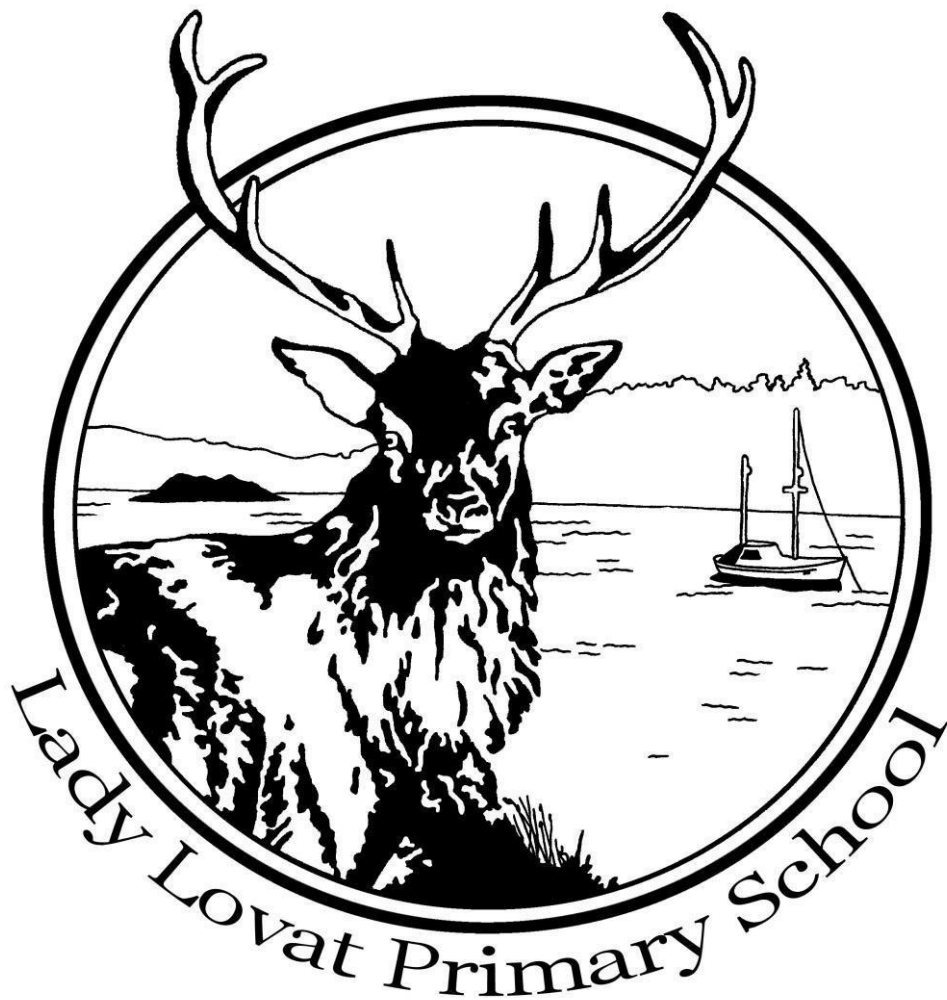


LADY LOVAT PRIMARY
SCHOOL
HANDBOOK
2023-24



Contents

| | |
|--|----|
| Welcome to Lady Lovat Primary School | 3 |
| The School | 3 |
| Lady Lovat Primary aims | 4 |
| School Information/Staff | 5 |
| Term-times and holiday dates | 6 |
| Emergency Procedures | 6 |
| Absences | 7 |
| Complaints | 7 |
| Infection Control | 8 |
| School Transport | 8 |
| Starting School / Nursery | 8 |
| Transferring to Secondary | 9 |
| Some Curriculum Information | 9 |
| Curricular Areas | 9 |
| Withdrawal From Religious Education and Religious Observance | 10 |
| Target levels | 11 |
| Assessment Arrangements | 11 |
| Learning Support | 11 |
| School/Parent Liaison | 11 |
| How can parents help their child | 12 |
| Homework | 12 |
| Shared Reading | 12 |
| Gaelic language | 12 |
| Supporting emergent writing at home | 13 |
| School Rules and Discipline | 14 |
| Extra-Curricular Activities in School | 14 |
| School Clothing | 14 |
| Lunchtime | 15 |
| Healthcare | 15 |
| School and Council Policies | 16 |
| Child Protection | 16 |
| School Security | 16 |
| Data Protection | 16 |
| Concerns and Suggestions | 16 |
| Community Involvement | 16 |
| School Funds | 16 |
| Personal Property | 17 |
| School Improvement Plan | 18 |
| Scottish Executive statistics | 18 |

WELCOME TO LADY LOVAT PRIMARY SCHOOL

The aim of this handbook is to provide you with some general information which should help you build up a picture of the school environment and organisation. There are sure to be many more questions and issues – please feel free to contact the school to find out more.

As we believe that a child's education is the joint responsibility of the parents/guardians and the teacher, we value the interest and involvement of parents and look forward to working with you and your child.

THE SCHOOL

Lady Lovat Primary School is at the heart of the small community of Morar. Morar is just close enough to Mallaig (3 miles) to benefit from the banks, High School, Swimming Pool and bars and restaurants, as well as ferry links to Skye and the Small Isles. Yet Morar is very much its own small village, linked by road and rail to Mallaig, Fort William and beyond to Glasgow, yet a quiet village sandwiched between Europe's deepest loch (Loch Morar) and the white sandy beaches that overlook the expanse of coastline between the mainland, Rum and Eigg.

Lady Lovat Primary School has a very active Parent Forum, raising thousands of pounds each year to support the children in their music, skiing and other activities. We hold concerts, coffee mornings, dances and events to bring the community together.

The main school building is stone-built and houses two classrooms, a toilet for infants, two toilets for older pupils, a storage cupboard, cloakroom and vestibule on the ground floor and an office, staffroom and staff toilet on the upper floor.

Outside, a tarred play area with colourful games, such as draughts, chess, snakes and ladders and hopscotch painted on it is for the use of all the children. There is outdoor play equipment available for the younger pupils such as a sandpit and water tray. Across the road a public play park is often used by the children, depending upon the weather. Pupils in Primaries 1, 2 and 3 are not permitted to play on the large climbing frame within the park. Also within the playground is a bicycle shelter and storage shed. Within the school grounds there is a garden area and raised vegetable beds which are maintained by the children, as are the numerous flowerpots and containers at the front of the school.

Lady Lovat Primary School aims to assist all children to become

Lady Lovat Primary School aims to assist all children to become

successful learners with
an enjoyment of learning an inquisitive curiosity about the world around them a willingness to think for themselves We shall do this by
presenting learning experiences in meaningful and enjoyable contexts matching teaching processes to pupils' learning needs ensuring curricular breadth and progression by working within the framework set out in the Curriculum for Excellence and by adhering to regional and national guidelines making full use of the local environment as a rich educational resource

confident individuals who
are independent, secure and ambitious fulfil their potential intellectually, physically, emotionally, aesthetically and spiritually develop and communicate their beliefs and views We shall do this by providing within the school a secure, happy and stimulating environment promoting partnership with parents, the community and local agencies and enlisting their support in the children's education upholding the values of the Health Promoting School valuing each individual's strengths and ensuring equal opportunities for all promoting good health, personal morality, self-awareness and esteem

responsible citizens who
consider and respect the needs of others appreciate and take responsibility for their environment, culture and community We shall do this by
establishing an ethos of encouragement, care, respect and non-violent resolution of conflict contributing to the life of the community promoting links with other schools

effective contributors with
an enterprising attitude the skills, attitudes and expectations necessary to prosper in a changing society the self-awareness to work effectively in partnership and in teams We shall do this by
encouraging a sense of pride and identity in the school
teaching thinking skills and involving the pupils in self- and peer-evaluation providing both sound education in the basic skills as well as creative, hands-on activities and real-life contexts promoting a "can do" ethos in the whole school

Lady Lovat Primary aims to support effective learning and teaching,
by
• managing resources, facilities and finance responsibly and efficiently, in consultation with the Parent Council and with regard to the priorities of the development plan

SCHOOL INFORMATION

Address: Lady Lovat Primary School
Morar
Highland
PH40 4PA

Telephone: (01687) 462127

E-mail: ladylovat.primary@highland.gov.uk

Staff:

(Acting) Head Teacher: Ms Pamela Watt
Depute Headteacher (Primary): Mrs Deirdre Beck
Principal Teacher: Mrs Rebecca Quinn
Teacher: Mr Dan West
Mrs Morag Fothergill (CCR Cover)
Ms Clare Wood (CCR Cover and PT cover)

Clerical Assistant: Vacant Post

Cleaner & Dining Supervisor: Mrs Dena MacKintosh

Parent Forum:

Chairperson: Ms Pamela King
Secretary:
Treasurer: Mrs Angela MacKay

All parents are encouraged to participate in the parent forum.

THE SCHOOL ROLL:

The school roll for 2022-23 is 12 pupils.
For 2023-24 the projected roll is 10 pupils

SCHOOL HOURS

| | P1-3 | | P4-7 | |
|-----------------|-------------|--------------|-------------|-------------|
| Monday - Friday | 0900 – 1230 | 13.30 - 1445 | 0900 - 1230 | 1330 - 1515 |

TERM TIMES AND HOLIDAY DATES 2022-23/2023-24

A calendar with details of holiday dates and regional closures is issued to all families at the start of the session. Details of holidays and in-service dates can also be found on the Highland council website here: https://www.highland.gov.uk/info/878/schools/32/school_term_dates

EMERGENCY PROCEDURES

Parents will be informed by telephone if the school has to close for any reason. Contact numbers for parents, as well as the name, address and phone number of a friend or relative who may be contacted if they themselves are unavailable, are listed in the school and in the Area Education Office.

Please help by keeping these records up to date.

In the event of an emergency closure, children will not be allowed to leave the premises unless a satisfactory arrangement has been made by us so that we know the child will be in the care of an elected adult.

In adverse weather conditions please call; Adverse Weather line: **0800 564 2272** followed by pin number : **04 1160 (Mallaig High School number for all cluster schools)** or alternatively check the Highland Council Website at: www.highland.gov.uk

ABSENCES

Parents should inform the school as soon as possible if their child is absent from school.

✚ the internal procedures to identify such absent pupils

Parents phone in before 9am if a child is to be absent. Should a child be absent and no phone call has been received then there may be a call placed to the home. The clerical assistant is only part time so it is essential that parents inform the school as soon as possible.

✚ who is responsible to act

The Class Teacher will notify the HT/DHT/Clerical assistant if a child is absent and they wish an explanation. Overall responsibility lies with the Head Teacher.

✚ the point at which a decision is reached to contact the parent/emergency

contact If there is no answer at home then a phone call to the emergency number will be made. **✚ how quickly this happens**

Contact to home/emergency number will be dependent on who is available to carry this out. Usually the Class Teacher/DHT may try between 9.00 – 9.30am. if there is response they will try again at 10.45am. The clerical assistant will try to make contact between 9 – 12 noon

✚ actions taken if parents/emergency contacts cannot be contacted

When parents/emergency numbers/mobile numbers don't answer then a neighbour could be contacted. If this fails then the police would be contacted.

Parents may wish to give a second emergency number

It is Highland Council policy that all children should attend regularly in order to ensure their own, and their classmates', best progress.

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 daytime contact numbers and emergency contact numbers for all pupils.

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

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

COMPLAINTS AND REQUESTS FOR SERVICE

If a parent has any concerns they should contact their child's class teacher, in the first instance, or the Head Teacher or another member of 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 Mhairi MacDonald, Area Education & Learning Manager, The Fingal Centre, Viewfield Road, Portree, IV15 9ES. Telephone: 01478613697

*****Further information is available at: <https://www.children1st.org.uk/help-forfamilies/parentline-scotland/>**

INFECTION CONTROL

We would like to ask you to follow the recommendations issued by Highland Council and keep your child off school for 48 hours after any bout of diarrhoea or vomiting. The child should be excluded from the swimming pool for 2 weeks following the last episode of diarrhoea. In the case of chickenpox, measles, rubella or mumps, your child should remain away from school for 5 days after the appearance of the rash or swelling. Verrucae must be covered in swimming pools, gyms and changing rooms.

SCHOOL TRANSPORT

Transport is arranged for pupils living more than 3 miles from the school (more than 2 miles for children under 8).

Eligible families can obtain an application form from the school office or direct from the Area Education Office, Camaghael Hostel, Fort William, PH33 7ND (Tel. 01397 707375).

Parents are to contact School Car driver: Mrs Nuri Fuste direct if their children do not require

transport on any given day. Tel: 01687 46 2333 mobile: 07786 844100

copy of Highland Council's transport policy is available at:

https://www.highland.gov.uk/info/878/schools/12/school_transport

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.

STARTING SCHOOL

New entrants should be enrolled in February. The appropriate forms will be distributed to parents or can be requested from the school. Details are always advertised in the local press and on social media.

Children who reach the age of 5 years before 1st March of the following year are eligible for enrolment for the primary class beginning in August each year. Parents of children who reach the age of 5 during January or February are entitled to request deferred entry. Further information can be obtained from the school secretary.

Online enrolment is available using this link:

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

PLACEMENT REQUEST - PARENTAL CHOICE

Children who live in the catchment area of a particular school are required to enrol at that school where they will be informed of their right to make a placing request to another school of their choice and the conditions pertaining to that request. The school can provide details of which addresses are in our 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, Mhairi MacDonald, Area Education & Learning Manager, The Fingal Centre, Viewfield Road, Portree, IV15 9ES. Tel: (01478) 613697. Placing request forms can be obtained from:

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

TRANSFERRING TO SECONDARY

Children from Lady Lovat Primary School transfer to:

Mallaig High School Mallaig PH41 4RG

Tel: 01687 462107

Acting Head Teacher – Pamela Watt

(the prospectus is sent to families of P7 pupils)

To ease the transition into the new school opportunities are created for P7s to visit Mallaig High. There is also an annual visit from High School guidance teachers to chat to the P7s. Primary and secondary staff liaises over curriculum coverage. There are several planned events when P7 pupils join up with their peers from other feeder primaries, including a Residential Activity.

CURRICULUM INFORMATION

All children in Scotland should be:

Confident Individuals

Effective Contributors

Successful Learners

Responsible Citizens

The implementation of Curriculum for Excellence in Scottish schools is involving us in a gradual re-writing of our school programme of learning.

By following the Highland Region and National recommendations we are confident that we provide both breadth and progression in learning.

Pupils of P1-4 work together in one classroom and P5-7 in another. Collaborative learning is a strong feature of the small school. Through working as a team with clearly defined roles, children actually learn self-confidence and independence. While each child works to his / her own ability, and is treated as an individual regarding performance, wherever possible, in order to strengthen the social group, projects are worked on together across the age range, with each child contributing at his / her level.

Curricular Areas

The Curriculum for Excellence includes:

- ◆ Language (including an introduction to French and Gaelic)
- ◆ Mathematics and Numeracy
- ◆ Health and Well-being (including Physical Education)
- ◆ Expressive Arts (Music, Art & Design, Drama, Dance)
- ◆ Science (our living world, our physical world, our material world)
- ◆ Social Studies (people, past events & societies; people, place and environment; people in society, economy and business)
- ◆ Religious and Moral Education (Christianity, Other World Faiths, Beliefs & Values)
- ◆ Technologies (including ICT)

RELIGIOUS EDUCATION AND RELIGIOUS OBSERVANCE

In accordance with the Education (Scotland) Act 1980 (c.44), Part 1, paragraphs 9-11, parents have the right to remove their child from the teaching of Religious Education and/or from Religious Observation.

Please inform the Head Teacher, in writing, if you wish to do so.

ASSESSMENT ARRANGEMENTS

Arrangements for tracking and assessing pupil progress and planning future learning comprises of the following:

Pupils are assessed by both formal tests and informal observation and activity methods on an on-going basis to enable effective planning and evaluation of teaching and learning. Assessment takes place within the normal classroom situation, thus allowing pupils to perform to the best of their ability. Pupil profiles allow both pupils and staff access to individual targets in Numeracy and Literacy.

This year we have introduced Standardised Diagnostic Tests from P4 in Mathematics, English Language – Reading, Spelling and Comprehension. The tests provide evidence of attainment and any areas for development, which may need consolidation. We also use information from the SNSA assessments which are administered at P1, P4 and P7.

In Primary 1 pupils undertake the Emerging Literacy Assessment in the first term. Pupils' progress is regularly monitored and assessed to inform the next stages. Most of this is undertaken informally by observation, discussion and noting performance in daily class-work to provide evidence of the standard achieved.

A Learning Journey is kept to present a written and pictorial record of the main areas of teaching and learning throughout as well as celebrating pupil success both in and out of school.

TARGET LEVELS

Each of the curricular areas is divided into levels set by the Scottish Office Education Department. These set out a progression in skills and understanding and indicate what a child should be able to do or know at different stages.

As a general guideline:

Early Level is covered in nursery and P1

First Level is covered between P2 and P4

Second Level is covered between P5 and P7

LEARNING SUPPORT

We aim to assist each child to progress from his/her current level of ability, regardless of age or class stage. "Getting It Right For Every Child" (GIRFEC) is a Highland Pathfinder programme that aims to improve outcomes for all children and young people by promoting a shared

approach that builds solutions with and around children and families. It enables children to get the help they need when they need it; supports a positive shift in culture, systems and practice; involves working together to make things better. The school follows Highland Council's staged approach procedures to ensure that appropriate provision is available to all pupils and where necessary individualised educational programmes are introduced.

With such small numbers, we are also able to consider the different pace and preferred style of learning of each child and adjust lessons accordingly. A learning support teacher is available for consultation with the class teacher and we work closely with professionals such as the speech therapist, school psychologist, early years family support team and the High School staff. The Head Teacher can be contacted for advice if a parent thinks a pupil has additional support needs. Further information can be found 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)

SCHOOL/PARENT LIAISON

Being such a small school, it is easy for parents to pop in before and after school and so most parent/teacher communication is direct and informal. Information notes are generally sent out by e-mail rather than hard copy and also posted on class DOJO.

Two formal meetings are usually held in November and June, providing opportunity for parents/guardians to discuss their child's progress and developmental needs with their class teacher and give an opportunity to expand on the interim report issued in November and the yearly progress report issued in June.

It is in the interests of the child that both parents and teachers work alongside each other in an open, trusting, respectful atmosphere where ideas and approaches can be shared and explained.

CAN PARENTS HELP THEIR CHILD?

Considering that your child is likely to spend 10 –14 years in school, it makes good sense to make this a happy experience and to think and talk positively about school! Be a receptive and appreciative audience to your child’s work, achievements and enthusiasm – and don’t forget to share your child’s out of school successes with the school staff!

Children usually love to share their satisfaction in acquiring new skills and knowledge.

HOMEWORK

Homework is usually given out on Monday and has to be handed in by Friday. This helps pupils learn to manage their work on a weekly basis, making decisions in planning and organisation.

No homework is given over the weekend. Children are provided with a homework diary with extra target setting pages which encourage the children to think about their own learning needs and successes. It also serves as a home/school communication diary.

In the upper school the child should be able to complete the homework tasks independently. Sometimes your support might be necessary - e.g. spelling practice and games or number games will need a suitable partner. Always, it is an opportunity to encourage and engage with your child, whilst gaining a meaningful insight into his/her work at school and progress.

In **P1 – P3** homework will generally be reading and spelling, a number-work task or game, and occasionally a topic related task.

In **P4 – P7** homework will continue to cover reading (although no set reading is given), spelling, maths or practising a musical instrument, but opportunities for research, collecting information and problem solving activities within other areas of the curriculum e.g. Social Studies might be called for.

Time allocation:

In the early stages homework should take only about 15 minutes of both pupil and parent’s time each week night.

By P5/7, the time may be extended, given the type of tasks, but should never take longer than 30 minutes each week night.

SHARED READING:

Reading for enjoyment should be encouraged and become a regular occurrence. Parents are asked to share and enjoy books (fiction and fact) with their children. This may involve reading to them, listening to their reading, sharing and discussing the story or simply showing interest and giving encouragement. All pupils have access to school libraries and to the public library van which visits regularly.

Gaelic Language

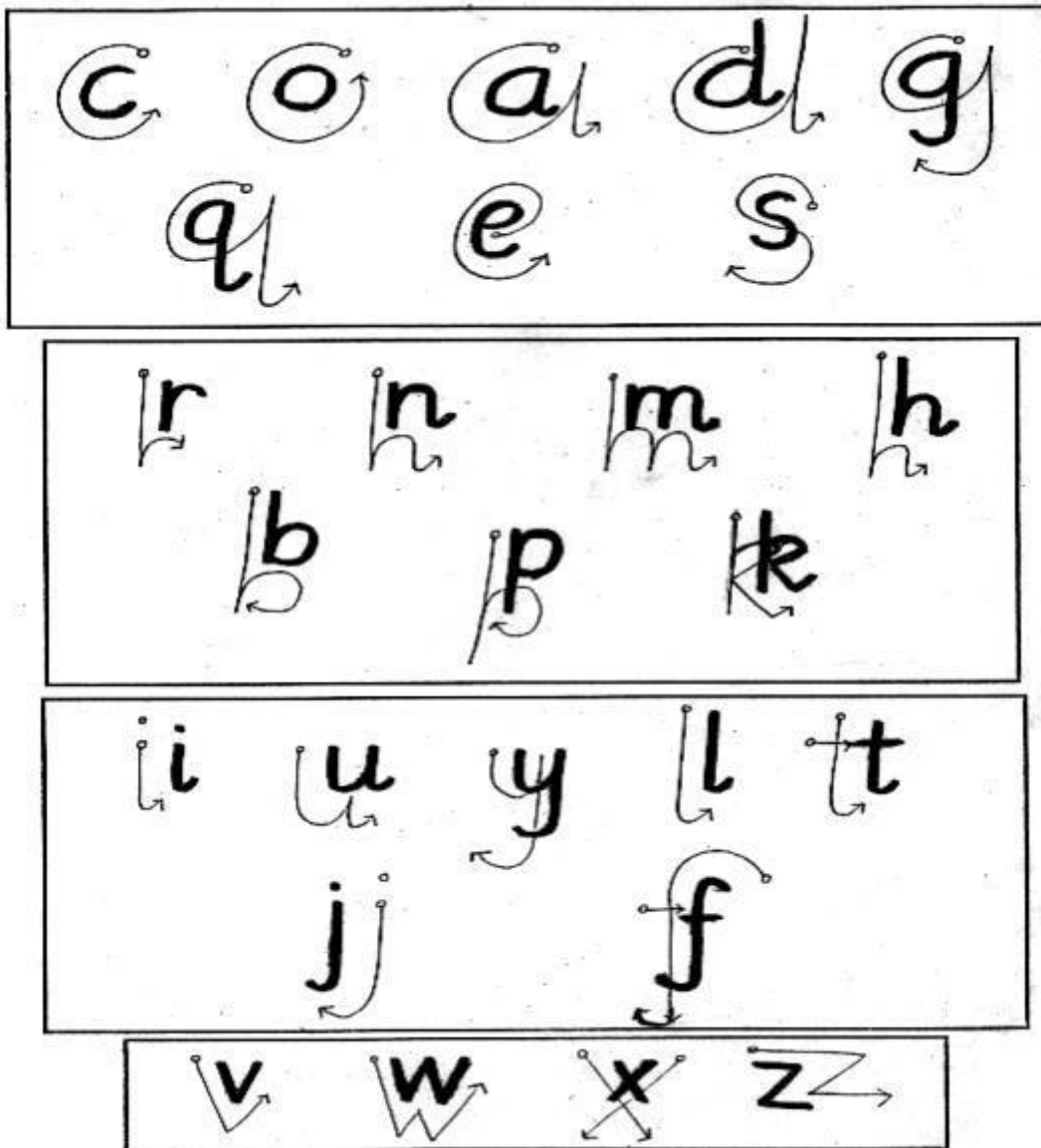
In Lady Lovat Primary School our pupils develop an understanding of the history, heritage and culture of Scotland, and an appreciation of their local and national heritage within the world.

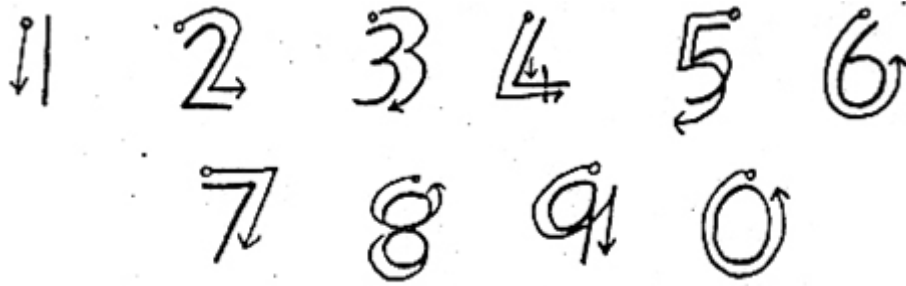
SUPPORTING EMERGENT WRITING AT HOME

Encourage your pre-school or P1 child to scribble, draw and colour with crayons, pencils or felt tipped pens. These activities help develop pencil control and strengthen finger and

hand muscles. Some children are keen to write and it will avoid your child being confused if you use the same letter formation as is taught at school. In the following chart you can see where to start each letter and in which direction it is drawn.

If you write your child's name please use a capital letter for the first letter only.





SCHOOL RULES AND DISCIPLINE

There is a strong emphasis on honest, caring and considerate behaviour at all times. Children are encouraged to consider their actions and to make amends for hurts or wrong-doings. The pupils themselves are involved in drawing up and reviewing a code of conduct and in discussing appropriate action if these rules are broken.

Link to council policy: https://www.highland.gov.uk/downloads/file/19358/anti_bullying_-_guidance_for_schools

It is vital that parents fully understand and support the school's commitment to these policies. Parents should also be aware that all incidents of Drugs Misuse will be reported and dealt with in line with Highland Council Policy.

EXTRA CURRICULAR ACTIVITIES IN SCHOOL

- Examples of pupils' handicrafts are exhibited at the Road to the Isles Agricultural Show
- The Christmas Party is held near the end of the Christmas Term
- A concert or play, when possible, is also held at the end of the Christmas Term
- Carol Singing throughout the village for pupils, parents and members of the local community takes place during the last week of term 2.
- Pupils provide entertainment for residents of the community at the Senior Citizens Christmas Lunch.
- Music Lessons through Feis - in tin whistle and guitar
- Tuition in violin from Rebecca MacLean, violin tutor
- Pupils enter the Lochaber Cross Country Race and the Lochaber Triathlon
- Pupils have the opportunity to take skiing lessons at Nevis Range
- A skiing week at Loch Insh (near Aviemore) is also on offer subject to demand

SCHOOL CLOTHING

School uniform consists of:

Girls – white blouse or polo top, grey skirt, bottle-green jumper, sweatshirt or cardigan

Boys – white shirt or polo top, grey trousers, bottle-green jumper or sweatshirt

The only other clothing requirements are a gym kit (shorts, t-shirt and gym shoes) and indoor footwear for wearing within the school building.

We would ask that all items of clothing are labelled or marked in some way to ease identification.

A man's shirt is also useful as a painting smock.

Please make sure that your child comes to school adequately protected from the vagaries of Lochaber weather so that he or she can play comfortably outside at break time.

A clothing grant is available for families on Income Support. Details are available from the Lochaber Area Education Office, Camaghael Hostel, Fort William, PH33 7ND (Tel. 01397

707375) or from the school office or following the link below:

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

LUNCH AND SNACK TIME

There is school meal provision. Lunches are cooked in Mallaig Primary School and transported to Morar. Children are provided with menus and are asked to inform Dena of their choices for the week on Monday morning when they pay for their meals in advance.

Children who elect to bring a packed lunch sit together with school meal diners in the dining room. School Lunches cost **£2.30** per day. All P1-3 are entitled to free school meals.

All menus can be found at:

https://www.highland.gov.uk/downloads/download/9/school_menus

As a health promoting school, we are keen to teach the children about the value of healthy eating and so appreciate your support in providing healthy snacks in preference to sweets and crisps. Fizzy drinks should not be given. Water or still juice should only be given in non glass containers.

Children may go home for lunch. However, notification of this must be given to the teacher from the parent or adult in charge.

Families who would be eligible to apply for free school meals (those in receipt of Income

Support or Income Based Job Seekers Allowance) can apply to the Education Office in Fort William or obtain a form from the school office or direct from the website:

https://www.highland.gov.uk/info/899/schools_grants_and_benefits/10/free_school_meals_and_assistance_with_clothing

HEALTH CARE

The school comes under the auspices of the Community Medical Service. The school nurse visits to test eyesight and hearing. Medical examinations are carried out on specific age groups by the Schools Medical Officer. Parents are invited to be present. Regular dental inspections are offered to all children. The school has embarked on the Childsmile

Programme and encourages the brushing of teeth after lunch. Each child is provided with a toothbrush and toothpaste.

Parents and carers are expected to inform the head teacher of any medical conditions their child may have - asthma, allergies etc - or of the need to administer medication to their child. The head teacher will need to agree with parents or carers exactly what support the school can provide for a child with health care needs. Where there is concern about whether the school can meet a pupil's health care needs, or where it may not be possible to meet parents' or carers' expectations, the head teacher will seek advice from NHS staff and, if appropriate, from the education authority.

Any medication to be administered in school must be clearly marked with the pupil's name, be brought to school by the parent/guardian and be delivered to the head teacher together with a signed consent. Please refer to our policy on Administration of Medicine if you would like further information.

In the event of illness occurring or an accident taking place during school hours, parents, or the emergency contact, will be informed as soon as possible. If we are unable to reach you, appropriate medical advice will be sought from the local GP.

SCHOOL AND COUNCIL POLICIES

Hard copies of policies are available in school and all new and updated policies are available through the website:

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

SCHOOL SECURITY

Main entrances are locked while classes are in progress and access is gained by ringing the bell at either the main door or office area. All doors can be opened quickly and easily from the inside.

CHILD PROTECTION

The Highland Council wishes parents to know that any incident occurring within the school setting which might indicate that a pupil is suffering some form of abuse must be reported to Social Work Services. This can lead to a joint Social Work/Police investigation.

COPIES OF CHILD PROTECTION POLICY GUIDELINES are available online at:

<https://www.highland.gov.uk/info/1361/childcare>

DATA PROTECTION

In compliance with Data Protection legislation, any information gathered from or about pupils will be used only for the purpose for which it was provided and any relevant procedures following from this.

This data will be maintained in accordance with the Act and will not be passed onto any other organisation without your prior approval unless this is a legal requirement.

CONCERNS AND SUGGESTIONS

The school strives to provide the highest standards of care and education for your child. However, if you have any concerns, you should please raise these in the first place with the head teacher.

If you wish to pursue the matter further you can contact Mhairi MacDonald, Area Education & Learning Manager, The Fingal Centre, Viewfield Road, Portree, IV15 9ES. Telephone: (01478) 613697

COMMUNITY INVOLVEMENT

Our community has many talented and skilled individuals who visit the school and we welcome them sharing their skills with the children. The additional help is greatly appreciated especially for practical activities like cooking, gardening, crafts or on outings.

Pupils, though, are encouraged not just to take from the community, but to contribute positively themselves. Special events such as end of term productions or assemblies are generally greatly enjoyed by the community and pupils are helped to contribute actively to community events.

SCHOOL FUNDS

Our Parent Forum works with great enthusiasm and energy to organise fund-raising events. All support from parents, family and friends as well as fund raising ideas are very welcome. Accounts are carefully kept and audited. Money raised is used for transport costs, musical tuition, skiing, outings, visits etc.

PERSONAL PROPERTY

Highland Council does not provide cover for the loss of private property.

SCHOOL IMPROVEMENT PLAN

Mallaig 3-18 Standard and Quality report is available at:

<https://www.mallaighigh.org/information>

In common with other Scottish Secondary schools, Mallaig High School routinely looks at areas for improvement based on a process of self-evaluation. This year, in a move towards a shared 3-18 identity, both our Standards and Quality Report and our School Improvement Plans reflect our shared priorities and projects. Our key priorities this year are: Promoting Gaelic; Raising Attainment and Extending Pupil Voice.

The current plans for improvement are available at:

<https://www.mallaighigh.org/>

SCOTTISH GOVERNMENT STATISTICS

Current data on the school's performance can be found at:

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

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. Updated December 2022.

