

Keiss Primary School and Nursery Handbook 2024-2025



**Keiss Primary School and Nursery
High Street
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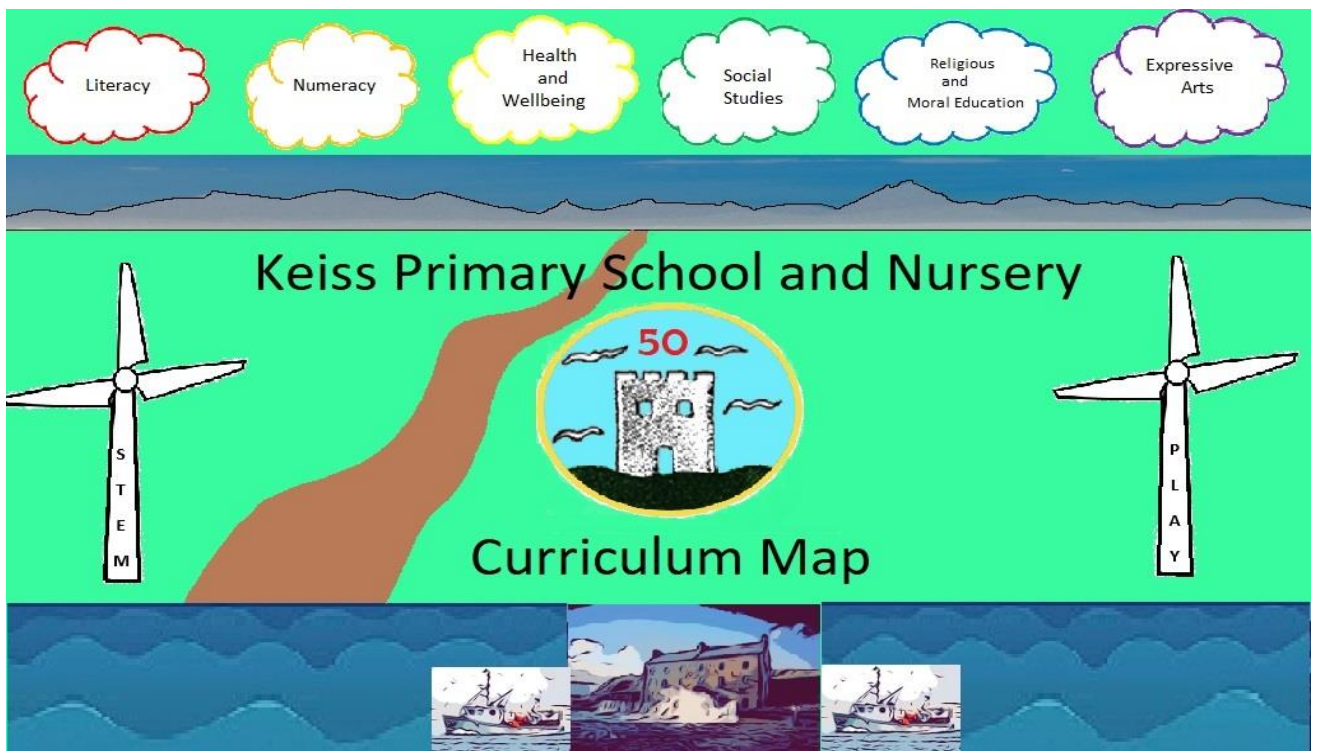
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Together we create, learn and achieve in a safe and nurturing environment where pupils can grow.



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Welcome

Dear Parent/ Carer,

Welcome to Keiss Primary School and Nursery. It is a privilege and a pleasure to welcome you to our school and nursery. This handbook is written for all parents of children at or about to enrol as a pupil in either the nursery or school.

It contains information about the school, nursery and the varied aspects of Curriculum for Excellence. We hope you will find it useful and informative. We look forward to welcoming our new pupils and parents and aim to do all that we can to make sure that you and your children will enjoy being part of our school and thrive here.

We actively encourage partnership with parents and welcome your positive role in the education of your child. With your support, we can work together to make sure your child gets the very best education available. You are welcome to arrange a visit to the school and nursery. We aim to make sure that any enquiries are dealt with promptly and courteously.

Should you wish to get in touch, please call or email the school where every effort will be made to process your query.

Yours sincerely,

Mrs Sylvie Sinclair
Acting Head Teacher

Vision, Values and Aims

Vision

Together we create, learn and achieve in a safe and nurturing environment where pupils can grow.

Values

At Keiss Primary School and Nursery, our values are: Kindness, Happiness, Respect, Healthy attitudes, Including all.

Aims

At Keiss Primary School and Nursery, we want the children to :

- Be kind and develop positive relationships with others,*
- Make healthy choices*
- Develop skills for learning, and realise and achieve their full potential.*

Vision, values and aims were created in consultation with pupils, parents and staff.



Our School and Nursery

Our establishments are non-denominational and there is no provision for Gaelic learning. The school has a hall and stage area. The hall also serves as the dining area and high-quality meals are cooked on the premises.

All classes in school have access to the internet, Smart Board and computers. We have an iPad in each classroom. Each pupil has access to a Chromebook.

We have a very good working relationship with the Active Schools Co-ordinator and our learners benefit from a range of programmes she provides to enhance the health and wellbeing of our school community.

The present school building was opened in August 1971. There are records of schools in this area over two hundred years ago. These early schools were on different sites in Keiss and in the neighbouring communities of Auckengill and Lyth.

In August 2023 the school roll was set at 38 pupils. The classes have been split into two classes P1/2/3/4 and P5/6/7.

Our nursery building opened in August 2020. It has an amazing view out onto Sinclair Bay. The building can cater for up to 20 children. Our current roll is 9. The Nursery has its own enclosed garden and access to a tarmac area of the school playground and the school gym hall. It has a large playroom and provides facility for free flow play outdoors in a safe and secure environment.

We play outdoors wherever possible. Please ensure your child has appropriate footwear and clothes for the weather. Indoor shoes should also be provided by parents. A spare set of clothes to change into are always handy. We have wellie boots but you may wish to put your child's own pair into nursery.

The session runs from 9.00am until 3.00pm Monday to Friday. Toys from home are not permitted at this time.



All children must be brought to the Nursery and collected by a nominated adult. Parents will be asked to complete a sign-in book on arrival and departure of each day. Children and parents are invited for a “stay and play” session prior to starting Nursery. During a typical session the children will have a variety of experiences and have access to many different activities, for example:

- Sand play
- Digital Technologies
- Arts and crafts
- Construction
- Role play
- Story corner for group or individual reading
- Free play and group activities
- Story time
- Physical play in the garden, on the tarmac or in the school gym
- Snack time
- Tooth brushing
- Singing songs and music making

The children are able to access other resources of interest during the session in addition to those laid out and have regular opportunities to contribute to planning and assessing their learning. Other learning opportunities across the year include:

- * visitors e.g. police
- * visiting the library bus
- * nursery trips
- * whole school events e.g. cinema trip, concerts
- * Christmas parties
- * school assemblies including sharing assembly



Staff

We have an experienced, kind and caring team of staff who will be working with your child. In addition, we work closely with visiting teachers, outside agencies, clerical, catering and cleaning staff. We have the support of a minister, and all are fully committed to our vision and the aims of the school.

Teachers

P1/2/3/4: Miss Bremner

P5/6/7: Miss Munro

Additional Teacher: Mr Beaumont

Support for Learning Teacher: Mrs T. Sinclair (Consultation only)

Pupil Support Assistants: Mrs Bain and Mrs Taylor

Early Years Practitioners: Mrs Manson and Mrs Morrison

Nursery Teacher: Mrs Ford (Thursday)

Early Years Support Worker: Mrs Taylor

Office Manager: Mrs Richard (Tuesday, Thursday & Friday)

School Cook: Mrs Stewart

Cleaner: Miss Watson

Visiting Janitor: Mr Munro

Uniform

All our learners are expected to wear our school uniform which consists of a green sweatshirt and a green or white polo shirt or t-shirt and grey or black trousers or skirts/pinafores/dresses. Football tops are not allowed at school.

You can now order uniforms that display the school logo online with:

- Highland Workwear at www.highlandworkwear.com
- In Stiches – Wick Laundry at www.institches-wicklaundry.co.uk
- Schoolwear made easy at www.schoolwearmadeeasy.com
- Border Embroideries at www.border-embroideries.co.uk

As we are an eco friendly school we encourage our parents to recycle school sweatshirts that their children have out grown and we sell them from the school office for a small donation.

Please ensure your child's name is clearly marked on their clothing as we invariably end up at the end of each term with a pile of unclaimed school clothing. You may be entitled to a clothing grant; you can apply online at <https://www.highland.gov.uk/info/899/schools - grants and benefits/10/free school meals and assistance with clothing>

For P.E., all children must wear shorts and a t-shirt. Soft shoes must also be worn. Please make sure the shoes are in good condition and are sturdy enough for running around the gym hall. It is a safety rule that no jewellery is to be worn for P.E., games or swimming lessons. Earrings must be removed or covered with plasters during PE lessons. All children are required to have a pair of indoor shoes for wearing in school. These may be the same shoes for P.E. if desired. These should also be marked with your child's name.



School/Nursery Day and Holiday Dates

School Day

Nursery	9.00am to 3.00pm
Primary 1/2/3	9.00am to 2.30 pm
Primary 4 and Primary 5/6/7	9.00am to 3.00pm
Morning Interval	10.45 am to 11.00 am
Lunch Break	12.30 pm to 1.15 pm

School Calendar 2024/25

Open

20th August 2024
28th October 2024
6th January 2025
22nd April 2025

Closes

11th October 2024
20th December 2024
4th April 2025
3rd July 2025 (12:05pm)

Inservice Days

Monday 19th August 2024
Monday 16th September 2024
Tuesday 17th September 2024
Wednesday 19th February 2025
Monday 2nd June 2025

CHANGE THIS

Other Holidays

Monday 17th February 2025
Tuesday 18th February 2025
Monday 5th May 2025

What are our pupils saying?

Nursery – “I like playing with Mrs Taylor”.

Nursery – “I like playing with the cars”.

Nursery – “I like playing with Lego”.

Primary 1 – “I get to see all my friends”.

Primary 2 – “You get to learn”.

Primary 2 – “It helps you learn stuff”.

Primary 3 – I can see my friends and it makes me happy.”

Primary 3 – “My teacher and my friends are very nice to me.”

Primary 4 – “Mrs Stewart’s food is delicious!”

Primary 4 – “I like my school a lot and I learn lots”.

Primary 4 – “I like learning my times tables.”

Primary 5 – “Pupils look after you. I have tons of friends at school!”

Primary 5 – “Staff help you and we are allowed to make mistakes.”

Primary 6 – “It’s fun, friendly and nurturing.”

Primary 6 – “It’s small and we get to do exciting things, but we are learning at the same time”.

Primary 7 – “Pupils and staff keep you safe.”

Primary 7 – “It’s a good environment to be in.”

Primary 7 – “Teachers are very nice and caring. We have kind pupils, fun activities inside and outside.”

Transition

Nursery

Nursery children regularly have opportunities to engage in activities with the school. This regular contact will help ready your child for school when the time comes. Transitions happen across the nursery and school.

The Nursery staff attend regular whole school meetings and take opportunities to work with the school staff.

Enrolment will take place in February this year for entry in August following an advertisement in the local press by the Area Education and Learning Manager, Annika Jansson. Children living in the catchment area will be given priority for places. Any parent wishing to enrol a child during term time should make an appointment to see the Head Teacher. We offer a one hour stay and play session the term before a funded place starts. If your child is starting after their third birthday, we can arrange for transition for starting at nursery.

Transition to Primary 1

In the summer term a variety of transition activities are organised for new Primary 1 children.

- They share a playtime with the P 1/2/3/4 class
- Children are assigned a Primary 6 buddy who will help them in transition activities and in their first few weeks at school
- They can stay for school lunch
- There are three planned visits to the Primary 1/2/3/4 classroom

The P1/2/3/4 teacher visits the Nursery prior to transition visits to observe the children and discuss their progress with the Nursery staff. She will also visit to read a story to the children at story time.

Where pupils move to a new class or have a new teacher, transition conversations are held to ensure key information is passed on.



Assessment and Reporting

Staff in Nursery will build a picture of your child's learning through a variety of methods to ensure they are consistently achieving as best as they can. This may take the form of informal or formal observations.

Progress is recorded in your child's individual Learning Journeys across all curricular areas. These records may include pictures, comments from your child or noted observations by staff. The Head Teacher and Nursery Staff regularly discuss children's progress. Parents will be involved in setting targets through the use of stepping stones. These are targets set for the individual child with input from child, parent and staff. Your child will have learning conversations to focus on across the year. These may be things like learning to tie their jacket or pouring their own milk. We also use an app called Seesaw to record learning so that parents can access their child's learning on a daily basis.

We hold open mornings/ afternoons throughout the session where parents can come along and observe their child in the Nursery, look at what they are doing and have an informal chat with the staff. A formal appointment can also be made at this time if a parent wishes. We also hold formal parent appointments where parents can discuss their child's progress with Nursery staff. A formal report is given out once a year in June. If you have any worries at any time, we are very happy to talk to you about your child's progress.



School Lunches, Packed Lunches and Snack

Pupils pay £2.30 for a school lunch.

School meals are cooked on the premises and are served in the school hall where pupils also have their packed lunches. Our pupils in Nursery can also have a hot lunch which is served in the Nursery.

Glass bottles, fizzy drinks and sweets are not allowed in packed lunch boxes. We encourage all children to have healthy choices within their packed lunch.

All Primary 1 to Primary 5 children are entitled to a free school meal at lunch time only. The meal is completely optional and all the choices provided are healthy and nutritious and meet all the requirements of the Scottish School's Health Promotion and Nutrition Act. There is no application form involved for a Primary 1-5 child to have a school meal. If your child has a medically confirmed special diet, an application form (available on request from school) must be completed and returned to the Head Teacher.

Free school meals are also available to all pupils whose parents receive Income Support or Job Seekers Allowance (Income Based). Application forms can be obtained from the Highland Council Service Point, Market Square, Wick, or downloaded from <https://www.highland.gov.uk/info/899/schools-grants-and-benefits/10/free-school-meals-and-assistance-with-clothing>.

All Highland Primary Schools have been awarded the bronze Food for Life Catering Mark, for more information on school meals and to view school menus, please visit www.highland.gov.uk.

Snacks are offered through the schools canteen service and are priced as follows:

Cup of Milk 20p

Fruit - Full Piece 40p - Half 25p

Toast 15p

Scones (Tuesday & Thursday) 25p

Bagels (Friday) 20p.

New items - Fruit Pots 50p, Veg Stick Pot 50p and Raisins 20p

Mrs Bain, Mrs Stewart and Mrs Sinclair supervise at lunch times. P7 monitors will also help at lunch times.

Parents can place an order for their child's tuck and lunch by using a form each week, which is issued on our school app Seesaw every Friday. All orders for tuck and lunch must be sent by 8:30am on a Monday morning.

Payment for tuck and lunch should be made weekly on a Monday, please use an envelope with your child's name on it. The correct amount of money must be brought into school. Each class will have a lunch money box and this will be taken to the kitchen at the start of each week.

To safeguard against any possible transmission of COVID-19 if your child would prefer a packed lunch please ensure that they are cleaned before and after school, using minimal packaging to transport food. Pupils can also go home for lunch.

Absences

Keiss School, in line with local authority policy, operates a three day rule for dealing with unexplained pupil absence. Good attendance is vital if pupils are to achieve their full potential.

It is really important for parents to note the following in relation to any pupil absence from school:

- contact the school **before 9.15am** otherwise this is recorded as an unexplained absence.
- if you know that your child will be off school please inform us in advance.
- if notification of the absence or the reason for the absence is not given the school will telephone the parents.
- pupils are not allowed to leave the school or school grounds during school hours.
- appointments with family doctor/dentist should be made out with school hours
- School work will not be given in advance for holidays taken in term time.
- if frequent unexplained absences occur these will be referred to the Area Education Office.

Parents who wish to take a child on holiday during term time must request permission of the Head Teacher. If parents have no control over the dates of annual leave, permission is possibly granted. **It should be noted that holidays taken during term time are recorded as unauthorised absence.**

In conclusion, we would ask parents to be aware 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

Accidents, illnesses, and emergency contacts

We follow Highland Council accident reporting and risk assessment procedures.

Please inform the school if your contact details or those of your emergency contact change. It is very important that the school holds up to date contact information.

Any injury to a child will be assessed and treated by Mrs Bain, Mrs Manson, Mrs Morrison & Mrs Taylor, who are the school's First Aiders. You or your emergency contact will be informed of accidents. In more serious cases we might take the injured child directly to Caithness General Hospital or Medical Centre and meet you there.

If, in the case of illness, a child is considered unfit to remain in school every effort will be made to contact the parents or carer, failing this, the Emergency Contact. If no one is available, the child is kept in school until contact is made.

If your child has sickness or sickness and diarrhoea your child should not return to school for 48 hours after the last episode. Please call the school to let us know.

Health Care

Your child's Health Visitor is part of the Care and Learning Team and is responsible for your child's wellbeing until they reach Primary 1 at which point the Head Teacher becomes the 'Named Person' in other words, becomes responsible for your child's wellbeing. The school Nurse will give a routine screening service to pupils in Primary 1 and Primary 7.

You must inform the school if your child has any medical conditions, or if there are any significant health changes to your child which might put them at risk or affect their educational progress. The confidential nature of this information will be respected.

Medication

If a child is receiving prescribed medication the school will follow the guidance laid down in the whole school policy and that of Highland Council relating to The Administration of Medicines.

All medications are kept in a safe place out of reach of children. Cuts or open sores should be suitably covered e.g. dressing secured with adhesive tape.

Generally, Council staff members are not permitted to routinely administer medication, but special arrangements may be made to do so in life threatening situations, e.g. where a child may require emergency treatment due to an allergic reaction to peanuts.

Should your child require any medication at school a form must be filled in (available from the school office) detailing the name of the medication, what the medication is for, dosage, times to be administered and the length of time the medication will be needed. Parents are also welcome to come into school to administer the medicine.

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 Head Teacher, Mrs Sylvie Sinclair. There is a website managed by Highland Council that supports a variety of information relating to mental health and emotional wellbeing that can be accessed [here](#).

Schools have access to Highland Council's Primary Mental Health Worker Service and consultation and advice may be sought if there are concerns that might require more targeted support.

Counselling is also available for all pupils from age 10. Information on your school's service can be accessed from your child's Head Teacher. Alternately, there is a completely confidential, online counselling service called Kooth for children and young people from age 10 that can be accessed [here](#).

Parents would generally be involved in discussions beforehand, however a young person over the age of 12 can ask for support themselves.

Additional Support Needs

All children need support to help them learn. Some children require more help than others. We follow The Highland Practice Model staged approach to assessing, identifying and supporting additional support needs. In this model every child has a 'named person' who is responsible for making sure that the child or young person has the right help to support his/her development and well-being. 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. Sometimes a Child's Plan may be put in place to help organise, monitor and regularly review your child's progress. If you wish to find out more about The Highland Practice Model or the Child's Plan you can access more information at:

http://www.highland.gov.uk/downloads/file/230/highland_practice_model_-_delivering_additional_support_for_learners

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

There are also Information sheets available at: www.thrivingfamilies.org.uk.

Further advice for parents with children with ASN can be had from

- 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

Our ASN teacher, Mrs Sinclair, is working with the school in a consultation capacity. She advises the Head Teacher, Class Teachers and Pupil Support Assistants, on extra support children might need. If required a Child's Plan may be put in place to outline an action plan to help organise, monitor and regularly review a child's progress. Parents and pupils will be involved in these procedures and in reviews. We work very closely with Wick High School to ensure plans are in place for pupils with additional needs, so that they have a smooth transition to high school.

Primary

For young people with severe and complex needs, there are Enhanced Provisions for pre-school and primary aged pupils in Mount Pleasant Primary School in Thurso and Newton Park Primary School in Wick. Placements may be offered on a full or part-time basis.

For young people with neurodevelopmental/social communication difficulties, there are two SCOPE provisions (Social Communication Provision for Education); one in Miller Academy Primary School in Thurso and one in Noss Primary School in Wick. SCOPE offers support for primary-aged pupils through providing a 'split placement' with the young person's local mainstream school. Through providing targeted, individualised support, this enables young people to access education in their local school.

Applications for specialist provision can be made to the Admissions Group. Parents/Carers can speak with the Named Person or Lead Professional about making the application.

Secondary

For young people with severe and complex needs, there are Enhanced Provisions for secondary aged pupils in both Thurso and Wick High Schools. Placements may be offered on a full or part-time basis.

Airport House (the 'Intensive Support and Vocational Training Unit' for pupils at secondary school) offers part-time support for up to 15 secondary pupils from the Thurso and Wick High Schools who have social, emotional or behavioural needs and find it difficult to attend their local school full-time. Targeted support is provided on an individual basis, catering for the specific requirements of each individual, with the aim to progress towards full-time attendance.

Applications for specialist provision can be made to the Admissions Group. Parents/Carers can speak with the Named Person or Lead Professional about making the application in discussion with the young person.

Partnerships

We benefit greatly from having a strong and supportive parent community.

We provide a number of opportunities for parents to become involved in the work of the school. These are through the Parent Council, having parents as volunteer helpers for various activities (e.g. creating resources or displays, leading an after-school club, etc.), through homework activities and focus groups to have the parents' voice on school improvements.

We offer an 'Open Door' policy and endeavour to respond to all communications as soon as possible.

During the school year we have a variety of school events such as class sharing assemblies, concerts, open afternoons/evenings, sports day, and an end of year celebration.



Parent Council

The Parent Council meet once per term and arranges a variety of events over the school year and funds raised from these events help to provide additional extras for the benefit of all the pupils. Last year they organised a Coffee Afternoon, Halloween Disco, and Christmas raffle.

Homework

In October 2023, the school reviewed the homework policy and practice.

As part of the process the views of parents and children were considered important. Parents were asked to complete a questionnaire as a family.

Taking into consideration responses from this survey and after discussion with staff, we decided that homework will only be given in terms 2 and 3. It will be given out on a Tuesday and will have to be handed in the following Monday. Children will be given a grid at the beginning of term 2 with 3 literacy, 3 numeracy and 3 Health and Wellbeing activities. Each week they will choose one activity to complete.

Other than reading and times table practice, no weekly homework will be set.

We hope that this style of homework will encourage everyone to take part and give parents a chance to become more involved in working with their children on fun, creative and exciting activities.

Reading – Children should be encouraged to read every day. Please spend 5 or 10 minutes listening to your child read and discussing their books.

Sometimes, teachers feel that pupils would benefit from extra consolidation on a specific concept visited in school and will give your child a specific activity to do. In this case this will have to be done instead of the activities on the grid.

We believe that a strong partnership between you and your child's school, particularly in relation to the support you give to homework, considerably enhances your child's learning and achievements.

Outdoor Activities and Clubs

We very much rely on the availability of staff and parents to help us run extra-curricular activities and we are very grateful to those who give up their own time to do this. If any parent has a particular skill and feels that he/she could run an after- school activity, contact should be made with the Head Teacher in the first instance. We would love to hear from you. Our school's coordinator, is very keen to support parents in running afterschool clubs. She also works with pupils to encourage them to become leaders of a lunch time club.

Classes are often taken out as part of their social studies topic. We have a strong partnership with our local Subsea 7 and take part in a yearly beach clean on Keiss Beach. In order to gain parental permission for this kind of trip parents will be asked to sign a permission form on enrolment. Arrangements for all trips are made within the policy and guidelines set by Highland Council for Off Site Excursions.



Transport

Free transport is available to children living within the school's delineated area if they are under eight years of age and live more than two miles walking distance from the school, or are eight years of age and live more than three miles walking distance from the school. However, they may be expected to walk part of the distance to and from the school transport pick up point. Children living closer to the school than the above distances may apply for a concessionary travel.

Forms to apply for transport are available on the Highland Council Website: www.highland.gov.uk/info/878/schools/12/school_transport

Communication

As a school and nursery we communicate events at our school through parents evenings, school assemblies and events, classroom visits, e-mail, our website, phone calls, letters, e-newsletters, Twitter and Seesaw.

Adverse Weather

All severe weather information messages will be recorded on the Highland Councils Schools Telephone Information Service: **0800 564 2272** (Keiss School parents' PIN number 042290)

It is the responsibility of parents or carers to decide if a pupil should attempt to travel to school, by transport or on foot, in adverse weather conditions. The Council encourages full attendance at school but in severe weather conditions the safety of pupils is much more important. Parents and pupils are often concerned that important examinations may be missed, but this should not over-ride good judgement. Schools normally make alternative arrangements for missed examinations.

The Highland Council Website, Facebook and Twitter

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

When weather conditions are poor

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

Broadcast times

BBC Radio Highland

6.30 am
12.30 pm

7.30 am
4.30 pm

8.30 am
5.30 pm

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

Nevis Radio will carry bulletins at roughly ten minute intervals between 7.00 am and 8.00 am

Lochbroom FM will carry bulletins at quarter-hour intervals between 7.15 am and 8.45 am.

Moray Firth Radio www.mfr.co.uk

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

Two Lochs Radio will broadcast a local news bulletins from 7.30am. In severe conditions normal programmes will be interrupted more frequently to carry emergency bulletins.

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

For pupils using school transport

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

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

Full details of the Adverse Weather Guidelines are included in the enrolment pack. Parents should advise schools of an alternative address, as close as possible to the school, which may be used by their children in emergencies.

In most cases we aim to give you advance warning of closures, however in some circumstances this is impossible, e.g. power failure, extreme weather. All parents or emergency contacts would be informed. Our first priority is always the safety of the children and no child is knowingly sent home to an empty house.

The Education Authority accepts that in severe weather conditions the safety of pupils is paramount.

Enrolling your child

Enrolment will take place in January and February this year for entry in August 2024. Children living in the catchment area will be given priority for places. Any parent wishing to enrol a child during term time should visit the council website or contact the school office.

The arrangements for new P1 entrants, commencing in August are as follows:-

Enrolment is held in January 2024 for children planning to start school in August of that year. The dates are advertised in the local press and parents should bring their child's birth certificate when they come to the school to enrol their child.

Parents can also enrol online at https://www.highland.gov.uk/info/878/schools/11/school_enrolment.

In the summer term there are a variety of transition activities organised for new Primary one's to familiarise themselves with their new classroom and school surroundings. Examples include: playtime with P1/2/3/4, a P6 buddy being assigned to them, stay for lunch and three planned visits to the Primary 1 class. The Primary 1 teacher liaises with the nursery on a regular basis throughout the school year so that their new Primary 1 teacher is a familiar and friendly face when they start school.

Primary 1 pupils will attend full-time from the start of the school session 2024/25. There will be no half days.

Any parent wishing to enrol a child during term time should make an appointment to see the Head Teacher.

During the summer term all P7 children pay a two day visit to Wick High School. They take part in a normal timetable at the High School and meet staff. An evening meeting for parents is also arranged prior to transfer. Primary/Secondary liaison between the local High School and the feeder primaries is very good with primary and secondary teachers meeting throughout the year to ensure that a smooth transition for each child is achieved.

School and Nursery Catchment Area

A map showing the agreed delineated area for Keiss School and Nursery is on page 16.

It includes the area north of Auckengill, southwards through Keiss, to the Wester Bridge, and westwards to Lyth.

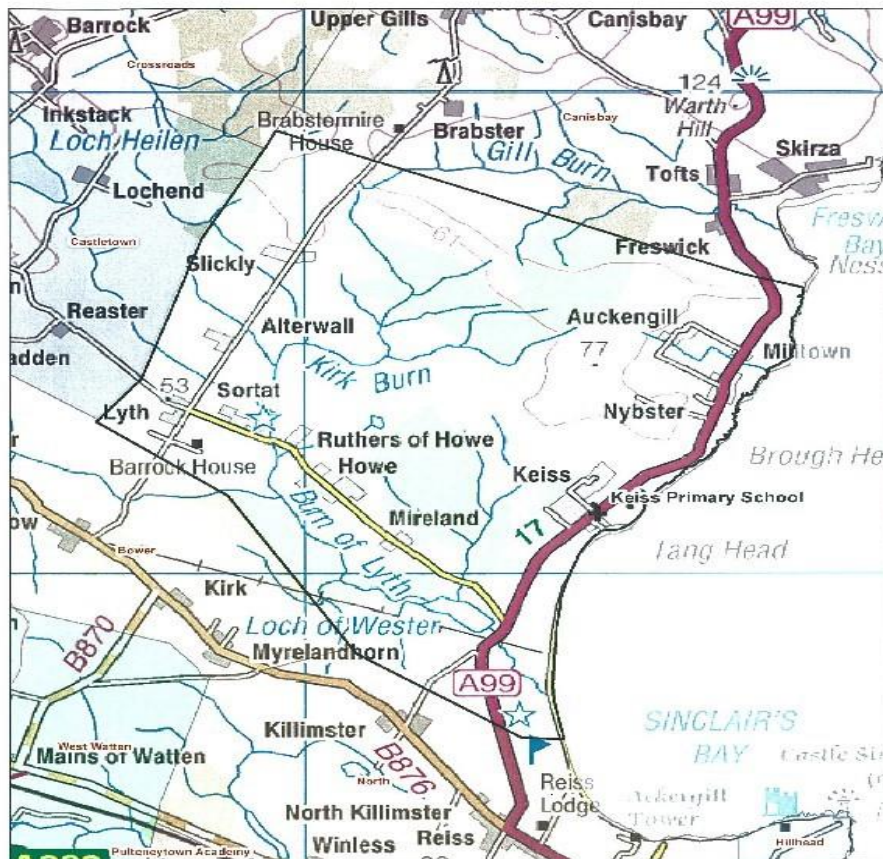
Each establishment serves its own particular catchment area. Pupils whose homes are located in that area will have priority in being allocated a place in the school. However, parents have the right to specify the school in which they wish to place their child. Application must be made to the **Education and Learning Manager, North Area, Council Offices, Drummuie, Golspie, Sutherland.**

Placing request forms can be obtained from www.highland.gov.uk/enrol

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

If pupils live out with the school catchment area and their parents wish them to attend Keiss Primary School and Nursery, the Area Education and Learning Manager, Annika Jansson, has to approve these requests and this can take up to a month before you might hear of the success of your request.

Parents are welcome to make an appointment to visit the school or nursery before they decide to enrol their child.



Keiss Primary School

1:72,000

0 1 2 3 Kilometres

0 1 2 3 Miles

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The Highland Council
Comhairle nan Eilean Siar
www.highland.gov.scot

Primary School Catchment Boundary
March 2013

Curriculum for Excellence

The key aim of Curriculum for Excellence (CfE) is to equip your child with the skills which will make them ready for a world of work which is so different from what it was twenty years ago. CfE wants every child to be successful learners, confident individuals, effective contributors and responsible citizens. The way we deliver our lessons has now changed to take account of the needs to develop these skills and as a result much greater emphasis is now placed on problem solving, co-operative learning, self-assessment and peer assessment. Children are being encouraged to be active in their learning and more importantly in their thinking. This is encouraged through discussion, collaboration and encouraging THEM to be asking questions. We want your children to be able to make sense of :

Literacy and Language

Competence and confidence in all aspects of literacy, including competence in grammar and spelling and the spoken word are all essential for progress in all areas of the curriculum. Our ability to use language lies at the centre of the development and expression of our emotions, our thinking, our learning and our personal sense of identity.

At Keiss, our approach to the teaching of literacy is through Highland Literacy approaches which we use for the teaching of reading, writing and talking and listening. We use the Oxford Reading Tree in the early stages and Treetops supplemented by a range of other books and novels in the upper stages. In the P4-7 class, we use accelerated reading alongside core reading, which allows pupils to focus in on their own specific reading targets and select books with appropriate challenge when they are reading for pleasure. We use Jolly Phonics and follow the phonic guidelines within the Highland Literacy Programme. Spelling is taught through a range of games and activities and this year we are still implementing Wraparound Spelling as a whole school phonological approach to spelling. The Highland Literacy approach supports the use of group and collaborative learning and this further provides opportunities for the development of listening and talking skills.

Numeracy and Mathematics

As part of the Numeracy and Mathematics curriculum, numeracy has been identified as an area that is the responsibility of all teachers. Being numerate is highlighted as a skill for life, learning and work. As a life skill, being numerate permeates and supports all areas of learning and allows children to access the wider curriculum. Children will experience numeracy at the very early stages in nursery and these experiences will be built on, developed and re-visited as they progress through school. Children will play lots of numeracy games and use ICT to develop maths skills. Some work will take place using Heinemann and Leckie maths textbooks but this will be supplemented with mental maths activities, problem solving and applying mathematical knowledge to other areas of the curriculum.

There are three main organisers under which your child will learn mathematics and these are further sub divided -

- Number Money and Measurement
- Shape, Position and Movement
- Information Handling

Health and Wellbeing

The Curriculum for Excellence is very clear about the importance of promoting the health and wellbeing of children in all schools in Scotland. The main purpose of learning in this area is that young people will develop the knowledge and understanding of what they will need to do to ensure their mental, social, emotional and physical well-being, both as they are growing up and in the future. The importance of good health and well-being in these areas cannot be underestimated particularly in relation to the effect this can have on a child's ability to achieve the best they can.

All classes have health lessons, we promote healthy eating at school lunches and snack times. However we still enjoy the occasional treat or two for special occasions.

Parents will be informed when their child is to take part in sexual health lessons and will have the opportunity to view the materials if they wish.

The Active Schools Co-ordinator visits and supports programmes of health and well-being on a regular basis.

Staff will also support the emotional development and wellbeing of pupils through formal and informal curricular activities. Schools have access to the Primary Mental Health Worker Service and consultation and advice can be sought if there are concerns that might require more targeted support. Keiss School holds the Health Promoting School Status Award.

Technologies

As Technologies becomes a natural part of children's lives, your child will be encouraged to develop their natural curiosity and problem solving skills across a wide range of activities. They will be encouraged to use the interactive smart boards, access the internet, take pictures, video and record their work and manipulate programmable toys at all stages in school. They will be encouraged to use a wide range of software programmes to enhance learning. As part of inter disciplinary learning, aspects relating to food, design, craft, textiles, enterprise and graphics will be developed through a range of topic approaches.

We make regular use of our Technologies in school, with all pupils utilising Chromebooks to share their learning on Seesaw. We are developing ICT through our cluster digital leader group.

Sciences

Through learning in the Sciences your child will have opportunities to develop their interest in, and understanding of the living, material and physical world. They will engage in a wide range of collaborative and investigative tasks, which allow them to develop important skills which lead to becoming creative, inventive and enterprising adults in a world where the skills and knowledge of the sciences are needed across all sectors.

At Keiss, Science can also be built into the class topics and these are covered on a cyclical basis to take account of our composite classes.

Keiss also supports Caithness Science Festival where our learners make a number of visits to different scientific events during March. In order to motivate children to use their own imagination and resources to interpret a situation, STEM-focused activities will be delivered by teachers and other parties.

Modern Languages

Learning other languages helps children to make connections with different people and their ways of life and to play a fuller part as global citizens. Starting in August 2015, Highland Council began implementation of the Scottish Governments 1+2 languages initiative. All children will learn one language from P1 and a second from P 5. We are developing French and class teachers will cover a range of languages across topics including British Sign Language (BSL).

Social Studies

Through social studies your child will develop their understanding of the world by learning about other people and societies from the past, other people and different places in the world and how their environments differ and about people in today's society, the economy and business.

Topics will be chosen through discussion with pupils in different classes, while at the same time there will be a focus on inter disciplinary learning about our own country of Scotland and the events that have shaped it. As they develop, pupils' experiences will be broadened using Scottish, British, European and wider contexts for learning. We link pupil learning in with the skills they will need for life, learning and work.

At Keiss we make every effort to fully take advantage of our local community as part of our social studies work. We take learning outdoors whenever we can.

Religious and Moral Education

Religious and moral education is a process where children and young people engage in a search for meaning, value and purpose in life. This involves both the exploration of beliefs and values and the study of how such beliefs and values are expressed. Curriculum for Excellence states that there is an intrinsic value in learning about religion as well as from religion, as children develop their understanding of diversity in our society and their own roles in it. This understanding will assist in counteracting prejudice and intolerance as children and young people consider issues such as sectarianism and discrimination more broadly.

At Keiss School our new school chaplain, Mr Rob Petersen will lead our religious observance assemblies and themes may be of a moral or religious nature.

Parents who wish to withdraw their child from Religious Observation need to advise the head teacher of this in writing.

Expressive Arts

Learning traditional Scottish dances is an important part of our programme at Keiss Primary School and Nursery and all of our pupils take part in learning dances which we perform at our annual senior citizens Burns event. From time to time we hold concerts and ceilidhs where everyone has the opportunity to present their work to a wider audience. Christmas Shows are a huge part of our school life and for the past seven years we have performed a Christmas Show. Through these experiences our pupils experience all the expressive arts in a real and meaningful context, their confidence to perform grows, and the benefits of the skills learnt are realised across the curriculum.

Assessment and Reporting

Teachers assess learners' progress through a variety of means to ensure they are achieving as best as they can. This may take the form of observation of a child at work, looking at completed work, end of unit check-ups or a chat with the child as well as standardised assessments.

Pupil progress is tracked and monitored. This is a continual process in our classrooms. Class Teachers meet with the Head Teacher each term to discuss and record attainment.

We hold open mornings/ afternoons throughout the session where parents can come along and observe their child in class, look at what they are doing and have an informal chat with the class teacher. A formal appointment can also be made at this time if a parent wishes.

We also hold parents appointments in school.

Across all classes, we use an app called Seesaw to connect parents into learning live– this gives you a chance to be involved in your child's day to day learning.

School Improvement Planning and Standards and quality reports

Each year in June, the Head Teacher collates views and evidence from all stakeholders to collate and evaluation of the school against HIGIOS 4 indicators (Government publication, *How Good is our School?*). We gather this information in a variety of ways e.g. questionnaires, focus groups. We use our evaluations to form a plan for the following year with reference to school, council and national priorities. Our staff work collegiately on the plan and are committed to improving the learning experiences for children in Keiss.

Last year, we developed and implemented the method 'Playful Pedagogy', which puts play experience as central to learning, giving pupils the flexibility to find their own solutions to both new and existing problems. This method allows children to be engaged in personally meaningful activities, to learn about themselves and others, and autonomy and motivation are encouraged.

Two years ago, our school got a Right Respecting Schools Bronze Award. This year, we are working towards the Silver Award granted by UNICEF UK to schools that show good progress towards embedding children's rights in the school's policy, practice and ethos, as outlined in the RRSA Strands and Outcomes.

Please see appendix 2 for this years summary S&Q and improvement plan.

Queries and Concerns

If you ever have any concerns and queries or unsure of practice at Keiss Primary School and Nursery, please contact the Head Teacher in the first instance. Our school and nursery will be transparent at all times and encourage constructive feedback at all times.

There is a total commitment to reviewing practice and making it better so that our school and nursery improves and our learners are safe and happy.

Parentline offers confidential advice. Their national, confidential helpline providing advice and support to anyone caring for or concerned about a child. The service is open seven days a week, 365 days a year.

Phone: 08000 28 22 33

Email: parentlinescotland@children1st.org.uk

Relationships

Good relationships foster positive and meaningful interactions within and outwith our school community. In January 2021, the Relationships Policy was developed. This replaced the "Keiss

Promotes Positive Behaviour” policy which was created in 2015 in consultation with parents, children and staff.

Emergency Procedures

As Responsible Premises Officer one of the head teacher’s main responsibilities is for the Health and Safety of everyone in the school.

Fire Drills

We have a series of fire drills throughout the year and these are very serious events and are practised until the head teacher has confidence that safe evacuation procedure will be carried out in the event of an emergency.

Emergency Plan

The school has a plan in place in the event of there being a major emergency either in the school building or in the playground. If this were to occur, the school would be evacuated to the Keiss Church. From there pupils would be sent home to parents or to emergency contacts. A major emergency would be coordinated by the Education Authority.

Child Protection

It is the responsibility of everyone, staff, parents and the wider community to protect our children.

The Highland Council’s Child Protection Guidelines imposes a duty on schools and all staff to report, by way of laid down referral procedures, any incidents which may give rise to a suspicion that a child has been subjected to abuse in any form. Any such incidents must be reported to Social Work Services and may lead to a joint Social Work/Police investigation.

This may involve information being passed on to these agencies without first talking to a child’s parents.

Keiss Primary School and Nursery’s Child Protection Officer is Mrs Sinclair.

COPIES OF CHILD PROTECTION POLICY GUIDELINES ARE AVAILABLE FROM THE HEAD TEACHER OR ONLINE AT http://www.highland.gov.uk/info/1361/childcare_and_family_care/438/child_protection

The Care Inspectorate

The Care Commission was replaced by Social Care and Social Work Improvement Scotland (SCSWIS) in April 2011. The everyday name of the new organisation is The Care Inspectorate. Inspectors from the Care Inspectorate will continue making inspections to all nursery classes to inspect against the National Care Standards for Early Education.

Parents will be informed by the school when these are happening or have happened in the case of a drop-in inspection. Our recent inspection report is available on request. We achieved Very Good gradings in our recent inspection in September 2019 for the areas inspected. In Keiss School we work

hard to ensure that the service we provide leads to you and your child enjoying a high quality experience.

School Policies

Keiss Primary School and Nursery have a number of policies. These are subject to constant review so that our practice and approaches reflect our school and nursery community in line with national developments.

You can also access authority policies at

https://www.highland.gov.uk/info/893/schools_general_information/29/school_policies_procedures_and_guidelines



Transferring Educational Data

Access to Pupil Records

The Pupils' Educational Records (Scotland) Regulations 2003 extend to parents the right of access (with certain specific exceptions) to any record held by the Authority in relation to their child. Parents may make application to the Head Teacher.

Data Protection Legislation

Information on pupils, parent and guardians is stored on a computer system and may be used for teaching, registration, assessment and other administrative duties. The information is protected by data protection legislation and may only be disclosed in accordance with the codes of practice.

Transferring Educational data about pupils

The Scottish Government and its partners collect and use information about pupils through the *Pupil Census* to help to improve education across Scotland. This note explains why we need this information, how we use it and what we do to protect the information supplied to us. Further information can be obtained from <http://www.gov.scot/Topics/Statistics/ScotXed>.

Data about pupil preferred routes, preferred occupations and anticipated school leaving date is also collected from S3/S4 to support planning for leaving school. This information is shared with Skills Development Scotland. Further information about 16+ Data can be found here: <http://hi-hope.org/directory/listing/16plus-planning>

Data policy

Information about pupils' education is collected through our statistical surveys in partnership between the Scottish Government and Local Authorities through the ScotXed Programme which aims to help schools and Local Authorities by supporting efficient collection, processing and dissemination of statistical information. The Scottish Government then provides analysis of the data to support research, planning, management and monitoring of education services as well as to produce National Statistics publications.

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

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

Information on why we collect data about pupils and who we share this data with can be found in Highland Council's Privacy Notice which is available here:

https://www.highland.gov.uk/directory_record/1095920/enrol_your_child_at_a_school

Why do we need your data?

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

- plan and deliver better policies for the benefit of all pupils
- plan and deliver better policies for the benefit of specific groups of pupils
- better understand some of the factors which influence pupil attainment and achievement
- share good practice
- target resources better

enhance the quality of research to improve the lives of young people in Scotland

Your data protection rights

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

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

Concerns

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

Equality and Inclusion

For up-to-date information please see:

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

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

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

Keiss Primary School and Nursery Improvement Plan

[Highland Council SIP Template 2023.24 keiss1.docx](#)

[Highland Council SQR Template for 22.23 keiss \(2\).docx](#)

**[https://blogs.glowscotland.org.uk/glowblogs/
keissprimaryschoolandnursery/school-improvement-planning-standards-
and-quality-report/](https://blogs.glowscotland.org.uk/glowblogs/keissprimaryschoolandnursery/school-improvement-planning-standards-and-quality-report/)**