



KILTEARN PRIMARY SCHOOL HANDBOOK 2024/2025



KILTEARN PRIMARY SCHOOL
DRUMMOND ROAD
EVANTON
ROSS SHIRE
IV16 9UT
01349 830568

Kiltearn.primary@highland.gov.uk

Adverse Weather
Phone- 0870 054 6999 school pin code- 04 2340
Website- www.highland.gov.uk- Click on Ready for Winter

School Calendar

Highland School calendar 2024/25 Please note - Dates may be subject to change

August 2024								September 2024								October 2024								November 2024							
Wk	Mo	Tu	We	Th	Fr	Sa	Su	Wk	Mo	Tu	We	Th	Fr	Sa	Su	Wk	Mo	Tu	We	Th	Fr	Sa	Su	Wk	Mo	Tu	We	Th	Fr	Sa	Su
32				1	2	3	4	36							1	41		1	2	3	4	5	6	45					1	2	3
33	5	6	7	8	9	10	11	37	2	3	4	5	6	7	8	42	7	8	9	10	11	12	13	46	4	5	6	7	8	9	10
34	12	13	14	15	16	17	18	38	9	10	11	12	13	14	15	43	14	15	16	17	18	19	20	47	11	12	13	14	15	16	17
35	19	20	21	22	23	24	25	39	16	17	18	19	20	21	22	44	21	22	23	24	25	26	27	48	18	19	20	21	22	23	24
36	26	27	28	29	30	31		40	23	24	25	26	27	28	29	45	28	29	30	31				49	25	26	27	28	29	30	
								41	30																						

December 2024								January 2025								February 2025								March 2025							
Wk	Mo	Tu	We	Th	Fr	Sa	Su	Wk	Mo	Tu	We	Th	Fr	Sa	Su	Wk	Mo	Tu	We	Th	Fr	Sa	Su	Wk	Mo	Tu	We	Th	Fr	Sa	Su
49							1	2			1	2	3	4	5	6						1	2	10						1	2
50	2	3	4	5	6	7	8	3	6	7	8	9	10	11	12	7	3	4	5	6	7	8	9	11	3	4	5	6	7	8	9
51	9	10	11	12	13	14	15	4	13	14	15	16	17	18	19	8	10	11	12	13	14	15	16	12	10	11	12	13	14	15	16
52	16	17	18	19	20	21	22	5	20	21	22	23	24	25	26	9	17	18	19	20	21	22	23	13	17	18	19	20	21	22	23
1	23	24	25	26	27	28	29	6	27	28	29	30	31			10	24	25	26	27	28			14	24	25	26	27	28	29	30
2	30	31																						15	31						

April 2025								May 2025								June 2025								July 2025							
Wk	Mo	Tu	We	Th	Fr	Sa	Su	Wk	Mo	Tu	We	Th	Fr	Sa	Su	Wk	Mo	Tu	We	Th	Fr	Sa	Su	Wk	Mo	Tu	We	Th	Fr	Sa	Su
15						5	6	19				1	2	3	4	23							1	28		1	2	3	4	5	6
16	7	8	9	10	11	12	13	20	5	6	7	8	9	10	11	24	2	3	4	5	6	7	8	29	7	8	9	10	11	12	13
17	14	15	16	17	18	19	20	21	12	13	14	15	16	17	18	25	9	10	11	12	13	14	15	30	14	15	16	17	18	19	20
18	21	22	23	24	25	26	27	22	19	20	21	22	23	24	25	26	16	17	18	19	20	21	22	31	21	22	23	24	25	26	27
19	28	29	30					23	26	27	28	29	30	31		27	23	24	25	26	27	28	29	32	28	29	30	31			
																28	30														

School holidays (green background)
In-service days (yellow background)
School days (white background)

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

WELCOME TO KILTEARN PRIMARY SCHOOL

We wish Kiltearn Primary School and Nursery to provide a welcoming environment where everyone feels happy, secure and valued. All staff, children and parents are expected to engender these values to allow all pupils to fulfil their potential.

We are looking forward to you and your child/children joining us and becoming part of our school community.

If you require any further information or details, please do not hesitate to contact us through the school office.

Kind regards,

Steven Small
ACTING HEADTEACHER



At Kiltearn Primary School we expect and develop our children to be:

Respectful
Kind
Engaged
Resilient
Confident



SCHOOL CONTEXT

Kiltearn Primary School is a rural school set in a beautiful and unique location on the edge of Evanton. The school overlooks Evanton Woods and is close to the Cromarty Firth. The school works closely with those in the Alness Associated Schools Group.

The school is located 4 miles from Alness. The pupils who attend the school are from the catchment area of Evanton which also covers old Evanton Road, Novar Estate, Glenglass and Swordale.

We are a non-denominational and equal opportunity school, opposing all forms of prejudice and discrimination. We will always promote an understanding and respect for our pupils' cultural identity and beliefs. Within the school there are 6 classrooms, a nurture room, an Early Learning and Childcare setting, a library, a medical room, a general-purpose hall, a kitchen, a staffroom, cloakrooms and an office.

At present our school roll, including our Early Learning and Childcare provision, is 136. We currently have 5 classes and a 9am-3pm Early Learning and Childcare provision for 3 and 4 year-olds.

Staff at Kiltearn Primary

Acting Head Teacher	Mr S. Small
Acting Principal Teacher	Mrs. L. Ross
Class Teachers	P1/2 Mrs L Eunson P2/3 Miss J. MacLennan P4/5 Mr A. Gillespie P5/6 Mrs L. Ross P7 Mrs E. Grant/ Mrs T. Watters CCR Mrs S. Ryan
Pupil Support Assistants	Mrs L. MacLeod Mrs E. MacKay Mrs S. Grant Mrs C. Robertson Mrs C. Whitehead Ms. M. Meneely Ms. C. Morrison
ELC Staff	Mrs L Duncan Ms. C. Gillies Mrs. K. Kitani Ms. J. Stewart Miss K Watson
School Secretary	Miss L Caskie
Facilities Management Assistant	Mrs Hazel Clark
Crossing Patrollers	Mrs G Gillespie

ATTENDANCE/ABSENCE

Good attendance is vital if pupils are to achieve their full potential. If a pupil is absent from school, a parent or guardian should phone the school on the first day of absence, on the school number **01349 830568** or email Kiltearn.Primary@highland.gov.uk.

When returning to school after an absence, the parent or guardian must give written reason for the time absent.

Permission to leave during the school day: If a pupil needs to leave during the school day for an appointment etc, pupils need to bring with them a note from parent or guardian. Pupils must report to the school reception and 'sign out', if returning the same day, they must report again to the reception and sign in. Where at all possible, medical and dental appointments should be made out with school hours.

If pupils fall ill during the day, parents are contacted for them to collect their child, therefore it is essential that we have up to date daytime contact numbers and emergency contact numbers for all pupils.

Schools are required to keep an attendance register by law. We have a responsibility for the care and welfare of all pupils during the school day therefore need to know the whereabouts of absent pupils.

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

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

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

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

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

COMPLAINTS AND REQUESTS FOR SERVICE

If a parent has any concerns they should contact their child's Class Teacher in the first instance, or the Senior Management Team for more serious issues.

The school will always endeavour to resolve issues by listening to parents and seeking solutions in partnership. Should a situation not be resolved, parents can contact the Area Education and Learning Manager, Derek Martin.

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.

Additionally parents may seek advice from Parentline:

<https://www.children1st.org.uk/help-for-families/parentline-scotland/>

SCHOOL PLACING REQUESTS – PARENTAL CHOICE

Each school serves its own particular catchment area. Pupils whose homes are located in that area will have priority in being allocated a place in the school. However, parents have the right to specify the school in which they wish to place their child. Applications are made to the Area Education and Learning Manager, Derek Martin. Placing request applications are made online at:

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

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

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

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

ENROLMENT

Enrolment week for ELC will take place in February 2024.

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

PARENTS/GUARDIANS/CARERS AS PARTNERS

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

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

- Parents' evenings (2 per year)
- Target Setting
- End of year summative report
- Newsletters/social media information
- Open afternoons (2 per year)

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

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

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

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

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

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

ASSESSMENT AND REPORTING

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

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

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

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

Pupils will reflect on their progress, achievement and best work on their e-portfolio on SeeSaw.

Progress

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

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

SCHOOL IMPROVEMENT

The school's [Standard and Quality Report](#) outlines the school's key strengths and areas for development over the last 12 months. Our [School Improvement Plan](#) outlines a plan to address the areas of development. Paper copies of these are shared with the Parent Council and are available from the school office at any time.

This year our key priorities are as following:

1. Refreshing the school curriculum;
2. Raising attainment in literacy.

In 2023/2024 the school has employed a PSA to support pupils eligible for equity funding for ten hours per week and has utilised funds to support a teacher over the course of Term 2 and part of Term 3 to support children on an individual/small group basis.

ADDITIONAL SUPPORT NEEDS

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

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

The needs of such pupils are generally catered for within the normal curriculum but with specialist advice and support as required. If necessary, a child's plan may be put in place to help plan, organise, monitor and regularly review a child's progress. Parents and pupils will be involved in these procedures and in reviews.

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

[http://www.highland.gov.uk/downloads/file/230/highland_practice_model -
_delivering_additional_support_for_learners](http://www.highland.gov.uk/downloads/file/230/highland_practice_model_-_delivering_additional_support_for_learners)

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

Sometimes a Children's Service Worker will be involved in supporting a child. A **Children's Service Worker** will generally focus on more social and emotional needs rather than issues about the curriculum or classroom learning. They:

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

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

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

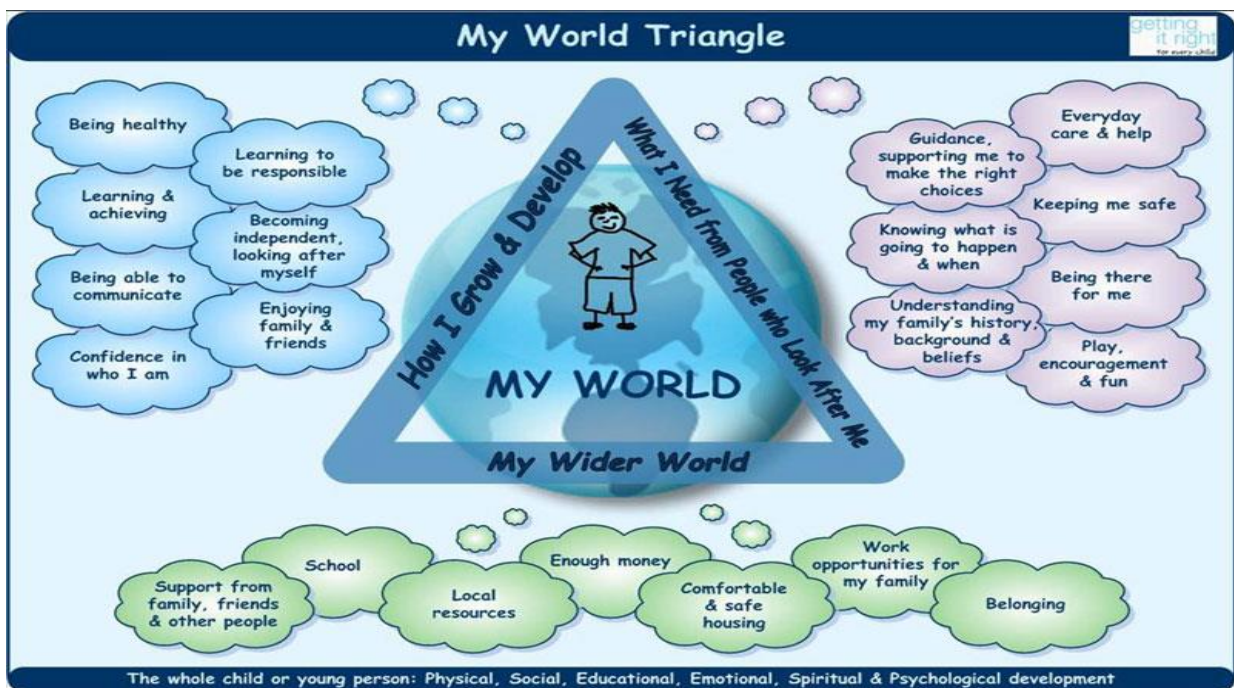
- (a) **Enquire** – the Scottish advice and information service for additional support for learning
<http://enquire.org.uk/>
- (b) **My Rights, My Say** – an advocacy and advice service for young people over 12 with additional support needs
<http://enquire.org.uk/myrightsmysay/>
- (c) **Scottish Independent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

Highland Council would seek to work in partnership with parents at all times, but sometimes you will have a concern that you don't feel is being addressed, or you will want to talk to someone out with the school. Should you have any concerns that your child's additional needs are not being met, you should contact your child's named person in the first instance. If your concerns continue, there are a number of means of resolving difficulties and disputes and information on this can be found at:

[http://www.highland.gov.uk/info/886/schools - additional_support_needs/1/support_for_learners](http://www.highland.gov.uk/info/886/schools_-_additional_support_needs/1/support_for_learners)

GETTING IT RIGHT FOR EVERY CHILD

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



THE SCHOOL DAY

Primary 1-3
9.00 – 2.30

Primary 4-7
9.00 - 3.00



Break time

Primary 1-7
10:45 – 11:00

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



Lunchtime Arrangements

ELC
11.45 - 12.15

Primary 1-3
12.00 - 12.45

Primary 4-7
12.30 - 1.15

Children will eat their lunch in the school canteen and will then go to the playground for the rest of lunch break. We sometimes have lunch time activities on in the sports hall across the road that the children can attend.

Home Lunches

The majority of children stay in school for lunch, however parents may choose to take their child home for lunch. Please ensure we are informed if your child is to go home for lunch. Pupils, whose parents have chosen to have them home for lunch, are in the care of the parents during the lunch break.

School Lunches

School meals are free for all pupils in P1-5. All other pupils are expected to pay for all meals they intend to eat that week on the Monday of that week. Payments for meals paid for but not eaten due to absence are carried forward as a credit. Lunches cost £2.30 per day.

Our school cook is very happy to cater for all dietary requirements. If your child has specific dietary needs, please come in and have a chat and we will work together.



Free meal application forms must be applied for online at:

https://www.highland.gov.uk/info/878/schools/9/school_meals/

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

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

medical reasons requires a special diet. The dining area is supervised by school staff.

Packed Lunches

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



SCHOOL DRESS CODE

All Pupils are expected to wear Kiltearn Primary School uniform

- Navy Blue or Jade sweatshirt with plain or with school badge
- Navy Blue hoodies with plain or with school badge
- Navy Blue zip up tops/fleeces plain or with school badge
- Plain navy, black or grey trousers, skirts or pinafores- **NO JEANS**
- White shirt, blouse, or school polo shirt- **NO FOOTBALL SHIRTS**
- Comfortable, well-fitting shoes. High heels, platform shoes and sandals are not permitted.

Our uniform is supplied by Macgregor Schoolwear in Inverness <http://macgregorschoolwear.co.uk>

Order forms are available from the school office.

Suitable outdoor clothing should be worn as the children will be outside during break and lunchtimes unless there is heavy rain.



Physical Education

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

Indoor shoes

Children must change their shoes into indoor footwear. These should be purely for indoor use and should be suitable for wearing during gym lessons. No slippers or crocs please.

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

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

[https://www.highland.gov.uk/info/899/schools -
grants and benefits/10/free school meals and assistance with clothing](https://www.highland.gov.uk/info/899/schools-_grants_and_benefits/10/free_school_meals_and_assistance_with_clothing)

EARLY LEARNING AND CHILDCARE PROVISION

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

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

Early Years Education is about the development of the whole child. We strive to provide a wide range of experiences indoors and outdoors for the children to develop and learn. The staff in the nursery work very closely with the Primary 1 staff to ensure that pupils are prepared for their transfer into Primary 1. Further information about the Early Years Provision can be found in the separate ELC handbook which is made available to all prospective parents.



CLASS COMPOSITIONS

The school has 5 classes which are a mixture of single stage and two-stage classes. Children are selected for classes taking account of age.

CROSSING PATROLS

Most pupils are within easy walking distance of the school. Children should only cross the road at the school gate when the Crossing Patroller is there.

Hours of Crossing Patrols

School Gates 08.30 - 09.00; 12.15 - 13.15; 14.30 - 15.15



SCHOOL TRANSPORT

Pupils under eight years of age, who live more than two miles from school, can obtain free transport for the journey to and from school. For children of eight years or more the minimum distance is three miles. The children who qualify for transport are taken by minibus from home (nearest point on main road) to the school gate.



MEDICAL

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

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

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

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



Administration of medications

National Guidance on the Administration of Medicines in Schools has been issued by the Scottish Government. <https://www.gov.scot/publications/supporting-children-young-people-healthcare-needs-schools/>

This guidance is based on a number of common principles that will be consistently applied when identifying, supporting and reviewing the healthcare needs of children and young people in Highland schools to enable them to make the most of their learning.

Under Article 24 of the United Nations Convention on the Rights of the Child, all children have a right to the highest attainable standard of health and to health care services that help them attain this. Article 7 of the United Nations Convention on the Rights of Persons with Disabilities states that children with disabilities have the right to express their views freely on all matters affecting them. The arrangements for each individual will therefore take account of the health professionals' advice, the pupil's views and, where appropriate, their parent's views.

NHS Highland, Highland Council and school staff will work collaboratively to ensure that pupils receive the service they need in the way most appropriate to their personal circumstances.

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

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

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

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

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

Minor Injuries

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

Mental Health and Wellbeing

Staff will support the emotional development and wellbeing of pupils through formal and informal curricular activities. Any concerns about a pupil's wellbeing can be discussed with the named person. There is a website managed by Highland Council that supports a variety of information relating to mental health and emotional wellbeing that can be accessed [here](#). Schools have access to Highland Council's Primary Mental Health Worker Service and consultation and advice may be sought if there are concerns that might require more targeted support.

Counselling is also available for all pupils from age 10. Information on your school's service can be accessed from your child's guidance teacher. Alternately, there is a completely confidential, online counselling service called Kooth for children and young people from age 10 that can be accessed [here](#). Parents would generally be involved in discussions beforehand, however a young person over the age of 12 can ask for support themselves.

MILITARY FAMILIES

Our school welcomes and supports families and children from Forces Families: serving, veteran and reservists. We understand some of the challenges that mobility of service can bring, and we look forward to working with you to ensure a smooth transition for your child coming into or moving on from our school. Please get in touch with us as soon as you can so we can work with you to ensure the transition is as smooth as possible.

Highland Council have proudly committed to the Armed Forces Covenant and as such support our veteran and reservist families as well as those currently serving. There is a dedicated Highland Council Military Liaison Group (MLG) which has been formed to promote and ensure equality and equity for your children in their education.

Visit the Highland Council Armed Forces Website for lots of helpful information and support <https://armedforcesfamilieshighland.wordpress.com/>.

Please get in touch with the Head Teacher if you have any concerns.

EMERGENCY CLOSURE

Schools now have a dial-in service (**0870 054 6999**) followed by the Kiltearn Primary School PIN **04 2340**) if there is risk of closure due to adverse weather. This allows parents to listen to a recorded message from the headteacher.



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

It is an enhancement to the present service and does not replace existing methods of giving out information, such as radio broadcasts, described in the schools Adverse Weather Guidelines.

You can also access the highland school closure website on: <http://www.highland.gov.uk/schoolclosures>

In the event of the school needing to be evacuated in an emergency, pupils and staff would move to the Evanton Sports Hall, just across from the school or to the Church Hall in the village and await instructions from Police and/or Fire Services.

COMMUNICATION



In line with our Eco School Status, we use a SMS text service and an email service to send out the majority of our school correspondence. From time to time you may receive a text as a reminder of a school event, meeting or to let you know your child is unwell if we are unable to speak to you. **Please ensure you keep us up-to-date with changes to mobile numbers and email addresses.**

Class Dojo

We use Class Dojo at Kiltearn Primary. Class Dojo is a motivational tool on the Smartboard which aims to create positive classrooms by rewarding pupils for developing important skills like teamwork and persistence. Staff encourage children to achieve green dojos for positive work and good choices and this is then shared with parents and carers. This ensures classrooms are a positive place which means there's no more 'classroom management'. Just happier classrooms! 😊



SeeSaw- Pupil Profiles

Each child keeps an individual profile of their learning and experiences in school. We do this via Seesaw which is an app that allows students to independently document their learning using videos and pictures. Parents and carers have access to their own child/children's SeeSaw app so that they get an immediate and personalised profile of their school day.

Facebook

We have set up a school Facebook page as a further method of communication. You will find us under 'Kiltearn Primary.'

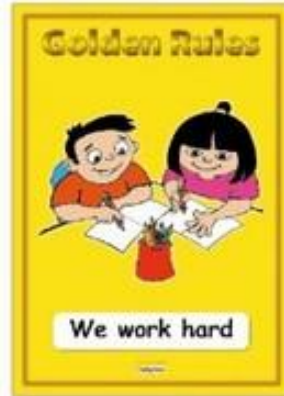
POSITIVE BEHAVIOUR POLICY

Here at Kiltearn, we follow the Golden Rules:

We take great delight in rewarding good behaviour with stickers, Dojo points and praise. We celebrate achievements in class and at assemblies. We have a termly dojo winner and runner up event; these termly rewards are chosen by the children.

However, if we find a child's behaviour is causing concern the Class Teacher will make every effort to find out why the child is behaving in such a way. They will discuss the situation with the parent(s) in confidence and work with

them to find a solution. We may decide to have a Solution Focused Meeting so that we can work together to best support the needs of the child. A copy of the school's behaviour policy is available on request.



CURRICULUM/LEARNING

Education is about the development of the 'whole child'. We strive to provide a wide range of experiences for children to develop and learn.

We encourage all of our children to become:



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



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

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

Your child will have access to a range of exciting and engaging activities at their own academic level, linked to these 8 curricular areas. We strive to ensure we put learning into meaningful contexts and to create real life learning experiences for the children. This is to ensure children make links between learning and what happens in real life so that they have the skills needed for lifelong learning. We will provide you with a termly class letter detailing aspects of what your child will be learning including sensitive aspects of learning such as relationships, sexual health, parenthood and drug awareness.

Throughout the course of the year children will attend various trips/outdoor learning opportunities in the local community and beyond. We make use of the local community woods and have regular opportunities for outdoor learning experiences. Children in P5-7 will participate in a block of swimming between January and March.

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

HOMEWORK

At Kiltearn Primary we recognise that homework plays a positive role in raising a child's level of attainment. Curriculum for Excellence also acknowledges the very important role of play and free time in a child's growth and development. While homework is important, it should not prevent children from taking part in the wide range of out-of-school clubs and organisations which play an important part in the lives of our children helping them become successful learners, confident individuals, effective contributors and responsible citizens.

NURTURE

We have a nurture room at Kiltearn Primary. Our nurture sessions are groups of between three and six children. Each group is run by two members of staff. Children attend nurture groups but remain an active part of their main class group. They spend appropriate times within the nurture group according to their need, and typically return full time to their own class within two to four terms. Our nurture groups assess learning and social and emotional needs and give whatever help is needed to remove the barriers to learning. There is great emphasis on language development and communication. In the nurture room, everything is explained, supported by role modelling, demonstration and the use of gesture as appropriate. The relationship between the two staff; always nurturing and supportive, provides a role model that children observe and begin to copy. Food is shared at 'breakfast' or 'snack time' with much opportunity for social learning, helping children to attend to the needs of others, with time to listen and be listened to.

As the children learn academically and socially, they develop confidence, become responsive to others, learn self-respect and take pride in behaving well and in achieving.

EXTRA-CURRICULAR ACTIVITIES

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

EMPLOYMENT OF CHILDREN

The employment of children byelaws regulates the types of occupation in which children under school leaving age may be employed and other conditions of employment. For further information please see:

http://www.highland.gov.uk/downloads/download/19/employment_of_children

EDUCATION MAINTENANCE ALLOWANCES (EMA)

An EMA is a weekly payment worth up to £30 for pupils who are planning to stay on at school after their leaving age. They must complete a learning agreement at school for a minimum of 21 learning hours per week.

In session 2024/2025 pupils born between 1 March 2005 and 30 September 2008 can receive payments from August 2024. Pupils born between 1 October 2008 and 28 February 2009 can receive payments from January 2025. Further information on full eligibility criteria and the online application process can be obtained from the school.

https://www.highland.gov.uk/info/899/schools_grants_and_benefits/14/education_maintenance_allowance

ACCESS TO PUPIL RECORDS

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

DATA PROTECTION LEGISLATION

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

TRANSFERRING EDUCATIONAL DATA ABOUT PUPILS

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

Data about pupil preferred routes, preferred occupations and anticipated school leaving date is also collected from S3/S4 to support planning for leaving school. This information is shared with Skills Development Scotland. Further information about 16+ Data can be found here:

<https://hi-hope.org/directory/listing/16plus-planning>

DATA POLICY

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

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

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

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

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

Why do we need your data?

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

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

Your data protection rights

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

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

Scottish Government works with a range of partners including Education Scotland, Skills Development Scotland and the SQA. On occasion, in order to help meet our aim of improving the life of young people in Scotland, we may make individual data available to partners such as the National Registers of Scotland to carry out research relating to the national population census and also academic institutions and organisations to carry out additional research and statistical analysis to meet their own official responsibilities. Any sharing of data will be done under the strict control of Scottish Government and will

be consistent with our data policy. This will ensure that no individual level data will be made public as a result of the data sharing and that these data will not be used to take any actions in respect of an individual. Decisions on the sharing of data will be taken in consultation with relevant colleagues and individuals within and out with Scottish Government. At all times pupils' rights under the Data Protection Act and other relevant legislation will be ensured.

Concerns

If you have any concerns about the ScotXed data collections you can email the Head of Schools Analysis at ScotXed@scotland.gsi.gov.uk 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

<https://www.gov.scot/publications/guidance-presumption-provide-education-mainstream-setting/pages/1/>

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

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

PROTECTION OF CHILDREN

From time-to-time incidents can occur within the school setting which cause concern and could indicate that a pupil is suffering some form of abuse.

In terms of Highland Child Protection Committee Inter-Agency Protection Guidelines, Education Service staff must report such incidents to Social Work Services which can lead to a joint Social Work/Police investigation.

All agencies involved in Child Protection are obliged to make the welfare of children their paramount consideration and this will be the priority for Education and Learning Service staff.

COPIES OF CHILD PROTECTION POLICY GUIDELINES are available from <contact details> or online at

http://www.highland.gov.uk/info/1361/childcare_and_family_care/438/child_protection

SCHOOL POLICIES AND PROCEDURES

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

Highland Council Policies are available at:

https://www.highland.gov.uk/info/893/schools_-_general_information/29/school_policies_procedures_and_guidelines

SECONDARY SCHOOL



The local Secondary School is Alness Academy, telephone number 01349 883341. The pupils have an opportunity to meet the Academy staff in various activities throughout their P7 year, including during their 3-day induction visit to the Academy at the end of P7. We do all we can to make the transition as smooth as possible.

We offer enhanced transition to pupils with Additional Support Needs; this may involve more regular visits of High School staff to the primary or the child attending the Academy more regularly.

If you wish your child to go to a high school out with your catchment area, a Placing Request Application must be made.

Where a child has opted to go to a different secondary school we will make arrangements to liaise with the school if/when the placing request has been accepted.

SUMMARY

Whilst the information in this handbook is considered to be true and correct at the date of publication, changes in circumstances after the time of publication may impact on the accuracy of the information. However, if you need any further information, please do not hesitate to contact me.

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