

# **Bun-sgoil a' Phluic – Plockton Primary School**



## **SCHOOL HANDBOOK**

**Session 2023-2024**

**Innes Street, Plockton, Ross-Shire, IV52 8TW**

**Tel: 01599 544 346**

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

**<https://plocktonprimary.com/>**

**Ms J Scott-Moncrieff - Ceannard/Head Teacher**

**Miss Melanie Sinclair - Fo-cheannard/Depute Head Teacher**



### **A LETTER FROM THE HEADTEACHER - LITIR BHON CHEANNARD**

We look forward to welcoming you and your child/children to Bun-sgoil a' Phluic/ Plockton Primary School and hope you all enjoy being part of our school community.

We hope this handbook will be useful to you as you look to enrol your child in school.

Dùrachdan

Ms J Scott-Moncrieff

**\* Whilst 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. \***

## INTRODUCTION

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. The following information has been compiled for session 2023-24. Any changes which occur will be notified in the school newsletters which are sent out regularly during the school year. Parents wishing an appointment with the Head Teacher, Depute Head Teacher or a member of staff are asked, if possible, to telephone in advance. Visits are best arranged for a time after 3.30 p.m., as all teachers have a full teaching timetable.

## SCHOOL INFORMATION

<b>Address</b>	: Plockton Primary School, : Plockton, : Ross-Shire : IV52 8TW	
<b>School Telephone No.</b>	: 01599 544346	
<b>Email</b>	: plockton.primary@highland.gov.uk	
<b>Website</b>	: <a href="https://plocktonhighschool.wixsite.com/amploc/pps">https://plocktonhighschool.wixsite.com/amploc/pps</a>	
<b>School Office Hours</b>	8.45am-12noon (Outwith these hours please leave a voicemail message, which will be picked up the following day or contact the school via email).	
<b>School Hours</b>		
<b>Monday to Thursday</b>	8.55-3.25 (Lunch Break 12.40-1.25)	
<b>Friday</b>	8.55-1.15 (Lunch Break 12-12.40)	
<b>Sgoil Araich Hours</b>		
<b>Monday to Thursday</b>	8.50-3.15	
<b>Friday</b>	8.50-1.10	
<b>Staff Members</b>	Ms Jo Scott-Moncrieff	Head Teacher
	Miss Melanie Sinclair	Depute Head Teacher
	Miss Rebecca Cameron	English Medium Class Teacher (P1-7) /CCR Teacher
	Mrs Kirsten Wilson	English Medium Class Teacher (P1-7)
	Mrs Katherine Martin	Gaelic Medium Class Teacher (P1/2)
	Mrs Sandra MacRae	Probationer Teacher (Gaelic Medium P1/2)
	Miss Amanda Soutter	Gaelic Medium Class Teacher (P3-7)
	Mrs Anne MacLeod	PEF Learning Support/Nursery Management Time Teacher
<b>Support for Learning</b>	Mrs Anne MacLeod	PEF Learning Support/Nursery Management Time Teacher
<b>Clerical Assistant</b>	Mrs Mel Thom	
<b>Pupil Support Assistant</b>	Ms Karina MacLennan	

<b>Lunchtime Supervisor</b>	Ms Amy Ottway	
<b>Sgoil Araich (Gaelic Nursery)</b>	Ms Eubha MacLennan	EYP
	Ms Danielle Jack	EYP
	Ms Karina MacLennan	Lunch Cover
<b>Canteen Staff</b>	Mrs Jayne Calderwood	
	Ms Eilidh Soutter	
<b>Visiting Instructors</b>	Mr Niall Stewart	Piping
	Mr Allan Craig	Drumming
	Ms Roxinne Llewellyn-Porter	Fiddle

## THE SCHOOL / AN SGOIL

Plockton Primary School has a current roll of 40 pupils in three classes, which cover the Primary stages 1 to 7 plus 16 pupils in our Gaelic Medium Nursery. The school is situated on the main road entering the village of Plockton. It is set in its own grounds and is a non-denominational school, which caters for all primary age pupils. The school was opened as an independent unit in 1975 in the refurbished old school buildings. The main building is a single-storey, listed building and is comprised of one classroom, currently being used by the English medium class, a resource room, Nursery, a staff-room, office, and boys' and girls' toilets. The Gaelic medium classes are situated in what was once the Lochcarron Weavers' building.

There is a separate room available used as a dining and assembly hall.

The main building of the school was refurbished in 2015 and has new windows and heating, toilets and décor.

The playground comprises an asphalted vehicle-free area which surrounds the school buildings and a school garden area which was developed by the pupils, staff and parents of the school. The High School playing field and games hall facilities are also used at various times throughout the year and we are extending the use of facilities in the High School to the primary pupils as we continue to enhance their 3-18 curricular opportunities.

## OUR SCHOOL A-Z

### ACHEIVEMENT/ SOIRBHEACHAIS

Pupil achievement is marked in a number of ways.

At our regular assemblies pupils are awarded Star of the Week, Gaelic or French Speaker of the Week and other certificates recognising achievement and effort.

Wider achievements are celebrated in class and school displays, in school newsletters and in local newspapers. Class teachers also use Seesaw, stickers and certificates to show something has been achieved.

### ADDITIONAL SUPPORT NEEDS/ FEUMALACHDAN A BHARRACHD

Class teachers, in conjunction with the Depute Head Teacher, monitor the progress of pupils. The needs of all pupils are met within the classroom by the Class Teacher, however specialist advice and support can be accessed if 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/downloads/file/230/highland_practice_model_-_delivering_additional_support_for_learners)

[http://www.highland.gov.uk/download/downloads/id/11/co-ordinated\\_support\\_plan](http://www.highland.gov.uk/download/downloads/id/11/co-ordinated_support_plan)

Sometimes a **Children's Service Worker** will be involved in supporting a child. A **Children's Service Worker** generally focuses 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 out with the school. Should you have any concerns that your child's additional needs are not being met, you should contact your child's named person in the first instance and/or the Head Teacher. If your concerns continue, there are a number of means of resolving difficulties and disputes and information on this can be found at:

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

### Progress

Parents wishing to enquire about a pupil's progress or have concerns about their progress are invited to get in touch with Miss Sinclair.

The following organisations provide advice, further information and support to parents of children and young people with ASN. These organisations are identified under The Additional Support for Learning (Sources of Information) (Scotland) Amendment Order 2011 as:

- (a) Children in Scotland: Working for Children and Their Families, trading as “Enquire – the Scottish advice and information service for additional support for learning”, a charitable body registered in Scotland under registration number SC003527; <http://enquire.org.uk/>
- (b) [Scottish Independent Advocacy Alliance](#), a charitable body registered in Scotland under registration number SC033576; and
- (c) [Scottish Child Law Centre](#), a charitable body registered in Scotland under registration number SC012741.”

## **ADMINISTRATION OF MEDICATIONS/ A’ TOIRT SEACHAD LEIGHEIS**

Some children may require taking medication in order that they can continue to attend school.

Staff will only administer medication when there is clear written guidance from the parents. Copies of the required Forms 1a and 1b can be obtained from the school office.

Parents are kindly requested to note that:

- A child may only take prescribed and labelled medication once the parent/guardian has completed the administration of medication form
- Parents should deliver the medication to school and only medication supplied by the parent/guardian will be administered to a child
- Pupils will take medication under adult supervision
- Non prescribed medication should be administered at home

**Please note that it is a parent/carer’s responsibility to ensure that any medication including Epipens and inhalers are within their use-by-date and stored in school with a signed consent form.**

## **AIMS / AMASAN**

### **Plockton Primary School Aims:**

To provide a safe, happy, achieving, nurturing and active learning environment for all learners.

To be a friendly, enthusiastic and resilient school.

To provide a supportive, challenging, inspiring and creative curriculum enabling all learners to develop the skills for learning, life and work that they need to become successful learners, confident individuals, responsible citizens and effective contributors.

To aim for excellence by delivering a curriculum that takes into consideration our unique history and culture and works with partners and our wider school community.

To set high expectations for attainment, achievement and behaviour.

### **Children’s Aims – We would like:**

To work together to make a place where you are looked after and we learn together.

To create a place where you can make lots of friends and we never give up.

To support and encourage each other in all the things that we learn in school to become the best that we can be always.

To work with the community to create a good learning environment that considers what makes us special.

Everyone to always do their best and give it a go!

## **ASSESSMENT AND RECORDS/MEASADH AGUS CLÀRADH**

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.

Assessment policy within the school is aimed at:

- a) Supplying the pupils and parents with information about their child's/ children's progress
- b) Providing signposts for the direction of the next stage in learning
- c) Monitoring the school's success in achieving its educational aims.
- d) Encouraging pupils to take part in self and peer assessments to aid learning and teaching

The school uses Formative Assessment strategies, which ensures that work is not just marked 'right or wrong' but useful comments by the teacher or another pupil are written to help pupils to see how to improve their work. Any class tests are used to areas for development in the children's learning and next steps in learning are planned accordingly.

Pupils undertake a web- based assessment called 'InCas+' in P2, P3, P5 and P6. This assesses: Attitudes to School, Developed Ability, numeracy & literacy. Scottish National Standardised Assessments (SNSA and the Gaelic version MCNG) take place in P1, P4 and P7. Teachers use the results of all assessment to inform next steps in learning, alongside their classroom assessments.

The assessment of pupils is a continuous process. Each pupil in the school has a Learner Profile on the Seesaw app, including an Assessment Folder which contains examples of progression in Literacy, Numeracy and across the curriculum.

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

All assessment information is shared with parents/carers via their child's Seesaw Profile.

## **ASSESSMENT IS FOR LEARNING/MEASADH AIRSON IONNSACHADH**

The school uses 'Assessment is for Learning' Strategies which involves the pupils taking part in self and peer assessment e.g. reading over a partner's story and offering some constructive criticism on punctuation or use of a different adjective, making up a Maths problems for a member of their group, working out whether an answer is right or wrong and if it is wrong, why it is wrong, etc.

## **ATTENDANCE/FRITHEALADH**

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 the school number: 01559 544346. 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 day time 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 needs to know the whereabouts of absent pupils.

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

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

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

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

If parents decide to make holiday arrangements during school term, this should be confirmed in writing to the Head Teacher.

## **CLUBS/ CLUBAICHEAN**

Details of clubs will be shared with parents on an ongoing basis.

## **COLLECTION OF PUPILS DURING SCHOOL HOURS/ A' TOGAIL SGOILEARAN RÈ ÀM NA SGOILE**

Parents are asked to inform the Head Teacher or School Office if they intend to collect their child during the school day e.g. doctor's appointment. When collecting a child, parents must inform a member of staff in person that the child is being taken from school.

## **COMMITTEES/SKILLS GROUPS/ COMATAIDHEAN**

Pupils have the opportunity to be involved in Eco Schools, Rights Respecting Schools, Pupil Council and Junior Road Safety Officers.

We are very proud of the achievements of our pupils. Our Pupil Council are always involved in formation and update of school policies, and in the self-evaluation of the work of the school. Our eco-committee has participated in a local beach clean and our charities committee has raised over £400 for MacMillan Cancer Care and, last year, collected 10 boxes for the Blythswood Shoebox Appeal.



## **COMMUNICATION WITH PARENTS/ CONNALTRADH RI PÀRANTAN**

The School aims to communicate with parents regularly through parents' evenings, Snapshots and Reports, Seesaw, school meetings and events, e-mails, phone calls, letters and newsletters. From time to time we will survey parents and carers and there will be opportunities to be involved in Focus Groups.

## **COMPLAINTS/ GEARAIN**

The school seeks to establish positive relations all members of the school community. However, if you would like to raise an issue or you have any concerns, please contact your child's Class Teacher in the first instance, or the Head teacher for more serious issues. The school will always endeavour to resolve issues by listening to parents and seeking solutions in partnership.

Should a situation not be resolved, parents can contact: Mrs Mhairi MacDonald, Area Education and Learning Manager (West), Portree High School (PPP), Viewfield Road, PORTREE, IV51 9ET. Tel: (01478)613697

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

## **CURRICULUM / CLÀR-OIDEACHAIDH**

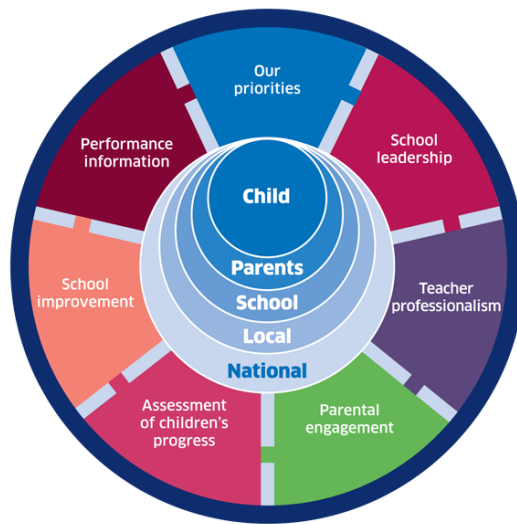
In Plockton Primary School we want a curriculum that will:

- Help everyone to achieve all that they can.
- Enable everyone to grow in confidence.
- Allow everyone to recognise their strengths and what to improve.
- Provide help and support whenever it is required.
- Help everyone to feel happy, safe and secure.

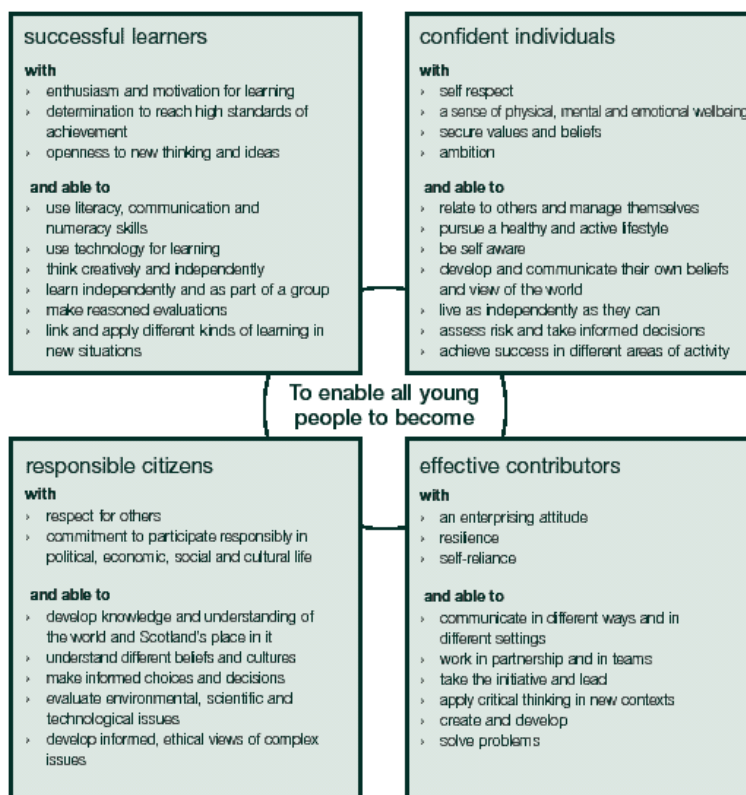
The school follows the Curriculum for Excellence guidelines that ensures all areas of the curriculum are undertaken by the pupils over the year. The Curriculum for Excellence provides the framework for pupils to become more successful learners, confident individuals, effective contributors and responsible citizens. This is further enhanced by Local Authority and Scottish Executive advice on Assessment, Assessment for Excellence, Recording and Reporting.

The purposes of the Curriculum are outlined in the Scottish Executive's document 'A Curriculum for Excellence (2004)'.

We continue to build and develop our curriculum, using the National Improvement Framework and How Good Is Our School 4 guidance to underpin our planning and developments. We are developing our progression pathways through our curricular areas to ensure we engage in a curriculum that achieves excellence and equity for all. What makes our curriculum unique is our mutually beneficial 3-18 partnership approach with our school community and wider community to offer our pupils opportunities and experiences to learn, develop and enhance skills for learning, life and work. Our school improvement plan sets out where we will build on our existing strengths and identifies our priorities for change.



We aspire 'To enable all young people to become Successful Learners; Confident Learners; Responsible Citizens and Effective Contributors'



These are the means, methods and materials through which the Curriculum for Excellence is implemented in this school. They can include the texts used, the methodology used or the experiences provided.

The programmes of work undertaken will ensure that the learning is continuous, coherent, progressive, stimulating and challenging for all.

The purpose and main aspects of A Curriculum for Excellence covers 5 main curricular areas:

Literacy: Listening, Talking, Reading & Writing

Numeracy: Number, money and measure; Shape, position and movement; Information handling

Social Studies:	People, past events and societies; People, place and environment; People in society, economy and business
Science:	Planet Earth; Energy in the Environment; Forces and Motion; Life and Cells; Communications; Materials; Topical Science
Technologies:	Technological developments in society; ICT to enhance learning; Business contexts for developing technological skills and knowledge; Computing science contexts for developing technological skills and knowledge; Food and textiles contexts for developing technological skills and knowledge Craft, design, engineering and graphics contexts for developing technological skills and knowledge
Health & Well Being:	Mental, emotional, social and physical wellbeing; Planning for choices and changes; Physical education, physical activity and sport; Food and health; Substance misuse; Relationships, sexual health and parenthood
Religious and Moral:	Christianity; World religions selected for study; Development of beliefs Education and values.
Expressive Arts:	Participation in performances and presentations; Art and design; Dance; Drama; Music;

Each curricular area has **Learning Outcomes** and progression is in **Levels of attainment**.

Level	Stage
<b>Early</b>	Pre-school and P1
<b>First</b>	To the end of P4, but earlier for some children
<b>Second</b>	To the end of P7, but earlier for some children
<b>Third and Fourth</b>	S1 to S3, but earlier for some. The fourth level broadly equates to SCQF level 4. Young people's programmes will not include all of the fourth level outcomes: in most curriculum areas, the fourth level experiences and outcomes are intended to provide possibilities for choice. (Further guidance will be published within the <i>Building the Curriculum</i> series.)
<b>Senior phase</b>	S4 to S6

## **Gaelic Medium/ Foghlam Tro Mheadhan na Gàidhlig**

Tha an sgoil a' tabhann Foghlam tro Mheadhan na Gàidhlig eadar P1 is P7. Tha sgoil-àraich ann am Bun-Sgoil a' Phluic. Thathar a' leantainn an aon chlàr-oideachaidh ach tha na cuspairean air an teagasg sa Ghàidhlig. Tha seo a' gabhail a-steach bogadh sa chànan eadar an sgoil-àraich agus P3-4. Tha a' Bheurla ga toirt a-steach an dèidh P3-4 agus tha i air a teagasg còmhla ris a' Ghàidhlig. Tha dà chlas Ghàidhlig ann, P1-4 agus P3-4. Tha a' chlann sa chlas Ghàidhlig a' gabhail pàirt ann an cùisean na sgoile gu lèir cho tric 's a ghabhas.

*The school offers Gaelic Medium education from P1 to P7 and a Sgoil Araich – Gaelic Medium Nursery. In school, the same curriculum is followed as the English medium but all subjects are taught in Gaelic. This involves total immersion from nursery till P3-4 depending on the progress of the child. English language is then re-introduced from P3-4 onwards and is taught alongside Gaelic. The Gaelic class is at present two multi-stage classes, P1-2 and P3-7.*

## **Gaelic Enrichment/Cothroman a Bharrachd**

To help enrich the language of our pupils, we work directly with the Highland Council Gaelic Team to provide opportunities for our pupils, including inviting local Gaelic speakers in to read to pupils, Gaelic nature walks and opportunities to attend nationally organised GME events.

## **Mathematics/ Matamataig**

As well as mental arithmetic and number work, the pupils deal with shape, graphs, time, weight, money, volume, area, problem solving etc. Learning and teaching involves teacher input, pupil investigation, carrying out a task and Active learning where Maths is used in real life situations. Emphasis is on **understanding the processes** and being able to apply them in a variety of situations. Calculators are used throughout the levels but not in place of children learning how to set out formal sums or calculate mentally. Problem Solving allows pupils to put their learning into practice and to decide on the best strategy for solving a problem.

## **Language/ Cànan**

The children are given a variety of ways to express themselves through language. Our language programme aims to develop listening, talking, reading and writing skills. Since language can only flourish in meaningful contexts, Big Books, a variety of authors' work, digital texts and clips, reference books, newspapers & magazines are all used to model the link between reading and writing. Other areas of the curriculum are also used as contexts for reading and writing to extend the pupils awareness of genre and fiction and non-fiction.

## **Listening/Èisteachd**

We aim to extend the pupils' span of listening concentration and to improve powers of aural discrimination. Listening is developed by group discussion, presentations, games, stories, music, videos, etc.

## **Talking/ Labhairt**

We aim to develop fluency and clarity of expression and to extend vocabulary. This is done through reading aloud to peers, reporting, drama, presenting etc.

## **Reading/ Leughadh**

Our aims are to develop the basic skills of word recognition and comprehension, to foster a love of reading, to develop the ability to read for information and to read to follow instructions.

Reading is taught in the English Medium using Oxford Reading Tree followed by Literacy Links. The programme is supplemented with other resources such as Four Corners, which is used to teach

reading for information and novels to give pupils experience in reading longer texts. The pupils are provided with home readers and range of interactive activities to complete with their parents at home.

Gaelic medium also uses Literacy Links when teaching English.

### **POETRY/ BÀRDACHD**

Listening to, writing and saying poetry is included in the pupils' learning experience in language. Pupils are introduced to a variety of styles and are encouraged to write their own poems. The Gaelic medium pupils recite Gaelic poems at the mod when it is held locally.

### **FUNCTIONAL, IMAGINATIVE AND PERSONAL WRITING/ SGRÌOBHADH GNÌOMHAIL, CRUTHACHAIL AGUS PEARSANTA**

Pupils have a weekly writing experience and writing is varied between functional, imaginative and personal. The children are given experience of a variety of genres and are taught how the language alters with each one. The children can work in groups or individually to produce a piece of writing. Writing tasks are also cross curricular and Science or Environmental reports and summaries are often produced.

### **EXPRESSIVE ARTS/ NA H-EALAIN**

The children learn skills according to the programme of study and as appropriate linked to the topic. The children will be taught drawing, painting, printing techniques, collage, clay modeling, etc at their respective levels.

### **PHYSICAL EDUCATION/ FOGHLAM CORPORRA**

Pupils experience all areas of the PE programme of study i.e. games skills, dance, athletics, gymnastics. P.E. takes place every week on a Friday afternoon in the High School. Each class also receives a block of swimming lessons lasting at least six weeks. This involves travelling to Kyle and the children are out of school until break time. Other opportunities for physical activities are provided throughout the session in workshops, sports events sports day etc. to enable the school to meet its requirement to provide the requisite amount of PE.

### **MUSIC/ CEÒL**

Mrs Smith takes a Music workshop and the school choir. The school participates in singing for a variety of purposes. Visiting teachers provide Chanter, Drumming and Fiddle lessons weekly, which are optional and are paid for by parents.

Youth Music Initiative input to our Music provision and each class has a block of 4-8 weeks where they learn Scottish songs, Gaelic songs & tin whistle. Feisgoil also support the school in delivering Gaelic song workshops.

### **DRAMA/ DRÀMA**

The whole school is involved in performing a Pantomime/ Nativity during the Christmas term on alternate years. Drama is brought into other areas of the curriculum using role – play, mime, stories, songs etc. Drama activities encourage speech form, linguistic ability and confidence. Pupils are given access to Drama Productions performed within the school and also have had opportunities to attend Eden Court theatre. The Gaelic Medium class is also visited by groups who perform plays in Gaelic.

### **OUTDOOR EDUCATION/ FOGHLAM ARRINEACHD**

Pupils take part in various activities, such as beach cleans, nature walks and environmental initiatives.

## **RELIGIOUS EDUCATION/ FOGHLAM CREIDEIMH**

This subject must be taught in schools by law. Parents may, if they wish, withdraw their child from Religious Observance gatherings. Pupils are given the opportunity to study the Christian faith and Other World Religions. These topics improve the child's understanding of different cultures and customs and also allow the child to see similarities between all the different religions. The school has regular assemblies and chaplains, one Free Church minister, one Church of Scotland and one Scripture Union pastor who come along alternately and help to enhance the Religious and Moral policy of the school.

## **SOCIAL STUDIES/ FOGHLAM ÀRAINNEACHD**

Social Studies includes

- **People, past events and societies;**
- **People, place and environment;**
- **People in society, economy and business.**

Younger pupils concentrate on their immediate environment, the 'Here and Now', 'My Family', 'My School' etc. Their learning and understanding comes from real experiences. The older pupils extend into the 'Then and There', studying their heritage, the world outside etc. In this they are encouraged to observe and investigate, to interpret and record their findings. In the course of their work, they learn many skills; mapping, drawing diagrams, sketching, note taking, interpreting photos, plans and graphs etc. Orienteering will be included as an after school club in the summer term. The Social Studies Programme is based on a flexible cycle to ensure that each area of the Programme of study is covered in a balanced way. Three topics will be undertaken each session.

## **SCIENCE/ SAIDHEANS**

Science is linked to the Social Studies Topic where appropriate. The new Curriculum for Excellence highlights the cross curricular links between all subjects. Topics from all areas of Science -Planet Earth; Energy in the Environment; Forces and Motion; Life and Cells; Communications; Materials; Topical Science will be visited within each level of attainment.

## **HEALTH & WELL BEING / FOGHLAM SLÀINTE**

Health education encompasses Physical and Emotional Health and include lessons on Healthy Diet, Exercise as part of keeping healthy, Sport, Bullying, Mediation, Feelings, Keeping Safe etc. Substance Misuse and Sex Education are also part of our Health Education programme and Parents' consent is required before the start of the block. Parents are welcome to view the resources used prior to teaching.

## **SUPPORT FOR LEARNING/ TAIC IONNSACHAIDH**

The established monitoring programme enables staff to track each child's progress and where a child is having difficulty or is excelling in a particular area, a referral is made to the learning support teacher. She will meet with the class teacher and design a programme of work to allow the child to progress at the correct pace. Where necessary, pupils will have an Individual Education Programme drawn up by the class teacher to ensure areas of need are met. There may be occasions where the teacher feels that input from outside agencies is required to support a child e.g.; Educational Psychologist, Social Work, School Nurse, Family Health worker etc. In this instance, parents will be consulted and School Liaison Group meetings arranged at regular intervals and all interested parties are invited to attend.

## GAELIC/ GÀIDHLIG

Gaelic is taught in our English Medium Class as the second language under the 'One plus Two' arrangement.

## FRENCH/ FRAINGIS

French is our second 'One plus Two' language.



## DENTAL HYGIENIST/ SGRÙDAIRE-FHIACAIL

A dental hygienist visits the school to talk to the pupils about the importance of dental hygiene. The dental hygienist supports teachers in promoting good dental hygiene and tooth brushing in school.

## EARLY CLOSURE OF SCHOOL

If the school has to close early for any reason, all parents as far as possible are informed by phone, and arrangements are made to transport the pupil's home. The school will not send a child home unless adult supervision can be arranged.

In the event that the school has to close early, parents should phone:

Highland Council Number 0800 564 2272 and enter the school's own pin number 04 2790.

## ECO-SCHOOLS/ SGOILEAN-ECO

'Eco-Schools' is an international award programme that guides schools on their sustainable journey, providing a framework to help embed these principles into the heart of school life. Plockton Primary School is working towards our first flag.

## **EMERGENCY ARRANGEMENTS/ ÈIGINN**

Parents are asked to supply the School with a telephone number where they can be reached in an emergency during the school day, should the need arise. Parents should also supply the school with an alternative number. Parents who are not normally at home during school hours, are asked to supply another address that their child can go to should the school be required to close early. If parents cannot be contacted and there is no-one available at the emergency contact number, pupils will have to remain in school until collected by a parent.

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It is vitally important that the emergency contacts for each pupil are kept up to date in the event of a child having to be sent home due to illness or accident in school or school closure. The school will request updated information at the beginning of every school session and may ask that you check details again during terms 2 & 3 when winter weather can cause school closures.

## **ENROLMENT/ A' TÒISEACHADH SAN SGOIL**

Children who are due to begin school in August 2023 will begin enrolment on the week beginning Monday 31 January with nursery enrolment being held week beginning Monday 14 February. Enrolment of new entrants will be advertised in advance through the press.

Parents who are considering enrolling their children are most welcome to visit the school to meet the Depute Head Teacher and tour the school. An appointment can be arranged by telephoning the school.

Online enrolment forms can be found at,

<https://www.highland.gov.uk/enrol>

## **EQUALITY AND INCLUSION**

For up-to-date information please see:

[http://www.highland.gov.uk/info/751/equality\\_diversity\\_and\\_citizenship/313/equal\\_opportunities](http://www.highland.gov.uk/info/751/equality_diversity_and_citizenship/313/equal_opportunities)

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

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

## **EVENTS/ TACHARTASAN**

Our school organises events to celebrate events such as World Poetry Day, Numeracy Week, World Book Day, Anti-bullying Week and Remembrance Day. We try to involve the local community in these events, wherever possible.



## HIGHLAND COUNCIL - CHILD PROTECTION POLICY – COMHAIRLE NA GÀIDHEALTACHD - DÌON CHLOINNE

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 the school or online at:

[http://www.highland.gov.uk/info/1361/childcare\\_and\\_family\\_care/438/child\\_protection](http://www.highland.gov.uk/info/1361/childcare_and_family_care/438/child_protection)

In addition, please visit Parentline for practical advice and support at:

<https://www.children1st.org.uk/>

### Getting it Right for Every Child

Getting It Right For Every Child is a programme that aims to improve outcomes for all children and young people. We follow the Highland Practice Model staged approach to assess, identify and support additional needs. In this model every child has a 'Named Person' who is responsible for ensuring that child has the right help to support his/ her development and wellbeing.

It promotes a shared approach that:

- builds solutions with and around children and families
- enables children to get the help they need, when they need it
- supports a positive shift in culture, systems and practice
- Involves working together to make things better

Getting It Right For Every Child is the foundation for work with all children and young people, including adult services where parents are involved. It builds on universal health and education services, and is embedded in the developing early years and youth frameworks. Developments in the universal services of health and education, such as Better Health Better Care and Curriculum for Excellence, are identifying what needs to be done in those particular areas to improve outcomes for children.

### OUTCOMES FOR CHILDREN

All children in Scotland should be:

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

To achieve this, every child and young person needs to be:

- **SAFE:** protected from abuse, neglect or harm at home, at school and in the community.
- **HEALTHY:** having the highest attainable standards of physical and mental health, access to suitable healthcare and support in learning to make healthy and safe choices.
- **ACHIEVING:** being supported and guided in their learning and in the development of their

skills, confidence and self-esteem at home, at school and in the community.

- **NURTURED:** having a nurturing place to live in a family setting with additional help if needed or, where this is not possible, in a suitable care setting.
- **ACTIVE:** having opportunities to take part in activities, such as play, recreation and sport which contribute to healthy growth and development at home and in the community.
- **RESPECTED AND RESPONSIBLE:** should be involved in decisions that affect them, should have their voices heard and should be encouraged to play an active and responsible role in their schools and communities.
- **INCLUDED:** having help to overcome social, educational, physical and economic inequalities and being accepted as part of the community in which they live and learn.

## **HOMEWORK/OBAIR DACHAIGH**

Each pupil has a red Book Bag and homework will be set regularly and sent home in the bags. All classes have regular Reading, Spelling and Maths homework which supports and consolidates learning in school. The amount of homework increases as children progress through school. Children also have a Homework Diary and parents are encouraged to write a comment in these. Our parents have recently produced guidance for parents about how home learning can be supported, this will be shared with all new families.

### **Did you know?**

- When schools and families work together, children do better.
- Children learn something well when they talk about it or explain it to someone else, so asking your child about their homework really helps them.
- Children who do homework regularly throughout their time at school benefit from the equivalent of roughly an extra year's schooling.
- Between the ages of 5 and 16, children spend only 15% of their lives in school so supporting them at home really improves their chances of success.
- Parents and families are by far the most important influences on children's lives.

## **HOW CAN PARENTS HELP?/PÀRANTAN A' CUIDEACHADH**

Prior to sending children to school, parents should work with children to encourage them to master certain skills such as; tying shoe laces, doing up zips and buttons, dress themselves and be able to go to the toilet independently. Parents should spend time reading to their children and discussing pictures. Colours could also be taught. After a child has started school, parents should take time every day to discuss the child's school day. Further information on how best to support your child's learning can be obtained from the Depute Head Teacher.

## **LINKS TO LOCAL CHURCHES/ CEANGLAICHEAN RI EAGLAISEAN**

Our school works with the local churches and COOL in planning and preparing religious assemblies. These include a special family and community Christmas Service.

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

## MENTAL HEALTH & WELLBEING/ SLÀINTE INNTINN

Staff will support the emotional development and wellbeing of pupils through formal and informal curricular activities. Any concerns about a pupil's wellbeing can be discussed with the named person. There is a website managed by Highland Council that supports a variety of information relating to mental health and emotional wellbeing that can be accessed [here](#). Schools have access to Highland Council's Primary Mental Health Worker Service and consultation and advice may be sought if there are concerns that might require more targeted support. Counselling is also available for all pupils from age 10. Information on your school's service can be accessed from your child's school. Alternately, there is a completely confidential, online counselling service called Kooth for children and young people from age 10 that can be accessed [here](#). Parents would generally be involved in discussions beforehand, however a young person over the age of 12 can ask for support themselves.

## MINOR INJURIES/ TUBAISTEAN BEAGA

School will only deal with minor cuts and bruises, these will be cleaned and a plaster applied.

## NAMED PERSON/ NEACH AINMICHTÈ

All children will have a *Named Person* and whom to contact if a parent thinks that a pupil has additional support needs and where to get more information and advice.

<https://www.highland.gov.uk/info/886/schools - additional support needs/>

## OPEN DOOR POLICY/ DORSAN FOSGAILTE

Plockton Primary operates an 'open door' policy. We encourage parents and carers to contact us.

In order to minimise disruption to learning and teaching we request that all communication with teachers and staff is either by pre-arranged appointment or through your child's homework diary. In a change to what has been in place previously - please **do not** pop into the classroom at the beginning and end of the day for a consultation or discussion, without prior arrangement.

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

- You can visit or telephone the main office at any time in order to make an appointment in person. It would be helpful if you let staff know the topic you would like to discuss.
- Every effort will be made to see or telephone parents as soon as possible and an appointment will be made at a mutually convenient time.

## PACKED LUNCHES/BOGSAICHEAN BÌDH

For any pupils bringing a packed lunch; the school prefer that it does not consist of unhealthy foods or fizzy drinks. Ideas for a healthy packed lunch can be obtained from the school by request. The school discourages sweets or fizzy drinks for breaks or lunch.

The Highland Council has drawn up a set of guidelines in order that certain standards of health, hygiene and safety are maintained.

1. All food must be carried in a semi-rigid container with a secure lid. e.g. Tupperware, ice-cream containers or similar. Containers should be clearly marked with the name of the pupil,
2. Packed meals must be consumed in the area allocated within the school building

3. Glass bottles or containers are not permitted under the Health & Safety Regulations.
4. Vacuum flasks containing hot liquid are not permitted because of the danger of scalding.
5. Fizzy drinks in cans or bottles are not permissible because of the obvious dangers these present.
6. Water jugs will be available in all dining areas.

In addition the school has drawn up suggestions for packed lunches based on advice from the School Meals Nutritionist. We also ask you to adhere to our NO NUTS policy due to pupils having severe nut allergies. We aim to minimise risk, and by avoiding nut and nut products, we hope to keep all our pupils safe.

### **PARENTS AS PARTNERS/ AM PÀIRT AIG PÀRANTAN**

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

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

- Parents' evenings
- Snapshots
- Seesaw
- End of Year Reports

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 views are sought regularly through the newsletter, surveys and focus groups.

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 Michael Hay (Chair): [plocktonprimary@highlandpc.co.uk](mailto:plocktonprimary@highlandpc.co.uk)

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

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

### **PARENT COUNCIL/ COMANN NAM PÀRANTAN**

Following recent new legislation on parental involvement, *all* parents are now members of their school's Parent Forum. The Forum elects a smaller body of parents called the Parent Council to represent them to the school and to the Education, Culture and Sport Service of the Highland Council.

The role of the Parent Council is to:

- support the school in its work with pupils

- represent the views of all parents
- encourage links between the school, parents, pupils, pre-school groups and the wider community
- report back to the Parent Forum

The Parent Council meets regularly throughout the session and parents are welcome to put forward items for the agenda and also attend meeting. The ethos of the Parent Forum and Council is one of cooperation to promote engagement between the school and parents.

Chairperson : Michael Hay

Secretary : Tracey Harre-Young

Treasurer : Roslyn Hay

Committee members: Rebecca McFleat, Karen MacRae, Ngaire Mackerlich

Parent Council Email: [plocktonprimary@highlandpc.co.uk](mailto:plocktonprimary@highlandpc.co.uk)

### **PLACING REQUESTS – PARENTAL CHOICE/ AG IARRAIDH ÀITE SAN SGOIL**

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.

Placing request applications are made online at:

[https://www.highland.gov.uk/info/878/schools/887/enrol\\_your\\_child\\_for\\_school/2](https://www.highland.gov.uk/info/878/schools/887/enrol_your_child_for_school/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 Plockton Primary School they can contact Melanie Sinclair, Depute Head teacher, 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.

### **PLANS FOR DEALING WITH AN EMERGENCY/ PLANAICHEAN AIRSON ÀM ÈIGINN**

The school has a set of procedures for dealing with any major emergencies and has drawn up a set of guidelines, which details roles and responsibilities.

### **PLAYGROUND SUPERVISION/ CÙRAM SAN RAOIN CLUICHE**

An adult presence is provided in playgrounds at break times. If the weather is inclement, children will be able to come inside and have an indoor break.

Parents/carers should ensure that children have suitable outdoor shoes and a warm & waterproof jacket with them in school, in addition to shoes for indoor use only.

### **POLICIES/ POLASOIDHEAN**

These are available upon request.

If you would like to see any of our policies, please contact the school office.

## REPORTING/ ATHAISGEAN

We use a continuous reporting and profiling model. In this model, parents/guardians will receive six learning snapshots of their child's learning home per year. These learning snapshots contain the pupils' comments and the teachers' comments on the next steps in learning and also give you the opportunity to comment on their progress.

These snapshots are part of our profiling model, which is an integral part of teaching and learning. The profiles, which will contain a varied selection of pupils' work, will help us to build clear pictures of all our pupils' successes and achievements.

Our priorities for profiling are:

- a) To give a continuous and cumulative picture of the pupil's performance.
- b) To give the parent's information.
- c) To support and develop the strengths and weaknesses of the pupil.
- d) To give the teacher information.

Parents/guardians and pupils have scheduled parents' evenings with teachers for a formal discussion on pupil progress. These interviews are confidential and organised by an appointment system. The first of these is usually in November, with a second opportunity in May. A short Annual Summary Report is issued in June and Learning Snapshots are sent home each term.

Of necessity these tend to be of a fairly formal nature and because of this, parents are encouraged to discuss progress personally at organised Parents' Nights, or else at any other time arranged with their child's teacher or the Depute Head Teacher.

## SCHOOL ETHOS/ETHOS SGOIL

The school has an ethos of respect and inclusion. Plockton Primary uses our House System to recognise effort, positive behaviours and interactions. We use a Restorative Approach and children can independently use the Fix-It Folders to solve minor disagreements or problems. When there is a persistent problem, parents will be contacted and asked to come to the school to discuss possible solutions with the parties involved. School rules are in place to ensure:

- a) Development of respect and consideration of others
- b) Pupils develop a sense of responsibility for property, equipment and materials.
- c) Pupils' safety at all times.

The school has an [Anti-Bullying Policy](#). Should parents, pupils or staff suspect any form of bullying, they should immediately bring it to the attention of the Depute Head Teacher or Head Teacher who will implement the policy, which has been agreed by parents.

Pupils, staff and parents need to work together to ensure that our Anti-Bullying policy is a success.

[https://www.highland.gov.uk/downloads/file/19358/anti\\_bullying\\_-\\_guidance\\_for\\_schools](https://www.highland.gov.uk/downloads/file/19358/anti_bullying_-_guidance_for_schools)

We also have an Equality and Diversity Policy, which can be accessed on our [website](#).

Please see the **Highland Council website** for details of school term dates.

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

#### **SCHOOL MEALS/ BIADH SGOILE**

Payment for the whole week should be made on a Monday morning. Currently School Meals cost **£2.30** for P6-P7. A termly meal planner is issued and this can be found on the [Highland Council website](#). As part of promoting health, the menus are balanced and varied with plenty of healthy options. Every day there is also a choice of vegetables and salad, yoghurt, milk or water, fruit and bread. Where a child wishes only to have school meals on three days, the money should still be brought on a Monday. In emergencies, a meal may be purchased through the week.

All P1-5 children are entitled to a free school meal. This Scottish Government funded initiative will entitle all Primary 1 to 5 children to a free school meal at lunch time. The meal is completely optional and all the choices provided are healthy and nutritious and meet all the requirements of the Scottish School's Health Promotion and Nutrition Act.

If your child requires a special diet for health reasons, please complete the Special Diet Food Allergy form available from the school office. The Depute Head teacher, in consultation with the school meals service, will consider the request. Where appropriate, they will seek the advice of the local dietician.

Some pupils are entitled to free meals in P6 and P7 and to assistance with purchase of school clothing in P1-P7. Further information and application forms can be obtained from the [Highland Council Website](#).

#### **SCHOOL NURSE/ NURS NA SGOILE**

The School Nurse visits the school regularly and advises on the health of the children. Parents/carers are asked to keep the school informed of any relevant details concerning their child's health. The School Nurse is available for advice on health problems. She can be contacted at the Lochalsh Healthcare Centre, Station Road, Kyle of Lochalsh, IV408AE and by phone on 01599 530940.

#### **SCHOOL TRANSPORT/ A' SIUBHAIL DHAN SGOIL**

Pupils living out with a stated distance, but within the delineated catchment area of the school, qualify for free transport daily. Other pupils may be permitted discretionary free travel which must be applied for. Parents should make their children aware of the need for good behaviour on the bus and road safety awareness. Full information and a link to apply are available on [the Highland Council website](#).

Passes have been issued to pupils to ensure they get their place on the bus. Pupils **must show the pass** every time they go on the bus and if they lose the pass, the council will charge for a new one.

#### **SCHOOL TRANSPORT IN BAD WEATHER/ A' SIUBHAIL DHAN SGOIL ANN AN DROCH AIMSIR**

If you have any doubt as to the safety of the road conditions, you must take the decision whether or not to keep your child off school. To enquire about school closures in times of adverse weather phone **Highland Council Number 0800 5642272** and enter the school's pin number **042790**. On occasions pupils may have to be sent home early and it is important that their emergency contact number is kept up to date.

You can also access the highland school closure website for school closure information.

## SCHOOL UNIFORM AND EQUIPMENT/ AODACH SGOILE AGUS UIDHEAMACHD

Plockton Primary School has a school uniform, which all pupils are expected to wear: red sweatshirt, black or grey trousers/skirts and white school polo shirts. Sweatshirts and polo shirts with the school crest can be purchased from My Clothing: [www.myclothing.com](http://www.myclothing.com)

Children should also be supplied with indoor shoes, which will only be worn in the classroom. All children should also bring a warm, waterproof outdoor jacket and suitable footwear for wet weather. The school supplies waterproof trousers for all pupils for outdoor play and learning. Shorts, T-shirts and gym shoes are required for P.E and P.E. clothing should be brought to school in a separate bag. Pupils should not come to school dressed in gym clothes or to leave them on after their P.E. lesson.

**We ask that you please label all clothing with your child's name!**

We will supply the basics of pencils, rulers, erasers etc and children are also welcome to bring their own pencil case with their personal supplies. It is also useful if children bring a refillable water bottle to school.

Children whose parents are in receipt of some benefits may be entitled to help with school uniform. Further information and application forms can be obtained from the [Highland Council website](#).

## STANDARDS & QUALITY

Plockton Primary School's Standard and Quality report is available from the School Office on our [website](#).

<https://education.gov.scot/inspection-reports/highland/5123526>

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

## SUPPORT FOR LEARNING

The amount of additional support time allocated to a school is based on the identified needs of a school. Additional support can take many forms in a school from working as an individual, in a small group, in a large group with a particular curriculum focus or through team teaching.

There are equal opportunities for all children regardless of ability, race, and creed. Support for Learning is available to help children who:

- are having difficulties with specific curricular areas
- are in a focus group to assist with difficulties
- require additional support prior to formal assessment
- require extension activities for further challenge

Children may be supported in their learning by a number of adults in the classroom in addition to the classroom teacher:



Pupil Support Assistants work with children who require support either academically, with behaviour or to assist where there are physical needs identified.

Other agencies such as occupational therapy, physiotherapy, speech and language therapy, behaviour support, vision support and the deaf outreach service are also involved with some children to support their learning.

Mrs MacLeod, our Pupil Equity Fund/Additional Support Needs Teacher, supports a range of identified needs in consultation with class teachers. The role of the Additional Support Needs Teacher is varied and can be used for consultation, providing resources, team teaching, working with individuals or supporting children with Child's Plans and Individualised Education Programmes.

All children need support to help them learn. Some children require more help than others. We follow The Highland Practice Model staged approach to assessing, identifying and supporting additional support needs. In this model every child has a 'named person' who is responsible for making sure that the child or young person has the right help to support his/her development and well-being.

If you have a concern about your child in primary school, please contact your child's class teacher in the first instance or the Depute or Head Teacher.

Sometimes a Child's Plan may be put in place to help organise, monitor and regularly review your child's progress.

If you wish to find out more about The Highland Practice Model or the Child's Plan you can access more information at:

<http://www.highland.gov.uk/learninghere/supportforlearners/generalguidance/planning/>

Staff in Highland schools follow a Staged Approach to identifying and assessing the needs of the children and young people in their care to ensure that they receive the help they need.

**Stage 1** ~ Most children and young people's needs will be met at the classroom level by the class teacher's observations, assessments and planning for the class as a whole, for groups and for individuals.

**Stage 2** ~ Where your child has needs identified which cannot be met wholly by the class teacher's planning then assistance from support staff within the school will be requested. Observations and further assessment will help the staff plan for and monitor how your child is achieving.

**Stage 3** ~ Should your child continue to have difficulties in moving forward with his/her learning help, advice and direct involvement may be requested from Education Services available to the school. For example; Area Support for Learning staff, Psychological Services, Autism Outreach Service or Services for Hearing or Visual Impairment. At this stage an Individualised Educational Programme (IEP) may be drawn up. This will record your child's needs, the support required to meet those needs, the learning outcomes and the planning needed for the programme. You and your child should be involved in drawing up and reviewing their IEP.

**Stage 4** ~ A few children and young people may need more help from wider services such as Health and/or Social Work. Help from these services would be requested at this stage at a multi-agency Liaison Group level. If your child's needs are: - significantly complex, - likely to last for more than a year and - are proving a barrier to their learning.

They may need a high degree of co-ordination of support from the Education Authority and other agencies. A Co-ordinated Support Plan may then be required. A Co-ordinated Support Plan is a legal document. If, at any time, you feel your child needs this high level of support, you can request that the Education Authority considers whether or not they should have a Co-ordinated Support Plan. You can also request that particular assessments are carried out as part of the process.

At Plockton Primary School, we would advise parents at Parents' Evening if their child were at a stage 1. As soon as a child moves on to stage 2 then class teachers will inform parents and will arrange a meeting to discuss the needs identified and support in place.

Regular reviews are held throughout the year.

### **Transition**

Generally, for a child with an additional support need we would ensure that there is a comprehensive sharing of information each school year. Additionally, if a child has a significant support issue and they are going to be moving on to primary or high school then a transition plan would be put into place and include members of the high school at an early stage. Should any pupil be identified as requiring special provision, there is full consultation with parents before any action is taken. Support for learning input is available.

For more advice, see:

- [Support for Learners Website](#)
- 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: <https://www.siaa.org.uk/>
- Scottish Child Law Centre: an organisation providing free legal advice to young people: [www.sclc.org.uk](http://www.sclc.org.uk)

## **TRANSFERRING EDUCATIONAL DATA ABOUT PUPILS**

### **Access to Pupil Records**

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

### **Data Protection Legislation**

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

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

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

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

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

## **Data policy**

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

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

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

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

[https://www.highland.gov.uk/directory\\_record/1095920/enrol\\_your\\_child\\_at\\_a\\_school](https://www.highland.gov.uk/directory_record/1095920/enrol_your_child_at_a_school)

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

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

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

## **Your data protection rights**

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

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

### **Concerns**

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

## **TRANSITION**

All our nursery pupils visit the P1-7 classes regularly. The Primary 1- 7 teachers and the nursery staff liaise closely with each other to devise activities that bring pupils together. In the spring and summer term, the 4 year old nursery pupils will have access to further transition activities.

Our P7 pupils will spend a week in the High School in May. They will get to experience what life is like in the High School and there will be a Parents' Night following this to help provide more information and answer any questions pupils and parents may have.

P7 Pupils from Plockton Primary will transfer to Plockton High School. All P7 pupils receive a Plockton High School Prospectus in February. During the third term, a Pupil Support teacher from the High School will visit the school, along with a small group of S1 pupils, and meet the children who are due to transfer. At this time, pupils will be given a list of their subjects, class group and other information about the school. In the fourth term, P7 pupils will spend a week at Plockton, following a High School timetable and this is an important part of the Transition Programme. The P7 pupils will travel on the Plockton High School bus during the designated week and no charge is made. Primary staff will meet with High school staff to share information about pupils, especially those with particular needs, so that any necessary arrangements can be in place at the start of term. Several sporting events are held throughout the year at Plockton High School and these allow pupils a chance to get to know their future classmates.

Plockton High School Contact Details are:

**Plockton High School**  
**Plockton Ross-shire**  
**IV52 8TU**  
**Tel: 01599 530 800**

## **VISION & VALUES**

### **Our Vision**

*'Launching a lifetime of learning'*

### **Our Values**

Responsibility – Uallach

Friendship – Cairdeas

Courage – Misneachd

Trust – Earbsa

Determination – Dìongmhaltas

Creativity – Cruthachalachd

## **WELFARE OF PUPILS/ MATH NAN SGOILEARAN**

The school should be informed if a child is suffering from anything that may necessitate special care being taken. This information is always treated in the strictest confidence. The school has access to a team of health workers and Educational support workers who they can call upon should the need arise. These include an Educational Psychologist, Speech Therapist, Occupational Therapist, Family Liaison worker, Autism Outreach worker, Support for Learning Staff etc. The School Nurse visits the school regularly and children in P1 and P7 receive a full health check. The nurse will also carry out hearing and eyesight checks at the school's request. Parents will always be consulted before any of these specialists see their child.

Staff members do not administer any medicine e.g., tablet for headaches. Parents wishing their child to take any medication during school hours must complete the appropriate form, available from the school office.