.

If a child has a more serious injury appropriate medical interventions should take place and the parents informed as soon as possible. We ask for your cooperation with this by ensuring your contact details are kept up to date.

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 Mrs A Fraser.

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.

Administration of Medication

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.

18. Protection of Children

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

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

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

COPIES OF CHILD PROTECTION POLICY GUIDELINES are available online at:

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

19. Attendance and Absence

Good attendance is vital if pupils are to achieve their full potential. Schools are required to keep an attendance register by law. We have a responsibility for the care and welfare of all pupils during the school day therefore need to know the whereabouts of absent pupils.

If a pupil is absent from school, parents should phone the school on the first day of absence. When returning to school after an absence, the parent must give written reason for the time absent.

If a pupil needs to leave during the school day for an appointment please let us know beforehand by letter, phone or email.

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.

Holidays during Term Time

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

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

20. Disclaimer

Whilst the information in this handbook is considered to be true and correct at the date of publication, changes in circumstances after the time of publication may impact on the accuracy of the information.

21. Policies and Guidelines

Should you wish further information on Policies and Guidelines, please check the Highland Council website

https://www.highland.gov.uk/info/893/schools_-_general_information/29/school_policies_procedures_and_guidelines

22. Concerns and Complaints

If a parent has any concerns they should contact their child's teacher or Mrs Fraser in the first instance. We will always endeavour to resolve issues by listening to parents and seeking solutions in partnership. Should a situation not be resolved, parents can contact:

Fiona Shearer
Education and Learning Manager
Highland Council
Glenurquhart Road
Inverness
IV3 5NT

Care Inspectorate
Call national enquiries line on 0345 600 9527
Fill in a complaint form online at www.careinspectorate.com

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: <https://www.children1st.org.uk/help-for-families/parentline-scotland>

23. School Calendar 2023 - 2024

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

Autumn

- Autumn term starts – 15th August 2023
- Autumn term ends – 6th October 2023

Winter

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

Spring

- Spring term starts – 8th January 2024
- Mid break – 19th and 20th February 2024
- Spring term ends – 29th March 2024

Summer

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

Public holidays

- May Day – 6th May 2024

In-service days

- 14th August 2023
- 11th and 12th September 2023
- 21st February 2023
- 2nd May 2024

