

2023/2024



School Handbook



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WELCOME / FÀILTE

Mallaig Primary School is proud to provide educational provision through the medium of English or Gaelic, at parental choice. At present, we have 2 English medium classes and 2 Gaelic classes with a total current roll of 65. Parents can choose to enroll their children in either department from Nursery stages. The current roll in our English medium is 11 which rises to 13 in January 2023 and the current roll in our Gaelic medium nursery is 8 which remains the same in January 2023.

Our aim at Mallaig Primary is to provide a happy and caring environment, where your children will be able to work to the best of their ability. Our values include Responsibility, Respect, Resilience, Creativity, Curiosity and Compassion. At all times, we strive for excellent standards and hope to assist pupils in developing an enthusiastic attitude towards their work in order to become confident and successful while embracing all of the above values.

The school, which is situated near the centre of the village, was built in 1981, is housed in attractive premises, and is of semi-open plan design. There are four class bases, a multi-purpose hall with adjacent canteen, music room/GP Room and small support room. The school is non-denominational and has a current roll of 84 including nursery children. The English Medium serves the catchment area of Mallaig village, although a number of pupils from Morar and Arisaig attend. The Gaelic Medium catchment extends to The Irine Burn, Roshven and Ranochan.

The English and Gaelic nurseries are an integral section of the school and are situated adjacent to the school hall with easy access to all facilities including the Primary 1 classrooms to which most children will transfer on completion of their year in nursery education.

This handbook contains important information about our school. However, all information can be obtained from the school upon request and/ or should be read in conjunction with documents available to view on the Highland website; www.highland.gov.uk. The School Improvement Plan (SIP), aims and objectives and Standards and Quality Statement are available for the Cluster on the Mallaig High Website; www.mallaigcluster.org.uk

Mallaig Primary School is part of a revised management of schools' structure as part of a 3-18 cluster with Lady Lovat Primary, Inverie Primary School and Nursery and Arisaig Primary and Nursery and Mallaig High School. The management structure has a Head Teacher, Depute Head (Secondary) and Depute Head (Primary). At present, there are three Principal Teachers in post with one Principal Teacher position remaining to be filled.

SCHOOL MISSION STATEMENT / AITHRIS-RÙIN NA SGOILE

Everyone will find success and happiness in learning, ensuring that they reach their full potential within a safe, protected, inclusive environment, fostering mutual respect within an atmosphere of high expectations and equality. Parents and carers, as part of the school community, are encouraged to actively contribute to improve and develop school issues. In doing so, we will provide every opportunity to maximise success for all and ensure that our children are successful learners, confident individuals, effective contributors and responsible citizens.

STAFFING/LUCHD-OBACH

Management			
Head Teacher Ceannard: Mr. Jeremy Newnham		Depute Head Teacher (Primary): Mrs. Deirdre Beck (Acting) Head Teacher: Ms Pamela Watt	
Class Teachers		Luchd-teagaisg	
Ms. Lorna Unkles (EM)	Mrs. Jean Kennedy (EM)	Mr Douglas Beck (GM/PT) Mrs. Hana MacNeil (GM)	Mrs. Dawn MacPhie (GM) Vacant post (GM)
Mrs Morag Fothergill (CCR)	Mr Dan West (CCR)		
Nursery – English Sgoil-àraich Bheurla		Nursery – Gaelic Sgoil-àraich Ghàidhlig	
Early Years Practitioners		Early Years Practitioners	
Mrs. Jennifer MacDonald	Miss Anna Fairbairn	Mrs. Lawly MacLeod	Miss Jennifer MacPhee
Nursery Manager: Mrs. Deirdre Beck			
Support Staff Luchd-obrach Taice			
Mrs Christina Coull (PSA)	Miss Celine Harrold (PSA)	Mrs. Donna Fairlie (PSA)	Mrs Avril Trotter (Clerical Assistant)
Cleaning and Catering		Glanadh agus Solarachd	
Ms Mhairi Nicolson (Cleaner)	Mrs. Shelagh Eddie (Dining Room Supervisor)	Mrs. Margaret Kennedy (Head Cook)	Mrs. Adele Griffin (Canteen Assistant)
Vacant post (Cleaner)		Mrs Jennifer MacKnight (Canteen Assistant)	
Visiting Specialists Speisealaichean Tadhlaich			
PE/CCR: Mrs. Morag Fothergill	String and Piano Instruction: Mrs Rebecca Lawrie	School Sports Coordinator: Mrs. Pam MacDonald	
Guitar: Jim Hunter	Additional Support Teacher: Vacancy		Sradagan: Miss Lauren Byrne Miss Jennifer MacPhee
Area Care and Learning Contacts Riochdairean Roinn an Ionnsachaidh agus a' Chùraim			
Mhairi MacDonald- Acting Area Manager 01478 613697		Mrs Kirsty Clark- Collaborative Lead officer Mrs Shonagh Clark- Education Officer	
Chaplains Seaplainean na Sgoile			
Rev Stanislaw Pamula The Presbytery, Morar		Rev. Stewart Goudie The Manse, Mallaig	
Parent Council Comhairle nam Pàrant			
Chairpersons: Mrs Catherine McDonell	Treasurer: Mrs Zoe Hardwick	Secretary: Mrs Tanya Summers	School Representative: Miss Lorna Unkles

GENERAL INFORMATION / FIOSRACHADH COITCHEANN

ORGANISATION OF THE SCHOOL DAY / LATHA NA SGOILE

Individual class teachers organise their school day in a manner which best suits the needs of their individual classes, operating within an agreed framework and planning a balanced range of activities over a specific period of time. All classes also have planned times with the visiting PE teacher. String and Piano Instruction and Guitar Instruction is also available to pupils.

SCHOOL DAY / UAIREAN NA SGOILE For 23/24

PRIMARY/BUN-SGOIL:					NURSERY/SGOIL-ÀRAICH:		
	OPEN	BREAK	LUNCH	CLOSE	2023/2024	OPEN	CLOSE
Infants (P1-3)	09.00	10.40 - 11.00	12.20 - 13.15	14.45	English	08.30	14.30
Juniors (P4-7)	09.00	10.40 - 11.00	12.20 - 13.15	15.15	Gaelic	08.30	14.30

ENROLMENT/ CLÀRADH

An enrolment week, which is generally in early February, is advertised in the local press and social media. Any parent seeking a place for their child in the school may make arrangements in advance with the Head Teacher to visit the establishment.

PLACEMENT REQUESTS AND PARENTAL CHOICE / IARRTASAN-SUIDHEACHAIDH AGUS ROGHAINN PHÀRANT

Each school serves its own particular catchment area, although the catchment for Gaelic medium pupils extends to the same boundaries as Mallaig High School, excluding the Small Isles and Knoydart, and are entitled to transport within that area. Pupils whose homes are located in that area will have priority in being allocated a place in the school. Parents living out-with the catchment area, wishing to enroll their child, should complete a placement request form (link below) and send it to the Area Manager, The Fingal Centre, Viewfield Road, Portree, IV51 9ES. 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 applications are made online at:

[Enrolment in a school outside your catchment area | Enrol your child for school | The Highland Council](#)

Transportation to and from school, for placing request pupils, is a parental responsibility.

NEW ENTRANTS / SGOILEARAN ÙRA

Most new entrants will have attended our nursery and therefore be fully familiar with both the layout of the building and general school arrangements. Initially, in August, we spend time getting to know the children and ensuring that they adapt to the new routine. We find your assistance with reading and writing homework invaluable once the programmes have been started and thank you in anticipation of this. Naturally, there may arise points upon which you are unclear. Please contact either the Class teacher or Head Teacher/Depute Head at any time if this is the case. We will be running a workshop for the parents of new entrants in the Summer Term.

HOLIDAY DATES / SAOR- LÀITHEAN

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

Please note these are subject to change.

OCCASIONAL AND EMERGENCY ARRANGEMENTS / DÙNAIDHEAN A BHARRACHD NO ÈIGINNEACH

When the school has a planned early closure, parents will be informed in good time in a newsletter. 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 <http://www.highland.gov.uk/schoolclosures>

SCHOOL UNIFORM / AODACH NA SGOILE

We believe that school uniform is very important for our image as a school. We wear our uniform with pride, particularly in representing our school at events and competitions and we encourage all children to wear it. Sweatshirts and polo-shirts with the school logo may be purchased online. Please contact the school office for details of suppliers.

The following items are recommended:

Grey or white shirt/polo shirt

Grey or maroon jumper/cardigan/sweatshirt

Grey/Dark skirt/trousers/pinafore/culottes Maroon/grey striped tie

Indoor footwear, i.e. soft-soled (for Nursery only)

PE Kit: shorts/t-shirt and pumps/light trainers

It is vitally important, especially in the case of school sweatshirts that all items of clothing are clearly labelled with the pupil's name and class. We do not permit the wearing of football shirts or jeans. The Highland Council Clothing Grant is available for those parents who claim certain benefits. If you think you may be entitled to the grant, application forms are available from the school office or local service point. Or by following this link:

[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)

ATTENDANCE / LÀTHAIREACHD ATTENDANCE/ABSENCE

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 either the school message number: 0800 564 2272 (PIN is required) or the school number 041160. When returning to school after an absence, the parent or guardian must give written reason for the time absent.

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 or guardian. Pupils must report to the school reception and 'sign out', if returning the same day, they must report again to the reception and sign in. Where at all possible, medical and dental appointments should be made out with school hours.

If pupils fall ill during the day, parents are contacted for them to collect their child, therefore it is essential that we have up to date 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.

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 pupil.
- 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.

SCHOOL TRANSPORT / CÒMHDHAIL-SGOILE

Gaelic Medium Pupils living out with 2 miles of the village of Mallaig are to be transported by service bus/ taxi. If your child is absent from school for any reason please contact the transport provider before 8.00am. Applications for transport can now be made online at

https://www.highland.gov.uk/info/878/schools/12/school_transport or from the school office upon request.

Further information is available here:

https://www.highland.gov.uk/downloads/file/209/school_transport_policy

TRANSITION / GLUASAD DON ÀRD-SGOIL

Transition at the end of primary stage is normally to Mallaig High School, Mallaig, PH41 4RG, Telephone 462107. Prior to transfer, pupils will have the opportunity of spending some time in the receiving school when they will be given information about school organisation and meet subject teachers. Primary and Secondary staff work in collaboration to ensure that all pupils, particularly those with additional needs, have a smooth transition.

BEHAVIOUR / GIÙLAN

A high standard of behaviour is expected of all pupils while on the school premises and we have strategies in place to reward such positive behaviour, such as house points, pupil of the week and term awards and Star Awards, which can be issued by any member of staff. We have 4 school houses to which the children are appointed and can be awarded points throughout the month. These are; Blaven, Larven, Roshven and Cuillin. Children are expected to adhere to the school's agreed school rules.

Helpful links; Highland Council Anti-bullying Policy

https://www.highland.gov.uk/downloads/file/19358/anti_bullying_-_guidance_for_schools

THEFT/DAMAGE TO PROPERTY / MÈIRLE/MILLEADH AIR SEILBH PHEARSANTA

The Highland Council does not provide cover for loss of personal property so money and valuables should not be left in cloakroom areas. Parents of any pupils who damage another's property e.g. bicycles, will be contacted immediately.

PUPIL COUNCILS / COMHAIRLEAN NAN SGOILEARAN

At the start of each new session pupils elect to serve on the Pupil, Learning, Gaelic, School Improvement, JRSO, School Values and Eco Councils. Council members contribute invaluable input in many areas. All pupils are involved in a committee.

EXTRA-CURRICULAR ACTIVITIES / TACHARTASAN TAOBH A-MUIGH NA SGOILE

There are a range of activities available to pupils in the local area which are highlighted in a 'What's On' leaflet compiled by our school sports coordinators and issued via school bag mail at the start of each term. A copy of this is also available on the website/ Facebook page.

Occasionally, funding is provided by external agencies to support Gaelic language development, such as Bord na Gàidhlig. At Mallaig Primary School, we endeavor to provide opportunities for Gaelic Medium pupils to access a wide range of experiences in Gaelic, enriching their attainment at different levels. We also aim to ensure that our English Medium pupils have similar opportunities, where financially viable.

HEALTHCARE / CÙRAM-SLÀINTE

Parents are asked to inform the school if their child is suffering from any condition that may require individualised treatment or care. This information will, of course, be treated as confidential.

Staff will only administer medication when there is clear written guidance and written permission from the parents.

National Guidance on the Administration of Medicines in Schools has been issued by the Scottish Government available on this link: [Supporting children and young people with healthcare needs in schools: guidance - gov.scot \(www.gov.scot\)](http://www.gov.scot/resources/consultation-papers/cgp2014010001/supporting-children-and-young-people-with-healthcare-needs-in-schools-guidance-gov.scot)

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.

The school will only deal with minor cuts and bruises, these will be cleaned a plaster applied, if necessary.

All head injuries (minor or major) will be reported directly to parents/ guardians and information will be recorded. Staff will also contact parents/ guardians should they be concerned about any other injuries. Current advice is that ticks should be removed swiftly. Parents will be contacted in the first instance and encouraged to attend to this task, however, we appreciate that this can be difficult and may seek permission for a member of staff to do this alternatively.

We are a 'Health Promoting School' and encourage children to bring along healthy options for snacks and to drink plenty water throughout the course of the day. We are looking to re-establish our Healthy Tuck Shop.

Mental Health and Wellbeing: Staff will support the emotional development and wellbeing of pupils through formal and informal curricular activities. Any concerns about a pupil's wellbeing can be discussed with the named person. There is a website managed by Highland Council that supports a variety of information relating to mental health and emotional wellbeing that can be accessed [here](#) School 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 class 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.

SCHOOL MEALS / BIADH-SGOILE

These are cooked on the premises and are available in the school dining room at the current rate. The menu works on a 4 weekly Rota system, offering a good range of healthy options. A copy of this menu is posted on the wall in the dining room, children are issued with a copy and it is also available to view online;

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

P1-4 pupils are currently entitled to free school meals the Scottish Government have proposed that all P5 pupils will also be entitled from January 2022. Where a child has paid for a full week's meals and is absent for a day or more, credit will be given. We would ask parents to pay for dinners at the beginning of the week. Costs are reviewed annually and parents will be informed of any increases as they arise. Water or milk is available free of charge. Provision is made for those taking packed lunches and they can be stored in a specially allocated fridge until lunchtime for freshness. Current cost of a school meal is £2.30.

Where a pupil requires a special diet, please inform us and the matter can be discussed with the cook-in-charge. Parents in receipt of certain benefits are entitled to free school meals for their children and should seek the necessary forms of application from the school office.

PARENT INFORMATION/FIOSRACHADH DO PHÀRANTAN

Parents are encouraged to become involved in the life of the school and the school operates an open-door policy.

In order to minimise disruption to learning and teaching we request that all communication with teachers and staff is either by pre-arranged appointment, Dojo messaging or E-Mail. Dojo and E-Mail will be responded to outwith class time but within working hours only.

It is important that uninterrupted time is set aside for these discussions and that teachers are provided with adequate time to prepare for meetings.

Parents can telephone the school to discuss any queries. If parents are unable to speak to a member of staff, parents can leave a message on the school's answering machine. Messages are checked regularly. We will endeavour to respond as soon as possible.

We promote a home-school partnership. Parents are invited to become involved in the Parent Council and in whole-school events such as end of term assemblies and school trips.

We hold open afternoons which allow parents to visit the school and discuss learning and teaching with their child/children. We issue school reports once a year and regularly update on class learning using Class Dojo Class Story and individual Portfolios. We hold Parents' Meetings twice a year to update parents on pupil progress. We provide termly overviews of expected teaching and learning outcomes to inform parents of the curriculum. We encourage parents to support learning at home and communicate with us throughout the year using Class Dojo. We ask for parents' views through google questionnaires and Parent Council meetings and we encourage parents to contribute their opinions.

The pandemic affected the way in which we are able to engage with parents but we have outlined how we are presently engaging with parents.

We communicate with parents using a variety of methods such as newsletters, formal and informal meetings, workshops, assemblies, phone calls, Class Dojo and emails. We also use Social Media to share information with parents and the wider community.

All parents are invited to make an appointment to see the Head Teacher/Depute Head or Class Teacher if there is a matter they wish to discuss. However, if there are any issues with our service please contact the Head Teacher in the first instance and if this does not provide you with a satisfactory solution, you may wish to contact; Mhairi MacDonald (Area Manager) who is based at Fingal Centre, Portree -(01478) 613697.

Further information and guidance, should you have any concerns regarding the welfare of children in general, can be found at the following website:

<http://www.children1st.org.uk/what-we-do/our-services/search-our-services/parentline-scotland/about-parentline-scotland/>

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

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 from Parent Forums.

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 the Parent Council Mallaig.primary@highlandpc.co.uk

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/>

POLICE LIAISON OFFICER / OFIGEAR-CEANGAIL A' PHOILIS

An excellent relationship exists in this area with regular contact being made. Talks are given on road safety, care with fireworks and any other general pertinent advice.

SCHOOL SECURITY / DÌON-CHLOINNE

A security system is operational in the school. Main entrances will be locked while classes are in operation and access will be gained by ringing the doorbell at Office/Reception area. Infant entrance will be opened at break time, lunchtime and at the end of the day. If you are aware that your child will be coming to school late as a result of doctor's appointments etc., it would be useful to continue the present policy of telephoning to let us know. Fire regulations and policies are in operation.

All Highland Council staff now had ID badges, which must be worn at all times. School staff and Highland Council employees are easily recognised with the green badges. Contractors (yellow) and Visitors (red) will also be given appropriate badges, and are expected to sign in and out of the premises.

CHILD PROTECTION / TÈARAINTEACHD NA CHLOINNE

From time to time incidents can occur within the school setting which cause concern and could indicate that a child is suffering from 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.

More information about Child Protection Procedures within Highland can be obtained from [Highland Child Protection Committee - Highland Child Protection Committee \(hcpc.scot\)](http://www.hcpc.scot)

ACCESS TO PUPIL RECORDS/COTHROM AIR DÀTA SGOILEIR

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

Data Protection Legislation

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

Transferring Educational data about pupils

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

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

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

DATA PROTECTION / TÈARAINTEACHD DÀTA:

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

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

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

Information on why we collect data about pupils and who we share this data with can be found in Highland Council's Privacy Notice which is available here:

https://www.highland.gov.uk/directory_record/1095920/enrol_your_child_at_a_school

Why do we need your data?

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

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

Your data protection rights

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

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

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

Concerns

If you have any concerns about the ScotXed data collections you can email the Head of Schools Analysis at ScotXed@scotland.gsi.gov.uk or write to The ScotXed Support Office, Area 2D, Victoria Quay, Leith,

EH6 6QQ. Alternative versions of this page are available, on request from the ScotXed Support Office, in other languages, audio tape, Braille and large print.

Equality and Inclusion:

For up-to-date information please see:

http://www.highland.gov.uk/info/751/equality_diversity_and_citizenship/313/equal_opportunities

In summary, our activities in school should ensure that we:

Eliminate unlawful discrimination, advance equality of opportunity, promote good relations. Activities should not discriminate against any of the following 'protected characteristics' age, disability, race, religion or belief, sex, sexual orientation, gender reassignment, pregnancy and maternity.

SCHOOL IMPROVEMENT / PLANA-LEASACHAIDH NA SGOILE

Our Main Achievements and successes for the last session (2021-2022) are noted in the Standards and Quality Report available on the school website. The School Improvement Plan (SIP) details our current areas for Improvement for session 2022-2023 and is available on the school website. We are now part of a cluster SIP that includes the High School and all Cluster Nurseries and Primaries. A more detailed outline of improvements in relation to Literacy, Numeracy and Health and Wellbeing are contained in this document giving up to date information on school aims, performance and a breakdown of subjects planned and delivered.

Our successes and achievements include the following; Blythswood Shoe Box Appeal, Christmas performances, Mòd performances, transition visits, various fundraising events for both school and charitable bodies. We update parents on achievements using the school and class story on Class Dojo..

CURRICULUM FOR EXCELLENCE / CURRAICEALAM AIRSON SÀR-MHATHAIS

We are currently working within Curriculum for Excellence (CfE) guidelines. The CfE will enable all young people to understand the world we live in, reach the highest possible levels of achievement and equip children for work and learning throughout their lives.

The aim of the curriculum will be to:

- Create a single, coherent, 3-18 Scottish curriculum, with space for children to achieve and teachers to teach.
- Enable all young people to become successful learners, confident individuals, effective contributors and responsible citizens.
- The starting point for this process of change is a set of values which should underpin policies, practice and the curriculum itself: - *Wisdom, justice, compassion and integrity*. the words which are inscribed on the mace of the Scottish Parliament. It is one of the prime purposes of education to make young people aware of the values which Scottish society is based on and so help them to establish their own stances on matters of social justice and personal and collective responsibility. Young people therefore need to learn about and develop these values. The curriculum is an important means through which this personal development should be encouraged.
- The purpose of this curriculum is an aspiration for all children to be successful learners, confident individuals, responsible citizens and effective contributors to society and at work. By providing structure, support and direction to learning, the curriculum should enable them to develop these four capacities. The curriculum should complement the important contributions of families and communities.

CURRICULUM/CURRAICEALAM

The school follows the Curriculum for Excellence in line with Scottish guidelines which are split into the following curricular areas:

Literacy and English/ Literacy and Gàidhlig	Mathematics and Numeracy	Health and Wellbeing
Expressive Arts	Religious and Moral Education	Social Studies
Technologies	Sciences	Gaelic & French Language

It aims to develop four capacities, helping children to become:

Successful learners	Confident individuals	Responsible citizens	Effective contributors
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Mallaig Primary offers this through core subjects, additional planned activities and additional experiences.

Swimming lessons annually from Primary 1	Youth Music Initiative (Kodaly) P1-3 classes
Room 13 art activities from Primary 1	Class led assemblies
ECO activities	Visits to local businesses/ community establishments
Library visits	Drama/ Dance specialists
Visits from STEM representative	Visits to the Newton Room (STEM)

Pupils develop skills for learning, life and work through:

Class enterprise projects	Charity fundraising
Real life experiences i.e. visit to bank, visit to shop, visit to local businesses	

Pupils are given choices through:

Subject discussion	Questionnaires
Mind Maps and Floor Books	Involvement in Committee groups

Parents can find out more about the curriculum from:

What is Curriculum for Excellence? Curriculum for Excellence Policy drivers Policy for Scottish education Scottish education system Education Scotland	Parentzone Scotland Parent Zone (education.gov.scot)
Parents' Evenings	Scotland's national skills agency Skills Development Scotland
Open Afternoons	

Parents will be informed about sensitive aspects of their child's learning through:

Parents' Evenings	Confidential letters /Emails
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Religious and Moral Education is thorough, well planned and taught in each classroom covering all world religions. Special arrangements will be made for pupils whose parents do not wish them to participate in religious observance. **Please communicate this to the school in writing/email.**

In Term 4, our pupils undertake learning in Health and Wellbeing, which includes sensitive aspects such as relationships, sexual health, parenthood and drug awareness (substance misuse). Parents are invited to view the Sexual Health programme prior to commencement in Term 4 on the RSHP website <https://rshp.scot/>

Copies of our school policies are available on request.

SUPPORT FOR PUPILS / TAIC DO SGOILEARAN

Provisions made for pupils with additional support needs:

Class/Subject teachers, in conjunction with Additional Support Needs Teachers (vacant position covered by DHT primary at present) monitor the progress of pupils with additional support. The needs of such

pupils are generally catered for within the normal curriculum but with specialist advice and support as required. If necessary, a child's plan may be put in place to help plan, organise, monitor and regularly review a child's progress. Parents and pupils will be involved in these procedures and in reviews. More information can be found about the Highland Council model for support and child's plans at:

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

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 do not 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, Mr Jeremy Newnham. If your concerns continue, there are a number of means of resolving difficulties and disputes and information on this can be found at:

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

Additional links and services:

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

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

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

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

ASSESSMENT & REPORTING/MEASADH AGUS AITHRIS

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.

Standardised Diagnostic Tests from P2 in Mathematics, English Language – Reading, Spelling and Comprehension had been re-introduced session 21/22. The tests provide evidence of attainment and any areas for development, which may need consolidation. We also use information from the SNSA assessments that are administered at P1, P4 and P7.

In Primary 1 pupils undertake the Emerging Literacy Assessment in both English and Gaelic in the first term.

Levels of attainment: The levels of attainment for the Curriculum for Excellence are:

Early	Pre-school and Primary 1	First	By end of P4 for most but earlier for some
Second	By end of P7 by most but earlier for some	Third	S1-S3, but earlier for some.

The fourth and fifth levels relate to secondary school. Primary schools will be working predominantly on the Early, First and Second levels.

Data on the school's performance can be found at:

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

COMPLAINTS AND REQUESTS FOR SERVICE

If a parent has any concerns they should contact their child's Named Person in the first instance, Mr. Jeremy Newnham (HT), or Mrs. Deirdre Beck (Depute HT).

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 and Learning Manager on 01478 613697.

Please note that transport is not a school responsibility, and any queries should be addressed to the Transport Development Officer, Highland Council, Glenurquhart Road, Inverness, IV3 5NX, or public.transport@highland.gov.uk.

Disclaimer: Although the information included in this handbook is deemed correct at the time of printing, it is possible there will be changes from time to time affecting a matter or matters mentioned within this document.

Updated November 2022