

# *Golspie Primary School*



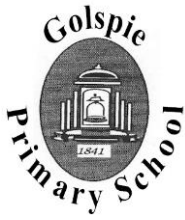
## *Handbook 2023/24*

Back Road  
GOLSPIE  
KW10 6RW

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## **October 2022**

Dear Parents,

Welcome to Golspie Primary School. We are very pleased that your child/children are coming to Golspie Primary School.

Golspie Primary School caters for Nursery to Primary 7. We currently have a role of 91 in the main school and 25 in Nursery. We have no facility to offer the teaching of Gaelic in school.

Please accept this copy of our School Brochure, which is designed to tell you all about what happens in our school. It will help you and your child to get the most out of what the school has to offer and help you participate in your child's education.

This brochure will also give you a clear idea of our aims and expectations. The education of children should be seen as a partnership between parents, the school and the community at large, each contributing different aspects and values in different ways, but supporting each other at the same time.

Also available for viewing is a copy of Golspie Primary Standards and Quality Report and the current School Improvement Plan. This can be requested from the school office or can be found on the Golspie Primary School website.

It is important that lines of communication are kept open and I would like to think that you will feel confident and happy about contacting us, whether by phone, email, letter or in person.

There will be many opportunities for you to visit the school and meet the staff, particularly at Parents' Meetings. We are always happy to discuss your child's progress with you.

If you do have any concerns, it is important that you discuss these at an early opportunity with the Class Teacher in the first instance and then with myself if the need arises. It should be possible to nip many potential problems in the bud because you have alerted us to them.

Finally, I can assure you that we are here to do our best for your child.

Yours sincerely,

Mrs Sarah Evans  
Head Teacher

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## Our School Aims

- Provide a rich, diverse and challenging, yet supportive, learning environment.
- Celebrate success, promote a "can do" attitude and inspire each to achieve their best.
- Support personal development, social responsibility and a sense of self-worth.
- To promote confidence, self-discovery, exploration and curiosity towards learning.
- Work as partners in learning with pupils, parents/carers and the community.
- Provide a safe, supportive and well-ordered environment where pupils and staff are happy and confident as they aspire to achieve.
- To develop a caring attitude for the environment.

## Staffing

The present teaching staff is as follows –

<b>Head Teacher</b>	Mrs S Evans
<b>Principal Teacher</b>	Mr K Eaglesfield
<b>Primary 1</b>	Mrs S MacGruer
<b>Primary 2/3</b>	Mrs S Cameron/Mrs L Doherty (Mat. Leave)
<b>Primary 4</b>	Mr E Walker
<b>Primary 5/6</b>	Miss L Macdonald
<b>Primary 6/7</b>	Mrs H Seel
<b>Additional Support Needs Teacher</b>	Miss C Ross & Mrs V Badden
<b>Nursery Class</b>	Mrs S Fraser (Early Years Practitioner)
	Mrs H Hallam (Early Years Practitioner)
	Miss E MacArthur (Early Years Practitioner)
	Miss C Fraser (Early Years Practitioner)
	Mrs L Johnston (Early Years Practitioner)
	Miss E Mackenzie (Support Worker - ELC)
<b>Physical Education</b>	Mrs P Sutherland (visiting)
<b>Pupil Support Assistants</b>	Mrs P Till
	Mrs K Howard
	Mrs T Gillott
	Mr M Rooney
	Mrs C Gordon
	Miss M Sutherland
<b>Playground Supervisor</b>	Mrs K Howard
<b><u>Music Instructors</u></b>	
<b>Chanter and Bagpipes</b>	Mr C Melville
<b>School FMA</b>	Mr D Rose
<b>Clerical Assistant</b>	Mrs A Mackay

## Our School Day

Primaries 1, 2 and 3  
Primaries 4, 5, 6 and 7

9.00 am – 2.45 pm  
9.00 am – 3.00 pm

Lunch – Primaries 1-4  
Primaries 5-7

12.15 pm - 1.10pm  
12.30 pm - 1.10 pm

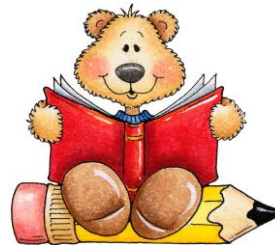
## Our Nursery

The Nursery is part of our school and provides for children aged from 3 years on to attending primary school. Here children can develop their motor and co-ordination skills, their social interaction and their concepts and knowledge of the world in an informal, yet structured atmosphere.

Nursery times are different from school times – 8.45 am to 2.45 pm



Dressing up



Story Time



Healthy Eating



Gym

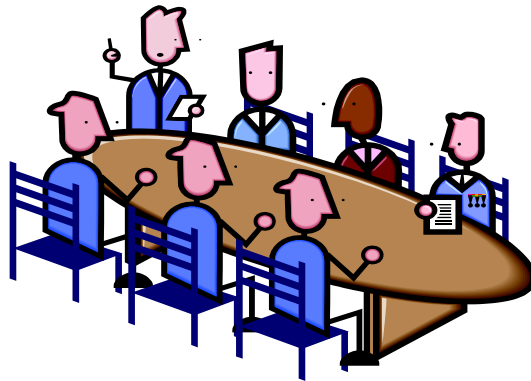
A separate brochure specifically about the Nursery is available on request should you need it.

# Golspie Primary School Parent Forum

In August 2007, the School Board and PTA were dissolved and have been replaced by the Parent Forum. All parents/carers are automatically members of the Parent Forum and are welcome to attend Parent Council meetings. From the full membership, a Parent Council has been formed.

The following are office-bearers of the Council during 2022/23:

<b>Chairperson</b>	Mrs B Shaw
<b>Vice-Chair</b>	Mrs M Morrison
<b>Treasurers</b>	Mrs S Fraser & Ms L O'Brien
<b>Teacher Rep</b>	Mrs S MacGruer
<b>Clerk to the Council</b>	Mrs R Mackay
<b>Ex-officio</b>	Mrs S Evans, Head Teacher, Mr K Eaglesfield, Principal Teacher, Councillors R Gale & J McGillivray
<b>Members</b>	All parents are considered members and are very welcome.



The Parent Council is a vital part of school life and where parents are able to raise issues that concern them. It is also the main conduit through which parents and the wider community raise funds and enhance the opportunities for the children at the school. We would really like to see you at their meetings and hope that you will feel that you too, would have something to offer within this body. The meetings are well publicised in advance and take place once a term. The Annual General Meeting is usually early in the school year.

## Golspie Primary Children's Councils

During some of the school sessions we run Citizen Groups consisting of Eco, Health, Global Enterprise and Community. There is also a Pupil Council. These groups give children a chance to have a say in the life of their school through decision making.

## SCHOOL UNIFORM

After consultation with parents, the following is school policy regarding school uniform:

Trousers	Grey, Charcoal Grey or Black
Jumper	Navy
School Sweatshirt	Purple – <b>P7 only</b>
School Sweatshirt	Navy
	Available from: MacGregor's, Inverness - 01463 717999
	Tesco - Tel: 0845 116 2847 or Gilmour Sports - 01463 222022
	Prices are available on websites
School Fleece	Navy
Skirt/Pinafore	Navy
Blouse	Light Blue
Cardigan	Navy
Socks	Navy or White

Please encourage your child to wear school uniform at all times, as it creates a positive image of the school and gives the children a feeling of belonging.

The children need suitable PE clothing. Each child has approximately 2 hours of PE a week. For these lessons, the child needs a T-shirt, shorts and plimsolls/trainers – not outdoor shoes. Whenever the weather permits, we try to make use of the extensive grass area for these activities so a pair of outdoor trainers is also useful. Most parents look to buy plimsolls that are fastened by Velcro for the infants to enable the children to tighten the shoe by themselves.

Children of parents on Income Support or Income Based Job Seekers Allowance may receive funding towards uniform. (Forms can be obtained online at - [http://www.highland.gov.uk/info/899/schools - grants and benefits/10/free school meals and assistance with clothing](http://www.highland.gov.uk/info/899/schools_-_grants_and_benefits/10/free_school_meals_and_assistance_with_clothing))

## SCHOOL TRANSPORT



Children residing more than 3 miles from the school and children under 8 years of age living more than 2 miles from the school, are provided with transport to and from the school, provided children live in the school catchment area.

Guidelines regarding adverse weather conditions are included in this booklet. Please familiarise yourself with them to prevent any anxiety and problems when any of these conditions prevail.

## TRANSPORTING YOUR CHILD TO SCHOOL

If you bring your child to school by car, please use the parent car parking area at the bottom of the brae. The children should be encouraged to use the designated paths from the parental car park to the play areas.

Parents with disabilities may apply for a pass.

## **BRINGING DOGS TO SCHOOL**

The school has the use of a large open playing field. This field is a sports field and Highland Council does not permit the exercising of dogs on school playing fields for obvious health reasons nor does it allow dogs on school sites just in case a child is bitten, etc.

## **PARENTS/GUARDIANS/CARERS AS PARTNERS**

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

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

- Parents' evenings
- Progress checks
- Open Afternoons
- Target Setting
- Information on the school website

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

The school always 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 that might be issued 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 through the school office on 01408 633520.

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:

<http://www.education.gov.scot/parentzone>



## **ENROLMENT**

Any parent who wishes to enrol their child in the school should contact the school, where they will be informed of the current arrangements. When enrolling a child you should bring along a copy of the child's birth certificate and proof of address, as we need this to enrol the child.



## 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 and Learning Manager, Mrs Annika Jansson, The Highland Council, Drummuie, Golspie, KW10 6TA.

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 outwith the school catchment area and their parents wish them to attend Golspie Primary School they can contact the school office to arrange a visit.

Parents of children with additional support needs (including those that have Co-ordinated 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.

## ADDITIONAL SUPPORT NEEDS

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

[http://www.highland.gov.uk/downloads/file/230/highland\\_practice\\_model\\_-\\_delivering\\_additional\\_support\\_for\\_learners](http://www.highland.gov.uk/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** visits the school and will generally focus on more social and emotional needs rather than issues about the curriculum or classroom learning. They:

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

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

Highland Council would seek to work in partnership with parents at all times, but sometimes you will have a concern that you don't feel is being addressed, or will want to talk to someone outwith the school. Should you have any concerns that your child's additional needs are not being met, you should contact your child's named person in the first instance – Mrs Sarah Evans, Head Teacher on 01408 633520 or Additional Support Needs Teacher, Miss C Ross on 01408 633520. 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)

Further information and support to parents of children and young people with ASN. These MUST include the links provided below:

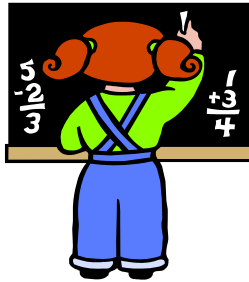
- (a) Enquire – the Scottish advice and information service for additional support for learning <http://enquire.org.uk/>
- (b) My Rights, My Say – an advocacy and advice service for young people over 12 with additional support needs <http://enquire.org.uk/myrightsmysay/>
- (c) [Scottish Independent Advocacy Alliance](#), an advocacy service to support parents and children
- (d) [Scottish Child Law Centre](#), an organisation providing free legal advice to young people

## Progress

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

## The Curriculum

(An outline to our school policies)



### A CURRICULUM FOR EXCELLENCE

The purposes of the curriculum are to enable all young people to become:

Successful Learners,  
Confident Individuals,  
Effective Contributors,  
Responsible Citizens.

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

### HOW LEARNING WILL BE ORGANISED

Curriculum areas provide familiar and important vehicles for learning; however, if young people are to play a full, informed part in society they need to develop their understanding and skills in different contexts.

The current curriculum areas and subjects have been grouped into eight new curriculum areas and will be refreshed and re-focused in

accordance with the purposes of the curriculum, the principles underlying the curriculum, and an emphasis on cross-curricular activities.

### THE CURRICULUM AREAS

- expressive arts
- health and wellbeing
- languages
- numeracy
- religious and moral education
- sciences
- social studies
- technologies

### INTER-DISCIPLINARY LEARNING

The new curriculum will include space for learning beyond subject boundaries, so learners can make connections between different areas of learning. Through inter-disciplinary learning, young people can develop their organisational skills, creativity, teamwork and the ability to apply their learning in new and challenging contexts. We are increasingly planning for thematic, inter-disciplinary learning to take place.

### LANGUAGES

#### Reading

As part of the Highland Literacy Project all teaching and support staff have undertaken training by Literacy Development Officers in alternative methods of teaching reading from a variety of resources. A grant has been obtained and along with money from the school's annual budget this total has been match funded by the Literacy Project. This has enabled us to buy new books and resources for reading to implement the advice given by the Literacy Development Officers. This is to foster in the children a real enjoyment in, and understanding of, literature of all types and to raise attainment in reading. Each class has a supply of leisure reading books in their class library, which is updated regularly with vouchers gained from the sale of books to the children from Scholastic Book Club.

### **Written Language**

Through the "Talk for Writing" approach personal, imaginative and factual writing skills are all developed. The children are taught to write in different forms – stories, poems, letters, reports, notes, plays, recipes and so on – for a variety of purposes. The presentation as well as the content of writing is important, and the children are taught to write legibly and correctly. Punctuation, spelling, grammar, sentence construction and handwriting are taught systematically throughout the school.

### **Talking and Listening**

Talking and listening are developed in a variety of ways, in a range of contexts, at every stage in the school. They are seen as not only important in themselves but also very closely linked to reading and writing skills.

### **MODERN LANGUAGES**

In accordance with National Guidelines, we include the teaching of a foreign language in the curriculum.

We teach French to pupils throughout the school through the provision of a wide range of activities including songs, games, role-play and

direct teaching of simple vocabulary and language structures.

The aims are to encourage the children to have confidence in expressing themselves in a second language and to increase their awareness of another culture. The main emphasis is to deliver the language to the children in an enjoyable active and motivating way.

### **NUMERACY**

The main aim in mathematics is to encourage enthusiasm, confidence, understanding and accuracy in dealing with mathematical ideas and processes. The school emphasises a practical approach to learning so that children can acquire a sound understanding of the subject. The mathematics taught within the school is wide-ranging and includes mental maths, number, measure (length, weight, volume, capacity, and time), shape and problem solving.

Mental mathematics is an area of high profile in each classroom to enable children to carry out tasks quickly and accurately. Problem Solving and the relation of maths to realistic and meaningful situations are also prominent.

### **SOCIAL STUDIES/SCIENCES**

The study of the environment plays an important part in children's educational and social development. By investigating the environment at home and further afield, in the past and at present, children gain knowledge, understanding and skills which enable them to make sense of the world in which they live.

Much of this work is approached through topics, in which a range of subjects and skills will be taught in an integrated way. Through environmental studies, we are concerned with factual content as well as the development of skills, ideas and attitudes.

Science is taught at each stage using the Highland Primary Science programme of study.

### **Areas of study**

In the early years (P1-P3) inter-disciplinary learning centres on the child, home and local area. P4 - P5 sees the emphasis being placed on more broad themes e.g. Vikings, Space, etc. This trend continues in P6-P7 with studies based on countries of Europe and Historical events such as the Jacobites, Victorians, Clearances and the Second World War.

## **TECHNOLOGIES**

Our Aims for Information Technology (IT) is to enable all pupils to:

- Enjoy their work with IT and feel positive and confident about it
- Appreciate the potential role of IT in their lives
- Develop the technical skills needed to operate hardware and software for themselves
- Develop personal and social skills needed for independent and co-operative use of IT
- Extend their skills in the following:

### **Use of the Internet**

#### **Communication**

#### **Information handling**

#### **Problem solving**

#### **Creative and imaginative work**

Wireless internet access is available throughout the school allowing our ever-growing number of media devices to be used to their full potential.

## **RELIGIOUS AND MORAL EDUCATION**

Religious Education and Religious Observance form part of the school curriculum. Weekly assemblies give the school a chance to come together for songs, stories, information and celebration of achievements. Other World Religions are taught as units throughout the year.

Our aims in Religious Education are:

- To help children become aware of the part Religion has played in human experience

- To stimulate children into thinking about Religion, both Christian and other beliefs
- To study the life of Jesus and selected areas of the Old and New Testament
- To give children an understanding of Christian values
- To enable children to share in the experience of worship

Parents who wish to withdraw their child from Religious Education/Observance should contact the school.

## **Health Promoting School**

As a Health Promoting school we also encourage pupils, staff and parents to think about healthier lifestyles. Healthy living is a regular topic in classes. We have a School Travel Plan which promotes safe and healthy routes to school. Staff take part in health promotion activities. We value all the activities that make up a healthy and happy community.

School Meals cost £2.30 for pupils (although P1-P5 children are entitled to free school meals though Highland Council) and just keep getting better, with better quality food, healthier meals, larger portion sizes and more choices. If a pupil has special dietary needs, please inform the school. Free meals can be claimed in certain circumstances, for information and an application form please see

[http://www.highland.gov.uk/info/899/schools\\_-\\_grants\\_and\\_benefits/10/free\\_school\\_meals\\_and\\_assistance\\_with\\_clothing](http://www.highland.gov.uk/info/899/schools_-_grants_and_benefits/10/free_school_meals_and_assistance_with_clothing)

## **Lunchtime Choices**

Parents are responsible for pupils who decide to go outwith school grounds at lunch time.

## **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 unopened, 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.

## Mental Health and Wellbeing

Staff will support the emotional development and wellbeing of pupils through formal and informal curricular activities. Any concerns about a pupil's wellbeing can be discussed with the named person. **There is a website managed by Highland Council that supports a variety of information relating to mental health and emotional wellbeing that can be accessed [here](#).** 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 guidance teacher. Alternately, there is a completely confidential, online counselling service called Kooth for children and young people from age 10 that can be accessed [here](#).** Parents would generally be involved in discussions beforehand, however a young person over the age of 12 can ask for support themselves.

## Physical Education

Physical Education plays an important role in the development of healthy, active children. The school aims for Physical Education are to:

- give children instruction and experience in the basic skills involved in: a) Games b) Gymnastics c) Movement d) Dance e) Swimming (P4-7)
- encourage the children to behave in a sporting, co-operative and caring manner.
- make physical education an enjoyable experience.
- give the children the opportunity to develop a competitive outlook, tempered with understanding for those less skilled than themselves.

Mrs P Sutherland, our Physical Education Specialist, who supports and works with P4 -7, visits the school weekly.

It is the school policy that where possible, creative activities are integrated with other areas of the curriculum. Children are encouraged to take part in many extra-curricular activities organised by school, our East Coast Sports Group, and local clubs.

## **EXPRESSIVE ARTS**

It is important that this curricular area allows for the development of the whole child.

### **Art**

We see Art as a way by which children can express themselves and their view of the world around them. The schools aims in Art are:

- To introduce and improve the child's ability in:

#### **Drawing Painting**

#### **3D Fabric**

#### **Printing Collage**

- To introduce terms such as line, texture, form, etc.
- To show how art is an integrated activity through links with Environmental Studies and other areas of the curriculum
- To make art an enjoyable experience for youngsters
- To introduce children to the work of various artists

### **Music**

Our aims in music are:

- To encourage children to express themselves through music
- To foster an interest in a wide variety of music through listening to music and making music
- To make music an enjoyable experience for youngsters

Children will:

- participate in music making, e.g. tuned and untuned percussion
- listen to a wide selection of music
- create music of their own
- be able to read simple musical notation
- be given experience in singing a range of different types of songs

Singing is taught by our visiting Kodaly tutor in P1/2 (accompanied, unaccompanied, of various tempo, keys and styles.)

Various classes participate in the Highland Youth Music Initiative. Instruction is available at certain stages for chanter, brass instruments and woodwind instruments.

### **Drama**

Pupils in all classes are given the opportunity of participating in improvisation, role-play and mime. Drama is delivered through a varied range of activities including scripted plays, through reading books or through our links with the Out of Eden Project outreach worker (Eden Court).

## **ASSESSMENT AND REPORTING**

As a school, we seek to provide information to pupils, parents and staff to assist in the effectiveness of learning and teaching process and in raising attainment:

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

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 child's progress through pupil reports, progress checks, and target setting information.

Pupils will reflect on their progress, achievement and best work.

### **Progress**

Parents wishing to enquire about a pupil's progress are invited to get in touch with the class teacher.

### **DISCIPLINE**

We believe that a school should have a happy working atmosphere and should provide an environment which is safe and where effective learning can take place. Rules, therefore, must be made to encourage this environment. Disciplinary action is taken against any offender of these rules.

### **GOLDEN RULES**

In school we work with the Golden Rules where a high standard of behaviour is expected. Most classes work with Golden Time, where children choose to lose their entitlement to free time with their unacceptable behaviour.

We ask you as parents to help us uphold our standards by encouraging a caring attitude in your children and by giving us your support in discouraging bad language, bullying and negative attitudes:

<https://www.highland.gov.uk/downloads/file/19358/anti-bullying-guidance-for-schools>

### **ATTENDANCE/ABSENCE**

Good attendance is vital if pupils are to achieve their full potential. But if a pupil is absent from school, a parent or guardian should phone the school on the first day of absence on the school number 01408 633520 (answer machine available). 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 outwith 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 need to know the whereabouts of absent pupils.

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

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

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

<https://www.highland.gov.uk/info/878/schools/32/school-term-dates>

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



## SCHOOL MEALS

The school meals facility is run with set menus, rotating through four weeks, providing meals which are considered well balanced. Children are encouraged to aim at a balanced diet. Fresh fruit, raw and cooked vegetables and salads are always available.

All classes have a choice of the same menu and children are expected to order and pay for their meals in the morning in Class, on a daily or weekly basis (envelopes/slips supplied). All Primary 1 to 5 pupils receive a free school meal.

The present cost of a meal is £2.30.

Children of parents on Income Support or Income Based Job Seekers Allowance may receive free lunches (forms to claim free meals can be found online or obtained from the School Office).

There is always a member of staff on duty in the Canteen to help children who have difficulties. We try to encourage the children to have a healthy eating outlook.

Any parent of the new intake may join their child initially, to help them with their lunch, at the same cost as the children. (It would be helpful to let the Canteen staff know beforehand so that they will know how many will be requiring lunch each day.)

Children who bring packed lunches are provided with accommodation in the Canteen at lunchtime. We ask that if you are providing a packed lunch that it is a balanced meal and not comprising of sweets and chocolate. School is not a place for sweets and chewing gum.



## HEALTH PROVISION

At certain times during your child's school career, your child may receive a full medical examination by the Highland Health Board, to which you will be entitled to attend. The present school medical officer is Dr S Mackenzie. The school nurse also makes regular inspections of the children. Your child's hearing and sight will also be tested periodically by visiting medical officers or by the school nurse.

Any parent who wishes to opt out of any part of the health provision for their child must contact the Head Teacher.

The school doctor/nurse can be contacted at any time to discuss any problems or concerns you may have regarding your child's health. Please let the school know if your child suffers from any condition about which we should be aware.

The Oral Health Educator visits occasionally and teaches the children the value of establishing and maintaining good oral hygiene habits.

## PSYCHOLOGICAL SERVICE (EDUCATION)

The Council helps the staff in a supportive role by providing further assessment for any child we feel may have learning difficulties, through the Psychological Services. With the help of our Additional Support Needs Teacher, we now carry out various specialist assessment techniques to pinpoint particular difficulties. We are always in close contact with our Psychological Service to discuss the review of test results and child progress.



## **SPEECH & LANGUAGE THERAPY (HEALTH BOARD)**

In the School and Nursery we have the services of Ms Sharon Philip, our Speech and Language Therapist, who provides screening and follow-up of our children. Also in school we have the services of Speech and Language therapists, who work closely with Class Teachers and Pupil Support Assistants.

## **CHILD PROTECTION**

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 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)

## **COMPLAINTS AND REQUESTS FOR SERVICE**

### **COMPLAINTS AND REQUESTS FOR SERVICE**

If a parent has any concerns they should contact their child's **Named Person** in the first instance, Mrs Sarah Evans, Head Teacher, Golspie Primary School, Back Road, Golspie, KW10 6RW, tel: 01408 633520 or email [golspie.primary@highland.gov.uk](mailto:golspie.primary@highland.gov.uk) or the Senior Management Team for more serious issues.

The school will always endeavour to resolve issues by listening to parents and seeking solutions in partnership. Should a complaint need to be taken further then you should contact:-

**Area Education and Learning Manager, Highland Council Office, Drumbuie, Golspie  
Tel. 01408 635338**

Further advice may be found on Parentline: <https://www.children1st.org.uk/help-for-families/parentline-scotland/>

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).

## SCHOOL POLICIES

A list of school and authority policies can be found on [http://www.highland.gov.uk/info/893/schools\\_-\\_general\\_information/29/school\\_policies\\_procedures\\_and\\_guidelines](http://www.highland.gov.uk/info/893/schools_-_general_information/29/school_policies_procedures_and_guidelines) or through the school website.

### PARENTAL PHOTOGRAPHY

Where practical, arrangements should allow photographs to be taken by parents and other guests attending school sports, concerts and similar events. Parents are not required to comply with the Data Protection Act when taking photographs of their own children, for their private use, at an organised event.

Photography must not be allowed to upset the performance or smooth running of the event, affect the health and safety of pupils and others, or interfere with the opportunities for pupil participation.

Commercial copyright in a dramatic performance or musical will normally exclude any audio or video recording by the public and in that event parents and their guests must be informed that the infringement of copyright is strictly forbidden.

### 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.

### **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, 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.

## Golspie Primary School

### PROMOTING POSITIVE BEHAVIOUR POLICY

#### Aims:

- To create an atmosphere of mutual respect, trust and corporate responsibility
- To promote a positive school ethos through positive behaviour strategies and celebrations of success
- To raise standards of attainment, behaviour and attendance for all pupils
- To involve parents, pupils and staff in setting rules/standards of behaviour within the school.
- To get pupils to manage their own behaviour effectively while respecting the rights of others
- To inform parents and pupils of sanctions that will be taken for negative behaviour
- To develop social and citizenship skills through a variety of school contexts

#### Responsibilities:

**Staff:** The school staff, both teaching and non-teaching, share a collegiate responsibility for consistently implementing school policy on positive behaviour. The Head Teacher has overall responsibility for ensuring positive behaviour.

**Parents:** Parents have a responsibility for ensuring that they support their child in meeting school expectations in respect of positive behaviour.

**Pupils:** Pupils' are to be responsible for their own positive behaviour and meet the expectations set out by the school, [Support for Learners Website](#)

#### School Expectations:

- All members of the school community are expected to respect each other
- Pupils are expected to take care and value school property and equipment
- Pupils are expected to conduct themselves in an orderly manner at all times while under the jurisdiction of the school
- Pupils are not allowed to bring any potentially dangerous objects to school that could harm themselves or others, or electronic objects such as mobile phones, electronic games, personal CD players, as they can cause distractions in classrooms or can get damaged or lost
- Parents are expected to phone the school to notify an absence for that day and on child's return an explanatory note confirming the reason for absence
- Pupils are not allowed to leave the school grounds during the normal school hours without first having obtained permission from the school

#### Positive Behaviour Strategies:

- Awarding of merit awards, class points and stickers for positive behaviour and achievement in areas across the curriculum and outwith school
- Use of "Circle Time" to discuss aspects of personal and social development including positive and negative behaviour
- Achievements recognised on school noticeboard
- Discussing whole school behaviour issues at Pupil Council meetings
- Whole school assemblies on moral and social issues

- Discussion and implementation of aspects of citizenship within the classes
- Allocation of “Golden Time” as a reward for positive behaviour and achievement
- Use of “Buddying” system within the school
- Staff using praise as a sincere and prompt response to positive behaviour or achievement
- Setting of personal targets for improving work and/or behaviour

**Sanctions used for negative behaviour:**

- Verbal rebuke and reinforcement of correct course of action by member of teaching/auxiliary staff
- Change in seating arrangements within the classroom
- Detention during break times
- Withdrawal of privileges/losing of awards/points/Golden Time
- Writing letter of apology
- Pupil discussion with Head Teacher
- Completing and signing behaviour modification form with Head Teacher
- Notice to parents of unacceptable behaviour
- Interview requested with parents and pupil
- Individual Targeted Behaviour programme and/or home-school diary set up
- Advice sought from outside agencies, e.g. Educational Psychologist, School Doctor
- Possible exclusion

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## CARE AND LEARNING SERVICE

### 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 Council encourages full attendance at school but in severe weather conditions the safety of pupils is much more important. Parents and pupils are often concerned that important examinations may be missed, but this should not over-ride good judgement. Schools normally make alternative arrangements for missed examinations.

#### The school updates its procedures for adverse weather closure annually, therefore

- **parents** should advise schools of an alternative address, as close as possible to the school, which may be used by their children in emergencies
- **the school** will advise parents of normal local arrangements for school transport and any special arrangements in the event of adverse weather
- **the school** will establish a system of communication with parents and local transport operators and ensure that parents are fully informed of any revised arrangements. A telephone service is offered to provide parents with up-to-date information. Parents may call **0800 564 2272** to access your schools' information. Please note, you will need the unique pin number for your school which is 04 2140.  
[http://www.highland.gov.uk/downloads/file/4653/telephone\\_pins\\_for\\_checking\\_if\\_a\\_school\\_is\\_closed](http://www.highland.gov.uk/downloads/file/4653/telephone_pins_for_checking_if_a_school_is_closed)

#### The Highland Council Website, Facebook and Twitter

- The Council's **website** <http://www.highland.gov.uk/schoolclosures> will be updated with information for individual schools
- The Council's **Facebook** page at <https://www.facebook.com/highlandcouncil> will show updated posts on the latest news of school closures and weather related problems
- The Council's **Twitter** page at <https://twitter.com/HighlandCouncil> will list Tweets of the latest news of school closures and weather related problems

#### When weather conditions are poor

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

#### Broadcast times

*BBC Radio Highland*

**6.30 am**  
**12.30 pm**

**7.30 am**  
**4.30 pm**

**8.30 am**  
**5.30 pm**

In extreme conditions, Radio Highland will interrupt Radio Scotland transmissions (usually on the hour), to carry emergency bulletins.

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

Local news on the hour 6am – 6pm carries local information on weather, roads and conditions affecting schools. In severe conditions normal programmes will be interrupted more frequently to carry emergency bulletins.

Please do not telephone local Radio for advice but listen to appropriate broadcasts.

### **For pupils using school transport**

- Parents should note that the final decision on whether it is safe to operate rests with the driver of the school transport vehicle. Therefore there may be occasions on which a school is open but some routes, or parts of routes, are unable to operate
- Parents should advise their children on how long they should wait at the pick up point for their transport. This will depend on the prevailing weather conditions and the availability of shelter at the pick-up point. During adverse weather conditions no pupil is expected to wait longer than twenty minutes past the normal “pick-up” time
- Morning journeys may be delayed by an hour if road conditions are unsafe at the normal journey time but have improved within the hour. Before pupils return to a pick up point parents should check the schools telephone information line for updated messages from their schools Head Teacher. Please note that for some routes the transport operator may contact the parent directly
- Drivers are advised not to drop off children where there is a risk that they may not safely reach home or other place of shelter. This may involve children being taken to an alternative place of safety, agreed in consultation with the school
- Where parents are concerned about weather conditions at “drop-off” points, they should contact the school as early as possible

**Please note: when weather conditions are poor, parents should ensure that children are met at the “drop-off” point, especially where public service transport is used.**

## **School Inspection**

As part of a national sample of primary education, HM Inspectorate of Education inspected the school in February 2014. The inspection covered key aspects of the school at all stages. It evaluated pupils’ achievements, the effectiveness of the school and the environment for learning. There was a particular focus on attainment in English Language and Mathematics. Education Scotland information for the school can be found at the following link – <https://education.gov.scot/inspection-reports/highland>

HM Inspectors identified the following key strengths

- Children have positive, respectful relationships with staff.
- Good communication links.
- Strong commitment of staff.
- Staff who are reflective practitioners.

## Inter-Schools Competitions

We believe that healthy competition in sport is important for our children, therefore they are entered for various inter-school events throughout the year. All of the following are organised by the Sutherland Schools Sports Association.

<b>Football</b>	County 7 a side competition	boys
	5 a side competition	girls
	5 a side competition	boys
	Paynter Cup competition	boys
<b>Orienteering</b>		
<b>Benchball</b>	P4 & P5	boys & girls
<b>Country Dancing</b>	P6 & P7	
<b>Basketball</b>	P6 & P7	boys & girls
<b>Badminton</b>	P6 & P7	boys & girls
<b>Cross Country</b>	P4-7	boys & girls
<b>Swimming</b>	Gala	boys & girls
<b>Highland Games</b>	P6 & P7	boys & girls
<b>Golf</b>		boys & girls

## School Sporting Events

### Inter-House

Most people associate primary school sport with an annual sports day, which is always an enjoyable highlight in our year. However, this is just one in our full school sporting calendar.

<b>Annual School Sports</b>	all children
<b>Cross Country House Trophy</b>	P4 – P7
<b>Swimming Gala</b>	P4 – P7
<b>Badminton</b>	

A wide range of sporting and other opportunities is offered in our school. The following should give a taste of our activities which take place out of school time.

### EXTRA-CURRICULAR ACTIVITIES AND SPORT

#### TRAINING SESSIONS

<b>BADMINTON:</b>	Primary 6 and 7 children. High School Games Hall – Friday 3.30 – 5.00 pm Miss MacLeod
<b>BASKETBALL:</b>	Primaries 4 – 7
<b>FOOTBALL:</b>	Training sessions with Golspie Stafford Juniors
<b>GOLF:</b>	In association with Golspie Golf Club.



**CROSS COUNTRY:** Before the school cross-country championships, and after School, fun running sessions may be arranged.

**END OF TERM** Parents are invited to attend our Christmas Assembly, Easter Service and also our End of Session Service. Children will participate in both of these.

**COUNTRY DANCING:** The school enters a team for the Dancing Competition in February.

### **Local Children's Organisations**

For the benefit of new families moving into the area, I include a list below which are all Golspie based.

Girl Guides	Brownies	Rainbows	Beavers & Cubs
Swimming Club	Junior Golf	Tennis	Table Tennis
Sunday Club	Athletics	Kempo Jujitsu	
Badminton	Karate	Football	
Sunday Schools (both churches)			

### **Secondary Education**

Our children normally transfer to Golspie High School at the end of Primary 7. In the year leading up to the transition, much communication takes place between the P7 Class Teacher and both the Pastoral Care Department and Additional Support Needs Departments of the High School.

In the summer term, P7 pupils will have a visit from a member of the Guidance Team and a visit from senior pupils, before spending 4 Familiarisation Days in the High School. We organise transition activities along with Secondary Departments.

Golspie High School Telephone (01408) 633451

**I HOPE YOU HAVE FOUND THE INFORMATION IN THIS HANDBOOK USEFUL. WHILE THE INFORMATION IS CONSIDERED TO BE TRUE AND CORRECT AT THE DATE OF PUBLICATION OF THIS HANDBOOK, CHANGES IN CIRCUMSTANCES AFTER THE TIME OF PUBLICATION MAY IMPACT ON THE ACCURACY OF THE INFORMATION.**

**IF YOU ARE UNSURE OF ANYTHING OR WOULD LIKE FURTHER INFORMATION OR CLARIFICATION, PLEASE DO NOT HESITATE TO CONTACT ME.**

***Mrs Sarah Evans***

**HEAD TEACHER**

## School Term Dates 2023 - 2024

School Calendar information can be found at:

<http://www.highland.gov.uk/learninghere/schools/schooltermdates>

Please note that dates are subject to change.

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.