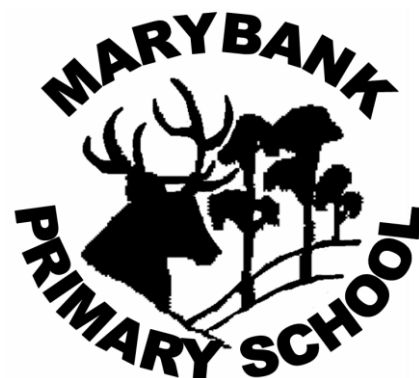


Strathgarve, Strathconon and Marybank Cluster

School Handbook 2023-24



Three school communities working together as a team to create a positive, inclusive and vibrant Cluster where everyone feels valued, respected and encouraged to achieve excellence.

Head Teacher: Mrs. Heather Rosie

Strathgarve Primary School, Garve, IV23 2PR, Tel: (01997) 414 286, Email: strathgarve.primary@highland.gov.uk
Strathconon Primary School, Strathconon, Muir of Ord, IV6 7QQ, Tel: (01997) 477 257, Email: strathconon.primary@highland.gov.uk
Marybank Primary School, Urray, Muir of Ord, IV6 7UN, Tel: (01997) 433 320, Email: marybank.primary@highland.gov.uk

Dear Parents/Carers,

A warm welcome to the Strathgarve, Strathconon and Marybank Primary School Cluster. We are a unique trio of schools in that we form part of a tri-Cluster arrangement. This means that the schools 'share' a non-class committed Head Teacher whose time is divided between the three schools. This arrangement has allowed the schools to have dedicated teaching staff that are entirely focused on providing high quality education to the pupils in their schools. The three schools work closely together to the benefit of pupils, families, staff and the wider community.

This handbook has been designed to provide you with information about the individual schools and tri-Cluster arrangement and offers you the opportunity to take part in all aspects of your child's learning. As a parent you play a vital part in your child's learning process. You will see that we strive towards providing a range of engaging, enjoyable curricular experiences to meet each individual child's interests and needs. We aim to nurture their skills and abilities so that they can develop the four capacities – successful learners, confident individuals, responsible citizens and effective contributors - as set out in A Curriculum for Excellence.

At Strathgarve, Strathconon and Marybank Primary Schools we strive to do all of the above in partnership with you to make your child's time at school as productive and memorable as possible. We hope you find a friendly welcome to our Cluster community. We have regular opportunities to involve parents in their child's education and encourage you to be active participants within the schools and across the Cluster. Please contact us at any time if you would like to; contribute in any way, receive further information or to discuss your child's education or welfare. We are always happy to talk or meet with you.

We look forward to working together and to building a long, happy association with you and your child(ren).

Yours sincerely,

Heather Rosie

Mrs Heather Rosie
Head Teacher

Head Teacher: Mrs Heather Rosie

Strathgarve Primary School, Garve, IV23 2PR, Tel: (01997) 414 286, Email: strathgarve.primary@highland.gov.uk
Strathconon Primary School, Strathconon, Muir of Ord, IV6 7QQ, Tel: (01997) 477 257, Email: strathconon.primary@highland.gov.uk
Marybank Primary School, Urray, Muir of Ord, IV6 7UN, Tel: (01997) 433 320, Email: marybank.primary@highland.gov.uk

Contents

School Information

The Schools	4
Vision, Values and Aims... ..	5
School Information.....	6
Nursery Information.....	7
Calendar Session 2023/2024.....	8

General Information

Parents as Partners	9
School Placing Requests	9
Attendance/Absence	10
Behaviour and Positive Relationships	11
Communication	11
Complaints and Requests for Service	11
Emergency closing	12
Equality and Inclusion	12
Health and Well-being	12
Mental Health and Well-being	13
Administration of Medication	13
Minor Injuries	13
Head lice	13
Parking	13
School Meals	14
Sporting Events	14
Swimming	14
Cluster events.....	14
Outdoor Learning	14
Uniform	15

Our Curriculum

Curriculum	16
Assessment and Reporting	19
Additional support Needs	20
Protection of Children GIRFEC Model	21
Dingwall Academy	23
Residential Trip	24
Policies	24
Homework	24
School Improvement	24
Pupil Representation and Involvement	25
Final comments	25

Data Protection

Appendix	26
----------------	----

The Schools

Strathgarve Primary School



Strathgarve Primary School serves the village of Garve and the surrounding area. The school provides education for Nursery 3 year olds to Primary 7 aged pupils.

The school is actively involved in the local community and has strong links with Garve Hotel, Garve Village Hall, and the Lochluichart Windfarm Trust.

Strathconon Primary School

Strathconon Primary School serves the village of Strathconon and the surrounding area. The school provides education for Nursery 3 year olds to Primary 7 aged pupils.

The school is actively involved in the local community and has good links with Scardroy Estate and Strathconon Village Hall.



Marybank Primary School



Marybank Primary School serves the village of Marybank and the surrounding area. The school provides education for Nursery 3 year olds to Primary 7 aged pupils.

The school is actively involved in the local community and has good links with Fairburn House, Fairburn Village Hall and Fairburn Windfarm.

Vision, Values and Aims

Our Vision

Three small school communities working together as a team to create a positive, inclusive and vibrant Cluster where everyone is valued, respected and encouraged to achieve excellence.

Our values

Honesty

Respect

Responsibility

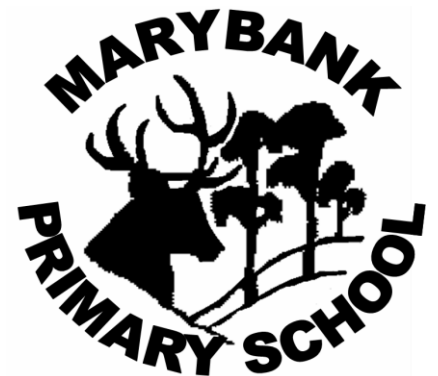
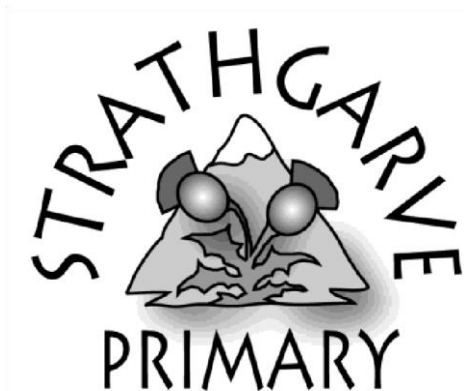
Positivity

Uniqueness

Our Aims

We aim to bring our school communities together to:

- *Provide an inclusive, nurturing and positive learning environment.*
 - *Deliver an engaging, challenging and creative curriculum.*
 - *Provide high quality learning and teaching experiences.*
- *Develop pupils' skills to be successful learners, confident individuals, responsible citizens and effective contributors.*
 - *Promote good health and well-being for all.*



School Information

Head Teacher – Mrs Heather Rosie

<p style="text-align: center;">Strathgarve Primary School Garve IV23 2PR Telephone: 01997 414 286 Email: strathgarve.primary@highland.gov.uk</p> <p style="text-align: center;">Parent Council email: strathgarve.primary@highlandpc.co.uk</p> <p style="text-align: center;">School times: Primary 4 to 7 Mon to Thurs – 8.50 – 3.15pm Primary 1 to 3 Mon – 8.50 – 2.40 Tues/Wed/Thurs – 8.50 – 2.35pm Primary 1 to 7 Friday – 8.50 – 12.30pm</p> <p style="text-align: center;">Break: 10.45 – 11am Lunch: 12.30 – 1.15pm</p>	<p style="text-align: center;">Strathconon Primary School Strathconon, Muir of Ord IV6 7QQ Telephone: 01997 477 257 Email: strathconon.primary@highland.gov.uk</p> <p style="text-align: center;">Parent Council email: strathconon.primary@highlandpc.co.uk</p> <p style="text-align: center;">School times: Primary 4 to 7 Mon to Thurs – 8.50 – 3.15pm Primary 1 to 3 Mon – 8.50 – 2.40 Tues/Wed/Thurs – 8.50 – 2.35pm Primary 1 to 7 Friday – 8.50 – 12.30pm</p> <p style="text-align: center;">Break: 10.30 – 10.45am Lunch: 12.30 – 1.15pm</p>	<p style="text-align: center;">Marybank Primary School Urray, Muir of Ord IV6 7UN Telephone: 01997 433 320 Email: marybank.primary@highland.gov.uk</p> <p style="text-align: center;">Parent Council email: marybank.primary@highlandpc.co.uk</p> <p style="text-align: center;">School times: Primary 1 to 7 Mon to Thurs – 8.50 – 3.15pm Friday – 8.50 – 12.30pm Break Primary 1 to 3 – 10.40 – 11am Primary 4 to 7 – 10.45 – 11am Lunch Primary 1 to 3 – 12.15 – 1.15pm Primary 4 to 7 – 12.30 – 1.15pm</p>
--	---	--

Cluster website: <https://strathgarvemarybankstrathcononCluster.wordpress.com>

Staffing at Strathgarve Primary School

Clerical Assistant: Mrs. Jacqueline Robson
Class Teacher: Miss. Helen MacLean
Cleaner: Mrs. Janice Ross
Catering Assistant: Mrs. Jacqueline Robson
Janitor: Mr. Jim Ramsay (Tuesday)
Active Schools Co-ordinator: Mr. Murdoch Jamieson

Staffing at Strathconon Primary School:

Clerical Assistants: Mrs. Mo Mackay and Mrs. Susan McLennan
Class Teachers: Miss. Pamela Foster
Pupil Support Assistant: Mrs. Susan McLennan
Cleaner: Mrs. Susan McLennan
Catering Assistant: Mrs. Susan McLennan
Janitor: Mr. Jim Ramsay (Thursday)
Active Schools Co-ordinator: Mr. Murdoch Jamieson

Staffing at Marybank Primary School:

Clerical assistant: Miss. Sheila Ross
Early Years Practitioner: Mrs. Ruth Arthur and Mrs. Morag Bannerman
Class Teachers: Ms Lauren Walker and Ms Juta Campbell
Cleaner: Mr Robin Woodford
Catering assistant: Mrs. Anne Forsyth
Janitor: Mr. Jim Ramsay (Tuesday)
Active Schools Co-ordinator: Mr. Murdoch Jamieson

Nursery



Marybank Primary School operates the nursery for three and four year old children.

The nursery is open five days a week from 9am to 3pm, Monday to Thursday, and 9am to 12.30pm on Friday.

We currently have two Early Years Practitioner at Marybank.

More details are available in our separate Nursery Handbook, available from the school office.

Calendar Session 2022-23

A copy of the school calendar (below) is available for download from:

http://www.highland.gov.uk/downloads/file/18050/highland_school_calendar_2022-2023

2023 Holidays

Christmas holidays

23 December to 9 January 2023

2023 Holidays

February break

20 February and 21 February

In service day 22 February

Easter Holidays

3 April to 14 April

May Day Holiday

Monday 1 May

In service day

5 June

Summer holidays

30 June to 11 August

In service day

14 August

In service days

11 September and 12 September

October holidays

9 October to 20 October

Christmas holidays

25 December to 5 January 2024

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

- Parents' evenings
- Open mornings and afternoons
- End of year summary report
- Sharing Pupil Learning Profiles
- Regular email contact
- Contact by letters in school bag mail
- Parent Workshops
- Information on the Cluster School website

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

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

Parental information is obtained from questionnaires issued regularly at Parents evenings and from Parent Forums.

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

The 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 them using the email addresses above.

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 Placing Requests – Parental Choice

Each school serves its own particular catchment area. Pupils whose homes are located in that area will have priority in being allocated a place in the school. However, parents have the right to specify the school in which they wish to place their child. Application must be made to the Area Care and Learning Manager:

Derek Martin
Area Education Manager,
84 High Street,
DINGWALL
IV15 9QN
01349 868603

Placing request forms can be obtained from
http://www.highland.gov.uk/info/878/schools/11/school_enrolment/2

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

If pupils live out with the school catchment area and their parents wish them to attend Strathconon, Strathgarve or Marybank Primary Schools they can contact Mrs. Heather Rosie to arrange a visit.

Parents of children with additional support needs, (including those that have Coordinated Support Plans) can make placing requests to any school in Scotland including schools outside of the local authority area they live in. All appeals about placing requests to special schools will be referred to the Additional Support Needs Tribunal.

Attendance/Absence

Good attendance is vital if pupils are to achieve their full potential. But 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: **Marybank 01997 433 320, Strathgarve 01997 414 286, Strathconon 01997 477 257**. 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 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.

Behaviour and Positive Relationships

Children are encouraged to be responsible, reliable, sensible, trustworthy and honest and to respect and consider other people, and their property. We expect them to be well mannered and courteous. Behaviour agreements are made within each class at the start of every year and referred to and reviewed throughout the year.

We work to create a positive and supportive atmosphere where positive behaviour such as restorative practices, solution-focussed and nurturing approaches are adopted. However, if a child appears to be having difficulty following these behaviour agreements on a regular basis, parents will be invited to discuss their child's behaviour. Bullying is not tolerated at Strathgarve, Strathconon or Marybank and schools in Highland have a 'Positive Relationships and Bullying Prevention' policy which we closely follow. A copy is available on request from the school office.

The ethos of respect and responsibility is one which we hope pervades all we do in school but specific work to encourage these attitudes is undertaken in assemblies. School and home achievements are celebrated in various ways, including at assemblies, within classes, in newsletters and displays. The Council's anti-bullying policy can be found here: https://www.highland.gov.uk/downloads/file/19358/anti_bullying_-_guidance_for_schools

Communication

We strive to share information with families and work in partnership with them. To facilitate this, we operate an "open door" policy whereby parents can, when possible, speak with a member of staff at the start/end of the school day or make an appointment to do so. We will endeavour to be responsive to any request within 24 hours but certainly within 5 days of issue being raised.



We also have **parents' meetings** twice a year and regular informal times for parents to meet with their child's teacher e.g. **open mornings and open afternoons**.

An information **newsletter** is issued monthly to all parents. This contains features about the life of the individual schools and the Cluster and includes information about important dates and events. Regular events happen throughout the year which parents are invited in to support. We also have a Cluster website containing school information.

Complaints and Requests for Service

If a parent has any concerns they should contact their child's Named Person in the first instance. In all three schools this is the Head Teacher, Mrs. Heather Rosie. Should, for any reason, Mrs. Heather Rosie not be available, concerns should be raised with Class Teacher.

The school will always endeavour to resolve issues by listening to parents and seeking solutions in partnership. Should a situation not be resolved, parents and guardians can contact the Area Manager:

Derek Martin
Area Education Manager,
84 High Street DINGWALL
IV15 9QN
01349 868603

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.

Further information, advice and resources for parents can also be asked through Parentline - <http://www.children1st.org.uk/what-we-do/our-services/search-our-services/parentline-scotland/>

Emergency Closing

The general policy will be to remain open where possible, but in extreme circumstances where the school has to be closed, children will be sent home. Parents/carers (or emergency contact) will be contacted, before sending children home. In the morning, if there is extreme weather, parents/carers should contact



the Schools Information Line on: **0800 564 2272 + enter the school's PIN** (Pin numbers will be issued in November/December to individual schools) where they will then hear a recorded message informing them of any closures. School closures can be found on <https://www.highland.gov.uk/schoolclosures>. Local radio stations will also report any closures due to adverse weather.

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.

Health and Well-being

The school health service sends out medical questionnaires to all P1 and P7 children. It is normal for a child to have a medical shortly after their fifth birthday. Parents are able to be present if they should wish. Any parent who wishes to talk to the school nurse can make an appointment through the school office.

All the children are enrolled into the 'Child Smile Programme'. The oral hygienist makes regular visits to the school to give information to the staff about oral hygiene and to work with the children.

Mental Health and Well-being

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.

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.

Parents would generally be involved in discussions beforehand, however a young person over the age of 12 can ask for support themselves.

Administration of Medication

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

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

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

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

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

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

Minor Injuries

The 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.

Head lice

Head Lice are a common problem in school aged children. They can't be prevented, but regular checking ensures early detection and treatment if necessary. Parents and carers should check their children's head regularly. Remember that you are looking for living moving lice – the only evidence that your child is infected. If you find a living louse, ask your local pharmacist, school nurse, health visitor or GP for advice regarding treatment. For further information visit <http://www.healthscotland.com/documents/25.aspx>

Parking

Everyone has a responsibility to park sensibly and consider the safety of our pupils and other road users. Nobody should park on yellow lines outside the schools.

School Meals

School meals are served from Monday to Thursday. The cost of a school meal is £2.30.

All children in Primary 1 to 5 receive free school meals. For P6 and 7 pupils, free meals can be claimed in certain circumstances. For information and application form please see: http://www.highland.gov.uk/info/899/schools_-_grants_and_benefits/10/free_school_meals_and_assistance_with_clothing

If a pupil has special dietary needs, please inform the school.

In Marybank, school meals are cooked at Tarradale Primary School and delivered.

In Strathgarve, school meals are cooked at Strathpeffer Primary School and delivered.

In Strathconon, school meals are cooked served onsite.

Sporting Events



Throughout the year the children represent their schools at a range of sporting competitions including cross-country, swimming, football and basketball. Children representing their school at sporting events are provided with school sports tracksuits. Each child is responsible for sportswear given to them and must return the sportswear washed and ready for use again.

Swimming



If numbers permit, all children will have the opportunity to learn to swim. The usual block of time is half an hour a week, for approximately five weeks. Lessons take place at Dingwall Leisure Centre and are funded by High Life Highland. Children should bring swimwear, a towel and money for their locker. Any child, who does not attend swimming lessons, will join another class until their class returns.

Cluster Events

As part of our transition and outdoor learning programmes, the pupils take part in Cluster days with pupils from within our own Cluster and from Mulbuie and Ferintosh Primary Schools. These events provide pupils with opportunities to; form friendships with a wider group of peers, develop confidence in unfamiliar settings and build resilience to cope with change. Each Cluster school hosts different events throughout the year including the Christmas Party, Burns' Ceilidh, Easter Extravaganza and Sport Day.

Outdoor learning

Our schools are situated in beautiful outdoor settings. As such we actively encourage our pupils to get outdoors as much as possible. All Class Teachers engage their pupils in outdoor play and activities regularly; making use of local woodland and outdoor spaces to facilitate learning experiences.

Uniform

School uniform should be worn at all times. The uniform for each school is; a school sweatshirt with logo, white polo neck t-shirt, smart trousers, skirts or dresses and smart shoes. Jeans or faded denims should not be worn. Pupils should bring a pair of indoor shoes. Shoes, trainers or plimsolls are recommended. Slippers or crocs are not suitable during the school day and should not be brought to school.

A fresh PE kit should be brought to school at the start of every week; change of t-shirt, shorts and trainers. Make up should not be worn to school and gel nails should be kept short. All clothing should be labelled with your child's name.

School Uniform available from www.myclothing.com.

Information on assistance with school clothing can be found at [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)

Curriculum

All schools in Scotland follow the **Curriculum for Excellence**. More detailed information on this can be found at <http://www.educationscotland.gov.uk/thecurriculum/>

The values and principles are based on enabling all our children to become:

<i>Successful Learners</i>	confident individuals	effective contributors
<i>Confident Individuals</i>	responsible citizens	successful learners
<i>Effective Contributors</i>		
<i>Responsible Citizens</i>		

The Curriculum for Excellence recognises the need for children to access a broader range of achievements, as well as striving for high attainment.

In line with all Scottish primary schools, the school curriculum is split into eight main areas which are –

- Languages
- Mathematics
- Social Studies
- Expressive Arts
- Religious and Moral Education
- Health and Well Being
- Technologies
- Sciences

Our schools follow Curriculum for Excellence guidelines which offer a range of targets and learning outcomes. Children should meet these at various stages in the primary school years and annual reports will notify parents of progress.

All teachers use a variety of methods when teaching. Children may be taught as a whole class, in groups, and at times, individually.

LANGUAGES



Language is at the heart of all children's learning. Through literacy they receive most of their knowledge and many of their skills.

Language enables children both to communicate with others effectively, for a variety of purposes, and to examine their own and others' experiences, feelings and ideas, giving them order and meaning. It is central to children's emotional and social development, and helps pupils' learning to be coherent and progressive.

The Highland Literacy Project, rolled out to most Highland schools, has given teachers a wider range of skills to increase attainment and awareness of language.

There are four main areas of English Language to be developed:

Listening Talking Reading Writing

LISTENING

This is a very important skill which needs to be developed if pupils are to be enabled to utilise it fully. Pupils are given opportunities to listen for information, instructions and directions, to listen in groups and their critical faculties are developed by listening to different forms of texts e.g. poems, plays and stories so that they can gain knowledge about language and its uses. Children will also be encouraged to listen to others both within and outside of the classroom through games, role play, discussions, etc.



TALKING

Pupils are encouraged to acquire a vocabulary and familiarity with oral language, which enables them to talk fluently yet concisely for different purposes and in different contexts. Thus they can take an influential part in such activities as conveying information in the form of oral reports, debating topics, expressing their own feelings and ideas, talking to different audiences and talking in groups within a framework of a growing understanding of the uses and delivery of speech.

READING



In our largely literate society, reading is the fundamental tool which children must acquire if they are to fully participate in the modern world. In this school a mixture of methods is used in an effort to tailor schemes, which will provide the best means of individual pupils gaining this essential tool. 'Look and Say' is combined with phonics as a basis for word attack skills. It is intended that whilst 'Look and Say' provides an initial working vocabulary, phonic skills enable new words to be built up (deciphered) through the association of sounds with a single or blend of letters.

Once the basic skills have been mastered, a variety of texts (both fiction and fact) are provided to maintain pupils' interest in reading and to provide them with interesting sources of information. These are graded for difficulty and as the pupil's ability to cope with more complex texts is noted these are supplied. Higher order reading skills (comprehension, inference, anticipation of outcome, extraction of the main idea from a text, skim reading and distinguishing between fact and opinion) are progressively developed.

WRITING

Along with the manual skills necessary to develop legible handwriting, the school considers that writing is a means of communication and has to be developed along similar lines to that of the other language skills. In line with the Curriculum for Excellence, self-expression is encouraged but not at the expense of more formal skills. Spelling is an important part of the writing programme along with the growth of vocabulary. The purposes of pieces of writing must always be considered with form and function playing an important part.



MODERN FOREIGN LANGUAGES

Learning other language enables children and young people to make connections with different people and their cultures and develop as global citizens. We currently teach French to all pupils so they have gained in confidence in the subject before going to the Academy. This is an aspect of provision that all schools are developing under guidance from the government over the coming session.

MATHEMATICS



In line with the Curriculum for Excellence, children are encouraged to view numeracy as a practical subject used in a meaningful way. They are taught to count and work with numbers, to measure and record information in a mathematical way and thus develop their mathematical experiences. Many 'maths' experiences are taught in an active way, which is meaningful to children. Learning outcomes are shared with the children on a regular basis and their skills revisited. Their skills are enhanced by their usage in practical situations e.g. going 'shopping' and weighing goods. There is an emphasis on problem solving and enquiry skills and early numeracy is expanded to include knowledge of shape, position and movement.

SOCIAL STUDIES



Social Studies are taught through a thematic approach within school. Topics are balanced to provide children with an appreciation of enterprise, history, geography and eco sustainability. Teachers and children are involved in planning these studies, bearing in mind appropriate levels for composite classes. As children work on themes, they develop an extensive range of progressive skills and experiences such as enquiry and research skills, debating and persuasive skills etc, all of which are useful and relevant to everyday life.

TECHNOLOGIES

The use of ICT is integrated into all areas of the curriculum which means that separate ICT lessons are not always taught. An example of this is when a child is using the internet to research a given topic and at the same time as finding the information necessary to understand this topic, they also develop internet researching skills. The school has an excellent allocation of ICT resources including a SMART board in each classroom, chrome books, laptops and desktops for each class, I pads, digital cameras and a selection of software.



EXPRESSIVE ARTS

This covers a wide area of activities all of which seek to enable the pupil to develop relevant, creative and expressive skills through personal experience.

A broad and balanced curriculum recognises the important roll the aesthetic subjects have to play. Art, Music, Dance and Drama are all classified under this term. Where possible they are linked with class work and Social studies.



HEALTH AND WELL BEING

Schools have responsibilities to help each child develop personally and socially. This is a very important part of education. We aim to enable the children to have a positive regard for the needs of self and others, develop skills to enable them to participate effectively and safely in society, and take increasing responsibility for their own lives. We try to develop a high self-esteem in each child by consistently praising their efforts and achievements.

In the course of a school year, all pupils are encouraged to look at the 3 areas encompassing health education.

Emotional Health. This explores emotions, feelings and relationships and how they affect us. **Social**

Health. This explores the interaction of the individual, the community and the environment in relation to health and safety.



Physical Health. This explores physical factors in relation to our health and looking after ourselves. Physical Education also involves gymnastics, games skills, dance and expressive movement.



RELIGIOUS AND MORAL EDUCATION

Religious Education takes account of knowledge and understanding of Christianity and other World Religions and to recognise religion as an important expression of human experience.

We encourage the children to appreciate moral values such as honesty, liberty, justice, fairness and concern for others and to investigate and understand the questions and answers that religions can offer about the nature and meaning of life.

Moral Education reinforces the school ethos concentrating on consideration for others and the value of kindness and courtesy. Whilst Religious Education is required by Statute to form part of the curriculum, parents have the right to withdraw their children from such on written notification to the Head Teacher.

SCIENCE

Through science, children and young people develop their interest in, and understanding of the living material and physical world. They can engage in a wide range of investigative group tasks which allow them to develop important skills to become creating and enterprising adults.



Children are encouraged to investigate their environment by observing, investigating, exploring and recording.

More detail of how each of the eight curricular areas are taught can be found in our Cluster Curriculum Rationale.

Assessment and Reporting

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.

Pupils will reflect on their progress, achievement and best work in their Pupil Learning Plans and on Seesaw.

Parents wishing to enquire about a pupil's progress are invited to get in touch with their child's Class Teacher.

Additional Support Needs

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

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

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

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

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

Highland Council would seek to work in partnership with parents at all times, but sometimes you will have a concern that you don't feel is being addressed, or will want to talk to someone outwith the school. Should you have any concerns that your child's additional needs are not being met, you should contact your child's named person. This is the Head Teacher, Mrs. Heather Rosie. 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

Progress

Parents wishing to enquire about a pupil's progress or have concerns about their progress are invited to get in touch with the Head Teacher, Mrs. Heather Rosie.

Further advice, information and support for parents of children with ASN, please follow the links 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

Protection of Children – GIRFEC model



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 from Mrs. Heather Rosie or online at http://www.highland.gov.uk/info/1361/childcare_and_family_care/438/child_protection. Parents can also record concerns, and see how these concerns are dealt with, online at <https://www.children1st.org.uk/help-for-families/parentline-scotland/>

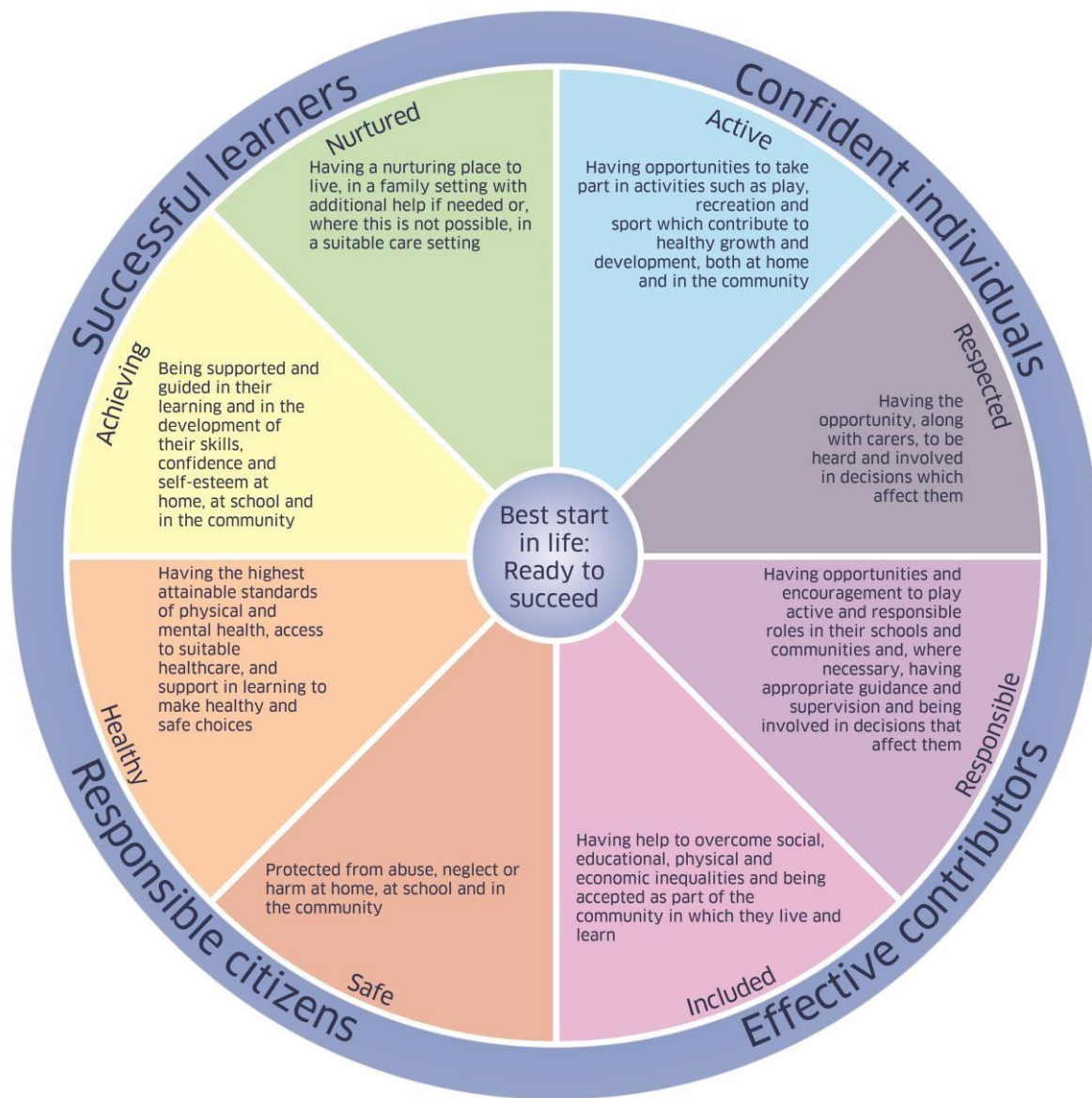
We work within the school to ensure that all children’s needs are met so they can reach their full potential. We also work with various partners to support children’s needs when necessary. These include Support for Learning teachers, social work, Educational Psychologist, Community Paediatrician, Speech and Language therapists most commonly. The partners work in consultation with the school, with particular children and also offer training for our school staff. The named person with overall responsibility is the Head Teacher, but all staff have had training in GIRFEC and are aware of their role in supporting children.

Everyone has the right to life, to be heard, to feel safe, to an education, to be listened to and to be included, but sometimes things go wrong and young people can be deprived of these basic rights. Getting it right for every child is about ensuring the wellbeing of every child and young person in Scotland. Through the Getting it right for every child programme children and their carers are central to the process of finding solutions and having their needs met. Everyone working with children is expected to use a constant, fair approach, actively sharing information to agreed protocols and working together to improve outcomes for children. Everyone needs to be clear about their personal responsibility to do the right thing for each child. Parents and children, together with schools, professionals and others working with young people will benefit from an approach which results in the development of one plan to meet all the child’s or young person’s needs.

The desired national outcomes for children and young people, from the Curriculum for Excellence, are that all children can be:

- Confident Individuals
- Effective Contributors
- Responsible Citizens
- Successful Learners

To achieve this all children need to be Safe, Healthy, Active, Nurtured, Achieving, Respected and Responsible and Included. These are known as the ‘wellbeing indicators’ and are remembered by the acronym S.H.A.N.A.R.I.



The Getting it right for every child programme operates throughout the Highland area. It affects the working practices of all Integrated Children’s Services (Health, Education, Social Work, Police, Children’s Reporter and Voluntary Agencies) who work with children and families, including services to adults who are also parents.

The current responsibility to act if a child is at risk of harm does not change. However, there is now a wider responsibility to consider a child’s wellbeing across the S.H.A.N.A.R.I. spectrum by everyone involved with children and young people.

Each child or young person has a Named Person in universal services (health and education) who is the point of contact for the child, parents, professionals and the community. This will be the midwife for the first few days of life followed by the family Health Visitor for pre-school children. The Head Teacher will take over as Named Person on starting primary school and a designated person, i.e. the Depute HT or a Principal Teacher with a Pastoral/Support role within the school for Secondary stage pupils. Each school will make its own arrangements for appointing a Named Person for every child or young person taking account the skills and experience of staff, size and location of the school. Children, young people, parents and carers should have clear information from the school about who is their child’s Named Person. In partnership with parents, child and, with consent, the Named Person will consider what additional support is needed to meet the child’s needs. If there is a risk of harm to a child, information will be shared without seeking consent following Child Protection Guidelines.

Where a child’s support needs require different agencies to work together, a Child’s Plan will be developed. At this stage a Lead Professional will ensure the Child’s Plan meets the identified needs and everyone is doing what they agreed. It must be clear to all involved in the Child’s Plan what actions are to be taken and by whom, the desired outcomes for the child and the arrangements for reviewing the plan. This may be as

simple as a particular strategy to ensure a child's inclusion in certain activities to a plan addressing more complex needs.

The Lead Professional will ensure the active involvement of a child and family and ensure the Child's Plan is reviewed with progress and challenges noted. Partners contributing to the plan may be asked to contribute to this review.

The Authority's Policy in relation to provision for additional support needs can be found at: <http://www.highland.gov.uk/info/886/schools - additional support needs/1/support for learners/4> and further information is also provided with Education Scotland - <http://www.educationscotland.gov.uk/supportinglearners/>

More information about the GIRFEC policy and practice can be found at the website: <http://forhighlandschildren.org/>

If a teacher feels that a child has particular learning needs, these will be discussed mutually with parents and the appropriate support agreed. If you feel that your child has additional support needs please contact their Class Teacher or the Head Teacher to discuss how these can be met.

There are many organisations which can provide advice, further information and support to parents and young people with additional support needs. These include:

- Enquire - the Scottish advice and information service for additional support for learning <http://enquire.org.uk/>
- Scottish Independent Advocacy Alliance - <http://www.siaa.org.uk/>
- Scottish Child Law Centre - <http://www.sclc.org.uk/>

Dingwall Academy

At the end of their primary education, children from our Cluster transfer to Dingwall Academy. The Rector of Dingwall Academy is Mrs Karen Cormack. Staff from the Academy are invited to the schools to meet with children and staff to discuss Primary 7 work. The Primary 7 pupils will spend one day in June visiting the academy. They will then spend a settling in week when they join in August.

Liaison meetings are held throughout the year to help improve links between primary and secondary. Contacts for Dingwall Academy are:

Dingwall Academy

Dingwall

Ross-shire

IV15 9LT

Tel: 01349 869860

Fax: 01349 869886

<http://www.dingwallacademy.com/>

Residential Trip

As part of our transition arrangements for the P7 children going up to Dingwall Academy, there are various events planned throughout the year. This includes the opportunity for Primary 6 and 7 children to attend a week long residential trip to an outdoor centre. Over the last few years, we have joined the Mulbuie and Ferintosh Cluster Primary schools in visiting Alltnacriche Centre for this. This trip runs every second year now and in the other year, various outdoor learning day events will be organised. These events help the children to develop independence, confidence, team work and social skills as well as, integrate and make friends with children from the other feeder Primary schools for Dingwall Academy.



Policies

Our schools have many policies from both the Authority and within the schools themselves. All policies are available on request from the school office. Authority policies relating to Education can be found at:

[http://www.highland.gov.uk/info/893/schools -
general information/29/school policies procedures and guidelines](http://www.highland.gov.uk/info/893/schools-_general_information/29/school_policies_procedures_and_guidelines)

Homework

The school has a clear homework policy which is available on request. Research has shown that parental participation in home learning has a direct positive influence on the level of performance.

We believe that homework can encourage independent and good learning habits, consolidate work taught in school and encourage and provide opportunities for parents to become involved in children's learning.

However, we are also conscious of the fact that many of our pupils are involved in activities in the evening which are just as valuable to their education and overall development and wellbeing.

You should find that homework set should take no longer to complete than about 20-30 minutes per night at any stage.

Homework will usually be handed out and explained with an expected return date clearly communicated to children. In most cases, this return date will be within a week.

School Improvement

Our Cluster 'Standards and Quality' Reports and 'School Report and Improvement' Plans, which outlines progress in improvement and highlights priorities over the next three years, can be found on our school website <https://strathgarvmarybankstrathcononCluster.wordpress.com> .

Pupil Representation and Involvement



We pride ourselves on ensuring that pupils' voice is heard and that we provide opportunities for pupils to take on leadership roles within the class/ school and grow in the skills required to meet the 4 capacities of Curriculum for Excellence. The opportunities include taking part in Enterprise, Global Citizenship, performances, celebrations and events – for example, through the Pupil Councils, gardening groups, JRSO, Christmas performances and many more.

Finally...

We have tried to include all the relevant information within this handbook and we hope all your questions have been answered. However, if you have any further concerns or queries please feel free to telephone, email or drop in for a chat. Any suggestions or comments on our handbook would be warmly received. We look forward to welcoming you and your child/children to the Strathgarve, Strathconon and Marybank Cluster.

** Whilst the information in this handbook is considered to be true and correct at the date of publication – December 2022, changes in circumstances after the time of publication may impact on the accuracy of the information. **

Appendix

Employment of Children

The employment of children by laws regulate the types of occupation in which children under school leaving age may be employed and other conditions of employment. For further information please see:

http://www.highland.gov.uk/downloads/download/19/employment_of_children

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 Headteacher.

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 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

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 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.

Military Families

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

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

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

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

<https://www.highland.gov.uk/info/886/schools - additional support needs/833/armed forces - support for families and schools>

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