



BALLOCH PRIMARY SCHOOL HANDBOOK



**Caring, Ambitious, Active,
Achieve**

To be the best that we can be!

Session 2024/2025

CONTENTS

Welcome from the Head Teacher

Chapter 1 Our School

Chapter 2 Your child in the school

Chapter 3 Parents and school

Chapter 4 Useful information



Dear Parent / Carer,

Welcome to Balloch Primary School! I hope that your child will be very happy during their time spent with us. We aim to provide a nurturing and safe environment where your child can develop and learn and is encouraged to do their very best. We try to provide excellent opportunities for all our children, where every member of our school community is valued and where all achievement is celebrated.

We hope that you find this handbook useful and informative to answer some of the queries that you may have about the school and nursery. We recognise that parents are a huge influence on their children's life and we value the very strong partnership Balloch Primary School enjoys with our parents. Parental support is essential to enhancing all the activities we provide for the children and we appreciate all offers of help.

The curriculum we offer is broad and balanced and we try very hard to ensure that learning experiences are relevant and meaningful to the children to fully prepare them with the skills required to live in the 21st century. We use a variety of learning and teaching approaches where children are given opportunities to work independently and with their peers. We believe in developing life skills that will be essential to children throughout their lives as they face the demands of the future. Learning should be engaging for children and we believe that fun is an essential ingredient of learning in Balloch Primary. It is important to us that our children enjoy their time here and leave with happy memories, having achieved their very best while feeling motivated and enthusiastic about their future.

If you would like to arrange an appointment to view our school or if you have any comments, queries or ideas for improvement please do not hesitate to contact me.

I look forward to welcoming you and your child to our school and the wider community.

Gill Rodgers

Head Teacher

Our School



Balloch Primary School is situated in the village of Balloch, four miles from Inverness. The catchment area of the school covers a wide geographical area encompassing Balloch, Clava, Brookfield, Sunnyside, Petty, Allanfearn and part of Culloden incorporating Moray Park Terrace and Moray Park Avenue. Pupils who live within this area will have priority in being allocated a place in the school. The school currently has 172 pupils in the school and 42 in the Nursery. Provision is available from Nursery 3 to Primary 7. The school is co-educational, non-denominational and it is within the authority of Highland Council.

School Buildings

The school consists of three buildings. The main school was opened in May 1991 and a new classroom extension was added in 1996. The main building houses ten classrooms for P1 to P7, school offices, gym hall/canteen, kitchen, medical room, a music room and our RFE (Room for Everyone) nurture space. The nursery is in the original Victorian building which has been renovated to provide two playrooms, both with access to their own outdoor play spaces. The third building is currently used as a meeting room but has also been a classroom in the past.

Address: Culloden Road, Balloch, Inverness, IV2 7HQ

Telephone: 01463 790287

School Email: balloch.primary@highland.gov.uk

Website: <http://www.ballochprimary.org/>

Facebook: <https://www.facebook.com/BallochPrimary/>

Parent Council: ballochparentcouncil@gmail.com

Emergency Messaging Service: 0870 054 6999 (pin: 04 1500)

STAFFING

Head Teacher	Mrs Gill Rodgers
Depute Head Teacher	Mrs Kelly MacBean
Primary 1	Mrs C Johnson
Primary 2	Mrs Dawn Rankin/Mrs Kelly MacBean
Primary 3	Mrs Emma Patience
Primary 4	Mrs Lisa Butler
Primary 5	Mrs Alison Cowie/Mrs Rachel Arkell
Primary 6	Mrs Suzanne Wilson
Primary 7	Mrs Ruth Thompson
CCR	Mrs Dawn Rankin, Mrs Aneta Smedra
Support for Learning	Mrs Lynsey Davidson

EARLY YEARS PRACTITIONERS

Ms Anne Murray	Miss Laura Macdonald
Miss Eve MacDonald	Mrs Heather Millar
Miss Rachel Fraser	Miss Rachael Gunn (Support Worker)

PUPIL SUPPORT ASSISTANTS

Ms Chloe Butler	Mrs Fiona Jack	Mrs Judy Naismith
Mrs Lyndsay Vermeulen	Mrs Aneta Jaros	Vacant Post

ANCILLARY STAFF

Clerical	Mrs Carrieanne Matte
Clerical	Mrs Judy Naismith
Clerical	Mrs Judith Rodgers
Janitor	Mr Scott McCarthy
Cook in Charge	Mrs Donell Dickie
Cleaning Supervisor	Mrs Tracey Beck

VISITING SPECIALISTS

Piping Instructor	Mr Ryan Anderson
Brass Instructor	Mr Rob Farmer
Strings Instructor	Miss Mairi Mackinnon
Vocal Coach	Mr Chris Josey
Woodwind Instructor	Ms Sam Aldred

SCHOOL SUPPORT STAFF

School Nurse	Vacant Post
Health Visitor	Mrs Fiona Macdonald
Speech + Language Therapy	Mrs Elizabeth Nicholson
Education Psychologist	Ms Emma Rait
Practice Lead	Mr Rikki Selkirk

SCHOOL HOURS

The Balloch School day is as follows:

PRIMARY 1- 3

Monday to Thursday	08.50 - 12.15	13.00 - 14.30
Friday	08.50 - 12.15	13.00 - 13.45

PRIMARY 4 - 7

Monday to Thursday	08.50 - 12.30	13.15 - 15.00
Friday	08.50 - 12.30	13.00 - 14.00

NURSERY

Monday to Friday 08.50 - 13.45

The Nursery currently operates a flexible approach between these times.

ENROLMENT

School Enrolment takes place during the last week in January each year. Details are printed in the local press and will also be announced on the school website and Facebook page. Enrolment forms can be found on the Highland council Website.

https://www.highland.gov.uk/info/878/schools/887/enrol_your_child_for_school

P1 Enrolment for August 2024 is Monday 29 January to Friday 2 February 2024.

Nursery Enrolment for August 2024 is week beginning Monday 12th February 2023.

PLACING REQUESTS

Each school serves its own particular catchment area. Pupils whose homes are located in that area have priority in being allocated a place in Primary 1 - 7 in the school. If you live outside the catchment area for Balloch Primary, you

must first enrol with your local school then request a place at Balloch. Placing request applications are made to the South Area Education and Learning Manager online at:

https://www.highland.gov.uk/info/878/schools/887/enrol_your_child_for_school/2

South Area Education and Learning Manager, Fiona Shearer is based at Highland Council Headquarters, Glenurquhart Road, Inverness, IV3 5NX. Parents who are granted a place are responsible for any transport costs to their chosen school.

Parents should be aware that having a place at Balloch Nursery does not guarantee a place in Primary One if you reside outside the school catchment area. Similarly, having a Primary Seven place at Balloch Primary does not guarantee a place at Culloden Academy if you live outside that school's catchment area.

If pupils live outwith the school catchment area and their parents wish them to attend Balloch Primary School, they can contact the school office to arrange a visit.

VALUES AND VISION

Caring, ambitious, active, achieve to be the best that we can be.

AIMS

At Balloch School we aim to:

Ensure all pupils experience a wide range of progressive and relevant learning opportunities within a safe, supportive, inclusive and welcoming environment.

Promote the well-being of all children through opportunities to develop socially, emotionally, physically and intellectually, learning to care for themselves, others and their world.

Involve and encourage parents, carers, partner agencies and the wider community to play an active role in supporting learning and celebrating success both at school and at home.

Ensure that school staff members work within a professional environment where they can take advantage of opportunities for further training and

Caring Ambitious Active Achieve

development in order to enhance learning and teaching, ensuring that we offer the highest quality learning experiences for our pupils. (Reviewed 2019)

STARTING PRIMARY ONE

Prior to your child starting in Primary 1, parents will be invited to the school for an information evening to find out about the early stages of the curriculum and teaching methods. Parents will also have an opportunity to tour round the infant classrooms and ask any questions you may have. This is held at the beginning of June and we will provide an information pack to help support you at this very important stage.

SCHOOL BUS TRANSPORT

Some children within our catchment area are entitled to school transport to and from school if they travel more than three miles to school and are eight years or older. For pupils under eight years old, this distance is reduced to two miles. Children who are in the school as the result of a placing request are not eligible for free transport. In these cases, transport is the responsibility of the parents. Information regarding eligibility to school transport can be accessed at

http://www.highland.gov.uk/info/878/schools/12/school_transport

Forms can be completed online or are available from the school office.

All buses leave after 3 p.m. (2 p.m. on Fridays) but pupils in P1, P2 and P3 who finish earlier are supervised until the end of the P4-7 school day. Pupils who are not entitled to use school transport may only do so, e.g. to visit a friend, when a request has been made to school transport in advance.

Children who travel by bus are expected to behave in an orderly manner. They should sit in a seat while the bus is in motion and wear seat belts. Parents are responsible for ensuring that their child behaves appropriately when using school transport. After they have arrived at school pupils may not leave the premises for any reason.

EQUALITY AND INCLUSION

Balloch School is an equal opportunities school. Our activities in school ensure that we eliminate unlawful discrimination, advance equality of opportunity and promote good relations. Activities should not discriminate against any of the following 'protected characteristics' age, disability, race, religion or belief,

sex, sexual orientation, gender reassignment, pregnancy and maternity. For up-to-date information please see: <https://www.highland.gov.uk/info/751/equality%20diversity%20and%20citizenship/313/equal%20opportunities>

POSITIVE BEHAVIOUR POLICY

We offer a nurturing environment where every child is valued and is expected to be kind and caring to towards others in line with our school values. We promote a positive relationships policy focused on children's rights to support children's behaviour and wellbeing across the school. Please see our Positive Relationships Policy for more detailed information.

<https://highlandcouncil1.sharepoint.com/:w:/r/sites/BallochPrimarySchool/General/Policies/Balloch%20Primary%20School%20PPRP%20Mar%202022.docx?d=wcc196ea722fb4acb9e78f800afb8e08d&csf=1&web=1&e=cAKBFG>

The link to the Highland Council anti-bullying policy is here.

[Policies and guidance - support for learners | Anti Bullying - Guidance for Schools \(highland.gov.uk\)](#)

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 service life can bring and we look forward to working with you to ensure a smooth transition for your child coming into or moving 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. The Highland Council Armed Forces Website has 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 require further information.

CHAPTER 2

YOUR CHILD IN SCHOOL

SCHOOL ETHOS

All curricular areas, teaching approaches and interaction between staff and pupils contribute to the overall atmosphere in school.

We have high expectations of pupils regarding conduct and achievement which are usually met. The atmosphere within school is generally calm, happy and productive. The pupils display a sense of pride in their school and their good behaviour and inquiring attitude are often commented on by visitors and members of the public when we are on trips out of school. The pupils are involved in decision making as much as possible, at class level and at whole school level through our various committees.

HOUSEPOINTS

Pupils are expected to behave in a responsible manner showing respect and tolerance towards others. A House system is in operation with children being awarded house points for good work, being kind, having good manners, trying their best etc. Pupils are allocated to a House when they enrol in the school with siblings being in the same House. In Balloch the school is divided into four houses, Birch, Fir, Larch and Oak with each house having a Primary 7 House Captain and Vice-Captain. House points are recorded each week during assembly and are totalled at the end of each term with every member of the winning house receiving a house pencil as a prize. The house point shield is presented to the house with the most points at the end of the school year.

CELEBRATING SUCCESS

During assembly, pupils are presented with certificates to mark a wide range of success in class based on our school values and the four capacities of the Curriculum for Excellence. Pupils have their photographs taken by our Primary 7 ICT officers and these are displayed on the pupil noticeboards.

We also acknowledge pupils' academic, sporting and personal achievements outside school at assembly. Children are invited to celebrate their successes in our weekly 'Well done Balloch' achievement slot.

PUPIL COMMITTEES

We have three pupil committees within the school. One representative from each class sits on each committee. All pupils in each class are fully involved in regular class meetings which raise any issues in their class as well as feeding into these committees.

The School Pupil Council provides a forum in which class representatives may express the views and opinions of their classmates. A variety of improvements and changes which enhance school life for pupils have been initiated through this group.

The Health and Wellbeing Committee aims to improve all aspects of health at Balloch School for pupils, staff and parents. They also arrange events to encourage our children to support others in our immediate community and further afield.

The Digital Developers are volunteers from P4 to P7 who support the development of all things digital in school. They support in classes when new technologies are introduced and also deliver assemblies to inform the children about the dangers they need to be aware of online.

THE CURRICULUM FOR EXCELLENCE

The Curriculum for Excellence is in place across Scotland for all 3 - 18-year-olds.

At Balloch School teachers base their learning programmes around the Curriculum for Excellence and quality learning and teaching is our top priority. We aim to help every child achieve their full potential and become a successful learner, confident individual, effective contributor and responsible citizen. Children should find their learning challenging, engaging and motivating. The curriculum should encourage high aspirations and ambitions for all. Pupils should have opportunities for a broad range of experiences. The curriculum should be organized so that they will learn and develop through a variety of contexts within both the classroom and other aspects of school life.

Young people should experience continuous progression in their learning from 3 to 18 within a single curriculum framework. Each stage should build upon earlier knowledge and achievements. As children progress, they should be drawing different strands of learning together and exploring and achieving more advanced levels of understanding.

The curriculum should respond to individual needs and support particular aptitudes and talents. It should give each young person increasing opportunities for exercising responsible personal choice as they move through their school career. Young people should understand the purposes of their activities. They should see the value of what they are learning and its relevance to their lives, present and future.

Further information can be found at

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

THE CURRICULUM

This is what is taught in school and it falls into the broad areas of

- Languages and Literacy
- Numeracy and Mathematics
- Health and Well-being
- Expressive Arts
- Religious and Moral Education
- Sciences
- Technologies
- Social Studies

LANGUAGES AND LITERACY

Literacy is fundamental to all areas of learning as it unlocks access to other areas of the curriculum. The languages curriculum can be divided into areas of listening and talking, reading and writing. Our aim is to encourage children to develop skills which allow them to communicate fluently and confidently both verbally and in writing.

Listening and talking are incorporated in all areas of the curriculum. Skills must be taught in order that children become confident when expressing themselves. At Early Stages this may be learning when to talk and when to listen. Later children should be able to speak confidently with awareness of audience.

Children are encouraged to enjoy reading. Basic skills are acquired by the Look and Say method and phonetic approach in early stages as well as a focus on the child's comprehension of what is being read to them and what they are reading on their own. These are further developed as the child progresses. We have a wide variety of fiction and non-fiction available for the children to

read. The school regularly runs a Book Fair to give the children the opportunity of purchasing high quality books and extending their interest and pleasure in reading.

In Writing, children are encouraged to express themselves in a variety of written forms from mark making in Nursery to writing for personal, creative and functional reasons in Primary 7.

All pupils in the school are now learning French as our second language and BSL as our third language.

NUMERACY AND MATHEMATICS

Mathematics includes areas of number, money and measurement, information handling, shape, position and movement. It plays an important role in our lives and is used in everyday activities, such as buying food, keeping time and playing games.

Children enter Primary 1 as active thinkers, having already experienced mathematics at home and Nursery, e.g. ordering, looking at shapes. The staff at Balloch aim to widen this experience and build on prior learning to develop a sound understanding of mathematics.

Mental calculation is strongly emphasised. Regular oral and mental work develops children's calculation strategies and recall skills.

Computer programmes on our school chromebooks are used to reinforce work and to develop skills in information handling.

HEALTH AND WELLBEING

Health Education caters for the physical, mental, emotional and social health of our pupils. Health Education and wellbeing permeate all aspects of the curriculum and school life.

Through Health Education we aim to provide a curriculum that helps pupils to acquire knowledge of the human body and how it works as well as the social and emotional factors that influence health. Pupils are encouraged to make informed choices and take appropriate decisions that help to ensure a healthy lifestyle.

Relationships, sexual health and parenthood education is taught from nursery - Primary 7. Parents are informed before this learning starts and are welcome to view the materials we use and discuss any aspects with the class teacher.

Physical Education (PE)

We encourage all our children to develop sound physical health skills through a planned programme of physical education. Our children experience a wide variety of PE activities including gymnastics, games, dance, athletics and fitness.

SOCIAL STUDIES

Through social studies, children and young people develop their understanding of the world by learning about other people and their values, in different times, places and circumstances; they also develop their understanding of their environment how it has been shaped. As they mature, children and young people's experiences will be broadened using Scottish, British, European and wider contexts for learning, while maintaining a focus on the historical, social, geographic, economic and political changes that have shaped Scotland. Children and young people learn about human achievements and about how to make sense of changes in society, of conflicts and of environmental issues. With greater understanding comes the opportunity and ability to influence events by exercising informed and responsible citizenship.

EXPRESSIVE ARTS

Expressive Arts is a term which is used to describe the teaching of Art and Design, Music, Drama and Dance. All these areas encourage self-expression and the development of the child's own ideas and imagination. Pupils' enjoyment of the Expressive Arts is important in building confidence and self-esteem as well as enhancing the ways pupils can express themselves.

At Balloch Primary School these curricular areas are developed by the class teacher as well as input from outside agencies, e.g. Feis Rois. We are very fortunate in that we have brass, strings, piping and vocal tuition available in the upper stages of the school.

SCIENCES

Through learning in the sciences, children and young people develop their interest in, and understanding of, the living, material and physical world. They engage in a wide range of collaborative investigative tasks, which allows them to develop important skills to become creative, inventive and enterprising adults in a world where the skills and knowledge of the sciences are needed across all sectors of the economy.

Science is taught as a standalone subject from P4 to P7 by our CCR teacher and linked to other curricular areas ensuring continuity and progression.

TECHNOLOGIES

Learning in the technologies enables children and young people to be informed, skilled, thoughtful, adaptable and enterprising citizens.

ICT is used more and more throughout the curriculum as a tool for enhancing teaching and learning. Information technology gives pupils the opportunity to learn skills in word processing, information handling, drawing and designing and for researching information. Pupils in P6 and P7 are issued with individual chromebooks, which can be taken home once the parent and pupil have signed the relevant forms and provided a protective cover for the Chromebook. Pupils in P1 to P5 have one Chromebook per five children which they can access in their classrooms. Each classroom is equipped with a smart board.

RELIGIOUS AND MORAL EDUCATION

Religious Education is concerned with the development of the understanding of the significance of religion within society. It also offers opportunities for pupils to explore some of the difficult questions concerning faith and the meaning of life.

Worship within school is based on Christianity. However, children learn about other world religions as they progress through school. We aim for the pupils to have some understanding of and be tolerant of the views and beliefs of others. We have links with Smithton Free Church, Culloden-Balloch Baptist Church and the Barn Church Culloden. Space is restricted but parents from selected classes are always invited to these occasions. Special arrangements will be made for pupils whose parents do not wish them to participate in religious observance.

Religious Education is required by law to be included in the curriculum. However, parents who wish to have their children withdrawn can do so by informing the school in writing.

LEARNING OUTSIDE OF THE SCHOOL GROUNDS

Learning in Balloch Primary School does not always take place inside a classroom and we welcome any suggestions for speakers / activities / visits which would enhance any area of the curriculum throughout the session. Classes are encouraged to take their learning outdoors into the playground and our local community which offers a wealth of experiences. We are very lucky

to have the Balloch Woods on our doorstep. Parents are asked to give their permission for their child to participate in routine and expected visits around our local community in August each year.

SCHOOL TRIPS

Classes will at times take trips further afield to support their learning as necessary. Such trips may involve visiting a castle, the beach, Kincaig Wildlife Park etc. Parents will always be informed of any such trips and asked for their permission for any trip involving bus transport.

P7 RESIDENTIAL TRIP

A residential trip for our P7 pupils is arranged for the September of the P7 year. This is currently held at the Abernethy Trust Centre at Nethybridge. The benefits of such a trip are huge, the children have an opportunity to learn new skills, develop their independence skills and confidence, while having lots of fun! Parents are responsible for paying the cost of this trip but we try to give as much notice as we can to allow the trip to be paid over a number of months.

SCHOOL TERM DATES FOR PUPILS 2024 - 2025

TERM 1

Tuesday 20th August 2024

To Friday 11th October 2024

TERM 2

Monday 28th October 2024

To Friday 20th December 2024

TERM 3

Monday 6th January 2025

To Friday 4th April 2025

Schools are on holiday on Monday 17th February and Tuesday 18th February 2024

TERM 4

Tuesday 22nd April 2025

To Thursday 3rd July 2025

IN-SERVICE DAYS

Monday 19th August 2024

Monday & Tuesday 16th & 17th September 2024

Wednesday 19th February 2025

Monday 2nd June 2025

Further information on school dates can be found at:

https://www.highland.gov.uk/info/878/schools/32/school_term_dates

CHAPTER 3

PARENTS AND SCHOOL

PARENT COUNCIL (BSPC)

We have an active Parent Council who work hard to support the learning and teaching experiences delivered in the school. We are very grateful for all they do and new members are always welcome.

There are a number of aims and objectives of the Parent Council which include:

- To support the school in its work with all pupils.
- To promote partnership between the school, its pupils and all its parents, providers of nursery education and the wider community.
- To identify and represent the views of all parents and/or guardians on the education provided by the school and other matters affecting the education and welfare of all the pupils.

The Parent Council meets one evening each term, so usually only 4 meetings per year and these are open to all parents. If you can't attend the meetings there are other ways to support the group i.e.: helping with the website, which can generally be done from home. The time commitment is up to you. If we need to meet out with the term meetings this is usually a more sociable event in someone's house or the village hall.

School website (run by Parent Council): <http://www.ballochprimary.org/>
Parent Council Facebook: <https://www.facebook.com/BallochPrimary/>

The AGM for the Parent Council is usually held in June in the school hall. Parents are very welcome to come along and hear more about how the group has supported the school during the year.

The current Chair of the Parent Council is Craig Edwards, if you would like to know more about the Parent Council please contact Craig, either through the school or by contacting him directly ballochparentcouncil@gmail.com

We value the views of our parents and these are sought through a variety of ways during the school session - surveys, questionnaires, individual feedback slips and on-going communication.

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>

FUNDRAISING GROUP

The BFG (Balloch Fundraising Group) are a sub-group of our Parent Council and they have organised a variety of events during the last few years, including all our school discos. All the money raised through events goes to providing 'extras' for the children and supports excursions for the children to the Pantomime, etc. During the previous two sessions the BFG have raised funds for playground improvements and I.C.T. equipment, including Sumdog, which is greatly appreciated by the children.

The AGM for the BFG is usually held in June in the school hall. Parents are very welcome to come along and hear more about how the group has supported the school during the year.

ASSESSMENT AND REPORTING

ASSESSMENT

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 make use of feedback, in all its forms to inform next steps for the improvement of their own learning.

Each child's progress through the curriculum from Nursery to P7 is assessed according to whether they have achieved the identified learning outcomes. These learning outcomes are divided into levels - Early, First, Second, Third, Fourth and Senior.

Curriculum for Excellence Levels are as follows:

Early Level:	Pre school years and P1 or later for some.
First Level:	by the end of P4 or earlier for some
Second Level:	By the end of P7 or later for some.
Third + Fourth Level:	S1 - S3.
Senior Level:	S4 - S6

Information regarding the school's performance can be accessed at <https://public.tableau.com/profile/sg.eas.learninganalysis#!/vizhome/SchoolInformationDashboard-Primary/Introduction>

REPORTING IN BALLOCH PRIMARY 1 - 7

Below is an outline of the usual reporting year in Balloch.

Terms 1 and 2 (summer - Christmas break)

Open afternoon - parents can come in and chat with their own child/children about their learning and meet their child's teacher.

Parent consultation meetings - parents have the opportunity to discuss progress with class teacher(s) and look at their child's work in November.

Term 3

Parent consultation meetings - parents have the opportunity to discuss progress with class teacher(s) and look at their child's work in March.

Term 4

An end of session report will comment around other curricular areas, the wider curriculum and pupil's attitude to work. It will include the pupil's profile about their own learning. Learning snapshots from this term and previous terms will be included as part of the annual report.

Over the school year, seven learning snapshots are sent home - three each for literacy and numeracy and one for health and wellbeing. Parents have the opportunity to discuss learning in these key areas with their child and comment.

In addition to these formal arrangements, parents are welcome to contact the school office should they wish to speak to class teachers regarding their child. Teachers are always happy to make an appointment or discuss matters on the telephone at a mutually convenient time if that is more suitable.

ADDITIONAL SUPPORT NEEDS

Class 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/download/downloads/id/11/co-ordinated_support_plan

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 a member of the SMT. Should 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

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

Advice, further information and support for parents of children with ASN can also be sourced from the following organisations:

Enquire - the Scottish advice and information service for additional support for learning, a charitable body - <http://enquire.org.uk/>

Scottish Independent Advocacy Alliance - <https://www.siaa.org.uk/>

Scottish Child Law Centre - <http://www.sclc.org.uk/>

HOMEWORK

Parents and families are by far the most important influences on children's lives. The support of parents in their children's education is key to the success of young people. Taking time with them, discussing work, practising language, helping them manage their homework and encouraging responsibility are important ways of supporting children's learning.

The amount of homework is determined by the class teacher in relation to the work of the group / class and the capabilities of the pupils. Homework may take the form of an assignment or necessary revision or practice.

A copy of the policy which was drawn up with pupils and parents can be found on the Parent Council website <http://www.ballochprimary.org/>

MONTHLY COMMUNICATION

After consultation with parents, a monthly newsletter is sent to all parents via email every month. The Parent Council Facebook is used to update parents on more immediate matters and to send reminders about events happening in the school. We also post messages about clubs and activities which are open to children in the school. A 'closed' facebook page is currently in development which will allow us to post photographs of the children which will only be seen by the members of the group on the understanding that these photographs are not copied or posted elsewhere by parents.

SCHOOL WEBSITE

The Parent Council looks after the school website and this is currently being re-vamped. It can be accessed at www.ballochprimary.org

ABSENCE ARRANGEMENTS

Good attendance is vital if pupils are to achieve their full potential. 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. For Child Protection reasons parents are asked to notify the school of any absence before 9.15am, otherwise the school will make efforts to contact parents. If no contact is made on first day of absence this will be noted by the school. If there is a second day of unexplained absence the school will make vigorous attempts to contact a carer or family member. On the third day if the school has no explanation of the absence either a home visit will be made or the police notified of non attendance.

Parents should inform the Head Teacher (usually by note to the class teacher) of any need to withdraw a child from school during normal school hours. Where at all possible, medical and dental appointments should be made out with school hours.

When parents are considering whether to remove their child(ren) from school for a 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 the loss of curricular activities;

- will affect school attendance records and efforts to raise standards of attendance;
- under the guidance issued most family holidays will be coded as unauthorised absence.

In conclusion, parents are asked to be aware of these considerations when making decisions on planning holidays during term time.

Enclosed is a link to the school term dates on the Highland Council website to aid parents in planning holidays

https://www.highland.gov.uk/info/878/schools/32/school_term_dates

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

The children's attendance is monitored monthly by the Head Teacher. The parents of children who fall behind the required percentage are invited to attend a meeting in the school to discuss how attendance can be improved.

CHAPTER 4

USEFUL INFORMATION

SCHOOL UNIFORM

The general policy of Balloch School is to encourage pride in appearance, neatness and a sense of belonging to the school community. We hope that you will encourage your child to wear school uniform at all times. Visitors to the school often comment positively on how smart our children are. The school colours are dark green and gold, worn with grey or black. Uniform consists of:

- ❖ Black/grey trousers.
- ❖ Formal type school shorts or skirts - grey or black - (sport/football shorts are not acceptable). In warmer weather, green checked dresses and green cardigans may be worn.
- ❖ Gold school polo shirt - black for P7s.
- ❖ Green school sweatshirt - black for P7s.

Sports Clothing

For PE and sports, pupils should wear their gold polo shirt and black sport shorts - (football strips are unacceptable). We have also introduced house t-shirts for P.E. Our Parent Council has provided us with extra shorts for children who have forgotten their kit. A note will be sent home the third time a child does not bring their P.E. kit as parents may not be aware.

For safety reasons, the wearing of jewellery, especially earrings are discouraged generally but if worn, must be removed for P.E. lessons.

Ordering School Uniform

On two occasions each session school uniform items are ordered by the B.F.G. (Balloch Fundraising Group). A google form will be emailed to parents to complete.

At other times items may be purchased from: Schoolwear Made Easy, Unit 4, 57 Harbour Road, Inverness IV1 1UF. Telephone 01463 222022.

Articles of clothing, including jackets must be clearly marked with your child's name. The school cannot be responsible for the loss of any items.

HEALTH CARE

Minor cuts and bruises are attended to in school. In the case of children becoming unwell or receiving a head bump, contact is made with the parent /

emergency contact and you may be advised to collect your child from school. It is essential that we have up to date daytime contact numbers and emergency contact numbers for all pupils. No child will be allowed out of school unless the parent or emergency contact has been notified. In the case of more serious injuries, the child would be taken to Raigmore Hospital for emergency treatment. Every effort would be made to contact the parent to allow the sharing of decision making. It is very important that parents inform the school of any medical condition that might in any way affect their child. The confidential nature of this information will be respected.

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.

As far as possible prescriptive medication should be given at home by parents/carers. A child may only take prescribed medication if the parent has

given written permission, there are clear directions from the pharmacist and the medication is administered as part of an agreed medical protocol. This should not be the first dose in case the child has a reaction to the medicine.

MOBILE PHONES

Very few children bring mobile phones to school but we do understand that, on the rare occasion, children may take them. If your child takes a mobile phone to school they should keep it in their school bag and it should be switched off at all times. Children will not be allowed to use their phone in the school premises or grounds. We can accept no responsibility for lost or broken mobile phones.

TRAVEL TO SCHOOL

As well as children who travel to school by bus we have a number of children who travel by bike, car and on foot. We have a covered bike storage shed where bikes and scooters can be stored during the school day. Any pupil using the school bicycle racks should have a helmet and lock for their bike. Younger children cycling to school should be accompanied by an adult. The school cannot be responsible for bicycles damaged or stolen.

CARS

Our Parent Council completed an upgrade to the car park adjacent to the school so that there is now a drop off zone and safer route to the park.

ON FOOT

Please impress on your child the need to use the crossing and to check both ways before stepping off the pavement. Please also advise your children that they should take great care while walking to school and explain the necessity to stay on the pavement. Pupils may enter the school playground from Cherry Lane or Cherry Park (morning only).

SCHOOL MEALS

We have a cook who prepares meals on the premises. Healthy menus have been introduced as part of Highland Council 'Hungry for Success' initiative. Menus are displayed and copies sent home so that parents can help children with choices. They can also be found at:

https://www.highland.gov.uk/downloads/download/9/school_menus

Pay by cheque or cash

School meals are currently supplied by Highland Catering, who collect payment and plan menus. Pupils in Primary 1 - 5 are entitled to a free school lunch.

School meals for Primary 6 and 7 are £2.30. Payment envelopes are provided by the kitchen. Cash and cheque payments should be made on each MONDAY for the week commencing. Parents can also pay monthly, quarterly or by term although this must be paid in advance. Cheques should be made payable to 'The Highland Council' and the pupil's name and class written on the back. In unforeseen circumstances pupils may pay for a meal in cash on any day. However, in order to minimise delays in the lengthy dinner queue, catering staff avoid handling cash at meal times.

Pay online

To pay online, visit the Highland Council's website www.highland.gov.uk and click on the Pay online heading on the home page and follow the payment instructions on screen. In order to make an online payment for your school meals you will need to have your child's SCOTTISH CANDIDATE NUMBER (SCN). If you require a reminder of your child's number contact the school.

FREE SCHOOL MEALS

Free school 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)

PACKED LUNCHES BROUGHT FROM HOME

Pupils in Primary 1 - 6 must eat their packed lunches in the dining hall. Primary 7 pupils are given the privilege of eating their lunches at the picnic benches at the back of the school.

The under noted guidelines, for Parents of children who will be bringing packed lunches, are designed for the safety and protection of pupils:

- All food must be carried in a semi-rigid container with a secure lid. Containers should be clearly marked with the name of the child.
- Glass bottles or containers are not permitted under health and safety regulations.
- Vacuum flasks containing hot liquids or food are not permitted because of the danger of scalding.
- Fizzy drinks in cans or bottles are not permitted because of the obvious dangers they present.
- We kindly request that you avoid giving your child food containing nuts in their packed lunch as we have several children in the school with a severe nut allergy.

The Council cannot be held responsible for any loss or damage to packed meals or their containers.

LEAVING THE SCHOOL AT LUNCHTIME

Historically in Balloch, pupils have remained in school for the full lunchtime but this is not compulsory. Parents are responsible for pupils who go out with the school grounds for lunch time and pupils should be collected from the front entrance.

EMERGENCY CONTACTS

When enrolling children parents are asked to provide two emergency contacts for pupils in case of illness or emergencies in adverse weather conditions. This contact would be used if a parent was unavailable. It is essential that parents ensure that the school is advised of any change of telephone number etc in order that information for emergency contacts may be updated as necessary.

EMERGENCY CLOSURES

It is usually possible to give advance warning to parents of early closing. However, in some circumstances, e.g. power failure or extreme weather conditions, this may not be possible and parents are asked to ensure that:

- (a) the school has a note of an emergency contact if both parents/guardians are working
- (b) children know what to do and where to go

Our first priority is always the safety of the children and no child would be allowed to go home before reasonable steps had been taken to ascertain that an adult is at home.

Balloch School has a large number of children who are transported by bus and in these cases every effort would be made to contact individual parents before any action would be taken.

In addition the school has a 'messaging service' which you should check in bad weather to find out if a closure is likely. To access this telephone 0800 564 2272 followed by the school's own pin number 04 1500. Information may also be accessed through the Highland Council website <http://www.highland.gov.uk/schoolclosures>

CHILD PROTECTION

The school takes the matter of child protection very seriously. If you have any concerns about a child, please do not hesitate to contact the Head Teacher at the school.

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, education staff must report such incidents to social work services which can lead to a joint social work/police investigation. The social workers and police officers have been specially trained. They are sympathetic to the fact that a child protection investigation can be worrying and upsetting for a family, but their first concern must be the welfare of the child.

Copies of child protection policy guidelines are available at <http://www.highland.gov.uk/info/1361/childcareandfamilycare/438/childprotection>

CONCERNS AND COMPLAINTS

Parent Complaint Procedure

We aim to find appropriate solutions to all problems/complaints at school. If the enquiry is regarding a classroom issue, the class teacher would be the first person to be contacted. If there is an issue which parents feel the class teacher could not address then contact should be made either in writing or by arranging an appointment through our office with one of our senior management team, Gill Rodgers, Head Teacher or Kelly MacBean, Depute Head Teacher.

We would assure parents that we take seriously any complaints and endeavour to resolve them as quickly as possible. If after speaking to staff parents did not feel that the issue raised had been dealt with correctly they should then contact the Education Office for further help. If a concern arises that the school is unable to resolve parents can pursue the matter by contacting the following education personnel:

Fiona Shearer, Acting Area Education Manager

Headquarters

Glenurquhart Road

INVERNESS

IV3 5NX

01463 702811 or Fiona.Shearer@highland.gov.uk

Parents of pupils in Nursery may also contact the Care Inspectorate.

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.

If a parent has a concern they can also contact Children 1st's Parentline by calling 08000 28 22 33 or online at www.children1st.org.uk/help-for-families/parentline-scotland/. Children 1st are there for any problem - big or small.

Pupil Complaint Procedure

Pupils may voice concerns or complaints through their class teacher, playground supervisors, H.T. or D.H.T., class meetings and School Pupil Learning Council.

LIAISON WITH PRE-SCHOOL GROUPS

We have our own Nursery which caters for both 3 and 4 year olds. Contact is made with other pre-school centres for children who do not come from our Nursery. All children coming into our Nursery and Primary 1 classes are offered the opportunity to visit prior to starting.

TRANSFER TO SECONDARY SCHOOL

On completion of Primary 7 at Balloch School, most of our pupils continue their education at Culloden Academy, Culloden, Inverness, IV1 2JZ. Telephone - 790851. Rector - Dr James Vance

There is good liaison between the two schools. Staff members from Culloden Academy visit the school to talk to P7 pupils on several occasions before transfer. This enables the pupils to get to know some of the staff before they join the Academy. The pupils visit the Academy for three days during the summer term as well as planned activities throughout the year. They are grouped in their new classes and follow their new timetable. Enhanced arrangements are made to support pupils with additional needs.

P7 parents also have the opportunity of meeting with some members of Culloden Academy staff and are invited to the Academy for a visit, normally on the evening of the Primary 7 visit.

FUNDRAISING

Various fund-raising events are organised to raise money for the Balloch School Fund and the BFG fund.

Each year the school supports two or three charities, one of which will be local, and occasional fund-raising events are held in support of these. The

children on the Health and Well-being Committee choose a charity to support and will organise various events over the year.

EXTRA CURRICULAR ACTIVITIES

The school makes every effort to involve the children in a number of sporting and leisure activities. There are several extra curricular clubs running at various times during the session which pupils may join.

Clubs are also available in the Balloch Hall next door and at Culloden Academy.

We are happy to support parents in setting up and running clubs for the children. The clubs do not necessarily have to run for the full school session.

As well as supporting us with the running of clubs parents are asked on an annual basis to let us know if they are available to help on trips or whether any member of the family / immediate community have particular skills / knowledge which might be of interest to the children in the school.

ACCESS TO PUPILS' 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 POLICY

Information about pupils' education is collected through our statistical surveys in partnership between the Scottish Government and Local Authorities through the ScotXed Programme which aims to help schools and Local

Authorities by supporting efficient collection, processing and dissemination of statistical information. The Scottish Government then provides analysis of the data to support research, planning, management and monitoring of education services as well as to produce National Statistics publications.

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

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

Information on why we collect data about pupils and who we share this data with can be found in Highland Council's Privacy Notice which is available here:https://www.highland.gov.uk/directory_record/1095920/enrol_your_child_at_a_school

Why do we need your data?

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

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

Your data protection rights

The collection, transfer, processing and sharing of ScotXed data is done in accordance with data protection legislation. We also comply with the National Statistics Code of Practice requirements and other legislation related to

safeguarding the confidentiality of data. Data protection legislation gives you the right to know how we will use your data. This note can give only a brief description of how we use data. Fuller details of each individual ScotXed survey, including the purpose of each and the published data, can be found on the ScotXed website

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

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

Concerns

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

WHILST THE INFORMATION IN THIS HANDBOOK IS CONSIDERED TO BE CORRECT AS AT 4th DECEMBER 2023, IT IS POSSIBLE THAT THERE MAY BE CHANGES DURING 2024/25 AFFECTING MATTERS DEALT WITH IN THIS DOCUMENT.

ANNEX A

Rationale

- We want every child to have the opportunity to achieve and experience success on a regular basis.
- Learning will be built on firm foundations with opportunities for creativity, personalisation and relevance as well as core skills and knowledge.
- Literacy, numeracy, health and wellbeing are developed across a variety of curricular areas, embedding skills for life, learning and work.
- Pupils are supported in taking ownership of their learning through staff sharing learning intentions and success criteria as well as discussion of next steps personal to pupils.
- Pupils have opportunities to lead learning through discussion and questions of what and how they want to learn.
- There will be a balance of activities in classes - individual, collaborative and cooperative.
- All partners of the school are encouraged to have a voice
- Pupils will be supported in recognising that with rights come responsibilities.
- The school will endeavour to provide an environment which is conducive to learning whether it is the physical environment of the school, school grounds or wider community.
- ICT will be used to enhance learning in the 21st century.

ANNEX B

SCHOOL IMPROVEMENT

We always strive to improve our school to make it the very best that it can be.

To support our school improvement, we are required to produce two documents each year, a School Improvement Plan and a Standards and Quality Report.

School Improvement Plan

This year our priorities are:

- To ensure a consistent approach to the learning and teaching of Writing across the school, ensuring clear programmes for spelling, grammar and handwriting across the school.
- To develop a progressive programme of topics for the children to learn through which will equip our children with the knowledge, skills, attitudes and attributes essential to survive in the 21st century.

Standards and Quality Report

Our Standards and Quality Report is based on our critical self-evaluation of where we are, what we have achieved that year and what we need to do next to further improve.

The school Improvement Plan and Standards and Quality Report are available for parents on our school website.

<http://www.ballochprimary.org/>



Balloch Primary School
Culloden Road, Balloch, Inverness, IV2 7HQ
Tel: 01463 790287E-Mail: Balloch.primary@highland.gov.uk

Caring Ambitious Active Achieve