



# Milton of Leys Primary School Handbook 2023/2024

*...where the magic of learning comes alive...*



Milton of Leys  
Inverness  
IV2 4HF  
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School Blog:  
<https://miltonofleysblog.com/>  
Follow us on Twitter: [@molprimary](https://twitter.com/molprimary)

Head Teacher: Robert Gill

Numbers as of 1/12/22  
Present Roll – 385  
School – 322  
Nursery – 63



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



## Welcome from Mr Gill

Dear Families,

On behalf of the Milton of Leys Primary School community I would like to first and foremost extend a very warm welcome to you all. As part of this ongoing developing process I do hope that this handbook acts as a reference tool which not only provides easily accessible information about the school, but also gives a flavour of what we are about, and how we continually strive to make every child's journey the very best it can be.

At the very heart of all our work at Milton of Leys is the opportunity to develop strong, positive relationships with all families and their children. Using this as our foundation, we want to create a climate where all children are in the very best place to maximise their potential. This will be achieved through creating joined up learning experiences which ignite the sense of curiosity, creativity, and motivation in us all. That is why I particularly value and appreciate the trust and commitment you place in this process through your role in supporting this and developing all our work. Never more so has this need for a strong community-based approach be relevant and necessary as we move forward out of the challenges of the last few years, and together we strive to develop, seek out, grasp, and indeed build upon the new opportunities which will exist.

This renewed sense of connection, based upon the positive relationships we create, develop and nurture, help to create a culture of respect, reflection, and inspiration. With these value driven aspirations at our heart, I do sincerely hope that you find a school which is warm, welcoming and above all else caring. I very much look forward to welcoming you and your child to Milton of Leys Primary School. If you require any further information or details, please do not hesitate to contact me through the school office.

Kindest regards,

Mr Robert Gill, Head Teacher



## Our team at Milton of Leys (December 2022)

Head Teacher- Robert Gill  
Acting Depute Head Teacher - Mari-Louise Macaulay  
Acting Depute Head Teacher - Jen Mateer  
Principal Teacher - Rachel Hutcheson (on secondment to another Highland school)

Primary1 - Dianne MacQueen  
Primary 1/2 - Anna Shimmiel (Tues - Fri) & Emma McCall (Mon)  
Primary 2 - Holly MacDonald  
Primary 3 - Stephanie Stein  
Primary 3 /4 - Nicola Grant  
Primary 4 - Victoria Sparling (Tues - Fri) & Laura McColl (Mon)  
Primary 4/5 - Selina Laing  
Primary 5 - Lisa Coe (Mon, Tues, and Fri) & Dianne Ross (Wed/Thurs)  
Primary 5/6 - Seona Mackenzie  
Primary 6 - Kirstien Hardstaff (Mon-Weds) & Laura McColl (Thurs/Fri)  
Primary 6/7 - Alison McPherson  
Primary 7 - Jon Blair

Additional Support Needs - Alison Waudby (Mon & Tues)  
Additional Support Needs - Vacancy (Wed, Thurs, Fri)  
PE Teachers - Hannah MacLennan, Suzie Barnett, Jack Simmons (Millburn Academy PE Teachers)  
CCR & Cover Teachers - Emma McCall

Senior EYP - Donna Martin

### Early Years Practitioners (EYPs)

Fiona Adam	Charlotte Murray	Michael Longmuir	Rhona Brindle
Sarah Watson	Karen Newlands	Laurianne Sellar	Wendy Watson
Sher Almond	Kerri-Ann Jones	Victoria Miller	

### Early Learning and Childcare (ELC) Support Practitioners

Catriona Nesbitt	Sheila MacLeod
Michelle Reid	Olivia Morrison

### Childcare Clerical

Katie Cameron

### Breakfast Club

Collette Adamiec  
Lynne Murray  
Katie Cameron  
Michelle MacLeod

### Out of School Club Team

Sheila Macleod  
Lynne Murray  
Christina Osta

### Pupil Support Assistants

Catherine Kyle	Collette Adamiec	Janice Mackay	Tony Jansen
Michelle Macleod	Lynne Murray	Vicky Hilton	Debbie O'Neill
Rachael Burberry	Ruby Da Silva	Olivia Morrison	

Clerical Staff - Mandy Darroch and Roslyn MacLennan  
Facility Management Assistant - Martin McGrory  
Cook in Charge - Lynne Simpson



## The School Day

### School Opening and Closing Times

The school hours are as follows:

All pupils in P1-7

Monday-Friday: 9am-3pm

Morning Interval: P1-P3 10.25-10.45

P4-P7 10.30-10.45

Lunch: P1-P3 12.20pm – 1.30pm

P4-P7 12.45pm – 1.30pm

### Milton of Leys ELCC Centre Opening Times

Our ELCC setting is open from 8am to 5:45pm Monday to Friday. Funded and non-funded Early Learning & Childcare is available between 8am to 5:45pm

Breakfast Club is open from 8am to 9am

Out of School Care is open from 3pm to 5.45pm

### Severe Weather Procedures

In the event of severe weather, parents/guardians should refer to the school's policy on **page 19** of this handbook or on the school blog.

### Communication with Families

Our main mechanism of communication is the school blog. This will share key information throughout the year.

Termly we share dates for the diary in both paper and electronic form.

For children across nursery – primary 7, early years practitioners and class teachers will share information through Seesaw, blog posts, letters, and emails.

Our school blog: <https://miltonofleysblog.com/>

### Information for parents

Useful information for parents on how you can get involved in your child's education, how to support the school, and information on curriculum developments, can all be found at Parentzone:

<https://education.gov.scot/parentzone>



## Our Vision, Values and Aims

**At the heart of the whole Milton of Leys community we need to be:**

- ✓ Ready
- ✓ Respectful
- ✓ Safe

**Therefore at Milton of Leys Primary School our vision is:**

To create a supportive, inspiring and empowering environment that prepares our young people for their future. Together with our families, partners and local community we strive to create opportunities that will provide our children with an enriching experience so that they achieve their full potential.

**This vision is embodied in our school's aims to:**

- Create a welcoming, inclusive and nurturing learning environment that promotes equality, diversity and resilience
- Demonstrate and instil respect, pride and empathy towards all
- Encourage creativity and meaningful experiences that are child led
- Motivate, challenge and support children in all curricular areas
- Recognise and value all achievements

**Our values guide the way we work. Together we value:**

- Respect
- Teamwork
- Creativity
- Determination
- Commitment

Our pupils were asked to create a 'tagline' which represents what the school means to them. After consultation and the chance to vote for the tag which paints the clearest picture, they opted for:



*Milton of Leys Primary... where the magic of learning comes alive*



## Our Curriculum

Curriculum for Excellence is designed to achieve a transformation in education in Scotland by providing a coherent, more flexible and enriched curriculum from 3 to 18. The curriculum includes the totality of experiences which are planned for children and young people through their education, wherever they are being educated. The curriculum aims to ensure that all children and young people in Scotland develop the knowledge, skills, values and attributes that they will need to flourish in life, learning and work.

The knowledge, skills, values and attributes learners will develop will allow them to demonstrate four key capacities – to be ***successful learners, confident individuals, responsible citizens and effective contributors***.

### The totality of experiences

The curriculum includes all the experiences which are planned for children and young people through their education, wherever they are being educated. These experiences are grouped into four categories.

### Curriculum areas and subjects

The curriculum areas are the organisers for setting out the experiences and outcomes. Each area contributes to the four capacities and consists of: ***Numeracy, Literacy, Health and Well-Being, Religious and Moral Education, Sciences, Technologies, Social Studies and Expressive Arts***

### Interdisciplinary learning

The curriculum should include space for learning beyond subject boundaries which will provide learners with the opportunity to develop insights and apply skills in a way and/or to a degree not offered through the study of a discrete curriculum area.

### Ethos and life of the school

The starting point for learning is a positive ethos and climate of respect and trust based upon shared values with genuine engagement across the school community.

### Opportunities for personal achievement

Children and young people need opportunities for achievements both in the classroom and beyond, giving them a sense of satisfaction and building motivation, resilience and confidence.

Added to this, because children learn through all their experiences - in the family and community, pre-school centre, nursery and school - the curriculum aims to recognise and complement the contributions that these experiences can make.

Early Years Practitioners and Class Teachers share our curriculum throughout the year with families through our approaches to Profiling and Reporting. If you



would like to find out more about our curriculum framework, contact the Head Teacher. There is also information for parents on:

<https://education.gov.scot/parentzone>

### Improving Our School

Each year the school develops, with the school community, a school improvement plan. Through evaluating the progress that the school is making, key actions are identified, and a plan for improvement created. At the end of the school year, a standards and quality report is created to detail the progress that the school has made through the school improvement plan.

Working within Our Associated School Group of family schools - The Millburn ASG Milton of Leys school community have developed a very positive shared working relationship with the other family primary schools and Millburn Academy. Staff from across all these schools have planned meetings and conversations throughout the school year, using these invaluable opportunities to share training, planning and evaluate each other's work. This is reflected in the joint project shared across all ASG schools within Milton of Leys School Improvement Plan.

Further information:

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

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

### Enrolment

#### Primary 1 enrolment

Parents may choose to enrol their child to begin school in August if that child's fourth birthday falls before the last day in February of the following year. Enrolment of new Primary 1 pupils take place in February and notice of the exact enrolment dates are given in the Inverness Courier and notices will be on display in the community area of the school.

Arrangements are made from April and June for the new Primary 1 pupils to spend some time in school to get to know their new teacher (if possible) and the school building. Those attending the Nursery make frequent visits to Primary 1 throughout the year to share their learning.

#### Moving into the Area

It is usually possible to find places for pupils wishing to enrol at other stages in the school. In the first instance parents should contact the Head Teacher via the school office for details of available places and how to apply.

Details can be obtained following discussion with the Head Teacher/Depute Head.



### School Placing Requests – Parental Choice

Each school serves its own 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. Placing request forms can be obtained from:

[CLICK HERE: Placing Request Forms](#)

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 Milton of Leys, they can contact the school office in the first instance.

### School Uniform

Milton of Leys Primary has a school uniform which is built around the base colour of **RED**. Uniform can be purchased from the following outlets:

Schoolwear Made Easy: Unit 4/5, 57 Harbour Road, Inverness  
Telephone: (01463 222022)

The uniform consists of:

	Sweatshirt	Polo Shirt
COLOURS AVAILABLE	<i>RED</i>	<i>PLAIN WHITE</i>
		<i>PLAIN WHITE WITH 'TIPPED' RED COLLAR</i>
		<i>PLAIN RED</i>

### Parental Involvement in Learning

Your child's key worker if your child is in nursery, or your child's class teacher if your child is in Primary 1 – Primary 7, will share your child's learning across the year through a range of approaches including:

- home learning tasks linked to the current learning
- sharing your child's learning record/ learning profile
- learner progress meetings
- open afternoons
- class assemblies.

Throughout the year we also offer a range of family learning events so that you can support learning at home. We regularly seek the feedback of families to review our approaches to parental involvement and family learning.

### Home Learning

It is the school's policy that homework is given regularly and is intended to support class work (review and time to work on new skills) or generate enthusiasm for learning through personal projects. Class teachers ensure learning to be done at home is made available on the class blog.



### Assessment

Our aims are to identify the strengths/ areas to work on for each child and improve their attainment, confidence and motivation. To this end, we use observations, class quizzes, topic assessments, learning dialogues etc. to compile information on a child and help identify their next steps. Continuous on-going assessment takes place throughout the school. As children progress through the school, we use a combination of different assessment methods to get the best picture possible of a child and their progress. We use this information to plan your child's learning, sharing their progress and next steps.

### Learning Records

Throughout the school, Nursery – P7, children are learning to make connections across the curriculum, to take pride in their work, to know what they are learning and to be able to explain why they are learning certain things. All children have a Learning Record in which their work, their targets, their reflections, teacher comments and feedback are stored. The Learning Records are available for parents to look at throughout the year and we encourage you to take time to write in these records highlighting your thoughts about your child's progress.

### Key Assessment Tasks

As part of your child's learning, teachers plan for key assessments throughout the year to demonstrate what they have learned. These will be shared with families throughout the year.

### Written Report

An end of year written report is issued to parents in June which summarises a child's progress in relation to what is appropriate for their age and stage.

### Parent Consultation Meetings/Evenings

Parent consultation meetings take place across the school two times per year. This provides an invaluable opportunity for your child's teacher and parents/carers to have an opportunity to discuss progress, as well as importantly looking at how we can all best support every child in moving forward into the future.

Parents may also make an appointment outside of these times if they have an urgent need to discuss their child's welfare or progress with the class teacher. Please be assured you are always welcome to visit the school at any time if you have any other matter you wish to discuss. Please phone the school office to make an appointment or email your child's class teacher in the first instance.

### Parent Forum and the Parent Council

The Scottish Schools (Parental Involvement) Act 2006 has changed the arrangements for parental representation in all schools. Since August 2007, all parents are automatically members of the Parent Forum for their school, and they have a right to establish a Parent Council to represent them.

The membership of the Parent Forum is made up of all parents who have a child at an education authority school. Membership of the Parent Forum allows parents to have a say in the local arrangements to enable their collective view to be represented on matters such as the quality and standards of education at the school and other matters of interest to parents. One of the ways parents in the Parent Forum will be able to express their views will be through the Parent Council.

The Parent Council is a group of parents selected by members of the Parent Forum to represent all the parents of children at the school. Parent Councils are very flexible groups, and the Parent Forum can decide on the type of group it wants to represent their views.

The types of things a Parent Council could get involved in include:

- Supporting the work of the school
- Gathering and representing parents' views to the Head Teacher, education authority and Her Majesty's Inspectorate for Education (HMIE)



- Promoting contact between the school, parents, pupils and the local community
- Fundraising
- Involvement in the appointment of senior school staff

### Parent Council

Parent Councils are recognised in law from August 2007. As a statutory body, the Parent Council has the right to information and advice on matters which affect children's education. So, the school and the local authority must listen to what the Parent Council says and give it a proper response. We would encourage any parents to get involved in the life of our school, become a member of the Parent Council and help our school be the best it can be.

Generally, members of the Parent Council must be parents of children who attend the school and the chairperson must have a child in the school. However, the Parent Council can decide to co-opt other members from teachers and the community who will have knowledge and skills to help them.

Members of the Parent Council will bring knowledge from their own experience and personal views. However, as parent representatives, they must also consider how they can ensure that the Parent Council presents a co-ordinated, collective voice through consultation with other members of the Parent Forum. Staff and pupils very much appreciate the help given by the Parent Council to the school. New members are welcome at all times.

The Parent Council Chair for 2022/2023 is Megan Westmoreland

The parent council can be contacted on: [miltonofleys.primary@highlandpc.co.uk](mailto:miltonofleys.primary@highlandpc.co.uk)

### **Attendance at School / Registration**

Registration will take place electronically by the class teacher using a system called SEEMiS. This will take place every morning and afternoon, once a teacher has entered the information for a particular day, this can then be accessed by the school office who will make arrangements to contact any parents/guardians of pupils who are absent.

It is Highland Council policy that where a child is absent or late (and the school has not been given prior notice), the school will make concerted efforts to contact parents/guardians to find out why. **Therefore, it is vital that all parents/guardians should contact the school by 9.15am.** Failure to contact the school will result in an unauthorised absence. All unauthorised absences are actively pursued by the school.

#### Three Day Rule for Unexplained Absence of Pupils

##### **Day 1; First day of unexplained absence of a pupil**

The school will endeavour to make contact by telephone or text to parents, carers or emergency contacts informing them that the child is absent and requesting a reason for the absence. If no contact can be made with the parents/carers or emergency contacts on the first day of absence this will be noted by the school. If the family is known to other agencies, because of possible concerns about his/her wellbeing, then contact will be made with these agencies.

##### **Day 2; Second day of unexplained absence of a pupil**

The school will make vigorous attempts to contact a carer or family member by telephone, text or e mail. If no contact can be made on the second day of absence, this will be noted by the school.

##### **Day 3; Third day of unexplained absence of pupil**

If no contact is established, a member of staff will arrange a home visit to check the situation. If the child is not found and no satisfactory explanation is given for absence, the police will be notified of the child's non-attendance. The police will treat this as a missing persons alert. The police may be involved to conduct visits where it is not possible for the school to do so.

#### Steps for Parents



- Keep the school up to date with your telephone number, including mobile phones if you have one, and other details for emergency contacts.
- Inform the school of any pre-arranged absence e.g. attendance at hospital appointment prior to the absence taking place
- Inform the school or pre-school of your child's absence by 9.15am daily
- Respond promptly to contacts from the school

### Holidays During Term Time

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

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

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

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

### Equality and Diversity

In Milton of Leys we believe that our children, staff, family members and the community should be treated with fairness, dignity and respect. The school's Equality and Diversity policy is driven by the Equality Act (2010), through having due regard to the need to:

- eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act
- advance equality of opportunity between people who share a protected characteristic and those who do not
- foster good relationships between people who share a protected characteristic and those who do not.

We aim to integrate the Equality Act (2010) and the United Nations Convention on the Rights for the Child (UNCRC, 2014) into our curriculum to develop the knowledge, skills, values and attributes set out in the four capacities of Curriculum for Excellence.

Our current Equality and Diversity policy can be found on:

[Equality and Diversity Policy \(2018\)](#)

### Additional Support Needs

Class teachers, in conjunction with Additional Support Needs Teachers, monitor the progress of children with additional support needs. The needs of children are normally met 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:

[Highland Council: Highland Practice Model](#)  
[Chip+ Supporting parent-carers in Highland](#)

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



your child's Head Teacher. If your concerns continue, there are a number of means of resolving difficulties and disputes and information on this can be found at:

[Highland Council: Information for Additional Support Needs](#)

Further information can be found:

(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.

### **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 class teacher, additional support needs teachers or head teacher. The school has 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.

### **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.

Visit the Highland Council Armed Forces Website for lots of helpful information and support: [CLICK HERE: Highland Council Armed Forces](#)

### **Positive Relationships – Our Approach to Behaviour**

Responsibility for promoting and maintaining positive behaviour lies with all members of the Milton of Leys Community including pupils, staff, parents and the local and wider community. Pupils, staff and parents are expected to model excellent behaviour and a positive attitude at all times as this is the ideal opportunity to share our expectations and high standards.

As part of the school improvement plan in the 2019/2020 session we are focusing on our approaches to understanding and responding to behaviour through positive relationships.

The school follows Highland Council's guidance on Positive Relationships and Bullying Prevention Policy and Guidance:

[CLICK HERE: Highland Council Positive Relationships and Bullying Prevention Policy and Guidance](#)

### **Religious Observance: The Rights of Learners and Families**

Religious observance adopts an open and respectful approach and does not seek to compromise the beliefs of any pupils or their families. Under the terms of the Education (Scotland) Act 1980, parents have the right to withdraw their child from religious observance. The terms of the Act state that "no pupil in any such school shall be placed at any disadvantage with respect to the secular instruction given therein by reason of his being withdrawn". The school will deal with such requests with sensitivity and understanding. A member of the senior management team is happy to meet with any parent wishing to withdraw their child to ensure that they are clear about the school policy. Where a child is withdrawn from religious observance, the school will make suitable arrangements for your child to participate in worthwhile alternative activity.



### Protection of Children

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

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

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

Copies of the Child Protection Guidance can be found on:

[CLICK HERE: Highland Council Child Protection Guidance](#)

The child protection officer for the school is the Head Teacher; and in their absence, it is the Depute Head Teacher.

### Medication and Health Care

At the beginning of each year we ask parents to complete an Emergency Contact Form which gives us details of how to contact you or a family member or friend if your child is ill. **It is important that you inform us of any changes of address, telephone number etc. in writing, in the event that we should need to contact you.**

#### Minor injuries

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

#### If Your Child Becomes Unwell

If your child becomes ill during school time, we will make every attempt to contact you or your emergency contact. If a serious incident occurs, it will be dealt with immediately and this may mean that we take action before we are able to contact you. The safety and good health of your child will always be our main concern.

#### Administering 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.

### School Community

Milton of Leys Primary plays an important role in the community. We operate fully with any activities organised by the local community groups.

As part of Inverness learning community we have an ongoing liaison with our Secondary School colleagues and often use their expertise within specialist subject areas. Milton of Leys is part of the Millburn Academy Schools Group (ASG)

We work with a range of partners, e.g. Police, Fire Service, Road Safety Officers, Environmental Officers, Dental Hygiene Officer and School Nurse, to support the delivery of our curriculum.

### Extra-Curricular Activities

There are various after school clubs running during the school term and information can be gained from the school office. Throughout the year we also offer a range of lunchtime activities coordinated by both children, staff and volunteers.

The school boasts a splendid 'MUGA' (multi use games arena) and this is well used by our pupils for activities such as football, games and sports day events.

### Transfer from Primary to Secondary

Pupils are normally transferred between the ages of 11 ½ and 12 ½ years old so that they will have the opportunity to complete at least 4 years of Secondary Education. Parents will be informed of the arrangements no later than December of the year preceding the date of transfer at the start of the new session.

Pupils from this school normally transfer to:

Millburn Academy

Diriebught Road

Inverness

IV2 3QR

Tel: 01463 729152

Head Teacher: Mr Johnny Croall



## Complaints and Requests for Service

If a parent has any concerns they should contact their child's class teacher in the first instance, or the Head Teacher for more serious issues.

## School Childcare Services

The Highland Council Childcare Services provides a safe, stimulating childcare environment that advances children's education and provides facilities that promote enjoyment and social welfare using recreational and other leisure time activities that complement those provided at school and in their home.

The service provides pre-school and primary school children with a social setting where they can spend their leisure time out with nursery and school hours. It provides parents and carers with flexible childcare that may allow them to return to work, extend their working day or to undertake further study knowing that their children will be supervised by qualified and experienced staff.

### Registration

The Childcare registration pack must be completed prior to children using the childcare service and is available from the school office.

### Bookings and Cancellations

Booking forms are available from the school office, at the childcare service and on the school blog/website. Bookings and amendments should be made as early as possible **in writing** (email is acceptable: [molelcc@highland.gov.uk](mailto:molelcc@highland.gov.uk)) and always 48 hours in advance.

In emergencies bookings may be accepted less than 48 hours in advance, but it may not be possible to accommodate booking requests at short notice.

Telephone bookings will be noted in an emergency but do need to be followed up **in writing** with a booking form (email is acceptable).

Bookings must be confirmed by a member of the ELC team before the child attends.

**Cancellations must be made at least 48 hours in advance otherwise the full fee will be charged.**

At Milton of Leys the childcare service operates from the nursery and includes both funded and non-funded early education for children aged 3-5 years and breakfast and out of school hours childcare for primary school aged children.

### **Opening Times**

The service is available during school term time as follows:

- Breakfast Service (8am – 9.00am)
- Flexible childcare (8.00am – 5.55pm)
- Out of School Care (3pm – 5.55pm)

**Charges** (*correct at time of publication*)



Breakfast Club	£4.70
Nursery extended hours rate	£4.70
Lunches	£2.30
Out Of School Club (OOSC)	Full session (3.00-5.55pm) £12.47 Hourly £4.70

### School Meals

School dinners are available at Milton of Leys Primary at a price of **£2.30** per meal (*at time of print*). A copy of the school menu is provided to each family and is also available on the school blog/website.

From January 2022, children in P1-5 are entitled to a free school meal.

Pupils may also choose to bring in a packed lunch from home and in keeping with Highland Council's Health Promoting Policy, it is the school's hope that this packed lunch should contain a healthy balanced diet.

Any child wishing to go home for school lunches should indicate this to their class teacher during registration in the morning.

Research shows that eating breakfast helps you concentrate and perform better in school.

Children of parents/guardians receiving certain benefits may be entitled to a free midday meal. Information and application forms for free school meals may be obtained from school office and from Highland Council website.

The school meal service offers nutritionally balanced, well presented food in an environment that is safe, well ordered and sensitive to the needs of pupils in order that they may enjoy the lunchtime social experience. Healthy choices are very much in evidence in all menus. Food and drinks served meet the requirements of The School (Health Promotion and Nutrition) (Scotland) Act 2007.

### Special Diet, Food Allergy

If your child requires a special diet for health reasons, please fill in the Special Diet Food Allergy form available on the link below and from the office. The request will be considered by the head teacher in consultation with the school meals service. Where appropriate, they will seek the advice of the local dietician.

For information and guidance on healthy living topics check out: [CLICK HERE - Healthy Living Guidance](#)

Further information on school meals can be found: [CLICK HERE - Highland Council: School Meals](#)



## Severe Weather Procedures

### Information in Emergencies

We make every effort to maintain a full educational service, but on some occasions circumstances arise which lead to disruption. Schools may be affected by severe weather, temporary interruption of transport, power failures or difficulties of fuel supply. In such cases we shall do all we can to let you know about the details of closure or re-opening. We shall keep you in touch by using the school blog and local radio.

### Travelling to School During Adverse Weather

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

### Procedures of Informing Families of School Closures

- **parents** should advise schools of an alternative address, as close as possible to the school, which may be used by their children in emergencies.
- **the school** will advise parents of normal local arrangements for school transport and any special arrangements in the event of adverse weather.
- **the school** will establish a system of communication with parents and transport operators and ensure that parents are fully informed of the arrangements.

This will include a telephone information service which can be accessed by dialling: **0800 564 2272** and using the PIN number: **041820**

The website <https://www.highland.gov.uk/schoolclosures> will also be updated with information for individual schools on a daily basis.

*Please note that in the event of severe weather, the decision as to whether a child should attend school is entirely down to each parent/carer and this decision should be made taking into consideration whether a child can safely make it to and from school.*

### When Weather Conditions Are Poor

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

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

Normally hourly news bulletins and half-hourly summaries will carry local information on weather, roads and conditions affecting schools. Morning updates will usually be given at **7.10, 7.40, 8.10 & 8.40am**. In severe conditions normal programmes will be interrupted more frequently to carry emergency bulletins.



## Your Data

### 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.

### 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:

[CLICK HERE: Highland Council – Data](#)

### 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>

### Concerns

If you have any concerns about the ScotXed data collections you can email the Head of Schools Analysis at [ScotXed@scotland.gsi.gov.uk](mailto:ScotXed@scotland.gsi.gov.uk) or write to The ScotXed Support Office, Area 2D, Victoria Quay, Leith, EH6 6QQ. Alternative versions of this page are available, on request from the ScotXed Support Office, in other languages, audio tape, Braille and large print.