

# St Clement's School



## Handbook 2023 - 2024

St Clement's School

Tulloch Street

Dingwall

Ross-shire

IV15 9JZ

Tel: 01349 863284

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

School website: <https://stclementsblog.wordpress.com/>

Twitter: @school\_clement

Head Teacher (Acting): Mrs Ruth Malone



# **Inspiring Ambition**

# **Nurturing Happiness**

## **INTRODUCTION**

St Clement's School dates back to the beginning of the century when it was first the Academy and later formed part of the Primary School. Over the years many modifications have taken place and as well as the original building, we have a hut and a much newer main building.

St Clement's School is a busy, happy environment where we encourage home-school and community links. We are a non-denominational 3 to 18 special school which caters for children and young people who have Additional Support Needs. Our school roll is currently 52. We have 8 classes which include our early years, primary and secondary. We have a positive and caring ethos, and our committed staff establish effective relationships with our young people. Our school is in the heart of Dingwall and we love that our community supports us so well.

We have an active and supportive Pupil Council and Parent Council. The current chair of the Parent Council is Avril Macdonald who can be contacted on [avrilgary@btinternet.com](mailto:avrilgary@btinternet.com). 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>

## SCHOOL CATCHMENT AREA

The catchment area for St Clement's School extends to Alness/Invergordon in the North, Beaulay and North Kessock in the South and West beyond Dingwall. However, we do have pupils who live out with these areas.

## TRANSPORT

Transport to and from school is normally provided. Transport arrangements reflect the needs of the child, and these are discussed as part of the transition planning process.

## SCHOOL HOURS

Our school hours are Monday to Thursday 8.50am to 3.40 pm and Friday 8.50am to 1.15pm. Primary pupils may be collected at 3.15pm or remain in school for supervised play until 3.40pm.

### Primary Timetable Monday to Thursday

Morning Session	8.50am – 12.30pm
Morning Break	10.30am-10.50am
Lunch	12.30pm-1.15pm
Afternoon Session	1.15pm – 3.15pm
Afternoon Break or Parental Pick up	3.15pm-3.40pm

### Friday

First Session	8.50am – 10.30am
Break	10.30am -10.50am
Second Session	10.50am – 12.00pm
Lunch	12.00pm-12.45pm
Afternoon Session	12.45pm – 1.15pm

### Secondary Timetable Monday to Thursday

Registration	8.50am – 9.00am
1	9.00am-9.40am
2	9.40am-10.30am
3	10.30am-11.20am
Break	11.20am-11.35am
4	11.35am-12.25pm
5	12.25pm-1.15pm
Lunch	1.15pm-2.00pm
6	2.00pm-2.50pm
7	2.50pm-3.40pm

### Friday

Registration	8.50am – 9.00am
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1	9.00am-9.40am
2	9.40am-10.30am
Break	10.30am-10.45am
3	10.45am-11.20am
4	11.20am-12.00pm
5	12.00pm-1.15pm

## **TERM DATES 2023/24**

### **Autumn**

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

### **Winter**

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

### **Spring**

- Spring term starts - 8 January 2024
- Mid term break – 19 - 21 February 2024
- Spring term ends – 28 March 2024

### **Summer**

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

### **Public holidays**

- May Day – 6 May 2024

### **In-service days**

- Monday 14 August 2023
- Monday 11 and Tuesday 12 September 2023
- Wednesday 21 February 2024
- Thursday 2 May 2024

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

## **STAFF**

**Head Teacher (Acting):** Ruth Malone

**Principal Teacher:** Matthew Brown

**Administrative Assistant:** Muriel Urquhart

### **Pupil Support Assistants:**

Judith MacKay  
Sarah McDougall  
Karen Campbell  
Tammy Tytler  
Simone Stewart  
Laura Urquhart  
Jane Drummond  
Natalie Robertson  
Niamh Mackenzie  
Stacey Humphries  
Kirsty Munro  
Rheighen Cassels- Macgregor  
Fiona Shearer  
Ruth Wilson  
Audrey Gunn  
Irene Howie  
Jo Sutherland  
Karen Howie  
Louise Brown  
Lorna MacIver  
Sandra Appleyard  
Lorna Campbell  
Kylie Mackenzie  
Janet Cross  
Rowanna Cassels- Macgregor

### **Teachers:**

Lesley Ross (Complex Needs Class)  
Megan Wallace (Early years)  
Matthew Brown/Tyrone Betts (Middle primary)  
Meg Miller (Upper middle primary)  
Marco Vezza (Upper primary)  
Rhona Shiell (Secondary)  
Paul Oparka (Secondary)  
Alison Duncan (Secondary)  
Katherine Macpherson/ Margaret Berry (Secondary)  
Jarek Mastylo (Secondary)

### **Ancillary Staff:**

Muriel Urquhart	- Clerical Assistant
Donald Macdonald	- Facilities Management Assistant
Pearl Shepherd	- School cleaner
Lyndsey Farrelley	- School cleaner
Linda Kingstree	- Catering staff
Lorna Mackenzie	- Catering staff

## **SCHOOL UNIFORM**

All pupils are encouraged to wear school uniform to help instil a sense of pride and identity within the school community.

Polo shirt – white or light blue with or without St Clement's logo  
Trousers, shorts or skirt – Grey/Black  
Sweat shirt – Maroon or Blue with St Clement's logo  
Zipped Fleece Jacket – Maroon or Blue with St Clement's logo  
School bag – St Clement's logo

PE Kit – shorts, t-shirt, trainers with non-marking soles.

All of the above items can be purchased at Schoolwear made easy on Harbour Road Inverness

<https://www.schoolwearmadeeasy.com/>

### **Application for Assistance with School Clothing**

If you are in receipt of Income Support, Working Families Tax Credit, Income Based Jobseeker Allowance or Widowed Mothers Allowance you can apply for the above.

Forms are available through the Highland Council website:

[http://www.highland.gov.uk/info/899/schools-grants\\_and\\_benefits/10/free\\_school\\_meals\\_and\\_assistance\\_with\\_clothing](http://www.highland.gov.uk/info/899/schools-grants_and_benefits/10/free_school_meals_and_assistance_with_clothing)

## **ATTENDANCE / ABSENCES**

Good attendance is vital if pupils are to achieve their full potential. If a pupil is absent from school, a parent or guardian should phone the school on the first day of absence, on the school number 01349 863284. Once the registers have been taken, we will endeavour to contact the parents / guardians of any child not in school, for whom we have not received notification of absence. It is essential that the contact numbers we hold on our system are accurate and up to date. This is to ensure the safety of absent children. If your child becomes ill or has an accident while attending school, we will contact you by telephone. If there is no reply, we will contact your emergency contact number.

If your child is transported to school, then the taxi company must also be informed. If you know the escort on the day, please let them know too.

Permission to leave during the school day: If a pupil needs to leave during the school day for an appointment etc, pupils need to bring with them a note from parent/ guardian or a telephone call can be made. Where at all possible, medical and dental appointments should be made out with school hours.

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

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

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

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

[https://www.highland.gov.uk/info/878/schools/32/school\\_term\\_dates](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/ email to the Head Teacher.

## **ADMISSION -SCHOOL PLACING REQUESTS**

Admission to St Clement's School is different to the normal enrolment and placing request process into a mainstream school. Consideration for a place at St Clement's School should be discussed in the first instance with your child's current school and an Educational Psychologist. If your child is preschool, then discuss with this with your Health Visitor and Pre School-Visiting Teacher.

If you wish to proceed then a referral will be made to Bill Couston, Area Additional Support Needs Manager. The referral is discussed at a Joint Admissions Group (JAG) meeting where a final decision will be made. If you do not agree with the decision then you have a right to appeal, details of which will be provided along with the decision. Parents/carers are welcome to visit the school prior to consideration for a placement.

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.

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

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

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

- Parents' evenings
- Progress checks
- Target Setting
- Child Plan Reviews
- Information on the school website and twitter.
- Home School diary.
- Google classroom

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 at Parents evenings and from Parent Forums.

A member of the Senior Management team is always in school for parents to contact with any issues and the school office is open between 9am and 3pm.

Parent Council is a group of parents selected to represent all parents of children at the school. Any parent who wishes to raise an issue for the Parent Council to consider can do so by contacting Avril MacDonald at [avrilgary@btinternet.com](mailto:avrilgary@btinternet.com)

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/>

## **SCHOOL ETHOS**

At St Clement's we 'Inspire Ambition and Nurture Happiness'.

A young person will find it difficult to learn and thrive if they are unhappy. Creating an environment where all of our young people feel safe, accepted, included and happy is at the core of everything we do.

We have high expectations and ambition for our learners. Our young people face many challenges but the one that they should never have to face is low expectations from others.

The school aims to provide a caring, learning environment which will enable all pupils to achieve their potential. We do this by:



- Allowing children to learn in a happy, relaxed, safe and caring atmosphere
- Developing confidence to express themselves to the best of their abilities
- Offering equal opportunities for all regardless of age, gender, disability, religion or race
- Ensuring inclusion for all
- Treating each individual with respect and dignity
- Promoting a healthy ethos throughout the school to help pupils and staff understand the importance of a healthy lifestyle.

## Equality and Inclusion

For up-to-date information please see:

[http://www.highland.gov.uk/info/751/equality\\_diversity\\_and\\_citizenship/313/equal\\_opportunities](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 and promote good relations. Activities should not discriminate against any of the following 'protected characteristics' of age, disability, race, religion or belief, sex, sexual orientation, gender reassignment, pregnancy and maternity.

Information about how individual needs are met can be found at:

[Additional support for learning | Additional support for learning | The Highland Council](#)

This is a link to the school's Bullying and Positive Relationships Policy and the Council's anti-bullying policy:

[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)

## Our Partners

Parents and families

Ross County

Highlife Highland

Chaplaincy Team – *Church of Scotland, Free Church, Baptist Church, Episcopal Church* (The chaplaincy team are available to support families directly)

Dingwall Tesco

Co-op

Duke of Edinburgh Award

Youth Philanthropy Initiative

ECO Schools

Dingwall Community Centre

## **CURRICULUM**

All learners receive a Broad General Education from Nursery to S3 in line with the Curriculum for Excellence. All curricular areas are covered and delivered by ASN teachers.

Curriculum for Excellence aims to provide a coherent, flexible and enriched curriculum for young people from 3-18. It is firmly focused on the needs of the child and designed to enable them to develop the four capacities, which are:

**Successful Learner**  
**Confident Individual**  
**Effective Contributor**  
**Responsible Citizen**

The Curriculum taught takes account of the National Priorities in Education for Scotland and includes the initiatives such as health promotion, raising attainment and achievement, citizenship and inclusion. We also aim to ensure that all pupils have equal access to all areas of curriculum irrespective of gender, ethnicity, ability or background. Explicit links are made to real life contexts, where appropriate, to ensure pupils are aware of the purpose of their learning. Reference to developing skills for life, learning and work are also made across the curriculum to make the pupils aware of their developing skills and how these relate to life beyond the classroom. We are also developing the use of the outdoor environment across the curriculum.

The eight areas of the curriculum are as follows:

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

These curricular areas can be taught through an inter disciplinary approach and not just through stand-alone structures.

**Nursery** – This is currently inactive.

**Primary** –The delivery of the curriculum is highly individualised whilst following the broad termly themes of the primary stage. There are five classes. The first class is for pupils who have complex needs. From this point pupils will either progress in to a primary class or remain until the end of primary where they progress in to a secondary class for pupils with complex needs.

There are classes for early, lower, middle and upper primary years. They embark on wider achievement awards in addition to the core curriculum. Learners

participate in a form of the 'daily mile' and outdoor learning. For some pupils for whom it is appropriate and relevant there are opportunities to access horse riding, cyclability and the Puffin (Hydrotherapy) pool.

**Secondary-** There are three classes within the secondary. The full curriculum is covered however there are some restrictions in some subject areas because of the lack of access to specialist subject teachers and facilities eg Science, Music, Technical, Home Economics. These areas are covered but parents should be aware that there are limitations. All pupils within the secondary come together for PE and Assembly. PE is delivered using provisions of the Town Hall and at Ross County. A large emphasis is placed on pupil choice and independent thinking. This permeates the curriculum and helps to prepare learners for the Senior Phase.

**Senior Phase-**At this stage (S3 to S6) our learners start working towards SQA qualifications and preparing for post school transition. All learners including those with complex needs work towards SQA certificated subjects in all curricular areas. These are delivered over a three year programme to ensure maximum access within a units based approach generally within National 1 to National 3. Some learners will gain course awards and will be able to work beyond National 3. In addition, all learners will work towards Personal Achievement/ Development awards, Duke of Edinburgh and Youth Philanthropy Initiative (YPI). Learners will also start to access Inverness College UHI (where appropriate) and work experience. Learners will visit potential post school destinations such as Nansen, Cantray Bridge, Inverness College, L'Arche etc. This is to help learners gain an insight and make choices regarding their post school destinations. It is a very busy time but also an exciting time as they transition into adulthood. Along with delivering the curriculum the senior phase teachers work in conjunction with pupils, families, Skills Development Scotland (SDS) and other agencies as appropriate to plan for a positive post school destination.

## **Personal and Social Education**

This is delivered from P1 to S6 and will include sensitive topics. Parents will be informed in advance as to when and the content of sensitive topics. There is often anxiety from parents around the delivery of topics such as relationships, sexual health, parenthood and drug awareness. It is important to consider that young people with additional Support Needs are not only entitled to be given this information but they are potentially more vulnerable and if they have the information then they are better able to protect themselves and make informed choices.

However it is important that we work with parents and if concerns are raised then this should be raised initially with the class teacher. If further discussion is needed, then please contact the Principal Teacher or Head Teacher.

## **Religious Observance, Withdrawal**

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

## **ASSESSMENT AND RECORDING**

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

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

Pupils should view the assessment process as a motivating experience which takes place within the overall context of a supportive school. Pupils should make use of feedback, in all its forms to inform next steps for the improvement of their own learning. Parents will receive feedback on their son or daughter's progress through pupil reports, progress checks, and target setting information.

### **Progress**

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

## **TRANSITIONS**

Common transitions occur in nursery, P1, S1 and S4 but not exclusively. Each transition is planned and highly individualised and some transitions take months. There are many factors that influence what a transition will look like, and a great deal of continual reflection and review occurs during the process. Transitions are planned jointly and are not something that happens to a young person. The child and family are the most significant members in the planning group. As we have the learner's best interest at the centre it is not unusual for some pupils to move from St Clement's into mainstream. This is a joint decision made with the parents and the child/young person (where possible) and will normally be discussed at the Joint Admissions Group (JAG). For some pupils a split placement between us and a mainstream school may be more appropriate. It is a flexible journey working towards what is best for the learner in their journey through education.

One of the advantages of being a 3 to 18 school is that the impact of transition on a child can be reduced because of the familiarity of the setting. However we are careful to plan for internal transitions when moving in to a different class, with new staff, peers and environment. We also take in to consideration transitions in to new activities, experiences or events such as attending a new environment. Every care is taken to minimise the stress on the child.

Support for pupils leaving school, including career guidance, financial advice, further education, post 16+ learning choices. How to access further information locally e.g. Jobcentre Plus. [16+ Learning Choices Information](#)

Opportunities for All is a commitment by Scottish Government to offer a place in learning or training to every 16-19 year old who is currently not in education, employment or training. Highland Council has a lead role in respect of Opportunities for All whilst young people are still in school. The long-term aim is to enable all

young people to access and progress in learning and to equip them with the skills to participate and progress, where possible into eventual employment.

During their time at St Clement's School all pupils will participate in a planned programme of careers education delivered by a range of people including representatives from Skills Development Scotland (SDS). Most staff will be involved in making recommendations or giving general advice. We rely on the good links between home and school to ensure that through open dialogue, the most appropriate decisions for individual pupils are arrived at.

The school aims to ensure that all pupils leaving school has a positive destination. Parents should spend time with their child looking at the world of work website:

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

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

[www.hi-hope.org](http://www.hi-hope.org)

## **SCHOOL IMPROVEMENT**

### **Standards and Quality Report**

St Clement's Standard and Quality report is available by contacting the school office or on the website.

### **School Improvement Plan**

St Clement's School improvement Plan is available by contacting the school office or on the website,

### **Latest Inspection Report can be found at**

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

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

## **SUPPORT FOR PUPILS**

### **Additional Support Needs**

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. Class teachers monitor the progress of pupils with support from the Principal Teacher and Head Teacher. The needs of our pupils are generally catered for within the curriculum but with specialist advice and support as required. All the pupils have a child's plan to help plan, organise, monitor and regularly review their progress. Parents, pupils and other partners such as the Educational Psychologist, Speech and Language Therapist etc will be involved in these procedures and reviews. The Child Plans are reviewed at least once a year and if the pupil has a CSP then this is reviewed annually. More information can be found about the Highland Council model for support and child's plans at:

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

Sometimes professionals other than teachers will be involved in supporting a child in school. They:

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

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

[http://www.highland.gov.uk/info/886/schools\\_-\\_additional\\_support\\_needs/1/support\\_for\\_learners](http://www.highland.gov.uk/info/886/schools_-_additional_support_needs/1/support_for_learners)

Information about how pupils' additional support needs will be identified and addressed can be found at the following:

[Support for Learners Website](#)

The Named Person at St Clement's School is the Class Teacher. More information and advice can be found at: <http://enquire.org.uk/>

Ongoing support arrangements for pupils including pastoral support arrangements can be found at: <http://forhighlandschildren.org/>

**The following organisations specified by Scottish Ministers provide advice, further information and support to parents of children and young people with ASN. The links are provided below:**

- Enquire – the Scottish advice and information service for additional support for learning <http://enquire.org.uk/>
- My Rights, My Say – an advocacy and advice service for young people over 12 with additional support needs <http://enquire.org.uk/myrightsmysay/>
- [Scottish Independent Advocacy Alliance](#), an advocacy service to support parents and children
- [Scottish Child Law Centre](#), an organisation providing free legal advice to young people

In addition, more information can be found in the **Education (Additional Support for Learning) (Scotland) Act 2009**.

### **Progress**

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

## SCHOOL POLICIES AND PRACTICAL INFORMATION

A list of school and authority policies can be found on the Highland Council website at [Authority Policies https://www.highland.gov.uk/info/893/schools\\_-\\_general\\_information/29/school\\_policies\\_procedures\\_and\\_guidelines](https://www.highland.gov.uk/info/893/schools_-_general_information/29/school_policies_procedures_and_guidelines)

### Adverse weather

Schools have a dial-in service (**0800 5642272 followed by the PIN 043000**) if there is risk of closure due to adverse weather. This allows parents to listen to a recorded message from the head teacher.

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:

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

### Travelling to school during adverse weather

It is the responsibility of parents or carers to decide if a pupil should attempt to travel to school, by transport or on foot, in adverse weather conditions. The Council encourages full attendance at school but in severe weather conditions the safety of pupils is much more important.

The school updates its procedures for adverse weather closure annually, therefore

- the school will advise parents of normal local arrangements for school transport and any special arrangements in the event of adverse weather
- the school will establish a system of communication with parents and local transport operators and ensure that parents are informed of any revised arrangements. A telephone service is offered to provide parents with up-to-date information.

Parents may call **0800 564 2272** followed by the PIN **043000**

to access the schools' information.

[http://www.highland.gov.uk/downloads/file/4653/telephone\\_pins\\_for\\_checking\\_if\\_a\\_school\\_is\\_closed](http://www.highland.gov.uk/downloads/file/4653/telephone_pins_for_checking_if_a_school_is_closed)

The Highland Council Website, Facebook and Twitter

- The Council's website <http://www.highland.gov.uk/schoolclosures> will be updated with information for individual schools
- The Council's Facebook page at <https://www.facebook.com/highlandcouncil> will show updated posts on the latest news of school closures and weather related problems
- The Council's Twitter page at <https://twitter.com/HighlandCouncil> will list Tweets of the latest news of school closures and weather related problems

### **When weather conditions are poor**

Local radio stations issue news and weather bulletins on traffic conditions and school closures. Transmissions may not cover all households and may be subject to re-scheduling but should be helpful. Parents are advised to remain “tuned in” to ongoing road weather, or school information updates.

### **Broadcast times**

BBC Radio Highland

**6.30 am 7.30 am 8.30 am 12.30 pm 4.30 pm 5.30 pm**

In extreme conditions, Radio Highland will interrupt Radio Scotland transmissions (usually on the hour), to carry emergency bulletins.

### **Moray Firth Radio [www.mfr.co.uk](http://www.mfr.co.uk)**

Local news on the hour 6am – 6pm carries local information on weather, roads and conditions affecting schools. In severe conditions normal programmes will be interrupted more frequently to carry emergency bulletins.

### **For pupils using school transport in adverse weather conditions:**

- Parents should note that the final decision on whether it is safe to operate rests with the driver of the school transport vehicle. Therefore there may be occasions on which a school is open but some routes, or parts of routes, are unable to operate.
- Morning journeys may be delayed by an hour if road conditions are unsafe at the normal journey time but have improved within the hour. Please note that for some routes the transport operator may contact the parent directly.
- Drivers are advised not to drop off children where there is a risk that they may not safely reach home. This may involve children being taken to an alternative place of safety, agreed in consultation with the school.

### **Health Promoting School**

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 value all the activities that make up a healthy and happy community. School meals are prepared at Dingwall Academy and transported to St Clement’s School. All pupils are entitled to a free school meal, so please encourage the young person in your care to take up this offer. If a pupil has special dietary needs, please inform the school.

### **Lunchtime Choices**

All of our pupils remain within the school grounds during lunch time. If a secondary pupil wishes to leave the grounds during lunch, then parental permission must be given in writing and agreed that the parents are responsible for any pupil who wishes to go out with school grounds at lunch time.



## Health

When a child becomes unwell at school, parents/carers will be automatically contacted. A decision will be made as to whether it is necessary to send the child home based on whether the child is able to participate in learning due to illness. In this respect it is important that the school is kept up to date with parents' home and work telephone numbers. An emergency contact number is also vital.

If outside medical attention is required, every effort will be made to contact the parents or emergency contact. Only in an emergency, in the urgent interests of the child would medical attention be sought without parental knowledge.

**In cases of Diarrhoea and Vomiting, children should not be sent to school for 48 hours from the last episode of diarrhoea or vomiting and will not be allowed to swim for 2 weeks following the last episode of diarrhoea (in accordance with guidelines issued from NHS Highland).** This causes a lot of controversy but we do have pupils who attend our school with significantly weakened immune systems and it is vital that we work together to ensure that we minimise the risks of infection so we can keep everyone healthy and safe.

## Administration of Medicines

National Guidance on the Administration of Medicines in Schools has been issued by the Scottish Government. <https://www.gov.scot/publications/supporting-children-young-people-healthcare-needs-schools/>

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

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

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

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

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

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

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

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

### **Minor injuries**

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

### **Mental Health and Wellbeing**

Staff will support the emotional development and wellbeing of pupils through formal and informal curricular activities. Any concerns about a pupil's wellbeing can be discussed with the named person. 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 at <https://www.wellbeinghighland.co.uk/wsa-to-wellbeing>. 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 Head Teacher. Alternatively, there is a completely confidential, online counselling service called Kooth for children and young people from age 10 that can be accessed [here](#). [Home - Kooth](#) Parents would generally be involved in discussions beforehand, however a young person over the age of 12 can ask for support themselves.

### **Intimate Care**

Assistance with intimate care may be needed by children in school and this will be provided if required to support these needs quickly and with respect for children's privacy, dignity and rights. Staff ensure these matters are handled with sensitivity and discretion. Pupils who require assistance with toileting or feeding or any other type of invasive support will have an intimate care protocol. The class teacher will liaise with the parent to agree the protocol and review it annually.

## **Moving and Handling**

Highland Council has strict guidance around moving and handling. If your child requires support with moving and handling then a protocol will be agreed between the parent, teacher and any relevant allied health professional.

## **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](http://www.highland.gov.uk/downloads/download/19/employment_of_children)

## **Education Maintenance Allowances (EMA)**

An EMA is a weekly payment worth up to £30 for pupils who are planning to stay on at school after their leaving age. They must complete a learning agreement at school for a minimum of 21 learning hours per week.

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

[http://www.highland.gov.u/info/899/schools\\_-\\_grants\\_and\\_benefits/14/education\\_maintenance\\_allowance](http://www.highland.gov.u/info/899/schools_-_grants_and_benefits/14/education_maintenance_allowance)

## **Promoting Positive Behaviour and Bullying**

All adults have a responsibility to model good behaviour and the behaviour that we expect our children and young people to learn. As such we have a 'no shouting' policy within our school. This means that all adults will speak to all children and young people in a respectful manner and actively foster good relationships throughout the school.

Generally, the behaviour from our pupils is positive however we are a specialist provision for children who have additional support needs. This inevitably means that some of our pupils will communicate through behaviours that can and do cause harm or distress to others and themselves. We also have pupils who are learning how to socially interact in a way that does not cause harm or distress to others. Part of the learning journey for our pupils is to learn new ways and strategies to communicate and socially interact in a way that is safe for both themselves and others. This journey is unique for each pupil and requires a variety of different strategies. We work with the pupil, their family and any other relevant agencies in assisting the child. This is done with positivity, sensitivity and understanding.

We understand that it can be distressing for parents to witness this or for their child to have been hurt but please be assured that safety is paramount and we work hard to minimise the risk of harm to others. This can be an anxious time for everyone involved. For some it is a quicker journey than it is for others, but it is essential that all parents are aware of this and demonstrate understanding particularly given the unique context of the school. We cannot discuss the needs of other children with parents. However,

it is important that if your child is unhappy or they are being bullied that you speak to the class teacher / named person immediately.

Both the Head Teacher and Principal Teacher are also available to discuss concerns raised.

Above all we are a nurturing school where all of our children are equally valued and supported.

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

[http://www.highland.gov.uk/info/886/schools\\_additional\\_support\\_needs/1/support\\_for\\_learners](http://www.highland.gov.uk/info/886/schools_additional_support_needs/1/support_for_learners)

### **Access to Pupil Records**

The Pupils' Educational Records (Scotland) Regulations 2003 extend to parents the right of access (with certain specific exceptions) to any record held by the Authority in relation to their child. Parents may make application to the Head Teacher.

### **Data Protection Legislation**

Information on pupils, parents and guardians is stored on a computer system and may be used for teaching, registration, assessment and other administrative duties. The information is protected by data protection legislation and may only be disclosed in accordance with the codes of practice.

### **Transferring Educational data about pupils**

The Scottish Government and its partners collect and use information about pupils through the *Pupil Census* to help to improve education across Scotland. This note explains why we need this information, how we use it and what we do to protect the information supplied to us. Further information can be obtained from <http://www.gov.scot/Topics/Statistics/ScotXed>.

Data about pupil preferred routes, preferred occupations and anticipated school leaving date is also collected from S3/S4 to support planning for leaving school. This information is shared with Skills Development Scotland. Further information about 16+ Data can be found here:

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

### **Data policy**

Information about pupils' education is collected through our statistical surveys in partnership between the Scottish Government and Local Authorities through the

ScotXed Programme which aims to help schools and Local Authorities by supporting efficient collection, processing and dissemination of statistical information. The Scottish Government then provides analysis of the data to support research, planning, management and monitoring of education services as well as to produce National Statistics publications.

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

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

Information on why we collect data about pupils and who we share this data with can be found in Highland Council's Privacy Notice which is available here: [https://www.highland.gov.uk/directory\\_record/1095920/enrol\\_your\\_child\\_at\\_a\\_school](https://www.highland.gov.uk/directory_record/1095920/enrol_your_child_at_a_school)

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#### **Why do we need your data?**

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

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

#### **Your data protection rights**

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

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

Scottish Government works with a range of partners including Education Scotland, Skills Development Scotland and the SQA. On occasion, in order to help meet our aim of improving the life of young people in Scotland, we may make individual data

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

## **Concerns**

If you have any concerns about the ScotXed data collections you can email the Head of Schools Analysis at [ScotXed@scotland.gsi.gov.uk](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.

## **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](http://www.highland.gov.uk/info/1361/childcare_and_family_care/438/child_protection)

## **Military Families**

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

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

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

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

[https://www.highland.gov.uk/info/886/schools\\_-\\_additional\\_support\\_needs/833/armed\\_forces\\_-\\_support\\_for\\_families\\_and\\_schools](https://www.highland.gov.uk/info/886/schools_-_additional_support_needs/833/armed_forces_-_support_for_families_and_schools)

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

### **Complaints and requests for service**

If a parent has any concerns they should contact their child's Named Person in the first instance, this will normally be the class teacher or the Senior Management Team for more serious issues.

The school will always endeavour to resolve issues by listening to parents and seeking solutions in partnership. Should a situation not be resolved, parents can contact the Area Education & Learning Manager, Derek Martin on 01349 868603 or email [derek.martin@highland.gov.uk](mailto:derek.martin@highland.gov.uk)

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](mailto:public.transport@highland.gov.uk).

### **FURTHER INFORMATION AND ADVICE CAN BE FOUND ON THE FOLLOWING:**

[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)[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)

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

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

Scottish Independent Advocacy Alliance, an advocacy service to support parents and children

Scottish Child Law Centre, an organisation providing free legal advice to young people

Education Scotland <http://www.educationscotland.gov.uk>

Scottish Qualifications Authority <http://www.sqa.org.uk>

Highland Curriculum for Excellence information

<https://education.gov.scot/parentzone/learning-in-scotland/assessment-andachievement>

Support for Learners Website

16+ Learning Choices Information

**NOTE**

**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**