



# APPLECROSS PRIMARY SCHOOL HANDBOOK 2024/2025



Applecross Primary School

Camusterrach

Applecross

Highland IV54 8LU

[applecross.primary@highland.gov.uk](mailto:applecross.primary@highland.gov.uk)

Telephone: 01520 744325

**Website:** <https://sites.google.com/highlandschools.net/applecrossprimary>

Adverse Weather

Phone- 0800 564 2272 school pin code- 041390

## School Calendar

Please find link to Highland School Term dates below

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

Highland Council strongly encourages parents to take their holidays within these designated holiday periods, but we recognise that this is not always possible. If it is necessary to take a holiday out with these periods, please inform school by letter. The holiday will be recorded as an unauthorised absence.

## **WELCOME TO APPLECROSS PRIMARY SCHOOL**

Applecross Primary School and Nursery would like to extend a very warm welcome as your child begins their journey with us. We look forward to working in partnership between home and school to support your child to achieve to their full potential.

Whether you have moved into the local area, or you are using the handbook as a reference tool while your child is at our school, we hope that this booklet provides you with the information you require to make the transition to Applecross School or Nursery a smooth, concern-free and happy one. You will see that we strive towards providing a range of engaging, enjoyable curricular experiences to meet each individual child's interests and needs. We aim to nurture every child's interests, skills and abilities so that they can develop the four capacities – successful learners, confident individuals, responsible citizens and effective contributors - as set out in a Curriculum for Excellence.

We hope you find a friendly, open and welcoming school community. We have regular opportunities to involve parents and carers in their child's educational journey and encourage you to be active participants within this.

Please contact us at any time if you would like to contribute in any way, receive further information or to discuss your child's education or welfare. We are always happy to talk or meet with you.

We look forward to working together and to building a long, happy association with your family.

Kind regards,

Kirsteen Hotchkiss  
Head Teacher

## **Aims - Our vision, values and aims**

Our overall vision at Applecross Primary and Nursery is to create a secure, happy and friendly environment where all children are encouraged to develop academically, socially, emotionally and creatively to the best of their ability.



We want our children to enjoy challenge, to cope with change, to be confident and to be able to contribute. We want them to think for themselves, put others first, and develop an understanding of local, national, and global issues.

## **SCHOOL CONTEXT**

Applecross Primary School is a small rural primary school, set in the beautiful surroundings of the Applecross Peninsula. The primary school is clustered with Lochcarron Primary school with one Head Teacher overseeing both schools. Children usually attend Plockton High School after primary 7, where they board from Monday until Friday each week. There are currently 10 children in the primary school (ranging from P1 to P5), and 2 in the nursery.

Nursery provision is offered for all children in their pre-school year and for 3-year-olds after their third birthday. Admission to the nursery is at three entry dates within the academic year, being directed by the Highland Council. Parents may choose to pay for nursery sessions as soon as their child is 3 years old, if their child turns 3 prior to this entry date.

The building has one large classroom, a nursery, and a dining room, which is also used for art, music and other purposes. The school has a kitchen and hot meals are provided daily. We make use of the Community Hall for PE, Christmas and end of term celebrations, and other regular fundraising etc. events.

In the school grounds the children look after the garden and playground area, making use of the foliage at the back of the school for den building, games-based activities, nature studies, and art. Across the road the school has its very own outdoor classroom and nursery, the Applecross Shieling, which we are currently at the forefront of developing to embed a vision for outdoor learning as an entitlement across all years.

## Staff at Applecross Primary

### Primary School and Nursery Staff

<b>Head Teacher</b>	<b>Mrs Kirsteen Hotchkiss</b>
<b>Principal Teacher</b>	<b>Mrs. Fionnuala Stark</b>
<b>Class Teachers</b>	<b>Mrs. Suzanne Gillies Mrs. Rebecca Loudon</b>
<b>Early Years Practitioners</b>	<b>Ms Marion Gilroy Ms Floortje Van Schuppen</b>
<b>Clerical Assistant</b>	<b>Mrs. Caty MacLennan</b>
<b>Pupil Support Assistant</b>	<b>Ms Flo Van Schuppen</b>
<b>School Cook</b>	<b>Ms Agnes Rymowicz</b>

### Hours of the Nursery day:

Nursery – 9.00am until 3.00pm Monday to Friday

### Hours of the School day

School opens - 9.00am

School closes - 3.00pm

Morning interval - 10.45am – 11:00am

Lunch break – P1-3; 12.00pm – 1.15pm,

P4-7; 12.30pm – 1.25pm

The P1-3 pupils have a 4½ hour teaching day, and P4-7 have a 5-hour teaching day.

### Arrangements for parental visits and suitable times to telephone

Please telephone to make an appointment if you wish to discuss any matter. If you need to telephone the school, someone will usually be able to answer the phone, but the best times to telephone are:

9.00am – 12.00pm

1.45pm – 3:00pm

Sometimes an answer machine is used. Please leave a message; we will pick up your call as soon as possible.

Alternatively you can email the school at: [Applecross.Primary@highland.gov.uk](mailto:Applecross.Primary@highland.gov.uk)

## **ATTENDANCE/ABSENCE**

Good attendance is vital if pupils are to achieve their full potential. 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 **01520 744325** or email [Applecross.Primary@highland.gov.uk](mailto:Applecross.Primary@highland.gov.uk).

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. Where at all possible, medical and dental appointments should be made out with school hours.

If pupils fall ill during the day, parents are contacted for them to collect their child, therefore it is essential that we have up to date daytime 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](https://www.highland.gov.uk/info/878/schools/32/school_term_dates)

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

## **COMPLAINTS AND REQUESTS FOR SERVICE**

If a parent has any concerns they should contact their child's Class Teacher in the first instance, 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 situation not be resolved, parents can contact the Area Education and Learning Manager, Mhairi Macdonald.

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 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. Applications are made to the Area Education and Learning Manager, Mhairi MacDonald. 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.

Parents can contact the school to arrange a visit for their child if they live out with the catchment area and wish their child to attend Applecross Primary.

Parents of children with additional support needs, (including those that have Coordinated Support Plans) can make placing requests to any school in Scotland including schools outside of the local authority area they live in. All appeals about placing requests to special schools will be referred to the Additional Support Needs Tribunal.

## **ENROLMENT**

Enrolment week for ELC will take place in February 2024.

Enrolment week for the 2023 Primary 1-7 class takes place in January 2024. The staff in Nursery work very closely with the Class Teacher. Lots of joint learning takes place throughout the session with more regular transition activities set up in the last term of Nursery. This ensures that the children are introduced to their Class Teacher and are very familiar with the classroom/school before beginning Primary 1.

## **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, and 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 (2 per year)
- Open afternoons
- End of year summative report
- Newsletters/social media information

Parental information is obtained from questionnaires issued regularly at Parents Evenings.

Parents are always welcome and encouraged to come into the school and can contribute in a variety of ways. Let us know if you have any skills, musical abilities, art ideas or just want to come in to read us a story! Perhaps you'd like to show us something from your work and talk to the children about jobs.

There are a number of ways parents can help children at home.

- Read to your child regularly and encourage him/her to read for pleasure.
- Take your child to a variety of places to develop their interests.
- Talk to your child and listen to them when they are talking to you.
- Encourage them to ask questions.
- Encourage your child to keep fit and healthy.
- Show an interest in what your child is doing in school.
- Check and assist your child with their homework tasks.

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

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

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

## **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.

Teachers will use the assessment process as an evaluative, diagnostic and formative tool to provide evidence of pupil attainment and progress and to inform learning and teaching approaches and pupil targets.

Pupils should view the assessment process as a motivating experience which takes place within the overall context of a supportive school. Pupils should make use of feedback, in all its forms to inform next steps for the improvement of their own learning.

Parents will receive feedback on their son or daughter's progress through pupil reports, progress checks, and target setting information.

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

### **Progress**

As a school we have termly planning/tracking meetings to discuss progress, support and next steps for each individual child. Parents wishing to enquire about a pupil's progress are invited to get in touch with their child's class teacher.

Further information about the school's curriculum at national level can be found online at <https://education.gov.scot>, <https://www.skillsdevelopmentscotland.co.uk> or <https://education.gov.scot/parentzone/>

## **SCHOOL IMPROVEMENT**

The school's Standard and Quality Report outlines the school's key strengths and areas for development over the last 12 months. Our School Improvement Plan outlines a plan to address the areas of development. Paper copies of these are shared with the Parent Council and are available from the school office at any time. They can also be viewed on our website: <https://sites.google.com/highlandschools.net/applecrossprimary>

## **ADDITIONAL SUPPORT NEEDS**

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

If you have a concern about your child in school, please contact your child's class teacher in the first instance or the 'named person' who will usually be the Head Teacher.

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.

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

[http://www.highland.gov.uk/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** 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.

Further information and support for parents/carers if children and young people with additional support needs can be found at:

(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

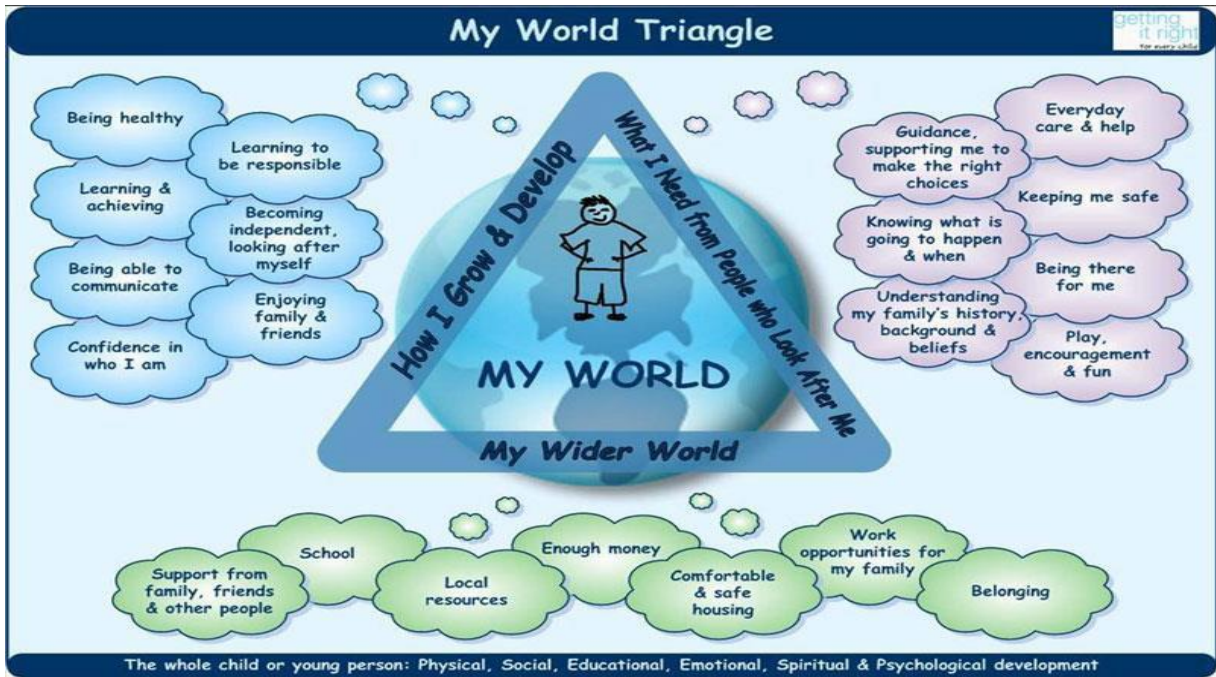
(d) **Scottish Child Law Centre**, an organisation providing free legal advice to young people

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 you 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. 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)

## GETTING IT RIGHT FOR EVERY CHILD

Staff in school work as part of a multi-agency approach to ensure that all children are Safe, Healthy, Achieving, Nurtured, Active, Respected and Included. Applecross Primary is an inclusive school catering for a wide range of educational needs. The Class Teacher and Head Teacher work closely together to ensure that behavioural and learning needs are being met. However, where a child's needs cannot be met by school staff alone, discussions are held with partner agencies. Parents will be fully consulted before this happens. The multi-agency group will then meet to consider how best to support the needs of specific pupils. An action plan will be drawn up to support these needs. Parents will be fully involved in the process.



# THE SCHOOL DAY

## Primary 1-7

9.00am – 3.00pm

Break: 10.45am – 11.00am

Lunch: 12.30pm – 1.15pm



Children may bring a snack for break time. We encourage children to drink water throughout the day and a bottle of water can be kept on a child's desk, however this must only be plain water. Fizzy drinks are not allowed in school at any time.



## School Lunches

School meals are free for all pupils in P1-5. All other pupils are expected to pay for all meals they intend to eat that week by the Thursday of that week. Payments for meals paid for but not eaten due to absence are carried forward as a credit. Lunches cost £2.30 per day. Our school cook is very happy to cater for all dietary requirements. If your child has specific dietary needs, please come in and have a chat and we will work together.



Free meal application forms must be applied for online at:

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

If you have any issues with online application or questions about the free school meals and clothing assistance scheme, please contact the team direct at [clothingandmeals@highland.gov.uk](mailto:clothingandmeals@highland.gov.uk).

School meals are cooked on the premises and the children are encouraged to select and eat a nutritious meal from the choice available each day. Menus are provided by Highland Council to encourage a healthy lifestyle and copies are sent home each term. Every effort is made to accommodate any child who, for medical reasons requires a special diet. The dining area is supervised by school staff.



## Packed Lunches

Children are able to take a Packed Lunch if they wish. We ask that children take any food they have not eaten back home so that parents are aware of what they have eaten. **Due to some children having severe allergic reactions to nuts, please ensure that no nuts, or products containing nuts, are included in packed lunches.**

## **SCHOOL DRESS CODE**

All Pupils are expected to wear Applecross Primary School uniform, and this is available to purchase via [www.myclothing.com](http://www.myclothing.com)

Play and Art can be messy, so paint aprons are stored in the school for such activities.

Pupils require shorts, T-shirt and suitable soft shoes for PE lessons.

We ask the children to change into indoor shoes when they come in to school. It helps us to keep the mud outside the classroom in the wintertime and the cut grass outside during summer.

### **Physical Education**

For gym days, all children must have shorts or leggings and a change of T-shirt, this kit can be kept in school.

### **Indoor shoes**

Children must change their shoes into indoor footwear. These should be purely for indoor use and should be suitable for wearing during gym lessons.

### **All clothing should be clearly marked with the child's name.**

Information about applying for funding to help with uniform costs is available at:

[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)

## **EARLY LEARNING AND CHILDCARE PROVISION**

We operate an early year's provision session for 3, 4 and 5 year olds. Monday - Friday 9am - 3pm.

All children are entitled to 1140 hours of funded nursery hours per session, they are also entitled to a funded lunch.

Early Years Education is about the development of the whole child. We strive to provide a wide range of experiences indoors and outdoors for the children to develop and learn. The staff in the nursery work very closely with the teaching staff to ensure that pupils are prepared for their transfer into Primary 1.



## CLASS COMPOSITIONS

The school has one class; a Primary 1 -6. Mrs. Gillies is the full-time class teacher, with Mrs. Loudon supporting the non-contact time every Thursday.

## CURRICULUM/LEARNING

Applecross Primary School implements the Curriculum for Excellence (CfE). The central theme of this curriculum is to produce citizens for the future who are: Successful Learners, Confident Individuals, Effective Contributors and Responsible Citizens. All learning and teaching across the range of subjects should be undertaken to develop these 4 Capacities. There is an increasing emphasis on links between subjects and the use of real-life situations as a focus and purpose for learning.

The children are taught as a whole class; as individuals; within mixed ability groups, depending on what is being taught and practised.



Our Curriculum, Curriculum for Excellence, is made up of 8 curricular areas:



The curriculum defines 5 levels of learning. In primary schools we are principally concentrating on the first 3 – The progressions through these levels will be as follows

- **Early Level** - Pre-school years and P1
- **First Level** – Achievable by the end of P4 but earlier or later for some
- **Second Level** – Achievable by children at the end of P7 but earlier or later for some

Your child will have access to a range of exciting and engaging activities at their own academic level, linked to these 8 curricular areas. We strive to ensure we put learning into meaningful contexts and to create real life learning experiences for the children. This is to ensure children



make links between learning and what happens in real life so that they have the skills needed for lifelong learning. We will provide you with a termly class letter detailing aspects of what your child will be learning including sensitive aspects of learning such as relationships, sexual health, parenthood and drug awareness.

Throughout the course of the year children will attend various trips/outdoor learning opportunities in the local community and beyond. We make use of the local community woods and have regular opportunities for outdoor learning experiences. Children in P1-6 will normally take part in swimming lessons in term 4.

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

## **SCHOOL CURRICULUM**

### **Outdoor Learning**



Current thinking and supportive research shows that learning outside the classroom is more beneficial when it is planned and integrated into the whole school curriculum. Therefore, at Applecross we have positively moved far beyond offering occasional and one-off experiences, and to ensuring that it is a regular weekly core-part of curriculum delivery.

This unique learning outside the classroom experience helps all our children to develop the ability to positively embrace and experience over time a wide variety of related learning challenges. It requires them to make informed positive decisions and to understand their responsibility within these. It leads to a positive 'can-do' attitude, which is further reinforced by taking their "key" literacy, numeracy and health and wellbeing skills and specifically placing them within meaningful and real-world setting.

### **Language**

The aims of Language are:

1. To enable children to communicate well, both orally and in writing.
  2. To foster an enjoyment and appreciation of language in its various forms.
  3. To provide opportunities to develop the many skills of listening, talking, reading and writing
- These are independent language skills which children need to communicate with the world today.

The school is committed to the **Highland Literacy Project and The Highland Emerging Literacy Programme** which encourages collaborative learning and the teaching of language skills through the context of Reading, making appropriate links with Writing and Listening and Talking. The Core Infant Reading Scheme is the Oxford Reading Tree, with children then progressing on to a variety of novels and non-fiction materials. Phonics are taught using HLP guidelines and Jolly Phonics resources.

In the nursery, children are encouraged to develop reasoning skills, listening and talking skills, while fostering a love of books and the sounds that language makes (rhyming, phonics games, singing songs, clapping games, finding text in their environment).

## Mathematics

The aim of teaching Mathematics is to equip children with the necessary number and mathematical skills, which they will find useful and relevant as they grow and take their place in the adult world. The children are taught by a variety of methods. There is continued emphasis on interactive Maths and Problem Solving in line with National and Council guidelines. Children will have an understanding of the processes, and an awareness of the usefulness of Mathematics, and how it can be meaningfully applied in everyday life situations.

It is recognised that calculators are very much part of our modern world, and therefore calculator work is included in our Scheme of Work in the upper stages. In line with government guidelines, the use of calculators in the younger stages is strongly discouraged.

Children at all stages are given 'hands on' experience of computers. Programmes vary from games to consolidate number bonds, shape recognition etc. to adventure games, information handling and word processing.

The Core Maths Schemes currently in use<sup>15</sup> in this School are Scottish Heinemann Maths and Tee Jay, although we have many other resources. Lessons are planned not through the scheme, but based on what is required to be learned next, and the most appropriate resource will be used. Wherever possible, real contexts are used, further developing children's understanding. Maths is increasingly taught through Topic work and eco-school activities to explore the practical uses of maths.



Children in the school engage in daily Mental Maths sessions. Problem Solving Design and Computer activities complement the main core work. In the nursery, any opportunity for developing mathematical understanding is seized upon.

## Social Studies

This subject is intended to encourage the child's understanding of their environment, society and culture. The studies are a broad mix of Geography, History and Modern Studies, but Language, Mathematics and Expressive Arts are also included. Social Studies are taught in a project format i.e. a central theme is chosen from the School's Cyclic programme, and then is used as a context for developing the appropriate skills. The school aims to provide a broad and balanced programme through which the child can develop the appropriate skills, knowledge and attitudes.

In both the school and the nursery, children are encouraged to choose what they want to learn – in the school, children come up with ideas for topics and vote for them. They then discuss what they already know and what they would like to find out. In the nursery, topics are very much child led - the best topics are those which have come from the children's own interests.

## Health and Well Being

The class teacher teaches 2 hours of PE each week. Our P.E. Sessions take place in the Village Hall with the grass area of the playground being used when weather permits. A mixture of gymnastics, games, movement, dance and athletics are taught, together with an annual block of 10 weeks swimming in Kyle Swimming Pool. Instruction there is given by trained swimming pool staff.

Children are encouraged to participate in Inter-School Sporting events, organised locally within the Plockton Cluster and by the Ross Primary Sports Association. The school works closely with the Active Schools Co-ordinator and seeks to provide opportunities for personal achievement.

## Science

Enquiry and investigation are encouraged in science. We have a range of equipment which is used in experiments and practical work.

Pupils learn to observe, plan, record, set up fair tests, draw conclusions etc. – and these are specifically then related to current issues and debates such as the effects of global climate change etc.



## Technologies

This subject is taught within our social studies curriculum. There are two elements of technology: Understanding Technology in Society and Understanding and Using the Design Process.

We encourage the pupils to use a variety of equipment including construction materials, a workbench, hand tools, safety saw and low temperature glue guns.

## Information and Communication Technology

This subject is used and developed in various contexts across the curriculum.

Children work on the internet to guidelines and under the supervision of teachers. Children can access favourite search engines and sites. These are used in topic work.

We have an extensive range of laptops, Chromebooks, and computer tablets which have filtered internet access for all the children.

Children work with databases, spreadsheets, word processing and graphic software, as well as being introduced to the fascinating world of computer coding.



## **Expressive Arts**

Expressive Arts incorporates the subjects of Art and Design, Music, Drama and Dance. Not only do our pupils learn the necessary techniques and skills of the subject but also learn to express feelings and ideas; and learn to evaluate and appreciate their own work and the work and performance of others.

## **Religious and Moral Education**

We plan our Religious and Moral Education wherever possible to compliment and deepen understanding of our topics. These plans cover three areas: Christianity, Other World Religions and Personal Search. Wherever appropriate, our religious education links with our social studies topic.

***N.B. Parents can request the withdrawal of their children from religious education and observance.***

## **Modern Languages and Gaelic**

We integrate the Gaelic language into day-to-day activities, using it frequently to enable the embedding of basic vocabulary and language. French is also taught during set lessons for P5-7 children.

## **Equal Opportunities**

All children are treated fairly and with equity. They are given the same opportunities to excel in all subjects regardless of race, gender or ability.

## **HOMEWORK**

It is the School's policy to give a little homework over the course of a week. From P1, children will have reading nightly, perhaps some phonics fun, and or number work. Further up the School, homework may include work from other areas of the Curriculum. Work, which should have been completed in class, may have to be finished occasionally at home if the Class Teacher thinks that the child is capable of more output in School.

Parents are strongly encouraged to take an interest in their child's homework, as this is a vital area in the promotion of confidence and self-esteem.

## **EXTRA-CURRICULAR ACTIVITIES**

Throughout the year pupils may participate in a range of activities including, shinty, karate, football and basketball. The activities that children can be involved in during or after school vary throughout the session, depending on the expertise available, staffing, parental involvement and the time of year. We work closely with Daniel Steele our Active Schools Co-ordinator to provide these extra-curricular activities for our pupils. If you would like to take a group or assist with an extra-curricular activity club, please contact the school.

## **TRANSITION TO PLOCKTON HIGH SCHOOL**

During the last year of primary seven, there are many opportunities for the children to meet with other children from other schools who are going to go with them to Plockton High School. They take part in sports events, language and maths events as well as a residential trip to Raasay with their peers from the cluster schools. During the final term, there are meetings with the high school staff. There is a full week of induction, usually about a month before the end of term, which the children greatly benefit from. There are many opportunities throughout the year for children to meet staff at the hostel, where they will be boarding from Monday until Friday each week. There are also many opportunities for children to see round the hostel and eat their lunch there to familiarise themselves with the building and staff. Liaison between staff at the primary school and secondary school is very good, and children with additional needs are well supported.



## **SCHOOL TRANSPORT**

Free transport to and from the school is currently available for pupils under the age of eight residing over two miles from the School, and to those over the age of eight residing more than three miles from the School. Where possible, Highland Council will provide the transport, however there are occasions where parent contracts may be entered into, to meet demand. Any pupil, who abuses the privilege of free School transport by inappropriate behaviour, will be subject to normal School disciplinary procedures.



## **MEDICAL**

Parents or carers are asked to inform the Head Teacher if their child has any medical conditions e.g. allergies, diabetes, epilepsy, etc.

Basic First Aid assistance is available in the school. Minor cuts and bruises are usually treated by the school staff.

If a child is injured in an accident and requires more than basic first aid, the parent/carer is contacted and asked to take appropriate action. We will always contact parents if there has been a head injury.

In an emergency a child may be taken straight to the local medical centre or hospital for expert attention. All efforts will be made to contact parents to inform them of the situation.



### **Administration of medications**

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

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

Assistance with intimate care may be needed by children in any school and this will be provided if required to support these needs quickly and with respect for children's privacy, dignity and rights.

If your child requires medication, please note that this will only be administered by staff when there is clear written guidance from a parent/carer, providing:

- The name of the medicine, the quantity of the medicine to be given, the time it has to be given.
- As far as possible prescriptive medication should be given at home by parents/carers. If it is required to be given in school, the medication should be unopen, clearly marked with the directions from the pharmacist and administered as part of an agreed medical protocol.

### **Minor Injuries**

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

### **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 via the office. 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.

## **MILITARY FAMILIES**

Our school welcomes and supports families and children from Forces Families: serving, veteran and reservists. We understand some of the challenges that mobility of service can bring, and we look forward to working with you to ensure a smooth transition for your child 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 in their education.

Visit the Highland Council Armed Forces Website for lots of helpful information and support <https://www.highland.gov.uk?info?886?schools> –

additional support needs/833/armed forces – support for families and schools  
Please get in touch with the Head Teacher if you have any concerns.

## **EMERGENCY CLOSURE**

Schools now have a dial-in service (**0800 564 2272**) followed by the Applecross Primary School PIN **04 1390**) if there is risk of closure due to adverse weather. This allows parents to listen to a recorded message from the headteacher.

We will aim to email all parents as soon as the decision to close the school is made.



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:

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

In the event of the school needing to be evacuated in an emergency, pupils and staff would move to the Shieling, just across from the school or to the community hall and await instructions from Police and/or Fire Services.

## **COMMUNICATION**



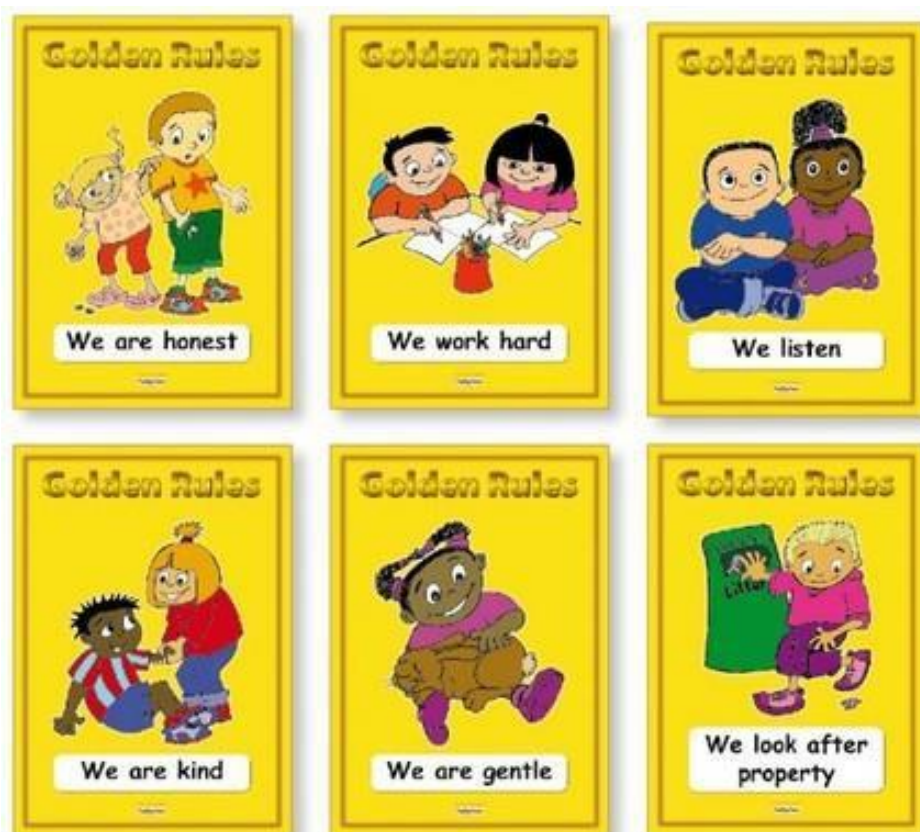
The majority of our school correspondence is sent via email, however there may be occasions when letters may be sent home in children's bags. **Please ensure you keep us up-to-date with changes to mobile numbers and email addresses.**

## POSITIVE BEHAVIOUR POLICY

We have a very good ethos and high expectation of behaviour. Much of this is due to work throughout the year involving pupils in developing their own sense of responsibility. We have a positive approach to behaviour with school rules and "Golden Rules".

Children are rewarded throughout the year with stickers and certificates for good behaviour.

Bullying and racist behaviour is not tolerated in our school. Please ask to see our Positive Behaviour policy for more details.



Children are expected to be courteous at all times to all members of School staff, conveyance operators, and to their fellow pupils and should behave in a manner conducive to the safety and well-being of everyone. Bad language will not be tolerated within School boundaries, or whilst travelling in School Transport.

It is hoped that restorative discussion where children are encouraged to take responsibility for their actions. Thinking about the impact of what they choose to do and say has on the feelings and emotions of others encourages responsibility taking and what they need to do to make the situation better, or not happen again.

At all times children are encouraged to show a degree of self-discipline and have regard for their own and other pupils' property both in the school and in the community at large.

Promoting good School behaviour can only be achieved with the co-operation of home and school; the school will work hard to achieve high standards which reflect the high degree of parental support recorded to date.

## **EMPLOYMENT OF CHILDREN**

The employment of children byelaws regulates 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)

## **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 out with 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 POLICY GUIDELINES are available from <contact details> 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)

## **SCHOOL POLICIES AND PROCEDURES**

School policies and procedures are available in the office for parents to view. If you would like a copy of any of our policies, please contact the office.

Highland Council Policies are available at:

[https://www.highland.gov.uk/info/893/schools -  
\\_general information/29/school policies procedures and guidelines](https://www.highland.gov.uk/info/893/schools_-_general_information/29/school_policies_procedures_and_guidelines)

### **SUMMARY**

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. However, if you need any further information, please do not hesitate to contact me.

If you are thinking about your child coming to Applecross Primary, please call the school and we can arrange for you to come in and have a look around.

Kirsteen Hotchkiss

Head Teacher Applecross and Lochcarron Primary Schools