

# Kinlochleven 3-18 Campus Handbook 2023-24

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The information in this handbook is correct at the time of publication (December 2021) but may change over the next few months. Updated information will appear on our School Website.

*Information for Parents and Pupils*

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## Welcome to Kinlochleven 3-18 Campus: Parent/Carer Welcome

Dear Parent/Carer,

It gives us great pleasure to welcome you to our fantastic school. At Kinlochleven 3-18 Campus we believe that a happy child is a successful child. We believe that to ensure success for each of our pupils we need to provide a high quality education in a safe, respectful and inclusive environment that builds a foundation for life-long learning. We believe that working collectively and creatively with our whole school community ensures sustained successes for our pupils.

At Kinlochleven 3-18 Campus our curriculum, based on the recommendations of Curriculum for Excellence, offers pupils the opportunity to develop skills and abilities across the full range of subject areas but also through wider achievement, inter-disciplinary learning and by taking part in the ethos and life of the school as a community. Our school Vision, Values and Aims were refreshed in January 2021 to reflect the changes in becoming a 3-18 Campus.

Communication is very important to us. We issue updates via See Saw and the School App for Parents, hold regular Parental Engagement sessions and regularly have events that invite in the whole school community. Parents are kept informed of their child's progress through reports and tracking updates throughout the year. Pupils also work on producing a profile which reflects on their progress in school as well as providing a way of recording your child's wider achievements. A two-way flow of communication is a key aspect of the partnership between home and school, and members of the school community are encouraged to contact the school – at any time – if a problem should arise or if you require further information.

We are fortunate to have an extremely supportive and active Parent Council who go above and beyond to support the pupils, staff and whole school community at Kinlochleven 3-18 Campus. They are always ready to welcome new parents/carers into their teams to work with the school. If interested in joining, please contact the school.

We want you to feel part of this school community and we look forward to having a very long and happy relationship with you and your child here in Kinlochleven 3-18 Campus.



Acting Head Teacher

## Welcome to Kinlochleven 3-18 Campus: Pupil Welcome

To all the pupils at Kinlochleven 3-18 Campus,

It gives us great pleasure to welcome you to our fantastic school. At Kinlochleven 3-18 Campus we believe that if you are happy you will be successful. We believe that to ensure success for each of you we need to provide a high quality education in a safe, respectful and inclusive environment that builds a foundation for life-long learning. We believe that working together with you and our whole school community ensures long-lasting successes for each and every one of you.

At Kinlochleven 3-18 Campus we want to ensure that you have the same opportunities as every other pupil within The Highland Council. We may be small in size but we have huge aspirations for each and every one of you. There are no limits to your future successes and we will celebrate every one of your successes with your parents/carers, the teachers in the school and the whole Kinlochleven School Community.

Your Voice is crucial in making improvements to the school and planning for your future years at Kinlochleven 3-18 Campus. We will regularly hold Pupil Voice sessions throughout the year to ensure every voice in the school is heard and these will be shared with you all in our "You Said, We Did" noticeboards in school.

When you are in our school we will strive to ensure you feel safe, secure and comfortable in your learning environment. This will allow you to realise your full potential at Kinlochleven 3-18 Campus.

*Joseph A. Uamary*

Head Teacher



## School Information

We are very fortunate in Kinlochleven to be part of a modern, attractive school campus with excellent facilities. Staff take pride in promoting and encouraging a positive and inclusive ethos where pupils' good behaviour, effort and achievements in and out of school are recognised and celebrated.

The Nursery, Primary and High School moved to a new purpose-built building in August 2008 on the same campus as part of The Highland Council PPP2 (Private and Public Partnership) initiative. We amalgamated as one 3-18 school in August 2019. The campus is not only used by pupils but by the wider community and has amongst its features, the following:

- A library including public access computers
- A 120 seat theatre
- Video Conferencing facilities
- Two sports halls
- A fitness suite
- An Astro turf

We use technology to enhance learning; all pupils have access to Smartboards, surround sound speaker systems, Chromebooks as well as desktop computers.

Our Nursery is funded by the local authority and, at present, operates a four day week Monday – Thursday. Our Nursery is inspected regularly. A copy of inspection reports may be viewed/downloaded online at [www.scswis.com](http://www.scswis.com) or you may request a copy by telephoning 0845 600 9527. Children who reach the age of 3 years/4 years before the end of February of the following year will be eligible for enrolment of a nursery place. Information is available from Nursery Staff and the Highland Council Website.

*From January 2021, our Nursery increased to 1140 hours. More information can be found [on The Highland Council Website](#).*

Enrolment for our Primary takes place at the end of January or beginning of February. It is advertised in the local press, on our website, and within the village. All children who reach the age of 5 years on or before the start of the summer term in August are eligible to attend primary school. Children who will reach the age of 5 years before the end of February of the following year are also eligible for enrolment.

Kinlochleven High School is the six-year comprehensive school which draws pupils from the areas of South and Nether Lochaber, which includes the villages of Ballachulish, Duror, Glencoe, North Ballachulish, Onich and Kinlochleven. Within our Associated School Group (ASG) there are the following primaries: Kinlochleven (on the same campus as the High School), Glencoe, Ballachulish, Duror and St. Brides (based in North Ballachulish).

Extra-curricular activities and trips are an important part of school life and many are supported financially by our active Parent Councils.

As examples the following extra-curricular activities have been on offer to pupils during the course of the past few years:

Skiing	Swimming
Football	Dance
Rugby	Basketball
Volleyball	Quidditch
Badminton	Young Engineers
Drama	Chess Club
Rock Challenge	Rock School
Theatre trips	Art trips
Economic and business trips	Duke of Edinburgh Award Scheme

The current Nursery roll is 16 (registered for up to 20).  
The Primary School currently has a roll of 49.  
The High School roll is 151.

## School Vision and Values

### School Vision

At Kinlochleven 3-18 Campus we believe that a happy child is a successful child. We believe that to ensure success for each of our pupils we need to provide a high quality education in a safe, respectful and inclusive environment, which builds a foundation for life-long learning.

At Kinlochleven 3-18 Campus we believe that working collectively and creatively with our whole school community ensures positive and sustained successes for our pupils.

### School Values

Respect

Aspiration

Resilience

Equity

### School Motto

“Small school, big ideas”

The 3-18 campus seeks to be an inclusive and welcoming place for all pupils and members of the school community. The school seeks at all times to meet their obligations under the Equality Act.

See details of this act in Appendix 4.

We currently have a Campus Equality Working group, which has both staff and pupils as members. They are looking to implement a Campus Equalities Policy this academic year.



### **School Leadership:**

The school employs a distributed model of leadership which encourages delegated responsibility to a variety of teams. These include:

### **Senior Leadership Team (SLT):**

Consists of the Head Teacher & 2 Depute Heads. We meet weekly to look strategically at the running of the school and how we can work together to further school improvements. We very much believe in working together and we keep in regular contact throughout the school day.

Acting Head Teacher 3-18 Campus : Mr Joe Hannaway

Acting Depute Head Teacher (Secondary): Mr Donald Smith

Depute Head Teacher (Primary): Mrs Loren Crowley

### **Extended Leadership Team (ELT)**

The High School has a management structure in place with Faculty PTs in the following areas: Mathematics, Science & Technology, Languages & Social Subjects and Practical Subjects. The main role of these PTs is to quality assure the teaching, learning, assessment and curriculum within their designated faculties. The PT group is consulted in developing new policies for the school in advance of these policies being discussed at full staff meetings. SLT meet regularly with ELT to look at School Improvement work, ways to support staff and pupils and to plan collegiate activities for staff to undertake.

We also have a **Pupil Support Team** to support pupil progress, support learning and monitor behaviour. We have two Principal Teachers of Guidance and a Principal Teacher of Support for Learning. Each week our SLT meet with the Pupil Support Team to discuss pupils who require an additional level of support to allow them to engage with the curriculum. The Pupil Support Team are also in regular contact with subject staff and parents with regard to pupils' progress.

PT Support for Learning/Additional Support Needs:

PT Guidance S1-S3: Ms Michelle duPreez

PT Guidance S4-S6: Miss Shona Ritchie

### **Learning and Teaching:**

Learning and Teaching is our core business and the sharing of good practice is seen as a vital development tool as we seek to fully implement A Curriculum for Excellence. All teaching staff actively discuss and share good practice both through informal discussion and through staff working groups. The school also implements formal classroom observations to allow senior staff to monitor the quality of teaching and learning.

### **School Fund Committees:**

These Committees are responsible for managing the School Fund, monitoring spending and auditing accounts. Each Committee consists of volunteers and is elected by the school staff, with the Head Teacher being a statutory member. The position of Chair is elected annually by the committee.

We are fortunate to be the recipient of significant funds raised through the efforts of our Parent Councils which significantly bolsters our School Funds. This enables a wide range of events and trips to take place.

### **Pupil Voice and Pupil Council:**

The Pupil Councils meet once per month, representing the views of pupils to the SLT. Issues of concern, or new ideas, can be raised and can be discussed further in class, tutor groups or PSE classes if required.

The aims of the council are:

- To give pupils a voice in the school
- To inform teachers of pupils' opinions
- To influence decisions
- To make the school a better place
- To enable pupils to help themselves
- To raise awareness of school policies

Pupil Voice activities will be carried out regularly throughout the year using [HGIOURS-Part2](#) as a tool for self-evaluation.



## Staff List

### Teaching Staff (PT = Principal Teacher)

#### Senior Leadership Team

Mr Joe Hannaway	Mathematics	Acting Head Teacher (Secondary)
Mr Donald Smith	Geography	Acting Depute Head Teacher
Mrs Loren Crowley	Primary	Depute Head Teacher (Primary)

#### Primary Teaching Staff

Miss Erin Gunn	P1/2 Teacher
Ms Sarah Stephen	P3/4/5 Teacher
Miss Michelle McNeil	P6/7 Teacher

#### High School Staff

Mr Donald Smith	Geography	PT/Faculty Head (Literacy, Languages & Social Subjects)
Mrs Marie Meldrum	Business Education & Admin and ICT	
Ms Michelle du Preez	English	PT Guidance (S1 - S3)
Mrs Irene Walker		
Mr Craig McLean	English	
Mx Charlie Putton	French & Computing	
		PT Support for Learning
Mr Callum Boyd	History	
Mr Garry Simpson	Mathematics	PT Numeracy & Mathematics
Ms Yvonne Toal	Mathematics	
Mrs Gail Wilson	Physical Education	PT / Faculty Head (Practical Subjects)
Mrs Katy Cockerill	Art and Design	
Ms Charlotte Sutton	Music	
Mr Graeme Martin	Design and Technology & Drama	PT/Faculty Head (Science and Technologies)
Mr Alan Morrison	Physics	
Miss Shona Ritchie	Biology	PT Guidance (S4 - S6)
Mrs Gill MacLintock	Chemistry	
Miss Sophie Hall`	Biology/Chemistry	
Mrs Pamela Griffin	Science	

#### Nursery Staff

Mrs Liza Heriot	Early Years Practitioner
Ms Jennifer Lindsay	Early Years Practitioner
Miss Rhiona McLaughlan	Early Years Practitioner

#### Visiting Teachers

Vacant	String Tutor
Mr Mark Reynolds	Brass Tutor
Mrs Karen Thomson	Woodwind Tutor

#### Support Staff

Mr Ken MacDonald	Administrative Assistant
Mrs Morag Kemp	Administrative Assistant

Mrs Beth Grant	Clerical Assistant
Ms Mary Benvin	Pupil Support Assistant
Mr Michael Doherty	Pupil Support Assistant
Mrs Susan MacMillan	Pupil Support Assistant
Mrs Marion Janzen	Pupil Support Assistant
Mrs Eilidh Taylor	Pupil Support Assistant
Mrs Karin Cooper	Pupil Support Assistant
Mrs Sheila Dykes	Pupil Support Assistant
Mrs Shirley Grant	Pupil Support Assistant
Mrs Jane Bruce	Active Schools Coordinator (Job Share)
Miss Rebecca MacLean	Active Schools Coordinator (Job Share)
Ms Kara Gillespie	Youth Development Coordinator
Miss Holly MacDougall	Catering Assistant
Mrs Eileen Donald	Catering Assistant
Ms Janka Slezakova	Catering Assistant
Mrs Maria MacDonald	Leven Centre Coordinator (Highlife Highland)
Mrs Rachel MacInnes	Careers Adviser (Skills Development Scotland)
Miss Anne Rebecca Schwarz	Developing the Young Workforce
Mr Partick McInnes	FMA (MEARS FS)
Mr David Wilson	FCC(MEARS FS)

## **The Parent Councils**

The Parent Council plays two important roles within the school; firstly to express the parents' views and ideas on some of the widespread issues that affect the school and the pupils, and secondly, to raise funds to help subsidise school trips and other extra-curricular activities.

The difference between the costs of these excursions and the amount parents are asked to contribute is *huge*. This reduced cost is only made possible because of the fundraising the Parent Councils do.

## **The Primary School Parent Council**

The Parent Council exists to support the Primary School in its work with pupils and parents, carers and guardians. Communication with parents is a key area of the Parent Council's work so we can accurately represent all the parents' views. Getting involved in your children's learning is one of the most important ways of making a difference for children's achievements. Parent Councils provide an opportunity for parents to get involved in ways that suit them and to support their school in getting the best education for all the pupils equally.

We assist the School with fundraising events, such as serving teas, coffees and holding raffles at school shows, arranging Prize Bingo nights, helping at a bag-packing fundraising day at Morrison's, hosting cinema shows, etc. to raise funds which go towards reducing the individual cost of the school trips, and other benefits such as the Innovation Room and Outdoor Shelter.

**Mrs Kerry Tozer - Chair**

## **The High School Parent Council**

The Parent Council exists to support the High School in its work with pupils and parents, carers and guardians. Communication with parents is a key area of the Parent Council's work so we can accurately represent all the parents' views. Getting involved in your children's learning is one of the most important ways of making a difference for children's achievements. Parent Councils provide an opportunity for parents to get involved in ways that suit them and to support their school in getting the best education for all the pupils equally.

There are a range of fundraising events throughout the year. Occasionally a school text will be sent out asking for home baking, donations for prizes and helpers - all are a big bonus - vital in fact, to ensure the success of the event and its profitability - as is attending the events themselves - and bring a friend!

Your attendance and help at these events would be greatly appreciated. These events help to raise funds to support our extensive outdoor education programme and wider extra-curricular activities for our pupils.

There are also another couple of simple ways to help raise funds throughout the year:

**EASY FUNDRAISING** - just register online and then almost everything you are buying anyway 'pays a commission to our school funds' The item doesn't cost you any extra but the school receives a contribution. (2700+ retailers including Amazon, Argos, John Lewis, Next, Post Office to name a few).

**The 50 Club** (previously known as the 2008 Club) - it's like the lottery! You just sign and only pay £12 a year for the chance to win £50 four times a year. You can also buy more than one number to increase your chances of winning! Draws will be made at the first four fundraising events of the school year. It's cheaper than the real lottery and there's a better chance of winning!

**Mrs Pauline Byers – Chair**

The two parent councils have more recently been meeting as one Campus Parent Council but having two separate Chairs is useful as a point of contact for parents/carers. Also, there are occasions where it may be necessary for the councils to meet separately.

## **Term Dates**

Term dates for this session and next can be found at.

[The Highland Council School Term Dates](#)

## **Parents Evenings**

The Primary School Parents Evening are held twice a year. This year they will be held in person.

We will put reminders out on See Saw and send appointment slips home.

High School Parents' Nights will once again be held in person and parents will receive a letter in advance confirming the details of the event. There will also be a letter distributed to parents detailing all of the events for the coming academic year.

Notice is given of these via schoolbag mail, School App for Parents, which is sent to parents of the relevant year group to remind them.

## **Pupil Socials**

We generally hold three regular dances for High School pupils every year, a very popular Halloween Disco, the Christmas Dance and a school Prom in June. In addition, from time to time, other events are organised by senior pupils.

*Due to current restrictions, these are unable to take place as they would in a normal academic year.*

## **Examinations**

Prelim' examinations for S4/5/6 pupils sitting National 5, Higher and Advanced Higher qualifications are held each year in late mid-January.

SQA examinations begin at the end of April each year, the timetable for which can be found at:

[SQA Exam Timetable 2023](#)

## **Study Leave**

There is no study leave for prelim' examinations.

Details of any study leave arrangements for the SQA exams in April/May will be circulated later in the session.

Other important dates such as course choice deadlines will be circulated to parents at the appropriate time.

Reminders will appear on the school website, in Parent/Carer letters and via social media.

## **The School Day**

### **Nursery Hours**

9.00am –3.00pm: Monday–Friday

### **Primary School Hours**

Morning school is from

9.00am – 10.45am

#### **Break**

11am – 12.20pm

#### **Lunch**

Afternoon school is from

1.10pm – 3.05pm

### **High School Hours**

In line with Highland Council guidelines the High School has adopted a 33 period week with 4 days of 7 periods and a 5 period Friday. This means that the High School day runs from:

8:50am to 3:45pm on Monday to Thursday

8:50am to 1:15pm on a Friday.

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

Day 1: First day of unexplained absence of a pupil. The school will endeavour to make contact by telephone or text to parents, carers or emergency contacts informing them that the child is absent and requesting a reason for the absence. If no contact can be made with the parents/carers or emergency contacts on the first day of absence this will be noted by the school. If the family is known to other agencies, because of possible concerns about his/her wellbeing, then contact will be made with these agencies.

Day 2: Second day of unexplained absence of a pupil. The school will make vigorous attempts to contact a carer or family member by telephone, text or e-mail. If no contact can be made on the second day of absence, this will be noted by the school.

Day 3: Third day of unexplained absence of pupil. If no contact is established, 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/nursery 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 nursery of your child's absence by 9.15 on the morning of the first day of absence.
- ★ Respond promptly to contact made by the school or nursery

### **Holidays during term time**

The majority of parents plan family holidays within the 12 weeks holiday allocated each year and parents are encouraged to do so. Removing children from school for holidays is discouraged by the school and by the local education authority. If a holiday during term time cannot be avoided, parents should write to the Head Teacher requesting permission. In accordance with guidance from the Scottish Government, most family holidays during term time will be recorded as unauthorised absence; only in exceptional circumstances will the absence be recorded as authorised.

### **Transition from Primary to Secondary School**

The school has a relatively small catchment area and there are frequent informal contacts between the secondary school and its feeder primary schools. These contacts are supplemented by formal meetings of the Head Teachers from these schools on a regular basis. In addition, visits are carried out to the feeder primaries by the PT Guidance, Ms duPreez to discuss pupils who are about to join the secondary school.

Pupils in their last term of primary school visit the High school to participate in a Problem Solving Challenge with pupils from all our feeder primaries. This is an opportunity to get to know each other in advance of joining secondary school. We also have a transition week when Primary 7 pupils join the High School for a week and follow a modified first year class timetable each June.

Following feedback from our younger pupils we have revised the “buddy” system for our new pupils. “Buddies” are now pupils from our S3 cohort who will be better able to relate to the new pupils while still having the knowledge and experience of the school necessary to provide support.

Parents from outside the catchment area can request a place for their child in Kinlochleven High School. Informal enquiries regarding a visit to the school, and possible participation in the transition week, should be made to the Head Teacher.

Placement requests should be made to the Area Education Office, Camaghael, Fort William, PH33 7NE.

### **School Improvement**

In line with Highland Council policy a School Improvement Plan is produced. This plan, which outlines our development targets and sets out tasks to be overtaken each session, is available, on request, from the school office. You can also download a copy from our school website, here: [School Improvement Plan \(Website\)](#)

The School Improvement Plan is developed in line with Scottish Government and The Highland Council priorities. It is developed in consultation with staff and is discussed with pupils, parents and the Parent Councils.

#### **This year’s priorities are as follows:**

- 1. Learning, teaching and assessment**
- 2. Raising Attainment and Achievement**
- 3. Ensuring Wellbeing Equality and Inclusion**

Our progress toward meeting the development targets is reviewed each year and a Standards and Quality Report is prepared. This document is available on the school website ([SQR \(Website\)](#)) or on request from the school office. This report also highlights trends in exam performance as well as progress towards meeting the requirements of A Curriculum for Excellence. The school welcomes parents’ questions and views on the contents of either document.

### **HMIE Report**

Our last HMIE report can be requested from [enquiries@educationscotland.gov.scot](mailto:enquiries@educationscotland.gov.scot)



## Nursery and Primary School Curriculum

Scotland is currently pursuing its biggest education reform programme for a generation under the Scottish Government's Ambitious, Excellent Schools agenda. The Curriculum for Excellence is central to this reform agenda. It aims to ensure that all children and young people in Scotland develop the knowledge, skills and attributes they will need if they are to flourish in life, learning and work, now and in the future. Curriculum for Excellence challenges us to think differently about the curriculum. It encourages those working in education to plan and act in new ways. The Curriculum for Excellence wants all young people to become

successful learners	confident individuals	responsible citizens	effective contributors
<b>attributes</b> <ul style="list-style-type: none"><li>enthusiasm and motivation for learning</li><li>determination to reach high standards of achievement</li><li>openness to new thinking and ideas</li></ul>	<b>attributes</b> <ul style="list-style-type: none"><li>self-respect</li><li>a sense of physical, mental and emotional well-being</li><li>secure values and beliefs</li><li>ambition</li></ul>	<b>attributes</b> <ul style="list-style-type: none"><li>respect for others</li><li>commitment to participate responsibly in political, economic, social and cultural life</li></ul>	<b>attributes</b> <ul style="list-style-type: none"><li>an enterprising attitude</li><li>resilience</li><li>self-reliance</li></ul>
<b>capabilities</b> <ul style="list-style-type: none"><li>use literacy, communication and numeracy skills</li><li>use technology for learning</li><li>think creatively and independently</li><li>learn independently and as part of a group</li><li>make reasoned evaluations</li><li>link and apply different kinds of learning in new situations.</li></ul>	<b>capabilities</b> <ul style="list-style-type: none"><li>relate to others and manage themselves</li><li>pursue a healthy and active lifestyle</li><li>be self-aware</li><li>develop and communicate their own beliefs and view of the world</li><li>live as independently as they can</li><li>assess risk and make informed decisions</li><li>achieve success in different areas of activity.</li></ul>	<b>capabilities</b> <ul style="list-style-type: none"><li>develop knowledge and understanding of the world and Scotland's place in it</li><li>understand different beliefs and cultures</li><li>make informed choices and decisions</li><li>evaluate environmental, scientific and technological issues</li><li>develop informed, ethical views of complex issues.</li></ul>	<b>capabilities</b> <ul style="list-style-type: none"><li>communicate in different ways and in different settings</li><li>work in partnership and in teams</li><li>take the initiative and lead</li><li>apply critical thinking in new contexts</li><li>create and develop</li><li>solve problems</li></ul>

## Literacy

The development of literacy skills plays an important role in all learning. Throughout the early and first levels of the curriculum (Nursery to the end of Primary 4), teachers' planning keeps literacy at the forefront of all the children do. At Kinlochleven, we use a variety of approaches, methods and resources to meet the needs of our learners including the Highland Literacy Project, Big Writing, Jolly Phonics and a wide variety of reading resources, including weekly visits to the library. Parents are asked to support their child's progress in reading by sharing books as often as possible.

In the Second Level (Primary 5-7) we continue focusing on teaching reading strategies through the Highland Literacy Project when appropriate. Pupils read a wide range of texts. To supplement our reading programme at this level, we have a range of novels which are studied in detail by pupils in small groups or as a class. Here too, we expect the pupil to expand their reading through weekly visits to the library and reading online.

## Numeracy

At all stages, we aim 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, every day or in imagined contexts

Our approach to numeracy is fundamentally founded upon the children becoming more secure in basic facts knowledge (addition, subtraction, multiplication and division) as well as introducing the children to a wide variety of strategies for solving mathematical (real life) problems. In order to achieve this, all children use a variety of interactive resources to learn, practise and apply their numeracy skills. We use a range of resources for example,



Scottish Heinemann Mathematics, MyMaths, and interactive resources to design learning experiences that are creative and help build children's confidence.

## **ICT**

At Kinlochleven Primary and Nursery we recognise that ICT is essential if children and young people are to be effective contributors able to communicate and interact on a global scale. With this in mind from Nursery to Primary 7 children are given opportunities to use and apply their skills across the curriculum. This allows Digital Learning to be at the heart of every curricular area. We aim to use ICT to enhance and develop learning experiences for children across the curriculum. This is a major focus for our development work as a school and we will work closely with pupils and parents to help make this a reality.

All pupils will have access to Chromebooks, laptops and tablets to support learning. All Primary pupils in the school have a Google account from which they can access Google Apps for Education. This account will allow children to access their work both at home and school.

Throughout the school we work with the children on various topics such as keeping personal information secure, online stranger danger and how to use the Internet responsibly. We are very fortunate to be a new school with wireless technology that allows pupils to work from their devices anywhere in and out of their classroom. We also have an excellent selection of software covering all aspects of the curriculum.

We are committed to using ICT to support home school relationships. We are currently streamlining our online presence in response to parent feedback and hope to have a new website in the future.

## **Religious and Moral Education (RME)**

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 Observance should contact the school and special arrangements will be made.

## **Health & Wellbeing**

Learning in health and wellbeing ensures that children and young people develop the knowledge and understanding, skills, capabilities and attributes which they need for mental, emotional, social and physical wellbeing now and in the future. The school will support pupils to:

- ★ meet challenges, manage change and build relationships
- ★ experience personal achievement and build resilience and confidence
- ★ understand and develop physical, mental and spiritual wellbeing and social skills
- ★ understand how what they eat, how active they are and how decisions they make about their behaviour and relationships affect their physical and mental wellbeing
- ★ participate in a wide range of activities which promote a healthy lifestyle
- ★ understand that adults in the school community have a responsibility to look after me, listen to my concerns and involve others where necessary
- ★ learn about where to find help and resources to inform choices
- ★ assess and manage risk and understand the impact of risk-taking behaviour
- ★ reflect on their strengths and skills to help make informed choices when planning their next steps
- ★ acknowledge diversity and understand that it is everyone's responsibility to challenge discrimination.

Within the Health and Wellbeing curriculum we will cover at appropriate times; relationships, keeping safe, sexual health, parenthood and drugs awareness. We will inform parents when any potentially sensitive aspects of learning are to be covered and if parents have any concerns or wish to discuss this further then they should contact the school.

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.
- ★ Learning through opportunities for personal achievement.

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 the school website.

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 Kinlochleven, this is what we endeavour to do.

P.E. lessons cover aspects of:

- ★ Gymnastics
- ★ Games and gameskills
- ★ Dance
- ★ Athletics
- ★ Getting out in our local environment

### High School Curriculum

The subjects studied by pupils in Kinlochleven High School are arranged to meet Highland Council and national guidelines. Pupils in S1, S2 and S3 follow a Broad General Education (BGE) based on the Experiences and Outcomes outlined in “A Curriculum for Excellence”. Pupils will then study towards achieving the new National 4 and National 5 in S4. S5 and S6 will study towards National 4, National 5, Higher and eventually perhaps Advanced Higher. More details of our Curriculum structure are outlined below.

Some additional Highers are available through distance learning opportunities and in S6 some students follow Open University YASS (Young Applicants) courses.

In addition, collaboration with West Highland College has allowed us to offer a wide range of courses that would not have been available to our pupils. We are expanding the partnership we have with West Highland College to ensure we offer as broad a curriculum as possible to the pupils at Kinlochleven High School.

The current High School Curriculum Structure		
S1/ S2	S3	S4/S5/S6
<i>Pupils will study:</i> English  Maths  French  History Geography Modern Studies Business Education  Science  Art Music Drama	<i>Pupils will study:</i> English Maths PE PSE RME  <hr/> Students have a choice of 6 additional subjects from the Options Form.  <hr/> <ul style="list-style-type: none"> <li>• Drama or History</li> </ul>	S4, 5 and 6 is regarded as the Senior Phase during which students study towards SQA qualifications at National 4, 5, Higher and Advanced Higher.  Pupils choose a maximum of 6 subjects to study taken from their S3 choices. Subject choice for S4 upwards is based on draft choices submitted by students around half way through the year.  The following shows the number of subjects students should expect to study at each level.  S4    7 subjects (plus 1 Wider Achievement Award) S5    5 subjects (plus 1 Wider Achievement Award) S6    4 subjects (plus 1 Wider Achievement Award)

<p>Computing Science Technical Education Home Economics</p> <p>PE</p> <p>RME</p> <p>( Some of the above may only be available in either S1 or S2 due to staffing constraints)</p>	<ul style="list-style-type: none"> <li>• Chemistry or Engineering Science</li> <li>• Business/Admin or History or Music</li> <li>• Biology or Computing or Geography</li> <li>• Art or French or Technology</li> <li>• Art or Physics</li> </ul> <hr/> <p>Plus 2 other subjects, including French, giving a total of 10 subjects across all curricular areas.</p>	<p><i>Opportunities also exist for students to follow Skills for Work courses through West Highland College.</i></p> <p><i>Subjects which can't be offered by staff in the school may be available online via The Highland Council's virtual school program.</i></p>

In first to third years, pupils are expected to study a broad range of subjects to ensure 'breadth and balance' in their courses. A degree of personalisation is built in to our S3 provision where pupils make choices of subjects within the curricular areas.

For S4 to S6 pupils there is a greater degree of individual choice to allow pupils "personalisation" of their learning. Additional subjects above those available in the school may be studied through distance learning. In the past subjects such as Psychology, Computing and Spanish have been studied by our pupils. These courses are run in cooperation with UHI and the Virtual Academy through the Virtual School program. S6 pupils are also given the opportunity for study through the Open University YASS scheme.

All choices at S2 to S5 should be made in consultation with a pupil's PTPS and parents. In the senior school, future career options, college and university entry requirements should help to form the basis for the choices made.

### **Skills for life, learning and work**

A major theme of Curriculum for Excellence is the development of important skills in Literacy, and Numeracy. Learning these skills permeates all areas of the curriculum and all staff have a responsibility to develop these within the context of their own subject areas. Health and Wellbeing is also a major underpinning theme to which PE, Home Economics and Biology have obvious contributions. In addition, developing confident individuals and responsible citizens is a feature of our Personal Development program for all years.

### **Religious and Moral Education (RME)**

Pupils in S1-S3 receive one period of RME per week in line with current national guidelines. This course covers a wide range of faiths and topical moral issues. Parents have a statutory right to withdraw their child from RME but should discuss this with the Head Teacher before making any request. The opportunity to meet for religious observance is afforded to the pupils during assemblies with contributions from local clergy.

### **Physical Education (PE)**

In line with Scottish Government legislation all pupils up to S4 and almost all in S5 & S6 receive a minimum of two periods of PE over the course of their school week.

Pupils in S3 & S4 will receive additional periods in order for pupil to gain a National 4 or 5 Qualification in PE.

### **ICT**

At Kinlochleven High School each pupil has their own Chromebook. This allows Digital Learning to be at the heart of every curricular area. We aim to use ICT to enhance and develop learning experiences for children across the curriculum. This is a major focus for our development work as a school and we will work closely with pupils and parents to help make this a reality.

All pupils will have access to Chromebooks, laptops and tablets to support learning. All pupils have a Google account from which they can access Google Apps for Education. This account will allow pupils to access their work both at home and school.

Throughout the school we work with the children on various topics such as keeping personal information secure, online stranger danger and how to use the Internet responsibly. We are very fortunate to be a new school with wireless technology that allows pupils to work from their devices anywhere in and out of their classroom. We also have an excellent selection of software covering all aspects of the curriculum.

We are committed to using ICT to support home school relationships. We are currently streamlining our online presence in response to parent feedback and hope to have a new website in the future.

### **Homework**

Homework is issued to promote learning at home as an essential part of good education. It reinforces classroom learning and helps pupils to develop skills and attitudes necessary for successful lifelong learning. It also supports the development of independent learning skills, including the habits of enquiry and investigation. Homework can also be a useful diagnostic assessment tool for both pupil and teacher. All classes should be issued with regular homework. The type, duration and frequency will vary from department to department depending on individual, class, course, level of study and year group.

*We are currently re-visiting our Campus Homework Policy.*

### **Assessment and Reporting**

Informal assessment of pupils' work is carried out continuously as part of the normal learning and teaching in each classroom. Such formative assessment helps teachers to direct the next steps of learning. At various stages of the year more formal assessment is carried out to monitor and record pupil progress. Increasingly pupils themselves are involved in this assessment progress, through self and peer assessment, and help to identify areas for further development.

In Primary we call these Key Assessment tasks. Each pupil will complete 5 of these at various times in the year and are shared with parents. This is then followed up in June by a short summary report.

Assessment in S1 to S3 also forms an integral part of the learning and teaching process, although it is unlikely that formal exams will play a part in assessment until the end of S3. This is in response to pupil requests for some experience of exam conditions before their first prelims in S4.

In S4 to S6 pupils will follow courses that lead to formal qualifications. In every course, students will take a range of assessments throughout the year. You will be kept up to date regarding progress on these assessments via Parents' evenings, reports, data captures and letters home.

Most pupils in S4, S5 and S6 will continue to sit SQA exams in May and early June. As stated previously, study leave arrangements for these exams will be communicated later in the session.

Dates for SQA exams are available from the SQA website [https://www.sqa.org.uk/sqa/files\\_ccc/nq-2022-exam-timetable.pdf](https://www.sqa.org.uk/sqa/files_ccc/nq-2022-exam-timetable.pdf)

**Parents should note however that exact times of exams may be altered to suit local circumstances so should consult the individual student's exam timetable given out by the school.**

## **Monitoring and Tracking**

Monitoring and tracking takes place throughout the year for all pupils, with pupil progress being carefully monitored.

In primary, learning conversations occur as a part of the key assessment tasks. Numeracy and literacy diagnostics are also done at the start, middle and end of each academic year. We also record wider achievements to give a clear overview of the totality of the child's experience.

In S1 to S6, pupils are interviewed at key stages by the Pupil Support Team to discuss current progress and future targets. Results from on-line assessments taken in S3 are used to help predict progress in a range of SQA courses.

Pupils in S4, S5 and S6 will receive monthly Monitoring and Tracking reports detailing both their academic progress and their attitude to learning. This will allow more opportunities for parents/carers and pupils to review their progress in learning.

Pupils in S1-3 will receive termly Monitoring and Tracking reports.

In S5 and S6, performance in the S4 SQA exams is used to estimate targets for the current year's qualifications and again these targets are used to inform discussion with pupils and feedback to staff.

All high school students have contact with their Guidance teacher so that they can engage in discussion about their learning targets and reflect on ways to improve performance.

Staff in school will also have regular attainment meetings with class teachers. These meetings are designed to check that students are on track to achieve their full potential and in situations where this is not the case, strategies will be discussed and put in place to support our pupils.

## **Celebrating Success**

All aspects of achievement and progress are monitored, recorded and recognised at the annual awards ceremony. This ceremony is an inclusive event where a wide range of pupil achievement, academic, sporting, musical among others, is recognised.

We have a merit system running in school where students can be awarded merits in an individual, team or House basis. Students collect reward tokens that are displayed in our stylish House Token Collector in the foyer.

We have regular House Competitions where Houses compete against each other for merits. At the end of each term we have introduced cinema afternoons for the winning House.

We have fantastic representation on our Student Leadership Team with both House Captains (S4 to S6) and House Representatives (S1 to S3). The SLT meet regularly with our students to plan events and discuss the matters of the day.

## Relationships Policy

We have recently signed off a new Positive relationships Policy that has been compiled with input from students, parents and staff.

Our aim is to provide a consistent approach to improving relationships and behaviour across the whole community. Within Curriculum for Excellence we are all expected to be proactive in promoting positive relationships and behaviour in the classroom, the school grounds and the wider school community.

*As part of our School Improvement Plan, we are currently reviewing our Campus Relationships Policy.*

### At Kinlochleven 3-18 Campus we

- are **Ready** to work
- are **Respectful** of the environment, ourselves and others
- ensure our surroundings are **Safe** for all involved

### We do this by following the classroom standards

- Show respect for ourselves, other pupils and staff
- Keep hands, feet and unkind words to yourself
- Listen to the person who is meant to be talking
- Turn up for classes on time
- Finish eating any food or drink before you enter your class
- Bring pencils, pens and other equipment to school
- Take off your coat, jacket or hoodie
- Always attempt to complete your work

### This is in line with:-

**UNCRC Article 28** – We should all take appropriate measures to ensure that school discipline is administered in a manner consistent with the child's human dignity and in conformity with the present convention.

## School Uniform

### Campus Colour

It was agreed in a recent whole community consultation that the campus colour would be **red**. This will help in creating a unified campus identity.

### School Uniform

After taking on board feedback from pupils, parents/carers and staff, we were able to look at what uniform will look like across the Campus.

#### Nursery

There is no expectation for pupils to wear uniform, however if parents/carers wish they can follow the primary uniform.

#### Primary School

- Red school jumper/ cardigan
- White polo shirt
- Grey/black trousers/ skirt/ dress
- Red and white check school dress
- Black shoes or fully black trainers

#### High School Uniform

##### *Option 1*



- School Blazer
- School Tie
- White shirt (tucked in)
- Black trousers/ black jeans/ black skirt (no leggings or tracksuit bottoms)
- Black shoes or fully black trainers

#### *Option 2*

- Plain Black V Neck Jumper/ Cardigan (no hoodies)
- School Tie
- White shirt (tucked in)
- Black trousers/ black jeans/ black skirt (no leggings or tracksuit bottoms)
- Black shoes or fully black trainers

#### *Option 3*

- School Tie
- White shirt (tucked in)
- Black trousers/ black jeans/ black skirt (no leggings or tracksuit bottoms)
- Black shoes or fully black trainers

Our Eco School ties are £5 each and Eco Blazers are available at £15 each. Please pay by cash or cheque, made payable to 'Kinlochleven High School'.

While every effort is made to keep the cost of uniform items down we realise that some families find it hard to meet these costs. In these circumstances parents/carers can apply for the School Clothing Bursary to help with the cost of uniform here:-

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

### **Lost Property**

Parents should ensure that items of clothing and footwear worn to school/nursery hours should be clearly labelled. Any loss of property should be reported to class teachers/nursery or support staff. Any found items will be returned to their owners but if unclaimed will be kept for a short time and then either put to the charity shop or school clothing bank. Cash or valuables should NEVER be left in the cloakrooms. The school cannot accept responsibility for items lost but every effort will be made to trace missing items.

### **School Guidance & Support System**

**“Every pupil is entitled to a key adult who knows them well and has an overview of their progress.”**

This statement paraphrases information taken from Curriculum for Excellence.

Currently in Kinlochleven 3-18 School the role of the “key adult” is shared between the Head Teacher, PT Guidance (High School) and Depute Head Teacher of Primary (Nursery and Primary).

All pupils work through a programme of Personal and Social Education as part of their regular curriculum.

The PSE in the High School includes outside speakers brought in to provide particular expertise including the school nurse who covers aspects of sexual health. Other speakers include those who work with disability, the Duke of Edinburgh’s Award Scheme, Financial Advisors, Citizens Advice Bureau, the Social Work Department, Police Scotland etc.



Every High School pupil is made aware that they can approach their Guidance Teacher at any time for help. **The Guidance Teacher should be the first point of contact for parents in relation to all aspects of children's schooling.** At key points in the pupil's progress, specific assistance and advice is available for instance, choosing subjects for S3 to S6.

High School pupils also have a learning conversation at least twice each year to review their progress, assess future needs and discuss issues they may wish to raise.

**Contact and liaison with parents is also very important. Parents are welcome to contact their child's Key Adult at any time.**

Careers advice is offered by Guidance Teachers assisted by Rachel MacInnes of Skills Development Scotland. All pupils have access to online careers information.

## Support for Learning

The school is committed to supporting all pupils in their learning but some pupils may require additional support as they progress through the school.

Mr Stephen Reid is the school's Principal Teacher of Support for Learning. With Mr Reid, our Pupil Support Assistants work in collaboration with class teachers in the classroom and with individual pupils on a one-to-one basis according to need. Staff may refer a pupil for testing by Support for Learning when a difficulty becomes apparent in class. Any pupil who has a record of need for support in their primary school will automatically be assessed to identify any additional support needs.

Parents may also contact the school if they suspect that their child may benefit from Support for Learning. Initial contact should be made through the child's PTPS.

Mr Reid is responsible for monitoring pupils with specific learning difficulties and plans their Individualised Education Programmes (IEPs). Mr Reid also liaises with the Educational Psychologist and runs a paired reading scheme to help raise attainment.

Where a pupil has an identified need for extra help in accessing the curriculum they are generally entitled to similar help in SQA exams. The Support for Learning department co-ordinate such support.

## 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** 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 <contact details>. 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)

## School Health Service

The School Health Service in Kinlochleven 3-18 School is provided by NHS Paediatrician and Health Visitor Manager Elizabeth Stevenson along with the Community Adolescent Mental Health Service team. The service works in partnership with children, parents and teachers to enable children to benefit fully from their education.

How is this achieved?

- Parents are given the option of having their child given routine immunisations at school rather than with their family G.P.
- Pupils with Special Needs are monitored on a regular basis.

- The service acts as a link between other health professionals and the school.
- There is a bi-weekly confidential drop-in service available

Any pupil wishing health advice may self-refer confidentially to the School Nurse. The nurse is in school on a regular basis and pupils should contact the office for details on how to contact her outwith these times.

The Paediatrician and Health team liaise with the PTPSs and SLT on health issues. Advice can be given on career implications of various medical conditions.

### **Child Protection**

The Highland Council has detailed advice and information relating to Child Protection which can be found 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)

The school follows The Highland Council's policy on Child Protection.

### **Health Care**

Staff will only administer medication when accompanied by a fully completed consent form. Prescriptive medication should be given at home by parents.

Health and hygiene appear in certain aspects of the curriculum, both formal and informal. Teachers will take every opportunity to demonstrate the importance of simple health care.

If a child is sick or unwell, the parent is notified and asked to come to school or nursery to collect the child. If this is not possible then, the emergency contact supplied by the parent is contacted. If this is impossible, the child will be kept at the school/nursery until alternative arrangements can be made.

**It is imperative that the school/nursery is kept updated of any changes to emergency contacts.**

### **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 either Miss Playfair, your child's Guidance Teacher or any of our Mental Health First Aiders. Our school has access to Highland Council's Primary Mental Health Worker Service and consultation and advice may be sought if there are concerns that might require more targeted support. We also have a close working relationship with Lochaber Hope, who provide a counselling service. Parents would generally be involved in discussions beforehand, however a young person over the age of 12 can ask for support themselves.

### **Data Protection**

Any information you have supplied/any information gathered from or about pupils will be used only for the purpose for which it was provided and any relevant procedures following from this. This data will be maintained in accordance with the GDPR and will not be passed on to any other organisation without your prior approval unless this is a legal requirement.

Please see Appendix 2 for further details.

### **School and Nursery Security**

In line with national measures to improve school security, all entrance doors use a coded or key-fob entry system. Main entrances will be locked and will remain locked while classes are in progress. Access will be gained by using the buzzer in the foyer. All visitors (including parents) are asked to enter by the main door, report to Reception and to sign in/out.

## Fire Drill

Fire drill notices are displayed throughout the school and pupils are made familiar with them at regular intervals. Fire drill practice is held at least once per term.

## School/Nursery arrivals and departures

Primary pupils should congregate in the primary school playground and enter school in the morning by the back door. Pupils should arrive at school between 8.40 – 8.55am to lessen the time spent outdoors when the weather is inclement or during midge season. Pupils line up in their house groups and are brought in by a teacher. For their own comfort pupils should not arrive at school too early during inclement weather or during midge season. If the conditions outside are deemed inappropriate for the children to remain outdoors, they will be invited inside the school building by a member of staff.

Pupils leave school by the front door. Parents are welcome to wait in the school foyer at home time but are reminded to respect the working environment of staff nearby.

For nursery pupils, the transition between home and the outside world is an important stage in a child's life. Some children cope well with this while others find it difficult and need support. We therefore encourage parents to stay with their child for as long as necessary for them to be reassured. As children are unique and the length of time it takes them to settle may vary parents are asked to go at their child's pace and never to force the process.

Procedure for collecting nursery pupils -

- ★ A member of staff **MUST** be informed if someone other than the parent or carer will be collecting their child.
- ★ Children will not be allowed to leave the Nursery until their parents, carer or authorized person is there to collect them.
- ★ In the event that a child has not been collected after 10 minutes, a member of staff will contact the parent or emergency contact. Please make sure that you tell us of any change to details.
- ★ In the event of an unauthorized person coming to collect a child they will not be allowed to leave until the parents or carer has verified this.

## **Road Safety**

Pupils in P4–7 may cycle or scoot to school and must wear a cycle helmet. At present pupils in nursery - P3 may not cycle or scoot to school but this issue is under review. Cycles and scooters may be left in the cycle compound.

Parents bringing their child to school or nursery by car are advised to observe the 10m.p.h. speed limit, ensure their child is strapped in and is using a car seat or booster cushion if required. Parents and children walking to school or nursery should use pavements and safe crossings.

## **Lockers (High School Only)**

Lockers are available for all pupils. A key is issued on payment of a £5 deposit which will be returned when the key is handed back. Pupils are expected to look after lockers and keep them tidy.

## **Library**

Kinlochleven Public Library forms part of the school campus and is accessible by pupils both as part of class activities and at lunchtime. The library is well stocked and contains a wide range of books in addition to careers information. All pupils are issued with a Library number and lending is recorded using a computerised barcode system. There is access to computers, the Internet and to video-conferencing facilities.

## **Information Communications Technology (ICT)**

The school currently has extensive ICT resources with a computer: pupil ratio is 1 pupil to each device. All classrooms have multimedia projectors, SMART Boards and surround sound to enhance learning through ICT.

Pupils have recently been issued with Chromebook portable computers which they can use to support their learning across a range of subjects and can be used at home as well as in school. We will be piloting a scheme whereby parents can also monitor and feedback on their child's work via the Classroom tools used with the Chromebooks.

We would like to ask that parents/carers support their child to ensure they come to school with their device and it is fully charged each day.

## School Meals

There is a school canteen, run by Highland Council cooking meals of excellent quality and variety. The cost of a school dinner is, at the moment is £2.30 for pupils and just keeps getting better, with quality food, healthier meals, larger portion sizes and more and better choices. If a pupil has special dietary needs, please inform the school. All children in Primaries 1, 2 and 3 are entitled to a free school meal.

The canteen operates a cashless system with money/ cheques /electronic payments being credited to your child's account and debited as they use the canteen. Canteen payment envelopes are available in the school foyer or can be obtained from the school office.

## Using the Online Payment Option

You can now pay for your child's school meals online through the Council's website. Simply visit the Highland Council's website, click on the 'PAY' icon on the home page and follow the payment instructions on screen. In order to make an online payment for school meals you will need to have your child's SCOTTISH CANDIDATE NUMBER (SCN).

Contact the school if you require a reminder of your child's SCN.

All major credit and debit cards are accepted with the exception of American Express and Diners. Note: All credit card transactions will incur a **bank administration charge of 2%**.

Allow 24 hours for payment to process.

<http://www.highland.gov.uk/learninghereschools/schoolmeals/payingforschoolmeals.htm>

Aside from meals the canteen offers a variety of healthy snacks, fruit, home baking etc. at interval time.

Parents who think their children are entitled to have free meals can obtain the necessary application form at the school office. On completion, you must bring with you your proof of entitlement, so that the school can send your form to the Regional Catering Officer who will then decide if the request for free meals is granted.

[https://www.highland.gov.uk/info/878/schools/9/school\\_meals](https://www.highland.gov.uk/info/878/schools/9/school_meals)

Pupils who wish to take a packed lunch can join the other pupils in the canteen.

All Primary pupils are supervised in the school canteen and we do monitor that pupils eat their lunch. If your child is not eating his/her packed lunch or school meal we will let you know.

## Healthy Snacks

As part of our commitment to health promotion pupils are encouraged to bring water bottles to school for use in class. There are chilled water dispensers in school for the purposes of topping up water bottles. Water brought from home may be plain or flavoured but diluted juice/fizzy drinks are not suitable for classroom use.

In the nursery, Highland Council provides milk for each child and also funds the purchase of fruit and the daily snack.

### **Transport to School (High School Only)**

Pupils from the Duror, Ballachulish, North Ballachulish, Onich and Glencoe areas are transported by bus, currently contracted to Shiel Buses.

One bus leaves Duror at 8.00 a.m. picking up pupils at Kentallen, Glenachulish, West Laroch, Ballachulish Square and Glencoe junction.

The other bus leaves the Corran Ferry 8.05 a.m. picking up pupils at Onich, North Ballachulish, West Laroch, Ballachulish Square and Glencoe junction.

They both arrive at school around 8.40 a.m. Pupils from Glen Etive, Kingshouse etc. are transported by minibus or taxi. After school, the buses return to Duror & Fort William, leaving the school at 3.50 p.m. These buses also double up as the Service Buses but guaranteed seats are in place for our pupils.

Information and downloadable forms for requesting school transport are available from:

[http://www.highland.gov.uk/info/878/schools/12/school\\_transport](http://www.highland.gov.uk/info/878/schools/12/school_transport)

'Late Bus Passes' will be issued by the school for travel on a later bus service if a pupil is taking part in activities after school. These should be requested in advance from the member of staff undertaking the activity.

In the interest of safety, a high standard of behaviour is required on the school bus. The following rules apply:

- Pupils must follow instructions from the bus driver.
- Pupils should remain seated throughout their journey.
- Seatbelts should always be fastened.
- Smoking is absolutely forbidden.
- Pupils should not leave the bus, except at their 'drop-off' point.

**Please note that Shiel Buses are not insured for pupils using school transport where the child has no entitlement to travel.**

### **Adverse Weather**

Very occasionally it is necessary to close the school due to adverse weather conditions. This will only happen if we are unable to staff the school (if it is dangerous or impossible for staff to travel to school), if there is a heating or lighting failure or we deem it too dangerous for the vast majority of pupils to travel. If the school is to be closed, you will be able to get information from local radio stations (Nevis Radio or BBC Radio Highland).

**You can also use the Highland Council Winter Weather Website and Telephone Messaging system:-**

**Nursery and Primary School:           0800 5642272 PIN 042390**  
**High School:                               0800 5642272 PIN 041140**

The school will endeavour to contact you via See Saw (Primary School only), the "Teachers2Parents" text messaging service (High School only), or the school apps but **it is the parent or guardian's responsibility to both make sure we have up-to-date contact details for this and also to use other information means, as detailed above, to keep up to speed with school closures.**

The decision on whether or not to send a child to school is ultimately the responsibility of the parent. If you are unsure about weather conditions, please consider your child's safety first. Parents and pupils are often concerned that important examinations may be missed, but this should not over-ride pupil safety. The school will make alternative arrangements for missed examinations, other than external SQA assessments. In the event of bad weather, please use the website or the telephone messaging service to get up-to-date information before the school opens.



## **Emergency Contacts**

In the event of an emergency closure during the school day it is good practice and of vital importance that each child has an emergency contact in Kinlochleven. Parents should advise the school of an alternative address, as close as possible to the school, which may be used by their children in emergencies.

## **For pupils using school transport**

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. When weather conditions are poor, parents should arrange to have children met at the drop-off point.

## **Staying on at School**

Pupils staying on at school beyond their statutory leaving date are entitled to apply for Educational Maintenance Allowance (EMA). To qualify for EMA students must attend school regularly and make an effort to maintain progress in their subjects. Details of applying for EMA can be found in Appendix 9 below.

## **Leaving School**

Pupils remain at school to the age of sixteen and may then leave on the following authorised dates:

Pupils, who reach the age of 16 by 30th September of any year, may leave school on 31st May of the same *calendar year*

Pupils who reach the age of 16 between 1st October and the last day of February (inclusive) may leave school at Christmas in that *school year*.

Before leaving, pupils should collect a 'Leaving Form' from their Guidance Teacher and have it signed by all their teachers to show that all books, equipment and locker keys have been returned. This should also indicate to the school their intended destination for statistical analysis purposes.

Before leaving school we endeavour to ensure all pupils have a positive destination be it a job, a college or university place or alternative education provision. In order for this to happen we work in partnership with Skills Development Scotland, Aspire North and other educational partners.

To do this effectively involves the sharing of data about pupils' performance and attributes. Moves are taking place to set up a central Data Hub to store this information. Data shared in this way is used only to allow various services to help provide positive destinations for all our leavers.

## **Communication with Parents**

Communications between parents and the school has a vital role to play in the education of every child. Parents should contact the school if they have any concerns about their child's progress or welfare. Similarly, the school will inform parents quickly of any problems that arise at school. Each child / young adult in our school has a "Key Adult", who knows the child well and monitors their progress throughout the time they spend in our community.

It is important that parents are kept up-to-date with happenings at the school as well as forthcoming events such as examinations, Parents' Evenings or the issue of Reports. News and items of interest appear on the school website and mobile phone app:

## Websites

[www.kinlochlevencampus.co.uk](http://www.kinlochlevencampus.co.uk)

There are also regular news items in the Lochaber Times.

If you wish to contact the school about any aspect of your child's education we welcome your call at any time.

## Parent Bodies

We have active and supportive Parent Councils. All parents, and carers, are automatic members of the Parent Forums but must be elected to the Parent Council. The school encourages all interested parents and members of the local community to contact a member of the Parent Council to enquire as to how to join or assist.

To contact the Parent Council please e-mail:

[kinlochlevenhighpc@gmail.com](mailto:kinlochlevenhighpc@gmail.com)

[kinlochlevenprimarypc@gmail.com](mailto:kinlochlevenprimarypc@gmail.com)

The Head Teacher acts as an adviser to the Parent Council.

Local Elected Members are also invited to attend Parent Council meetings.

## Making a Complaint

If a parent has any concerns they should contact their child's Named Person in the first instance.

Nursery and Primary School

Mrs Crowely

High School

PT Guidance x: Miss Shona Ritchie

PT Guidance y: Ms Michelle du Preez

However, if they are not available, please contact Mr Joe Hannaway, Acting 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

Mhairi MacDonald,  
Education & Learning Manager,  
Area Education Office,  
Camaghael,  
Fort William,  
PH33 7NE.

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).

***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.***

## Appendices

### Health Promoting School

As a Health Promoting school we also encourage pupils, staff and parents to think about healthier lifestyles. S1 pupils are encouraged to set Health Targets. 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/£2.55 for pupils and just keep getting better, with better quality food, healthier meals, larger portion sizes and more and better choices. If a pupil has special dietary needs, please inform the school. Free meals can be claimed in certain circumstances, for information and application form please see

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

Application forms are available from the school reception. Pupils receive credit on their account which they can use during break and lunchtime in the canteen.

The Highland Council operates a 'Cashless catering' system which utilises pupils' NEC cards. For further details please see:

[http://www.highland.gov.uk/info/878/schools/9/school\\_meals/2](http://www.highland.gov.uk/info/878/schools/9/school_meals/2)

### Lunchtime Choices

Parents are responsible for pupils who decided to go out with 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. 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.

### **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](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](http://www.highland.gov.uk/info/899/schools_-_grants_and_benefits/14/education_maintenance_allowance)

### **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 headteacher.

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>

## 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](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.

## 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 Guidelines are available from Jemma Playfair or online at [http://www.highland.gov.uk/info/1361/childcare\\_and\\_family\\_care/438/child\\_protection](http://www.highland.gov.uk/info/1361/childcare_and_family_care/438/child_protection)

## **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](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.