



# Raigmore Primary School



## Handbook 2024 – 2025



**Raigmore Primary School and Early Learning and Childcare Centre (ELCC)**  
**King Duncan's Road**  
**Inverness**  
**IV2 3UG**

**Telephone:** [01463 234971](tel:01463234971)

**School e-mail:** [Raigmore.Primary@highland.gov.uk](mailto:Raigmore.Primary@highland.gov.uk)

**Follow us on Twitter:** [@RaigmorePS](https://twitter.com/RaigmorePS)

**Website:** *Currently under construction*

**Stages Taught:** [Early Learning and Childcare \(ELCC\) to P7](#)

**Current pupil roll:** **176**



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## A Warm Welcome

Dear Parents/Carers,

It gives me great pleasure to warmly welcome you and your child to Raigmore Primary School and ELCC.

Raigmore Primary School is a non-denominational school which aims to provide a nurturing, safe and inspiring environment in which your child can develop and learn in a way which helps them now and in the future. We pride ourselves on meeting the needs of all children by working together as a whole school community - children, staff, parents and members of the local and wider community - promoting positive relationships and an inclusive approach. We provide extensive emotional wellbeing support, have high curricular expectations, ensure a wide variety of excellent opportunities and experiences for all of our children and enjoy recognising and celebrating successes and achievements. We welcome and encourage families to get involved with the life of the school and look forward to a happy and successful partnership with you to enable our children, our 'Raigy Stars', to become successful learners, confident individuals, effective contributors and responsible citizens.

I have worked at Raigmore Primary school for nearly 18 years and have had the privilege to be Head Teacher for the last 5. It is very easy to commit to such a wonderful school with talented, hardworking, caring and fun staff and children.

I hope you find this handbook useful and that it gives you a taste of life at Raigmore Primary where we know your child will shine. While I am sure the handbook will answer many of your questions it is not intended to replace personal contact between school and home so please feel free to contact us on 01463 234971 with any further queries or to arrange a visit – our door is always open.

Kindest regards,

*Autumn Macaulay*

Head Teacher



***Together we support, nurture and inspire all of our children to be their best;  
now and in the future!***



## Meet the Staff

### Senior Management Team

Head Teacher	Miss A Macaulay
Depute Head Teacher	Mrs C MacDonald
Principal Teacher	Miss E Jack

### Teaching Staff

Additional Support Needs	Miss E Kammer
Forces Family Support	Mrs K Challinor

P1	Mrs Challinor
P2	Miss Elliot
P3/4	Ms C Richards
P4	Mr A Fraser
P5	Miss E Jack
P6	Mrs MacDonald
P7	Ms S Elrick

### Pupil Support Assistants

Mrs L Boyce	Mrs P Grant
Mrs N McKinnie	Mrs M Murray
Mrs J Reid	Mrs S Robertson
Mrs L Stout	Mrs K Tracey

### Early Learning and Childcare

#### EYPS

Mrs B Bariskan  
Mrs D Davidson  
Mrs I Morrison  
Mrs D Pierce

#### Support Workers

Mr J Hughes  
Mrs C Fernie  
Miss K Wilson  
Mrs E MacDonald





## Office Staff

Main School Clerical  
ELCC Clerical

Mrs I Martin (M/T/W) and Ms A Wainwright (TH/F)  
Mrs D Tait

## FMA (Janitor)

N/A

## Catering Staff

Mrs C Gillies  
Mrs L Parker  
Mrs H Sime



## Cleaning Staff

Mrs L Robertson  
Mrs H Buchan  
Mrs J MacDougall

## Visiting Specialists

P.E.  
Art  
Strings  
Chanter  
Educational Psychologist  
Children's Services Worker

Mr Simmons  
Miss E Fowler  
Mrs R Porter  
Mr L Barclay  
Mrs H O'Donohue  
Ms A Ross



# General Information

## The School Day

ELCC		9:00 am - 3:00 pm
Primary 1 – Primary 3		9:15 am – 3:00 pm
Primary 4 – Primary 7		9:00 am – 3:00 pm
Breakfast/Homework Club		8:45 am – 9:15 am
Morning Interval	P1 – P7	10:45 am – 11:00 am
Lunchtime	P1 – P3	12:15 pm – 1:15 pm
	P4 – P7	12:30 pm – 1:15pm



## School Term and Holiday Dates 2024– 2025

Please follow the link below for school term dates and other closures:

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

## Emergency Closures

Parents/Carers should advise the school of an emergency contact which may be used in the event of parents/carers not being available during the school day, especially for use in emergency situations.

We make every effort to maintain a full educational service but on some occasions circumstances arise which lead to disruption. Schools may be affected by severe weather, temporary interruption of transport, power failures or difficulties with heating/hot water etc. In such cases we shall do all we can to let you know about the details of closure or reopening. We shall keep you up-to-date by using the school website, Twitter and local radio (where possible).

In the event of adverse weather, the school will also leave a voice message on the number below:

Severe Weather Line	0800 564 2272
Enter School PIN	0428504266



In addition to the above, parents can visit [www.schoolclosures.highlandschools.org.uk](http://www.schoolclosures.highlandschools.org.uk) which will also be updated with information for individual schools on a daily basis.

***Please note that in the event of severe weather, the decision as to whether a child should attend school is entirely down to each parent/carer and this decision should be made taking into consideration whether a child can safely make it to and from school.***

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 rescheduling but should be helpful. Parents/Carers are advised to remain “tuned in” to on-going road weather, or school information updates.

Moray Firth Radio - [www.mfr.co.uk](http://www.mfr.co.uk)

Normally hourly news bulletins and half-hourly summaries will carry local information on weather, roads and conditions affecting schools. Morning updates will usually be given and 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.

## **Facilities**

Raigmore Primary School was built in 1966 and lies in the Raigmore Estate, one mile east of Inverness City Centre.

Children come from the Raigmore Estate, Raigmore Hospital and the nearby Wimberley Way Estate which includes our Armed Forces families based at Cameron Barracks.

Our facilities include the main school building with classes from P3 to P7 and the infant block with classes from P1 to P2.

We have a support base, nurture room, sensory room, family/relaxation room, assembly/gym hall, newly installed library, art room and an Early Learning and Childcare Centre (ELCC) with outdoor area.

School meals are cooked on the premises in our school dining hall.

The school playground, enclosed with security fencing, has a tarred area and a large grass playing field as well an outdoor classroom area and trim trail.



## School Meals

School lunches are available at Raigmore Primary at a price of **£2.65** per meal. A copy of the school menu is provided to each family and is also available

Pupils may also choose to bring in a packed lunch from home and in keeping with Highland Council's Health Promoting Policy, it is the school's hope that this packed lunch should contain a healthy balanced diet. We would also discourage the use of single use plastic in packed lunches.

Any child wishing to go home for school lunches should indicate this to their class teacher during registration in the morning. They will be required to sign themselves out at the office before leaving school and sign in again upon their return.

Children of parents/guardians receiving certain benefits may be entitled to a free school meal. Information and application forms for free school meals may be obtained from the school office or from the Highland Council website. All pupils in Primary 1-5 are offered free school meals in line with the Scottish Government guidelines. No application is necessary for P1-5 children to access these.





Information regarding free school meals and clothing assistance:

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

The school meal service offers nutritionally balanced, well presented food in an environment that is safe, well ordered and sensitive to the needs of pupils in order that they may enjoy the lunchtime social experience. Healthy choices are very much in evidence in all menus. Food and drinks served meet the requirements of The School (Health Promotion and Nutrition) (Scotland) Act 2007.

### **Special Diet, Food Allergy**

If your child requires a special diet for health reasons, please fill in the Special Diet Food Allergy form available online. The request should be sent to the Highland Council Catering Department for consideration. Where appropriate, they will seek the advice of the local dietician.

### **Medical & Health Care**

At the beginning of each year we ask parents/carers to complete an Emergency Contact Form which gives us details of how to contact you or a family member or friend if your child is ill. **It is important that you inform us of any changes of address, telephone number etc. in the event that we should need to contact you.**

If your child becomes ill during school time we will make every attempt to contact you or your emergency contact. If a serious incident occurs, it will be dealt with immediately and this may mean we take action before we are able to contact you. The safety and good health of your child will always be our main concern.

The school nursing team is in regular communication with the school. A screening service is in place throughout the school but if you have any concerns about your child's health which you would like the school medical services to deal with then please simply get in touch with the school. Advice on health matters is available from the school nurse on request.

Speech Therapy is available for those children who require it. Again, initial request should be made through the Head Teacher.

Other specialist educational services are occasionally needed for individual pupils. The provision of these services will always be discussed in detail with parents before any



action is taken. Should a child have a particular medical requirement this should be made known to the Head Teacher as soon as possible.

### **Administration of Medicines**

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

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

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

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

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

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

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

If your child requires medication, please note that this will only be administered by staff when prescribed by a doctor and accompanied by clear written guidance, 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 appropriate. If your child is badly injured, has a hit to the head or becomes unwell during the school day you or the emergency contact, will always be contacted and you may be advised to collect your child from school.

NHS Highland Guidelines for infection control guidelines can be found online by following the link [NHS Highland Guidelines](#)

**Please note that it is a parent/carer responsibility to ensure that any medication including epipens and inhalers are within their use-by-date and stored in school. It is also the responsibility of the parent/carer to provide a medical protocol.**

### **School Uniform**

We encourage all children to wear the official Raigmore Primary School uniform.

Sweatshirt/Hoodie/Cardigan	Polo Shirt	Trousers/Jogging bottoms/Skirt/Pinafore
Blue	Yellow	Dark colours – grey/black/navy

School sweatshirts, hoodies and polo shirts are available from the school office.

They can also be purchased at **School Wear Made Easy**, Unit 4/5, 57 Harbour Road, Inverness, IV1 1UF. Tel: 01463 222022 – <https://www.schoolwarmadeeasy.com>

Clothing grants for uniform are available for families in receipt of certain benefits. The appropriate forms are available at the school office. See link below for more information:

[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)

We also have some “good as new” clothes which are sold at vastly reduced prices. Children grow out of uniform so quickly and clothes are so expensive that we feel it is more sensible for someone else to get the good of the clothes at a reduced cost.



## Physical Education

For P.E. lessons all children need shorts, T-shirt and gym shoes. Nothing fancy or expensive – just something comfortable and safe for them to exercise in. Items of football strips are not permitted. Children who require to be excused from P.E. lessons must have a note from their parent/carer.

## Footwear

In order to keep the school clean and hygienic it is not suitable for children to wear outdoor footwear inside school and so **all pupils must bring indoor shoes or gym shoes to change into**. Many of our classrooms are carpeted and many practical activities are carried out on the floor – changing into clean footwear keeps the floor coverings clean and suitable to work on.

## Personal Property in School

**All articles of clothing should be clearly labelled with your child's name.** It is also helpful to label packed lunch boxes and water bottles. Lost property which cannot be returned or is not claimed is disposed of monthly in the school based Blythswood Box.

In the interest of safety and to avoid unnecessary upset, children should not bring items of personal property to school e.g. toys, games, comics, etc. We also discourage pupils from wearing jewellery in school – not only are items of jewellery dangerous during P.E. and playtimes but they are also frequently and very easily lost (stud earrings can be worn if necessary).

Children are strongly advised never to leave money or valuables in the cloakrooms or in their tray in the classrooms. If an occasion arises when they have to bring in money or valuables, they should be handed into the school office for safe keeping.

Children should not take mobile phones or electronic devices into school without permission from the school. If a child has to get in touch with a parent urgently or unexpectedly, we will contact you via the school office. If your child must bring a mobile phone to school, it will be left at the school office in the morning and picked up at the end of the school day. If it is not handed in and is discovered by a member of staff, the staff member will remove the mobile phone from the child and hand it in to the school office for safe keeping.



## Our Vision, Values and Aims

Our Vision, Values and Aims were written in consultation with children, staff and parents/carers. They were launched in 2019 and underpin everything we do at Raigmore Primary School.

### Vision

***Together we support, nurture and inspire all of our children to be their best; now and in the future!***

### Values





The Values we promote at Raigmore Primary are:

- Ready
- Respectful
- Safe
- Honest
- Kind

Our Values help us to ensure the safety, wellbeing and best possible learning environment for all. Our Values help us to support our children to become Confident Individuals, Successful Learners, Responsible Citizens and Effective Contributors – now and in the future.

## **Aims**

### ***At Raigmore Primary School we aim to...***

- Warmly welcome everyone.
- Provide a happy, safe and inclusive environment.
- Promote positive relationships where every child and adult is listened to.
- Value and respect each other, our school community and our wider world.
- Feel proud to be part of the Raigmore team where learning is fun and creativity is encouraged.
- Share the responsibility with our whole school community to nurture our children towards healthy life choices and positive destinations.
- Support all children and adults to shine by setting high expectations and by creating a culture of lifelong learning; providing quality learning and leadership opportunities.
- Provide a rich, experiential curriculum that is unique to our school community.
- Work hard to overcome barriers and understand the importance of resilience and learning from mistakes.



- Encourage clear and honest communication.
- Recognise and celebrate achievements.
- Care for ourselves and each other – spreading love, joy and kindness throughout!



## Enrolment, Placing Requests & Attendance

### **Primary 1 Enrolment**

If your child will be five years of age on or before 28 February 2025, they are eligible to enrol for Primary 1.

**Enrolment week for Primary 1 pupils will take place from Monday 29 January to Friday 2 February.**

If you wish to enrol your child for Primary 1, please do so during enrolment week. The online enrolment form will be available from Monday 25 January.

[https://www.highland.gov.uk/info/878/schools/887/enrol\\_your\\_child\\_for\\_school](https://www.highland.gov.uk/info/878/schools/887/enrol_your_child_for_school)

There are ongoing Early Learning and Childcare (ELC) to P1 transition activities throughout the whole session leading up to P1 for our own ELC children and all partner centre children.

### **Placing Requests – Parental Choice**

Each school serves its own particular catchment area. Children whose homes are located in the Raigmore catchment 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 must be made to the Area Care and Learning Manager, Fiona Shearer and sent directly to the Education Office, not the school.

Placing request forms can be obtained from:

[http://www.highland.gov.uk/info/878/schools/11/school\\_enrolment/2](http://www.highland.gov.uk/info/878/schools/11/school_enrolment/2)

Parents/Carers of children with additional support needs 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.

### **Attendance at School / Registration / Absence**

Registration takes place every morning and after lunch. The class teacher records all attendance/absence information using a system called SEEMiS. Once the class teacher has entered the information for a particular day, it will then be accessed by the school office who will make arrangements to contact any parents/carers of children who are absent. This will be by phone in the first instance.

Good attendance is vital if children are to achieve their full potential. If a child is absent from school, a parent or carer should phone the school on the first day of absence on the school number (01463) 234971.

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 and so we need to know the whereabouts of absent pupils. **Therefore, it is vital that all parents/carers contact the school by 9.15am.** Failure to contact the school will result in an unauthorised absence. All unauthorised absences are actively pursued by the school.

If a child needs to leave school during the school day, e.g. for an appointment, a note from the parent/carer must be brought in. Children 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 a child falls ill during the school day parents/carers will be contacted. Therefore, it is essential that we have up-to-date daytime contact numbers and emergency contact numbers for all children.





When parents/carers are considering whether or not to remove their child 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;
- could result in children missing important assessments;
- 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. Please follow the Highland Council link below to see school term dates. These dates will assist parents/carers when planning holidays.

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

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

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

#### **Day 1 - First day of unexplained absence of a pupil**

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

#### **Day 2 - Second day of unexplained absence of a pupil**

The school will make vigorous attempts to contact parent/carers or emergency contact by telephone. If no contact can be made on the second day of absence, this will be noted by the school.

#### **Day 3 - Third day of unexplained absence of pupil**

If no contact is established, a member of staff will arrange a home visit to check the situation. If the child is not found and no satisfactory explanation is given for absence, the police will be notified of the child's non-attendance. The police will treat this as a



missing persons alert. The police may be involved to conduct visits where it is not possible for the school to do so.

### **Steps for Parent/Carers**

- Keep the school up to date with your telephone number and emergency contacts.
- Inform the school of any pre-arranged absence e.g. hospital appointment.
- Inform the school or ELC of your child's absence by 9.15 on the morning of the first day of absence.
- Respond promptly to contacts from the school.

### **Transfer from Primary to Secondary**

Children are normally transferred between the ages of 11 ½ and 12 ½ years old so they will have the opportunity to complete at least 4 years of Secondary Education. Secondary school transition events often start early in the P7 year. There are enhanced transition activities for children who are identified as needing this.

Children from Raigmore Primary School normally transfer to:

**Millburn Academy**  
**Diriebught Road**  
**Inverness**  
**IV2 3QR**  
**Tel: 01463 729152**



**Acting Head Teacher: Kerry Sinclair**

Children who are not living in the Millburn Academy catchment area will require Placing Requests completed and submitted to the Area Education Office between January and mid-March of the P7 year. Dependent on roll numbers a place at Millburn Academy is not guaranteed and for that reason children will be encouraged to attend transition events at their catchment school. Placing request decisions are usually finalised just after the Easter break.



## Parental Involvement

### Parents/Carers as Partners



At Raigmore Primary we pride ourselves on our Open Door Policy. We will endeavour at all times to respond as quickly as we can to any enquiries.

We understand that parents/carers are our partners in ensuring positive outcomes for each of our children. We embrace the diversity of families within our school community and seek out opportunities to positively promote diversity.

We believe that much of the strength of our school lies in the positive relationships between staff, children and their parents/carers. We always welcome parental interest in the life of our school.

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

- Parent Appointments
- Open afternoons and classroom visits
- Information on the school Twitter page/website
- Letters and newsletters
- School Noticeboards
- Key Assessment Tasks
- Emails



### Parent Appointments

Parents/carers are encouraged to come to our online meetings where teachers will share their on-going assessments and identify next steps in learning.

Parents/carers may also make an appointment outside of these times if they would like to discuss their child's welfare or progress further with the class teacher. In order to make this arrangement work smoothly, parents/carers should first make an appointment at a time suitable for both themselves and the class teacher through the school office by phoning or writing.



## **Home Learning**

It is the school's policy that homework is given when required to support class work (review and time to work on new skills) or generate enthusiasm for learning through personal projects. We encourage parents/carers to use Home Learning as a way to discuss what their child is working on at school and if possible to extend their thinking through conversations around the topic.

If we are to succeed in enabling your child to reach their potential, we need your assistance and support. You can help your child by:

- Spending time talking to them about how they feel, their interests, what they enjoy at school, their homework and learning targets.
- Encouraging reading for pleasure.
- Reading daily to young children.
- Providing material to stimulate interests – e.g. books, paint, crayons, musical instruments, construction materials etc.
- Playing games.
- Getting out and enjoying the outdoors with them.
- Encouraging physical activity.
- Promoting good study habits at home.
- Reducing screen time, especially close to bed time.
- Taking them to places of educational interest.
- Developing the skills involved in everyday tasks such as writing notes, shopping, caring for animals and plants etc.



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/>

## **The Parent Council**

The Scottish Schools (Parental Involvement) Act 2006 has changed the arrangements for parental representation in all schools. Since August 2007, all parents/carers are



automatically members of the Parent Forum for their school and they have a right to establish a Parent Council to represent them.

The membership of the Parent Forum is made up of all parents/carers who have a child at Raigmore Primary. Membership of the Parent Forum allows parents to have a say in the local arrangements to enable their collective view to be represented on matters such as the quality and standards of education at the school and other matters of interest. One of the ways parents/carers in the Parent Forum will express their views will be through the Parent Council.

The Parent Council is a group of parents/carers selected by members of the Parent Forum to represent all the parents/carers of children at the school. Parent Councils are very flexible groups and the Parent Forum can decide on the type of group it wants to represent their views.

We currently don't have an 'official' Parent Council but we do have our parent group – 'Clan Raigy' who meet regularly in school.

Our 'Clan Raigy' regularly get involved in:

- Supporting the work of the school;
- Fundraising activities;
- Gathering and representing parents' views to the Head Teacher, education authority and HMIE;
- Promoting contact between the school, parents, pupils and the local community;



We would strongly encourage any parents to get involved in the life of our school by becoming a member of the Parent Council. **Help our school be the best it can be!**

Generally, members of the Parent Council must be parents/carers of children who attend the school and the chairperson must have a child in the school. However, the Parent Council can decide to co-opt other members from teachers and the community who will have knowledge and skills to help them.

Members of the Parent Council will bring knowledge from their own experience and personal views. However, as parent representatives, they must also consider how they can ensure that the Parent Council presents a co-ordinated, collective voice through consultation with other members of the Parent Forum.



## School Ethos and Pupil Welfare

### Promoting Positive Relationships/Conduct

We work hard as a team at Raigmore Primary School to promote positive relationships by listening to, supporting, encouraging, valuing, and celebrating one another. This approach is at the heart of our school vision and runs throughout all aspects of life at Raigmore Primary.

We focus on building and nurturing these positive relationships throughout our whole school community, actively listening to all children, staff and stakeholders. We promote leadership opportunities for all and look to inspire our children and staff through a range of available research, experiences and activities.

Responsibility for promoting and maintaining positive behaviour lies with all members of the whole Raigmore Primary community including children, staff, parents/carers and the local and wider community. Children, staff and parents are expected to model excellent behaviour and a positive attitude at all times as this is the ideal opportunity to share our expectations and high standards.

In addition to guidance from The Highland Council Positive Relationships Team, we also work closely in line with the principles and methodology of Pivotal Education. Pivotal Education encourages calm adults, first attention to positive behaviour/choices and supporting and managing behaviour changes through restorative solutions and nurturing and solution-focused approaches.

For further information, see below:

Highland Council – Positive Relationships and Bullying Prevention Guidance:

[https://www.highland.gov.uk/downloads/file/19361/positive\\_relationships\\_and\\_bullying\\_prevention\\_guidance\\_for\\_children\\_and\\_young\\_people\\_-\\_leaflet](https://www.highland.gov.uk/downloads/file/19361/positive_relationships_and_bullying_prevention_guidance_for_children_and_young_people_-_leaflet)

Pivotal Education

<https://pivotaleducation.com/about/behaviour-management/>





## Equality and Diversity

At Raigmore we believe that every child should be given equal opportunity to perform to the best of their ability in all areas of the curriculum. We are committed to helping children gain a better understanding of the world around them. In pursuing this aim we actively promote equality and diversity. Equality is about creating a fairer society, where everyone can take part and where everyone has the opportunity to be all they can be. Diversity is about recognising and valuing difference, where everyone is respected for who they are. We seek to extend choice and opportunity for all pupils without discrimination. We strive to provide education tailored to the needs of the child as an individual. Our work in Equality and Diversity as a school aims to address the Equalities Act (2010). Our 'Equalities and Diversity' policy is continually being developed in line with Highland Council guidance. We are particularly proud of the fact that our school successfully integrates all children and celebrates them for who they are.



## Health and Wellbeing

The Health and Wellbeing of all at Raigmore Primary is paramount. We are a Nurturing school where Emotional Literacy is embedded throughout. All children are supported in identifying, understanding and managing their feelings and emotions. We encourage staff and pupils to lead active lifestyles and engage in the outdoors.

## Nurturing Approaches

- The Rainbow Room – Nurture Room
- Relaxation
- Mindfulness
- Sensory Room
- Daily Emotional Check-in – Zones of Regulation
- Breakfast/Homework Club
- Talk Boxes





- Little Troopers
- Baking
- Ukulele
- John Muir Award
- Wild Things Award
- Roots of Empathy/Seasons for Growth
- My World of Wellbeing
- Welfare Unit Support
- Therapets



### **Links with Our Community**

We work closely with our community partners to provide wide learning experiences and in order to support every child in our school. We have a regular focus on skills for life developed through our curriculum. We work with: The Centre for Health Science, UHI, The Army Welfare Unit, Royal Caledonian Education Trust, Raigmore Hospital, C.A.R.E. (Community Action for Raigmore Estate), sports clubs and local nursing homes for the elderly, to name a few.

We have good contacts with many of the businesses and organisations around us and we work with them to provide experiences within our Developing the Young Workforce agenda, such as Skills Development Scotland, Lifescan and local Councillors. We also regularly welcome parents and visitors into the school to provide us with insights into careers or to share stories and information.

We work closely with other education and health professionals so that every child has equitable opportunities for learning, such as health visitors, primary mental health workers, educational psychologists, children's services workers, literacy, numeracy and ICT development officers, and early years' education support officers.





### What our partners say...

“I love coming into Raigmore due to the fact that the welcome that I get is always so positive and warm and this starts at the very top with Senior Management Team valuing any input I have provided. This trickles down throughout the rest of the school! Always a pleasure to visit and provide input to Team Raigy!” ICT Development Office

“When I walk into Raigmore PS I can just feel the genuine sense that staff are there for the kids and their families - looking after the pupils is much more than just "teaching" them it's about caring for their health and well-being as well and that is what these kids will carry with them through their lives.” RCET Manager

“I experience the members of staff in Raigmore Primary School as dedicated to the needs of the individual child, child centred and caring in their approach with an inclusive attitude towards families and other agencies. The children I work with during exceptional challenging times in their life name their school to be a safe place.” Social Worker

“I would describe Raigmore PS as being very welcoming and get a real sense of other agencies input being readily valued by the young people, staff and their families.” Practice Lead



“I would like to say I experience people at Raigmore Primary to be very welcoming, open to new ideas and there is an atmosphere of mutual respect.” Growing2gether leader

“Striving for high standards in literacy and numeracy.” – Quality Improvement Officer

“Raigmore Primary – supportive and committed to helping young people achieve their potential.” - Community Development Worker, Army Welfare Service

“Raigmore is a welcoming, friendly school for professionals to visit with staff who demonstrate compassion and empathy towards others and great teamwork which allows them to problem solve effectively and collaboratively.” – Education Psychologist

“Positive and genuinely welcoming: a school that is underpinned by the ethos of positive relationships. I really look forward to my visits to Raigy, working with both the pupils and staff, thank you, I have a real sense of belonging when I come here.” – Positive Relationships Team

“Raigmore Primary School has a welcoming environment, where staff are always friendly and approachable. There are good communication links with other agencies. School displays a child centred ethos.” – Social Worker



## **Recognition and Celebrating Achievement**

We believe in recognising and celebrating children’s achievements and positive choices and spreading kindness and joy. Some of the strategies we use are:

- **Recognition Boards**

Each class has a Recognition Board so that positive choices and behaviour can be recognised. The children can work independently towards targets but also collectively as a class, encouraging each other. Once a child reaches a given target, their name goes on the board.

- **Hot Chocolate Friday**

Children who have gone ‘Over and Above’ throughout the week are nominated by



their class to come and have hot chocolate with the Head Teacher... an ice-lolly in summer! We record the name of these children in our special book and present each child with a certificate at our Celebration Assembly.

- **House Captains – Calm Class**

Our P7 House Captains are nominated to monitor the cloakrooms, corridors and assembly hall to spot calm behaviour. They also liaise with class teachers on a weekly basis. The Behaviour Stars then award positive notes and choose their ‘Calm Class’ of the week. Each week a class is chosen as the ‘Calm Class’ of the week. The class displays a huge gold medal in their class with pride. A tally is kept of each nomination and at the end of the session the class with the most nominations gets an additional school trip/fun day.

- **Positive Notes Home**

Children who have been spotted demonstrating our school values can get a positive note nomination from any member of staff or from one of our ‘Behaviour Stars’.

- **Positive Phone Calls Home**

Children who have been spotted demonstrating our school values can get a positive call home from any member of staff.

- **Playground Positives**

Staff in the playground write a note for any child demonstrating our school values in the playground.

- **Meet and Greet**

Every child is greeted at their classroom door in the morning. The children can choose to shake hands, fist bump, hug or high 5 their class teacher. They can opt out too. This face-to-face contact in the morning helps to build positive relationships between children and staff.

- **Celebration Assembly**

Every week the whole school comes together for Celebration Assembly. This is a valuable opportunity for us to recognise all awards, certificates, notes and nominations for the week. We also have the chance at this assembly to recognise children who have demonstrated the school values whilst out of school.



Ice Lolly Friday!



Hot Chocolate Friday!



Recognition Board



Calm Class of the week!



Behaviour Stars



Playground Positives





## **Bullying**

The school policy is one of zero tolerance on bullying or any form of discrimination. The school endorses the authority's 'Promoting Equality and Diversity' and 'Positive Relationships and Bullying Prevention' guidance. Any concerns about incidents of this nature should be communicated to the Head Teacher immediately.

## **Curriculum**

Curriculum for Excellence is designed to achieve a transformation in education in Scotland by providing a coherent, more flexible and enriched curriculum from 3 to 18.

The curriculum includes the totality of experiences which are planned for children and young people through their education wherever they are being educated.

### **PLAY BASED LEARNING**

In P1 – P2 we have a well embedded play-based approach to learning. There is a wealth of information supporting the benefits of this approach, particularly at these key stages. As outlined by Education Scotland - *There is lots of information available about the health and wellbeing benefits of play. Active play helps to build strong bones and muscles. Children and young people explore their feelings through play, and this can help them build resilience and cope with stress. Play is how young children make sense of the world. There is also evidence to show that play in early childhood can influence the way your child's brain develops, helping to co-ordinate their mental and physical capabilities. Through play, children and young people of all ages develop problem-solving skills, imagination and creativity, language and observation skills, and memory and concentration. Children and young people use play to test their theories about the world and their place in it.*

**Play creates a brain that has increased flexibility and improved potential for learning later in life.**

**Lester & Russell, 2008**

### **LANGUAGES AND LITERACY**

The development of literacy skills is central to all learning. Through Literacy and English children develop and extend their skills of communicating, collaborating and building relationships. Throughout the school children are introduced to an additional language



and learning French begins informally in Primary 1 and continues throughout the school with a further language being explored in P5-7.

## **NUMERACY AND MATHEMATICS**

Through Numeracy and Mathematics children develop their understanding of and ability to apply concepts, principles and processes in different contexts. The way we teach numeracy and maths has changed in line with the Highland Numeracy Progression, our data tracking processes and understanding of our school context and children. Parents will be kept up to date with any changes to how and what is being taught.

## **HEALTH AND WELL-BEING**

Through Health and Well Being children develop the knowledge, skills and understanding which they need for mental, emotional, social and physical well-being.

Within this curricular area, children begin to explore ideas around sexual health, parenthood and relationships. Parents will be informed about when this happens and are always welcome to come and review the materials being used prior to this unit of study.

We use Highland Council Physical Education Guidelines and we use the knowledge and expertise from the P.E. teachers at Millburn Academy.

We strive to allow learners the opportunities to develop the concepts and skills necessary for participation in a wide range of physical activity, sport, dance and outdoor learning and enhance their physical wellbeing in preparation for leading a fulfilling, active and healthy lifestyle.

The Scottish Government expects schools to work towards the provision of at least two hours of good quality physical education for every child.

P.E. lessons cover aspects of:

- Gymnastics
- Games skills
- Dance
- Athletics
- Rugby
- Shinty



- Football
- Hockey
- Basketball
- Tennis
- Cross country

In addition to our P.E. curriculum we are very lucky at Raigmore to have a team of dedicated staff members who offer many additional sporting opportunities to our children.

## **SCIENCES**

Through Sciences children develop their knowledge and understanding of science language, enquiry, investigation and the impact of science on our world. For this, we follow the Highland Science Framework.

## **SOCIAL STUDIES**

Through Social Studies children develop their understanding of our country and other countries both in the past and present day. They also develop their understanding of democracy, citizenship and enterprise. A large part of our learning in this area involves exploring global citizenship and working to understand our world and know how to make a difference to our future.

## **TECHNOLOGIES**

Through Technologies children develop their understanding of how to use technologies and how these technologies affect our lives. Technology is not exclusively about computer and digital equipment it now explores, food technology and craft and design.

Each class is equipped with an interactive board which enhances the learning experiences of our children. We also use a range of technology to bring the curriculum to life and allow opportunities to use ICT in different ways. Every child in P7 and P6 has access to a personal Chromebook throughout each day, and every child from P1 to P5 has regular access to Chromebooks.

We are also committed to using ICT to support home school relationships and in addition to our school Google Classrooms, we also have a social media presence via Twitter (@RaigmorePS #raigystars #teamraigy).



## **RELIGIOUS AND MORAL EDUCATION**

Religious and moral education provides children with information about Christianity and other world religions. It supports the development of beliefs and values. The teaching of our school values – Ready, Respectful, Safe, Honest & Kind is embedded in all we do as a school.

Religious Education is required by statute to be included in the curriculum. Parents have the right to have their children excused from R.E. on written notification to the Headteacher.

### **Religious Observance**

Non-denominational assemblies that recognise and celebrate children's achievements and highlight school values, current events, class work are held weekly and are conducted by the Headteacher, promoted staff or classes.

**Withdrawal from Religious Observance:** Special arrangements will be made for pupils whose parents do not wish them to participate in religious observance.

## **EXPRESSIVE ARTS**

The Expressive Arts involve creating and presenting and are practical and experiential. Evaluating and appreciating are used to enhance enjoyment and develop knowledge and understanding. We know that the Arts provide a valuable resource for children to explore more complex issues and ideas and strive to include it in all we do. The subjects under expressive arts are -

- **ART AND DESIGN**

Art and design provides children with a wide range of rich, practical activities to explore two and three dimensional media and technologies. In addition, they deepen their knowledge and understanding of art and design by studying the work of artists and designers. We are very lucky to have an amazing art teacher in school every week.

- **MUSIC**

Music provides children with activities to develop their vocal and instrumental skills, explore sounds and musical concepts and use their imagination and skills to create pieces. They also deepen their understanding and capacity to enjoy music by listening to and talking about different genres of music. We have visiting music instruction throughout the year and a fantastic in house ukulele band.





- **DANCE**

Through dance children develop their skills of creating and performing different types of dance to convey mood, feelings and ideas.

- **DRAMA**

Through drama children develop their knowledge and understanding of different drama forms and participate in presenting them.



## Assessment and Reporting

### **Formative Assessment**

Our aim is to work with each child to identify their strengths and next steps. When a child has a clear understanding of where they are in their learning, where they need to go and how to get there, they are more motivated and engaged which in turn improves confidence and attainment. We set clear learning intentions and success criteria, carry out observations, class quizzes, topic assessments and have ongoing learning conversations. Continuing ongoing assessment takes place throughout the school.

We assess the children more formally in the core areas of the curriculum of Literacy and English and Numeracy and Maths. As children progress through the school we use a combination of different assessment methods to get the best picture possible of a child and their progress.

### **Parent/Carer Appointments**

These will take face-to-face in Term 3.



## **Written Report**

An end of year written report is issued to parents in Term Four which summarises a child's progress in relation to what is appropriate for their age and stage.

## **Profiles**

The children at Raigmore Primary School are encouraged to engage in ongoing conversations about their learning so they are clear about who they are as a learner, where they are in their learning and what their next steps in learning are. The children regularly engage in learning conversations with school staff and peers to reflect on their learning and identify their next steps. Information about the children themselves, their wellbeing, the curriculum, targets, achievements, skills and aspirations are captured within pupil profiles.

At the beginning of this session (2021/22), in a survey shared with all families, we asked how you would like your child's ongoing progress to be shared. 76% voted in favour of jotters being sent home with latest & best work, targets and next steps in learning all included.

I am pleased to say that we will be sharing jotters and/or folders of learning with you throughout the school session.

Along with the examples of work we will share your child's Profile – this may be in paper format or digital. Please take the time to look at this with your child.

There are 3 stickers included in the folder/bag with work and profiles. These are so you can talk to your child about their work, write a comment on the sticker and pop in on their work. Your input is an invaluable part of your child's learning journey.

<https://education.gov.scot/parentzone/curriculum-in-scotland/assessment-and-achievement/>

## **School Improvement**

This year we are focusing on:

- Interdisciplinary Learning (IDL)
- Pedagogy (Learning & Teaching)
- Learner Participation



At Raigmore Primary School we use the Pupil Equity Fund, allocated to us by the Scottish Government, to focus carefully on any gaps in learning which have been identified through our rigorous tracking and monitoring systems. We also use these funds to support health and wellbeing and to provide the children with interdisciplinary learning life experiences in school and the outdoors.

Our Standards and Quality Report and School Improvement Plan will be uploaded to our website once the website is completed. In the meantime, both are available on request.

For further details regarding school performance at local and national level, please see the following links.

<https://education.gov.scot/inspection-and-review/find-an-inspection-report/find-an-inspection-report/>

<https://education.gov.scot/parentzone/my-school/school-information-dashboard/>

## **Additional Support Needs (ASN)**

Getting it Right for Every Child is the Scottish Government's approach to supporting children and young people. This framework aims to improve outcomes for all children and young people. We follow the Highland Practice Model staged approach to assess, identify and support additional needs.

- GIRFEC builds solutions with and around children and families.
- GIRFEC enables children to get the help they need, when they need it.
- GIRFEC supports a positive shift in culture, systems and practice.
- GIRFEC involves working together to make things better.

Class teachers, in conjunction with our ASN staff and our Senior Leadership Team, monitor the progress of children with additional support. The needs of ASN children are generally met 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. Parent/carers and children will be involved in these procedures and in reviews.



Follow the links for more information about the Highland Council model for support and child's plans at:

[http://www.highland.gov.uk/downloads/file/230/highland\\_practice\\_model\\_-\\_delivering\\_additional\\_support\\_for\\_learners](http://www.highland.gov.uk/downloads/file/230/highland_practice_model_-_delivering_additional_support_for_learners)

[http://www.highland.gov.uk/download/downloads/id/11/co-ordinated\\_support\\_plan](http://www.highland.gov.uk/download/downloads/id/11/co-ordinated_support_plan)

Sometimes a Children's Service Worker (CSW) will be involved in supporting a child. A CSW is often based at the school and will generally focus on more social and emotional needs rather than issues about the curriculum or classroom learning. The CSW will work in collaboration with the support team in school, work to support families in their own communities and work with individual children 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.

Raigmore Primary School and Highland Council seek to work in partnership with parents/carers at all times. Should you have any concerns that your child's additional support needs are not being met, you should contact the Head Teacher. However, sometimes you may have a concern that you don't feel is being addressed, or you may want to talk to someone out with the school about your child's needs.

There are a number of means of resolving difficulties and disputes. Further information on these approaches can be found at the [Support for Learners Website](#).

For additional information on how to better understand and support your child's needs follow the link below:

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

[Support for learners | Support for learners | The Highland Council](#)

<http://enquire.org.uk/>

## **Child Protection**

**The Child Protection Co-ordinator at Raigmore Primary School is Miss Macaulay (Head Teacher) or Mrs MacDonald (Depute Head Teacher) in her absence.**



At Raigmore Primary we take the care, welfare and protection of our children very seriously. All children have the right to feel safe, within a nurturing environment that promotes inclusion and achievement.

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

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

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

Follow the link for more information:

[http://www.highland.gov.uk/info/1361/childcare\\_and\\_family\\_care/438/child\\_protection](http://www.highland.gov.uk/info/1361/childcare_and_family_care/438/child_protection)

## **Forces Families**

Our school warmly welcomes and supports all Forces families; serving, veteran or reservists.

We understand some of the challenges that mobility of service life can bring and we look forward to working with you to ensure a smooth transition for your child 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.

We support the children through cycles of separation, change and loss. Our staff are trained in Active Listening and we provide many opportunities for the children to talk about their experiences and feelings.

Thanks to funding from the Armed Forces Education Trust we are currently able to offer extra literacy and numeracy support as well as additional health and wellbeing activities for our Forces children.

We have an excellent partnership with the Army Welfare Unit working very closely with members from the team to provide support at all levels, in and out of school.

We aim to create a real sense of belonging for all of our Forces families and hope that time spent with us here at Raigmore will leave you feeling valued and cared for.



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. Miss Macaulay, Head Teacher, is an active member of the MLG.

Visit the Highland Council [Armed Forces Families Website](#) for lots of helpful information and support for both families and Educators. The [Enrolment page](#) may be particularly helpful.



### **Complaints and Requests for Service**

In the first instance complaints should be brought to the attention of the class teacher. For more serious issues parent/carers should contact their child's Named Person, Miss Macaulay (Head Teacher), or any member of the Senior Management Team. Contact can be made via the school office on 01463 234971.

The school will always endeavour to resolve issues by listening to parents/carers and seeking solutions in partnership. If any parent/carer feels that a complaint has not been dealt with satisfactorily, ultimately the Area Education and Learning Manager can be contacted:

Mrs Fiona Shearer  
South Area Manager  
Education and Learning  
Highland Council Head Quarters  
Glenurquhart Road  
Inverness

Tel: 01463 702880

Complaints will be investigated and any recommendations or requirements will be communicated to the Head Teacher.



Please note that transport is not a school responsibility and any queries should be addressed to the Transport Development Officer, Highland Council, Glenurquhart Road, Inverness, IV3 5NX, or [public.transport@highland.gov.uk](mailto:public.transport@highland.gov.uk).

### **Finally...**

We have tried to make this handbook as comprehensive as possible and we trust that you have found it informative. As with everything it is a dynamic document and may change and develop.

We love our school and are sure you will too! We look forward to welcoming you and your family to Raigmore Primary and hope you all enjoy being part of our school community.

*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.*