

Scoraig School Handbook



Session 2023-2024



Scoraig School
Scoraig
Dundonnell
Ross-Shire
Wester Ross
IV23 2RE

01854 633386

scoraig.school@highland.gov.uk

Welcome to Scoraig School

We wish Scoraig Primary School and Nursery to provide a welcoming environment where everyone feels happy, secure and valued. All staff, children and parents are expected to engender these values to allow all pupils to fulfil their potential.

We are looking forward to you and your child/children joining us and becoming part of our school community.

If you require any further information or details, please do not hesitate to contact us through the school office.

Description

Scoraig School is a small non-denominational, rural school set in a beautiful and unique location on the peninsula of Scoraig, with views over Little Loch Broom and the mountains beyond. We work closely with Badcaul Primary as 'Little Loch Broom Schools'.

The school is an integral part of life on Scoraig and is well supported by both the parental and wider community.

Scoraig School provides a happy and safe environment where children take on an active role in their learning. We are a health promoting school, providing equal opportunities for all and promote understanding and respect for others and our natural surroundings.

Scoraig School Vision, Aims and Values

Vision: Providing a happy, caring and creative environment where everyone is learning.

Values: Happy, caring and creative

Aims:

- To provide a welcoming environment where everyone feels happy, nurtured and valued.
- To provide opportunities for children to learn through experiences and play, exploring the world around them, learning to care for it and themselves.
- To support children to be creative and open-minded in their thinking

Curriculum Rationale

Our full Curriculum Rationale is available in paper form at the school office or directly online from our school website.

Staffing

Head Teacher: Vacancy

Class Teacher: Vacancy

Class Contact Reduction Teacher: Lorna Nelson

Early Years Practitioner: Estha Rushforth (Friday)

Nursery Management Time: Lorna Nelson

Clerical Assistant/General Auxiliary: Jo Baker (Mondays)

Clerical Assistant/General Auxiliary: Zoë Fothergill (Tuesdays)

Facilities Management Assistant/Cleaner: Ian Hammons

General School Information

Contact Details:

Scoraig School, Scoraig, Dundonnell, Wester Ross, IV23 2RE

Phone Number: 01854 633386

Email: scoraig.school@highland.gov.uk

School Roll:

2022/2023 - Primary: 4 and Nursery: 1 (part-time provision)

Anticipated changes in the roll for the session: None

School Hours:

Monday to Thursday: 9.00 am – 3.30 pm and Friday: 9.00 am – 12.15pm

Morning Interval: 10:30 am - 10:45 am

Lunch: 12.30 pm - 1:15 pm

Nursery Hours:

Monday to Thursday: 9.00 am – 3.30 pm

Friday: 9.00 – 12.15pm

School Meals

School Meals are not provided by the authority at this establishment.

Packed lunches are brought to be eaten in the classroom. We are a Health Promoting School and encourage lunches to contain healthy foods as much as possible. Glass bottles and flasks of hot drinks should not be brought to school for safety reasons but we do actively encourage children to bring a drink with them although water bottles are provided within the school for each child.

Terms and Holidays

The school year is in keeping with guidelines set down by the Highland Council. Parents are informed in writing of term and holiday dates for the relevant school year in advance. Dates can also be accessed on Highland School's website and the school's own website.

http://www.highland.gov.uk/info/schools/school_term_dates

Buildings

The school building has one primary classroom and one room which is used as the nursery. The school office is located by the front door. We have a large grass playground with a range of play equipment and a wildlife area, all fenced off from the surrounding area. The primary classroom has a capacity for 21 pupils, and the nursery currently accommodates four children by the Care Inspectorate regulations.

The former secondary school building is about a 10 minute walk from the school. It has two large rooms. One of these is sometimes used for food technology and the other room is used for P.E and Drama.

School Uniform

There is presently no school uniform at Scoraig School. Children are requested to wear clothing that is comfortable and suitable for a working school environment. Parents are requested to ensure that children have suitable waterproof clothing for transition between school and the PE provision.

In the interest of hygiene and safety, children are asked to bring separate indoor shoes for use in the classroom. Financial assistance may be provided if you are in receipt of certain benefits. Application forms can be obtained from school and from the Highland Council website.

Physical Education Provision

P.E is held in the secondary school building or outdoors when weather permits. Pupils are expected to have light soled plimsolls or trainers for use in the secondary school building and a change of clothing.

School Procedures

Enrolment

Enrolment week for those entering into Primary 1 is held in January each year. Parents are invited to visit the school to discuss their child's education. Other parents may make arrangements in advance, with the Head Teacher, to visit the school.

For session 2023/24 – Primary 1 enrolment will take place **week beginning Monday 30th January 2023** with early learning and childcare (Nursery) enrolment being held **week beginning Monday 13th February 2023**.

Attendance

It is the responsibility of parents to see that their child/children attend school regularly. Good attendance is vital if pupils are to achieve their full potential. However, a child should not be sent to school if he/she is unwell and not fit for normal school activities. Any absence should be notified on the first morning of the absence and followed by a note of explanation. School attendance figures are published annually.

Attendance at School / Registration

Registration will take place every morning and afternoon by the class teacher and recorded using a system called SEEMiS. Once a teacher has entered the information for a particular day, this can then be accessed by the school office or Head Teacher 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 their 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 9.15 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

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

Complaints And Requests For Service

If a parent has any concerns they should contact their child's Named Person. For Nursery pupils this is the School's Health Visitor, Karen Otter who can be contacted at Ullapool Medical Centre on 01854 613169. For Primary age pupils the Named Person is the Head Teacher.

The school will always endeavour to resolve issues by listening to parents and seeking solutions in partnership. Should a situation not be resolved, parents can contact the Area Education Manager, Mhairi Macdonald on Mhairi.MacDonald3@highland.gov.uk.

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.

Placing Requests – Parental Choice

Each school serves its own particular catchment area. Pupils whose homes are located in that area will have priority in being allocated a place in the school. However, parents have the right to specify the school in which they wish to place their child. Application must be made to the Area Education Manager Mhairi Macdonald. Placing request forms can be obtained http://www.highland.gov.uk/info/878/schools/11/school_enrolment/2

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

If pupils live outside the school catchment area and their parents wish them to attend Scoraig School they can contact the Head Teacher on 01854 633386 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.

Parents/Carers As Partners

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

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

- Parents' open sessions, curriculum information sessions
- Progress checks, looking at Learning Journey
- Target Setting and sharing work in jotters and presentations by pupils
- Information on the school website
- See Saw (digital learning shared with parents and family members)
- Homework diaries, reading diaries and shared learning
- Parents sharing learning experiences and skills in the classroom and outdoor learning

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 seeks to involve parents in any key decisions about their child's education and keep parents informed about progress.

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

Parent Council is a group of parents selected to represent all parents of children at the school. Any parent who wishes to raise an issue for the Parent Council to consider can do so by contacting a member of the Parent Council.

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:

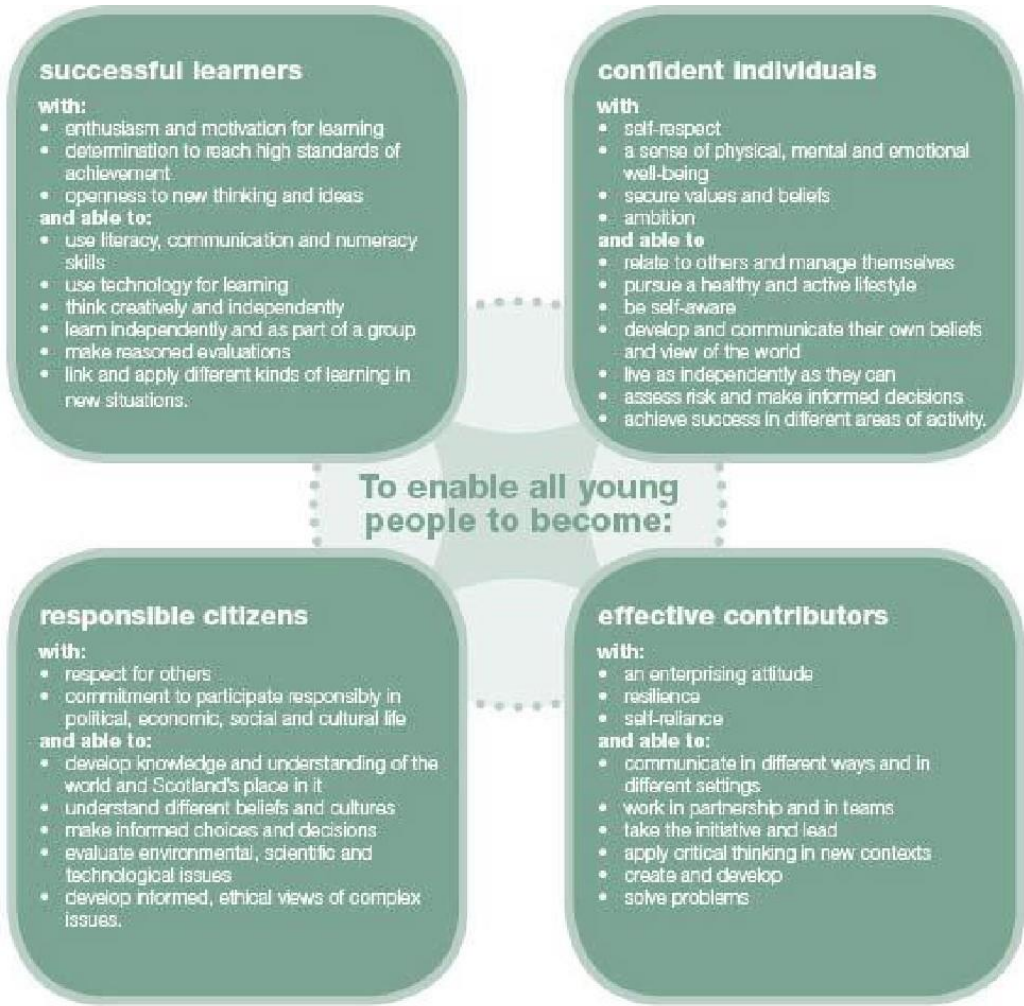
<https://education.gov.scot/parentzone/>

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 attributes, knowledge and skills they will need to flourish in life, learning and work.

The knowledge, skills 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 of 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.

1. 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

2. 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.

3. 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.

4. 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 of 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.

Literacy

As a result of the Scottish National Debate on Education (2002), A Curriculum for Excellence has become an integral part of the improvement agenda in Scottish Education.

The experiences offered to pupils allow them to develop the knowledge, understanding, skills and attitudes they need to learn about the world around them. The development of literacy skills plays an important role in all learning.

Literacy and English is planned for and delivered through:

- discrete learning opportunities
- interdisciplinary learning contexts

The school uses the Read, Write Inc. approach to teach phonics at Early Level. Within Reading, pupils make use of a variety of resources including Read Write Inc, Moon Dog, Oxford Reading Tree and a wide range of novels.

Modern Languages, through 1 + 2, is planned for and delivered through the curriculum. From Primary 1 to Primary 7, all children learn Gaelic. In Primary 5 to 7 French is taught.

Numeracy

Children come to Primary 1 with some informal experience of “mathematics” and their knowledge can range from knowing simple terms like big and small, to being able to identify shapes or do simple counting. Throughout school, the teacher sets out to give children the skills they will need to solve problems as well as those concepts, facts and techniques they will require to use in mathematical enquiries.

Our programme of study allows for a broad, well-balanced maths programme which gives children the opportunity to work with aspects of:

- Number, money and measure e.g. Addition, subtraction,
- Shape, position and movement e.g. angles and symmetry
- Information handling e.g. Tally marks, graphs, tables and charts
- Problem solving in real life, everyday or in imagined contexts

The school plans for the teaching of Numeracy and Maths are based on the Highland Numeracy Progression and has adopted many aspects of New Zealand Maths approach to the teaching of Numeracy. Additionally, staff use the Benchmarking tools to help guide assessment of progress and to ensure moderation across school and ASG (Ullapool Associated Schools’ Group).

Digital Learning

In the words of the HMIE publication *Improving Scottish Education: ICT in Learning and Teaching (2007)*, ‘... staff in pre-school centres and in primary schools recognised that learners developed awareness of the world in which they live more effectively when this included engagement with the world through ICT.’

At Scoraig we recognise that it is now essential for our children to be familiar and confident in the use of a wide variety of technologies. With this in mind, from Nursery to Primary 7, children are given opportunities to use and apply their skills across the curriculum.

Internet Safety is absolutely paramount to safe and responsible learning both in the virtual and ‘real’ world and as a result, children are taught how to become digital citizens at an early age. Pupils are taught the numerous benefits of using technology to enhance learning and teaching but also, to recognise the ‘danger signs’ and what to do, should they find themselves in trouble online.

We also have an excellent selection of software covering all aspects of the curriculum. We have laptops that can be used for learning at any time. We also have i-Pads and Chrome Books.

Our classroom is equipped with an interactive Cleverboard which enhances the learning experiences of our pupils. We also use a range of handheld devices; cameras/ to again bring the curriculum to life and allow opportunities to use ICT in different ways.

We also are committed to using ICT to support home school relationships and in addition to our school website, we use GSuite, Book Creator and SeeSaw, to share our learning.

Health & Well-Being

A Curriculum for Excellence recognises that the curriculum extends beyond the traditional study areas and subjects.

The curriculum should therefore include:

- Learning through the ethos and life of the school as a community.
- Learning through interdisciplinary projects and studies and through opportunities for personal achievement.
- Opportunities for personal achievement

A Curriculum for Excellence recognises the importance of learning that takes place outside the classroom, such as the educational benefits of effective interaction between the school and its wider community, and the importance of outdoor learning for well-being and attainment.

(Scottish Executive Education Dept. 2004)

We are committed to celebrating children's achievements in and out of school and displays of artwork and friezes can be seen in classrooms and corridor/open areas. Children are invited to enter local and national competitions whenever possible and again their achievements are celebrated in school and on class blogs.

We strive to allow learners the opportunities to develop the concepts and skills necessary for participation in a wide range of physical activity, sport, dance and outdoor learning, and enhance their physical wellbeing in preparation for leading a fulfilling, active and healthy lifestyle.

The Scottish Government expects schools to work towards the provision of at least two hours of good quality physical education for every child, every week and at Scoraig this is what we endeavour to do.

Religious Observance, Withdrawal

Special arrangements will be made for pupils whose parents do not wish them to participate in religious observance. Parents can make requests in writing to the Head Teacher.

Sex and Drugs Education

Parents will be informed about sensitive aspects of learning e.g. relationships, gender issues, sexual health, parenthood, drugs awareness prior to these subjects being taught or discussed in any depth. In school we are using the <https://rshp.scot/> resources to support this teaching.

Digital Safety

The NSPCC visits every second year to give presentations on digital safety, cyberbullying and aspect of keeping safe and protecting yourself from others. Teachers give regular guidance and lessons on digital safety and awareness

Highland Council's work on the Curriculum

Further advice and guidance is available via this link: [Highland Curriculum for Excellence information](#)

Equal Opportunities

In Scoraig we believe that every child should be given equal opportunity to perform to the best of their ability in all areas of the curriculum. We seek to extend choice and opportunity for all pupils without discrimination. We strive to provide education tailored to the needs of the child as an individual regardless of wealth, gender, race, nationality, faith or disability. We are particularly proud of the fact that our school successfully integrates all children and accepts them as they are.

Additional Support Needs

Additional Support Needs 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 their development and well-being.

Further information is available:

https://www.highland.gov.uk/info/886/schools_-_additional_support_needs/1/support_for_learners

If you have a concern about your child please contact your child's class teacher in the first instance or the 'named person', who is the head teacher for primary pupil and the school's Health Visitor for nursery aged pupils.

For Primary age pupils the Named Person is the Head Teacher, Steven Small, available at school on 01854 633386.

For Nursery pupils this is the School's Health Visitor, Karen Otter who can be contacted at Ullapool Medical Centre on 01854 613169.

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/>

There are also information sheets available at: www.chipplus.org.uk click on Education.

http://www.highland.gov.uk/download/downloads/id/11/co-ordinated_support_plan

<http://forhighlandschildren.org/>

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

They:

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

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

Highland Council would seek to work in partnership with parents at all times, but sometimes you will have a concern that you don't feel is being addressed, or will want to talk to someone 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

All School Handbooks must also now contain information on organisations specified by Scottish Ministers which provide advice, further information and support to parents of children and young people with ASN. These are the links you may require:

- (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

Curriculum, Assessment & Reporting to Parents

Formative 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.

We assess the children more formally in the main subject areas, such as Phonics, Reading, Mathematics and spoken and written language. 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.

Teachers assess pupils more formally twice yearly and record data on both their academic progress and their attitude and effort in work.

Written Reports

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.

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 digital Learning Journey Folder in which their work, their targets, their reflections, teacher comments and feedback are stored.

The Learning Journey Folders 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.

Assessment and Reporting

More information on tracking and assessing pupils' progress and planning future learning is available via this link:

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

Parents Meetings

Parents are encouraged to come to our bi-annual, formal Parent Meetings where teachers will share their on-going assessments and identify the next steps for an individual child through a Learning Conversation.

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.

Transition to Secondary Schools

Pupils transfer from primary to secondary school at the end of Primary 7. Scoraig is included in the catchment area of Ullapool High school. There is a hostel for secondary school pupils to stay during the school week.

Pupils wishing to transfer to Ullapool High undertake introductory days in the term prior to admission.

Further information can be obtained via Scoraig Primary School or from Mr Robbie McFedries, Head Teacher, Ullapool High School. Tel: 01854 612078.

School Improvement/HMIE Inspections

Throughout the year we continuously evaluate what we do and how it makes a difference to our learners. We want to know what is working well for our school community and what needs further improvement.

Our children and young people are actively consulted and involved in this process. We also give staff, parents/carers, and other partners the opportunity to participate in discussions and activities in order to shape our improvement journey.

When we develop our improvement projects we use key questions at planned review times throughout the session in order to know how well we progressing towards achieving these positive outcomes and changes.

Inspection reports can also be accessed through the link below:

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

Appendix

Medical & 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.**

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.

The school nurse is in regular communication with the school. A screening service is in place throughout the school but if you have any concerns about your child's health which you would like the school medical services to deal with then please simply get in touch with the school office. Advice on health matters is available from the school nurse on request.

Speech Therapy is available for those pupils who require it. Again, initial request should be made through the class teacher.

Other specialist educational services are occasionally needed for individual pupils. The provision of these services will always be discussed in detail with parents before any action is taken. Should a child have a particular medical requirement this should be made known to the Head Teacher as soon as possible.

If a child requires medication during the school day a parent must come to the school office complete the appropriate form to give permission for the school to administer the medication which must be prescribed and not purchased over the counter. Alternatively, parents can come into school to administer the medication to the child during the day. If you wish to give a child medicine for them to administer themselves a form must also be completed for this at the school office.

NHS Highland Guidelines for infection control guidelines can be found online by following the link below – <https://www.documents.hps.scot.nhs.uk/hai/infection-control/guidelines/infection-prevention-control-childcare-2015-v2.pdf>

Early Closure arrangements

When the school has a planned early closure, parents will be notified in good time. In the event of an emergency closure the child's parents or emergency contact will be contacted in order to make satisfactory arrangements for the safe return home of each child. No child will ever leave school until a satisfactory arrangement is in place. Parents who wish their children to leave school early should make special arrangements directly with the Head Teacher.

Guidelines for Parents 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. The Education Authority encourages full attendance at school but in severe weather conditions the safety of pupils is much more important. In the unlikely event that the school closes due to adverse weather the school will try to ring parents. Parents may be able to listen to the winter schools reports on the radio or access the Highland Schools website. A recorded phone message is also available freephone 0800 564 2272 with Scoraig PIN **04 2920**.

A guide is issued annually to parents with this information and it is also available on the school website.

Guidelines for Parents about Staff Illness

If a staff member is ill and no other member of staff is in school that day, all efforts will be made to find cover. As we are isolated and if no one is available to cover the school may have to close. We will inform you of this as soon as possible and request your understanding if this difficult situation should arise.

Emergency Procedures

Fire Drills

Fire drills are carried out on a regular basis and recorded within the school. Fire drills are an important way of ensuring that pupils and staff know how to deal with an emergency, and will always be discussed with pupils afterwards.

Major Incident Plan

The school has arrangements in place in the event of any major incident which might necessitate evacuation of the whole school for any reason. Parents will be informed immediately of any such emergency. In the event of an evacuation, our place of safety is the Old Secondary School where we would reside until children are collected, or we can return to the school.

Administration of Medicines

National Guidance on the Administration of Medicines in Schools has been issued by the Scottish Government.

<https://www.gov.scot/publications/supporting-children-young-people-healthcare-needs-schools/>

This guidance is based on a number of common principles that will be consistently applied when identifying, supporting and reviewing the healthcare needs of children and young people in Highland schools to enable them to make the most of their learning.

Under Article 24 of the United Nations Convention on the Rights of the Child, all children have a right to the highest attainable standard of health and to health care services that help them attain this. Article 7 of the United Nations Convention on the Rights of Persons with Disabilities states that children with disabilities have the right to express their views freely on all matters affecting them. The arrangements for each individual will therefore take account of the health professionals' advice, the pupil's views and, where appropriate, their parent's views.

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

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

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

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 unopen, clearly marked with the directions from the pharmacist and administered as part of an agreed medical protocol.

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.

Pupils Becoming Unwell During The School Day

Should a pupil fall ill during the school day the child's parents will be contacted immediately. In the event that parents are not available the Head Teacher will decide what action to take. The doctor or the child's emergency contact will be called on in such a case.

Head Lice

Information about Head Lice Head Lice are a common problem in school aged children. They can't be prevented, but regular checking ensures early detection and treatment if necessary. Parents and carers should check their children's head once a week during hair washing. You need your usual shampoo, conditioner, and a detection comb – ask your local pharmacist to recommend a suitable one. Remember that you are looking for living moving lice, the only evidence that your child is infected. If you find a living louse, ask your local pharmacist, school nurse, health visitor or GP for advice regarding treatment.

For further information see: <http://www.nhshighland.scot.nhs.uk> – search on head lice

Employment of Children

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

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

Education Maintenance Allowances (EMA)

An EMA is a weekly payment worth up to £30 for pupils who are planning to stay on at school after their leaving age. They must complete a learning agreement at school for a minimum of 21 learning hours per week.

In session 2022/2023 pupils born between 1 March 2003 and 30 September 2006 can receive payments from August 2022. Pupils born between 1 October 2006 and 28 February 2007 can receive payments from January 2023. Further information on full eligibility criteria and the online application process can be obtained from the school.

<http://www.highland.gov.uk/info/899/schools - grants and benefits/14/education maintenance allowance>

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:

<http://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

Why do we need your data?

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

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

Your data protection rights

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

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

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

Concerns

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

Equality and Inclusion

For up-to-date information please see:

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

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

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

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 CHILD PROTECTION POLICY GUIDELINES are available from <contact details> or online at

http://www.highland.gov.uk/info/1361/childcare_and_family_care/438/child_protection

Military Families

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

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

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

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

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

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

The Wider School Community

Parental and Community Involvement in the School

Adult helpers contribute to the variety of educational experiences as local knowledge and personal strengths add greatly to project work. Parents and members of the wider community are invited to participate in and attend performances, celebrations and events. Volunteers who assist regularly require to undertake a PVG (Protecting Vulnerable Groups) check through Disclosure Scotland prior to working with children.

Parent Forum and the Parent Council (General Information)

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

Parent Council (General Information)

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.

Scoraig Parent Council

The main aims of your Parent Council are to:

- Support the school in its work with pupils and parents
- Represent the views of parents
- Promote contact and communication between the school, parents, pupils, the community, nursery and other providers
- Discuss opportunities for parents to be involved in projects and outings
- Involve you in School Improvement Priorities and policy revision

Scoraig Parent Council meets at least once a term in the school building. Our current Parent Current Council Chairperson is Zoe Fothergill. If you wish to contact our Parent Council, please contact the school.

Teacher- Parent Contact

Parents are encouraged to contact the Head Teacher at any point during the school year to enquire or raise any concerns about their child or the curriculum. It is helpful for the Head Teacher to know of anything which may affect a child's performance at school. Although much exchange of information between parents and the class teacher may take place on an informal basis, parents are advised to make an appointment with the Head Teacher should they wish to discuss a particular matter. The Class Teacher will keep parents informed of any matters relating to their child's daily education. All information is treated in confidence.

We aim to nurture a strong partnership with parents and the community on Scoraig by creating a school ethos which ensures everyone feels involved and welcome in school life through:

- Maintaining a strong relationship with the Parent Council
- Open days, concerts and other events
- An ongoing policy of openness and approachability
- Informal and formal meetings and discussions
- Ensuring that parents are aware of the Curriculum for Excellence and their child's place within it
- An ongoing and successful homework support programme

Staff Development

We will maintain a consistent emphasis on staff development to support imaginative, informed and sensitive educators through:

- Nurturing a positive attitude to CPD for all staff
- Continued awareness of new policies, innovations and ideas for good practice
- Constant review and development of our own practice
- Time taken for discussion and reflection of our educational aims and vision

Curricular Enhancing Activities

We are very pleased to be able to offer a wide range of additional opportunities for children out-with the classroom. We believe that a range of opportunities provided help to stimulate and motivate the children and provide them with skills for life. For example, we often provide the following:

- Swimming Lessons
- Gardening
- Music Workshops
- Community involvement with locals sharing experience

We are also involved in programmes such as [Active Schools](#) , [John Muir Trust](#), [Young Scot Awards](#) and [Sports Leaders UK](#).

Ben Bruce is our Active Schools Co-ordinator and works across the Ullapool ASG (Associated Schools Group) as part of Highland Highlife, as does **Jenny Grant** our Country Ranger who work on the John Muir Trust project as one part of our Primary Seven Transition projects.

Promoting Positive Behaviour

Pupils are encouraged to become involved in agreeing class rules and this collaborative approach will help towards creating a safe and happy learning environment where individuals will feel valued and accepted. Parents are informed of their child's attitude to school, and of any behaviour that gives cause for concern, should it arise. Should parents have any concerns about their child's behaviour or their attitude to school, they are asked to bring this to the attention of the Head Teacher. Such matters will be treated confidentially and a satisfactory solution worked out for the benefit of all concerned.

Activities and the use of work/behaviour reward systems will continue to help promote positive values in school. We have an anti-bullying and anti-racist policy.

General Guidance

- Pupils are required to conduct themselves in an orderly manner
- Pupils may not leave the school grounds during normal school hours unless approved/accompanied by an adult
- Proper care must be taken of all school equipment and property
- After an absence every pupil must bring an explanatory note from their parents/guardian
- Money or valuables should not be brought to school unless agreed by staff
- It is Highland Council policy that no earrings should be worn on days when pupils attend PE
- Electronic toys are not encouraged in school as these can get lost and provide a distraction. Please note that the school will not accept responsibility for any items which go missing
- Pupils are not encouraged to bring iPads, tablets or cameras into school as they cannot be guaranteed to be damaged or lost
- Pupil's mobile phones, if taken to school, should be switched to silent or "off" and left in the locker cube in the classroom and taken home at the end of the school day. We accept no responsibility for these
- Pupils, parents and visitors are not permitted to use their mobiles or cameras to take photographs within school grounds unless prior permission in writing has been granted by all participants in advance with the head teacher

National Contacts

NAME & ADDRESS	CONTACT DETAILS
<p>Care Inspectorate (Social Care and Social Work Improvement Scotland) First Floor, Castle House, Fairways Business Park, Inverness, IV2 6AA Telephone 01463 227630</p>	<p>Tel: 0345 600 9527 enquiries@careinspectorate.com www.careinspectorate.com</p>
<p>Childline</p>	<p>Tel: 0800 1111 www.childline.org.uk</p>
<p>Children in Scotland Children in Scotland is the national agency for voluntary, statutory and professional organisations and individuals working together with children and their families in Scotland.</p>	<p>Tel: 0131 313 2322 info@childreninscotland.org.uk www.childreninscotland.org.uk</p>
<p>Enquire The Scottish Advice Service for Additional Support for Learning</p>	<p>Tel: 0345 123 2303 info@enquire.org.uk www.enquire.org.uk</p>
<p>Education Scotland Denholm House Almondvale Business Park Almondvale Way Livingston EH54 6GA</p>	<p>Tel: 0141 282 5000 enquiries@educationscotland.gov.uk www.educationscotland.gov.uk</p> <p>Education Scotland is an Executive Agency of the Scottish Government, tasked with improving the quality of the country's education system.</p>
<p>Parent line Scotland</p>	<p>Tel: 0800 028 2233 www.parentlinescotland.org.uk</p>
<p>Connect Scotland (formerly Scottish Parent Teacher Council) work with parents and educators. They provide information, advice and training, all focused on parental engagement in children's learning.</p>	<p>https://connect.scot</p> <p>Tel: 0131 4746199</p>
<p>The National Parent Forum of Scotland Gives parent councils and parents an opportunity to discuss and raise educational issues or mutual interest or concern at a national level. They provide Nutshells to ensure parents understand changes at government level</p>	<p>https://www.npfs.org.uk/</p> <p>Rosebery House, 9 Haymarket Terrace, Edinburgh, EH12 5EZ Tel 0131 313 8842 office@npfs.org.uk</p>
<p>The Parent Zone Find out how you can support your child's education; information for parents and carers.</p>	<p>https://education.gov.scot/parentzone</p>

Mental Health and Wellbeing

Staff will support the emotional development and wellbeing of pupils through formal and informal curricular activities. Any concerns about a pupil's wellbeing can be discussed with the named person. School have access to Highland Council's Primary Mental Health Worker Service and consultation and advice may be sought if there are concerns that might require more targeted support. Parents would generally be involved in discussions beforehand, however a young person over the age of 12 can ask for support themselves.

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

Adverse Weather

Schools now have a dial-in service if there is risk of closure due to adverse weather. This allows parents to listen to a recorded message from the Head Teacher.

It is an enhancement to the present service and does not replace existing methods of giving out information, such as radio broadcasts, described in the schools Adverse Weather Guidelines.

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

<http://www.highland.gov.uk/schoolclosures>

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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 http://www.highland.gov.uk/info/1361/childcare_and_family_care/438/child_protection

School Policies

A list of school and authority policies and how and where they can be accessed on Highland Council's website [Authority Policies](#) and through the school's website. For example -

- Scoraig's Equality and Diversity Policy.
- Scoraig's Bullying and Positive Relationships Policy
- Scoraig's Curriculum Rationale

Disclaimer

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.