

# THRUMSTER PRIMARY

## SCHOOL BROCHURE

2024 - 2025



### Contact Detail

Thrumster

Wick

KW1 5TR

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

<https://thrumsterprimary.wordpress.com>

Head Teacher

Mrs Linsey Mackay

# THRUMSTER SCHOOL

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## Welcome to Thrumster Primary School

If this is your first contact with the school, I hope you find the contents of this brochure helpful and informative. This brochure should offer parents information and advice relating to the school and familiarise them with the functions and names of adults with whom their child is likely to come into contact during a school session.

If, after reading this, you have any questions and/or suggestions please do not hesitate to get in touch. We are always looking at ways to improve communication with parents.

Thrumster School is an integral and important part of the community involving the children in the life of the immediate and wider environment.

Just as we attempt to involve ourselves in the community, we make every effort to encourage the community to be involved in the school.

We welcome suggestions as to how these links can be further extended. We appreciate the interest, co-operation and commitment of parents to the education of their children and welcome them along with friends and other interested members of the community to participate in informal functions held in the school throughout each session.

Linsey Mackay – Head Teacher



## THRUMSTER SCHOOL and EARLY LEARNING CENTRE

### VISION VALUES and AIMS

Our values guide the way we work. Together we value:

- Respect
- Friendship
- Kindness
- Honesty
- Positivity

#### **Our Aims**

In partnership with our parents/carers and the wider community, we aim to

- create a welcoming environment, where respect, happiness and empathy are promoted.
- work together to create a nurturing and inclusive environment to support each individual to reach their full potential.
- use our unique environment and community to provide wide and varied learning experiences.
- challenge and motivate children in their learning.

#### **Vision**

Our vision at Thrumster School and ELCC is:

Growing our family within our community to empower our learners to be the best they can be.

*(Reviewed June 2023 (pupils, parents, staff and partners) )*

#### **EQUAL OPPORTUNITIES**

Thrumster is an Equal Opportunities School and as such we strive to ensure our activities eliminate discrimination.

Access to the whole curriculum will therefore be offered to all pupils without reference to gender, religion, age, disability, race or culture of the pupil.

Our Equality and Diversity Policy can be found on our school website or at the following link:

[School policies and guidance - child wellbeing and safety | Include - Equality, Diversity and Inclusion Guidance and Self-evaluation for Educational Settings \(highland.gov.uk\)](#)

## **Thrumster Primary School**

Thrumster

By Wick

Caithness

KW1 5TR

Telephone: 01955 651244

Email – [thrumster.primary@highland.gov.uk](mailto:thrumster.primary@highland.gov.uk)

Website- <https://thrumsterprimary.wordpress.com/>

## **GENERAL INFORMATION**

Thrumster School is a non-denominational school which lies on the edge of the village of Thrumster, some four miles south of Wick. The school and Early Learning Centre serve the surrounding rural districts of Clyth, Ulbster, Tannach and Sarclet.

The building consists of two classrooms, dining room and a G.P and Nursery classroom linked by a block containing cloakroom, toilets and administration.

The children have unrestricted access to a large fenced grass and tarmac play area. In addition we have a wonderful multi-use games surface which is very well used by children in school as well as a lovely outdoor classroom and timber trail for children to utilise.

At present there are 32 children in school who are currently taught in a P1-3 and P4-7 class groupings. In addition, we currently have 5 children aged 3 – 4 years in our Early Learning Centre.

We also have an Additional Support Teacher in school half a day per week and we have currently have support from our Pupil Support Assistant.

*(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).*

## **COMMUNICATION**

Currently we hold parental/family engagement session in November and March when parents are able to view their child's learning and chat to their child's teacher or key worker in our ELC. Short written report cards are issued in June for P1-7 pupils with an opportunity to discuss this with your child's class teacher offered.

During the year you are very welcome to get in touch with your child's teacher or Early Years Practitioner if you would like an update on their learning or if you have any queries or concerns.

Throughout the course of the year school newsletters/information letters and posts on the Dojo platform are issued which inform parents of forthcoming events, of successes and of matters relevant to our pupil's learning.

Parents and families are invited to join of us for various events throughout the year such as Sports day, concerts and end of year assemblies.

We have Homework diaries/jotters and reading records which are a very useful communication method. Parents are very welcome to write a note in these books for the class teacher's attention and these will be replied to. Class teachers and Early Years Practitioners also use Dojo which is a computer-based communication system which allows teachers and EYPs to share aspect of children's learning, their success and general information with parents regularly.

Parents are welcome to discuss their child's learning or any queries or concerns which they may have with their child's class teacher. However, it is helpful to the smooth running of the school if such discussions are arranged for a mutually convenient time. This can be arranged by telephoning the school office.

Sometimes the query or concern is best discussed with the Head Teacher – Mrs Linsey Mackay. It is helpful to the smooth running of the school if appointments can be made to discuss the queries or concerns by calling the school office. Whilst Mrs Mackay is not in Thrumster school every day she is available via telephone to deal with matters which need to be dealt with immediately.

We endeavour to deal with queries/concerns which parents have as promptly as possible and will respond either verbally or in writing.

Occasionally your child's class teacher or Head Teacher may contact you about a concern/query they have and very occasionally it may be because of an incident which your child was involved in.

We very much wish to work with parents to support our pupils in their learning.

## **COMPLAINTS**

If you have any complaint about anything pertaining to the school, please contact Head Teacher Mrs L Mackay, in the first instance. You can do this in writing, by telephone or in person, but please call to make an appointment first if you can. Any complaint will be dealt with as quickly as possible as we value good relationships with all parents. The school will endeavour to resolve issues by listening to parents and seeking solutions in partnership. Should a situation not be resolved, parents can contact Annika Jansson, Area Education Manager at Council Offices, Drummuie, Golspie.

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).

Parentline Scotland is the national helpline providing advice and support for anyone caring for or concerned about a child. Contact can be made by telephone 08000282233 or via the website: <https://www.children1st.org.uk/help-for-families/parentline-scotland/>

## **Comments And Complaints Policy – Thrumster ELC**

We hope you will enjoy your child's time at our ELC and welcome comments or suggestions which could help us to improve our service.

However, we are aware that difficulties can occur from time to time and if you feel you have reason to complain, then please follow the procedure outlined below.

- Please use the 'open door' policy and speak to any of the Early Years Practitioners in the setting, either at the beginning or end of the session in private or via telephone. It will then, in consultation with parents/carers, be decided if the matter needs to be taken further, in which case, the Head Teacher will be informed and a meeting arranged.
  
- From here, if necessary, the matter will be brought to the attention of the Education & Learning Manager, who will decide what the next steps should be. Parents will be kept fully informed at each stage and will be invited to attend any meetings being held.

- Should you feel unable to speak to any of the Early Years Practitioners, please make an appointment to speak with the ELC Teacher or the Head Teacher.
- Parents/carers are also able to contact the Care Inspectorate directly with a complaint, if they so wish. The local address and telephone number for our centre is:

### Contact Information

Care Inspectorate Headquarters	Care Inspectorate (Local Office)
Compass House	First Floor,
11 Riverside Drive	Castle House,
Dundee	Fairways Business Park
DD1 4NY	Inverness
Telephone: 01382 207100	IV2 6AA
Lo-call: 0345 600 8331	Telephone: 01463 227630
<a href="https://www.careinspectorate.com/">https://www.careinspectorate.com/</a>	

The Care Inspectorate publication ‘How to Use the Care Inspectorate Complaints Procedure’ is also available. You will find a copy of this displayed on our ELC Notice board.

### 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, between home and school as mentioned previously. We welcome parental interest in the welfare of our pupils.

The support of parents in their children’s education is key to the success of young people. Taking time with them, discussing work, practicing language, helping them manage their homework and encouraging responsibility are important ways of supporting children’s learning.



Parental views is sought through discussions, questionnaires and through the school's Parent Council (a group of parents who are representatives of all parents of children at the school)

Useful information for parents and how to get involved in your child's education, how to support the school, information on curriculum developments can all be found at Parentzone: <https://education.gov.scot/parentzone/>

## **ADMISSION**

Parents are notified through the local press as to the particular week in the Spring Term when they may visit the school to enrol their child. At this time they are shown around the school premises. They should bring with them their child's birth certificate for documentary details. The new intake will visit the infant class during terms 3 and 4. They will also, on occasion in June have their break at the same time as the P1 – 7 children along with our Early Learning Centre staff. This will allow them to mix and play with the older children. In addition our P1 teacher will visit the children in our Early Learning Centre. As our infant class teacher also provides teacher support within our ELC on a weekly basis she has lots of contact with the children and staff.

The new entrants attend for full days at the beginning of the autumn term.

Enrolments for school can be accessed here:

[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)

Enrolments for ELC can be accessed here:

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

## **ENROLMENT AND TRANSITIONS (INCLUDING TRANSFER TO HIGH SCHOOL)**

Children can be enrolled into school during the course of the school year by telephoning the school to arrange a convenient time to view the school and to complete the enrolment paperwork. A school handbook will be issued at this time and any questions or queries can be answered. For children commencing P1 in August details of enrolment procedures usually appear in the local press.

For children starting P1 or indeed moving between our 2 classes we strive to make the transition as smooth as possible. We have sessions for children to meet their teacher and their new class mates. This also allows children the opportunity to familiarize themselves with the layout of the classroom. These visits usually happen in term 4.

Transfer at the end of P7 is normally to Wick High School. Every effort is made to ensure a smooth transition. Liaison between the Primary and Secondary School is encouraged in accordance with National Guidelines.

There are several opportunities for the primary children to meet some of the Secondary School Staff. At present in the summer term the appropriate guidance staff members visits Thrumster to meet P7 pupils.

The P7 pupils are invited to make a morning visit along with their peers from other rural primary schools before they have their 2 full day visits to Wick High School and follow a normal working day timetable prior to entering Secondary School. Additional visits to view the building and to meet some of the staff can be held before the 2 transition days in June if it is felt that this would be useful.

In the case of children with Additional Support Needs transition arrangements start earlier depending on the child's need.

There is normally an Evening Session for Parents of P7 pupils at Wick High School on the evening of the first day of transition.

**ADDRESS:**            **Wick High School**  
Newton Road,  
Wick  
KW1 5SA

**Telephone:**        01955 603333/4

**RECTOR:**            Mr S Sandecki

#### **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. Application must be made to the Area Care and Learning Manager, Council Offices, Drummuie, Golspie.

Placing request applications are made online at:

[https://www.highland.gov.uk/info/878/schools/887/enrol\\_your\\_child\\_for\\_school/2](https://www.highland.gov.uk/info/878/schools/887/enrol_your_child_for_school/2)

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

If pupils live out with the school catchment area and their parents wish them to attend Thrumster School they can contact Mrs Linsey Mackay at the school to arrange a visit.

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.

## **THE SCHOOL DAY and SCHOOL HOLIDAYS**

N.B. The following information is correct at this time but open to alteration.

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

### **THE SCHOOL DAY**

#### **INFANTS**

P1 – 3            9.30am – 1.00pm    Lunch Break            1.45pm – 3.00pm

#### **PRIMARY**

P4 – 7            9.30am – 1.00pm    Lunch Break            1.45pm – 3.30pm

**Children should not arrive at school before 9.10am unless they have been asked to do so for a special event.**

#### **ELC HOURS**

**Monday- Friday 9.15am-3.15pm**

## **2024-2025**

### **AUTUMN**

- Autumn term starts - 20 August 2024
- Autumn term ends - 11 October 2024

### **WINTER**

- Winter term starts - 28 October 2024

- Winter term ends – 20 December 2024

## **SPRING**

- Spring term starts - 06 January 2025
- Mid term break – 17-18 February 2025
- Spring term ends – 04 April 2025

## **SUMMER**

- Summer term begins – 22 April 2025
- Summer term ends – 03 July 2025

## **PUBLIC HOLIDAYS**

- Good Friday – 18 April 2025
- Easter Monday - 21 April 2025
- May Day – 05 May 2025

## **IN-SERVICE DAYS**

- 19 August 2024
- 16 September 2024
- 17 September 2024
- 19 February 2025
- 2 June 2025

School term dates can also be accessed at:

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

## **CURRICULUM**

A Curriculum for Excellence is based on the values of-

**Wisdom**

**Justice**

**Compassion**

**Integrity**

And the purpose of ensuring pupils become-

**Successful Learners**

**Confident Individuals**

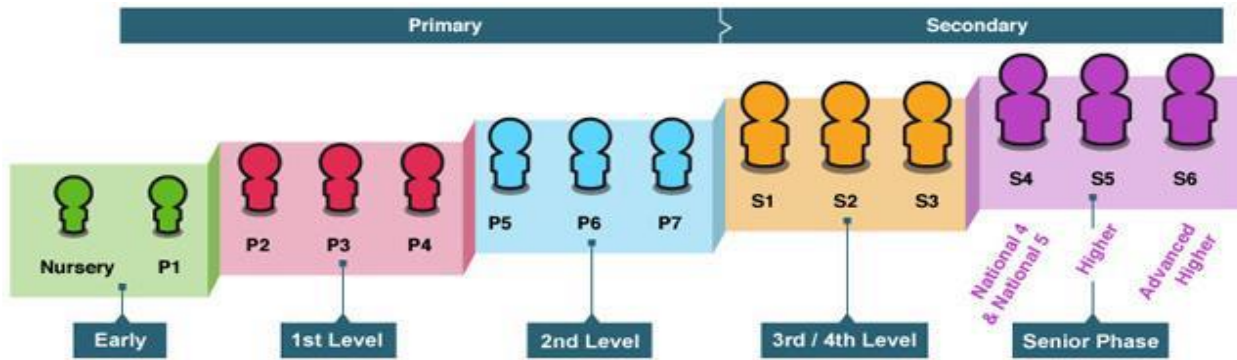
## Responsible Citizens

## Effective Contributors

It is based on the Seven Principles and Eight Curricular Areas

The Seven Principles-	The Eight Curriculum Areas-
<p>All learning must take account of these principles:</p> <ul style="list-style-type: none"><li>• Challenge and Enjoyment</li><li>• Breadth</li><li>• Progression</li><li>• Depth</li><li>• Personalisation and Choice</li><li>• Coherence</li><li>• Relevance</li></ul> <p>This is to ensure children's development is useful and meaningful</p>	<p>Containing a range of subjects:</p> <ul style="list-style-type: none"><li>• Expressive Arts (art, drama, dance and music)</li><li>• Health &amp; Wellbeing (personal, social &amp; emotional health &amp; PE)</li><li>• Literacy &amp; English (reading, writing, listening and talking)</li><li>• Numeracy &amp; Mathematics (Number Work, Problem Solving)</li><li>• Religious and Moral Education (Religions, values and beliefs)</li><li>• Sciences (understanding our planet)</li><li>• Social Studies (Scotland and the World: past, present and future)</li><li>• Technologies ( Food, design &amp; computing)</li></ul>

Progress levels are banded as follows-



The statements of experiences and outcomes describe national expectations of learning and progression from the early to the fourth curriculum level during the period from early years to the end of S3.

Crossing all curricular areas, we try to give the children the skills they need for **Learning, Life and Work**

These include the **Higher Order Thinking Skills** of Remembering, Understanding, Applying, Analysing, Evaluating and Creating.

We also work to develop children's **Personal, Interpersonal, Employability, Leadership, Self-management and Co-operation Skills**.

You can find out more about Curriculum for Excellence using the Parentzone link - <https://education.gov.scot/parentzone/>

When we plan to teach sensitive aspects of learning such as health related topics including relationships, sexual health and parenthood we will inform parents in advance using the usual classroom communication methods.

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

We try our best to make use of the outdoor and local environment as much as possible within the scope of our funding for travel. We welcome visitors into the school to enrich our curriculum.

In P7 we offer the pupils an opportunity to participate in a residential trip to Fairburn Outdoor Centre with pupils from other rural primary schools where the emphasis is on team building and adventurous activities.

There may be a wide range of abilities within each class and consequently children may be grouped as a class, part of a smaller group or as an individual for different areas of the curriculum. All children develop at different rates and we place great emphasis on taking children on from where they are. It follows also that there will be a variety of teaching techniques, whereby a teacher may work with individual or with a group within a class, the whole class or as mixed groupings.

.The statements of experiences and outcomes describe national expectations of learning and progression from the early to the fourth curriculum level during the period from early years to the end of S3

<b><u>Level</u></b>	<b><u>Stage</u></b>
<b>Early</b>	<b>the pre-school years and P1 or later for some</b>
<b>First</b>	<b>to the end of P4, but earlier or later for some</b>
<b>Second</b>	<b>to the end of P7, but earlier or later for some</b>
<b>Third &amp; Fourth</b>	<b>S1 to S3 but earlier for some</b>

As you can see children will not progress from one level to another over one year. Some children will attain a level earlier than stated above. Some for many reasons will not attain the level within these years.

It is important to remember that children progress according to their own ability and needs.

## **RELIGIOUS OBSERVANCE**

This is an expression of Christian worship. It is developed through our assemblies. We have assemblies some of which are lead by our local minister.

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

## **ASSESSMENT**

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.

Class teachers assess work carried out in class on a continuous basis. This assessment process is used as an evaluative, diagnostic and formative tool to provide evidence of pupil attainment and progress and to inform learning and teaching and pupil targets.

We use High Quality Assessments periodically throughout the year which demonstrate breadth of learning which:

- requires the learner to draw on a range of learning from a number of Experiences and Outcomes across different organisers;
- demonstrate challenge which promote higher order thinking skills; and
- demonstrate application of learning in new and unfamiliar situations.

Pupils should use the assessment process to motivate them in their learning within a supportive environment. This should inform next steps for the improvement of their own learning. Children are involved in self-assessment of their work and reflect on this in regular learning conversations with their teacher.

Children in P1, P4 and P7 undertake the Scottish National Standardised Assessments. For further information, see the website-

<https://standardisedassessment.gov.scot/parents-and-carers/>

We are continually sharing information with parents throughout the year about your child's learning and progress, and providing opportunities to review their learning and we will also issue a short summary report in June each year.

The open sessions we provide throughout the year are for sharing your child's learning with them and talking to the teacher about this learning. If you have any concerns about their progress, you can contact the class teacher for a short confidential meeting at any time.

## **ATTAINMENT**

Our school attainment data can be found within our Standards and quality Report which is on our school website.

Data for schools in Scotland can be found at <https://education.gov.scot/parentzone/my-school/school-information-dashboard/>, however where pupil numbers are small this can affect what is published.

Reports on inspections carried out by Education Scotland Inspectors can be found at:

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



## ADDITIONAL SUPPORT

All children need support to help them learn. Some children require more help than others. We follow The Highland Practice Model staged approach to assessing, identifying and supporting additional support needs.

The Headteacher, Mrs L Mackay, is responsible for making sure that the child or young person has the right help to support his/her development and well-being. Should you feel your child may have additional support needs please contact Head teacher Mrs L Mackay. Parents will be informed if there are any concerns about their child's learning.

If you have a concern about your child in primary school please contact your child's class teacher in the first instance or Mrs L Mackay, the Head Teacher.

The Head Teacher and the Support Teacher monitor the progress of pupils formally recognised as having additional educational needs. Generally these needs are catered for within the school, sometimes specialist's advice and support is sought.

Sometimes a Child's Plan may be put in place to help organise, monitor and regularly review your child's progress. Parents and pupils will be involved in this process. Outside agencies will be involved if this is appropriate. We currently have a Support teacher in school half a day per week.

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

[https://www.highland.gov.uk/info/886/schools -  
\\_additional support needs/1/support for learners](https://www.highland.gov.uk/info/886/schools_-_additional_support_needs/1/support_for_learners)

There are also Information sheets available at: <https://www.thrivingfamilies.org.uk/>

If you feel your concerns continue and are not being met by the school, 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)

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.

Organisations which provide advice, further information and support to parents of children and young people with ASN are:

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

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

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

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

## **Information about the 2009 Additional Support for Learning Act - Legal information**

The Education (Additional Support for Learning) (Scotland) Act 2004 came into force in November 2005. In June 2009, the Act was amended. These amendments form the Education (Additional Support for Learning) (Scotland) Act 2009 and it comes into force on 14 November 2010.

More information about the 2009 Additional Support for Learning Act can be found on the Education Scotland website:

[Education \(Additional Support for Learning\) \(Scotland\) Act \(2004\) | Resources | National Improvement Hub](#)

## **HOW PARENTS CAN SUPPORT THEIR CHILD IN SCHOOL 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, between home and school. We always welcome parental interest in the welfare of our pupils. Whatever the nature of your query/concern 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, open sessions, sharing pupils work and assessment information.

The support of parents in their children's education is key to the success of young people. Taking time with them, discussing work, practicing language, helping them manage their homework and encouraging responsibility are important ways of supporting children's learning. A positive, supportive approach will help to build your child's self-confidence and self-esteem. Talking to them about their experiences will stimulate their interest and encourage them to try new ideas.

## **HOMEWORK**

Homework provides another vital link between home and school. It enables parents to see the level of work their child is engaging in in class and the progress they are making.

Homework begins in Primary 1. It encourages children to develop study habits and in the middle to upper stages to pace their work and to take responsibility for ensuring their work is completed and handed in on time.

Homework should be done in a quiet, comfortable place away from distractions such as television.

We make every attempt to make it meaningful, manageable and interesting, with due consideration for week-ends, local holidays, festivities, etc. wherever possible.

## **PHOTOGRAPHY IN SCHOOL**

Photographs may be taken within school or at school related events for following main purposes:

- enrolment/registration
- teaching and learning
- assessment
- staff development
- publicity and promotion
- identification and security
- recording of events

The school recognises the issues of child protection and personal privacy around photography and follows Highland Council's Photography Procedures for Schools which is aimed at safe guarding pupils.

Photographs may be taken by school staff, by the press, by commercial photographers or by parents.

It is important to be aware that the press and other media retain the copyright to their photography. Also when class or group photographs are taken by a commercial agency, copyright is retained by the photographer.

Where practical we will strive to allow photographs to be taken by parents and guests at school events. Please note parents are only allowed to post photographs of their own child/children on social media.

## **PARENT COUNCIL**

Our Parent Council is a group of parents who represent all parents of children in our school. The Parent Council meets once each term. The meetings are open to all parents. Dates and times are displayed in School. The AGM is held in April/May.

Chair Person        Mr A Bremner

Treasurer         Mrs D Begg

Secretary         Mr M Sanham

Our Parent Council can be contacted by sending an E mail to their address at [thrumsterprimarypc@gmail.com](mailto:thrumsterprimarypc@gmail.com) or by passing a letter in a sealed envelope to the school office and we'll send it home to the relevant parent council member.

## **SCHOOL UNIFORM**

A school sweatshirt, designed by the children is available and worn with a white or sky blue polo shirt is our uniform. School fleeces or cardigans can be worn as an alternative to sweatshirts.

Up to date prices for uniforms and ordering can be done via suppliers **Highland Workwear** at [www.highlandworkwear.com](http://www.highlandworkwear.com) or from **School Wear Made Easy** at [www.schoolwearmadeeasy.com](http://www.schoolwearmadeeasy.com) . If you have any queries regarding ordering uniform please contact the school office.

## **P.E. KIT**

Appropriate clothing would be a cotton T-shirt, shorts or trackies and trainers or gym shoes. In the interest of your child's safety, no jewellery is permitted during P.E. lesson.

## **INDOOR SHOES**

All children are required to have a pair of indoor shoes for wearing in school, these maybe the same as worn for P.E.

## **PROMOTING POSITIVE BEHAVIOUR**

Emphasis is on everyone showing courtesy and respect to each other and being kind and caring.

The school is currently embarking on the Rights Respecting Schools programme, working towards gaining a bronze award in session 2022-2023.

A verbal reminder of this is usually all that is required but sometimes we need to have a discussion with pupils to support the repair of any harm caused. Exploring how our actions have made others feel and considering how we can make things better and what alternate ways we could have acted.

This school takes a positive approach to behaviour: **we believe in recognising and rewarding good behaviour.**

In some circumstances we may have to call on the support of parents in order to work together on the solution.

Highland Council's behaviour policy will be made available to all parents and anyone who wishes to discuss any aspect of the policy should contact the head teacher.

We do not tolerate bullying in school. All reports of bullying will be investigated and parents of the children involved will be contacted. We follow Highland Council's Positive Relationships and Bullying Prevention Policy and Guidance: bullying- guidance for schools

[https://www.highland.gov.uk/downloads/file/19358/anti\\_bullying\\_-\\_guidance\\_for\\_schools](https://www.highland.gov.uk/downloads/file/19358/anti_bullying_-_guidance_for_schools)

Should you have any concerns about your child's well-being please contact the Head teacher Mrs L Mackay.

## **CELEBRATING SUCCESS**

We celebrate success in a variety of ways both within the classrooms and as a whole school.

It can range from academic success in reading, writing, maths and other curricular areas; individual or team sporting success which happens in school or successes in art or music competitions. We actively encourage children to participate in community and charity events which take place in and out of school.

We encourage good manners and good behaviour in and out of school and celebrate when children make improvements in these important features of their development.

Celebrating success in the classroom can be done in a manner of different ways, some examples are

- Positive written or oral comments given to children
- Stickers/ stampers used to reward good work
- Certificates given to celebrate success. These may be presented at assembly.
- Children achieving table points or individual points for good work or good behaviour

Within the school we celebrate success at assemblies, through our wall display and in newsletters which go home to parents.

## **HEALTH**

### **Administration of Medicines**

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

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

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

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

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

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

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

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.

In the event of any injury deemed to require medical attention every effort is made to contact the parents before the child is taken to Caithness General Hospital, Wick.

Please let us know if your child develops a condition or if a condition no longer affects them.

The school has occasional visits from a Dental Hygienist and a School Nurse.

The school nurse gives P1 and P7 children a comprehensive medical check-up, of which parents are informed beforehand and at which they are invited to be present.

### **HEALTH PROMOTING**

We are a Health Promoting School. We encourage staff, pupils and parents to think about healthier lifestyles.

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



## **SCHOOL TRANSPORT**

Free transport to school is available for children living within the delineated area of the school if they are under eight years of age and over two miles walking distance from the school and are eight years of age and over three miles walking distance from the school. However, they may be expected to walk part of the distance to and from the school transport pick-up point.

## **TRANSPORT APPLICATION FORMS**

Transport application forms are available from the school or on the Highland Council website or through contacting Transport Development Officer, Highland Council, Glenurquhart Road, Inverness, IV3 5NX, or [public.transport@highland.gov.uk](mailto:public.transport@highland.gov.uk) or online at: [https://www.highland.gov.uk/info/878/schools/12/school\\_transport](https://www.highland.gov.uk/info/878/schools/12/school_transport)

In the interest of safety I would welcome parents insisting that their child remains seated at all times while transport is in motion.

## **SCHOOL MEALS**

Healthy school meals are cooked / prepared on the premises. They are served in the dining room under the supervision of staff. School lunches currently cost £2.30 and menu choices operate on a 3 weekly cycle.

Copies of the Lunch Menu can be obtained from the school office or they can be found at: [www.highland.gov.uk](http://www.highland.gov.uk) and then search for school meals

Should you think you may be entitled to free school meals, application forms are available from the school or they can be found at:

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

Primary 1-5 pupils will receive Free School Meals. More information can be found using the link

[http://www.highland.gov.uk/downloads/file/12301/free\\_school\\_meals\\_from\\_january\\_2015\\_for\\_primary\\_1\\_to\\_3](http://www.highland.gov.uk/downloads/file/12301/free_school_meals_from_january_2015_for_primary_1_to_3)

Children with packed lunches utilise the same area and facilities. In the interest of safety, glass containers for packed lunches are not permitted. Plastic is recommended. Meals are ordered and paid for on a weekly basis on Mondays.

Tuck is available and children may purchase toast-15p, half piece of fruit 25p, half toasted bagel -20p, crackers/oatcakes and cheese (2) – 20p, a full piece of fruit 40p, a scone or pancake – 25p, a cup of milk 20p from our cook at break time. Alternatively, they may bring their own snack and drink. We ask that parent's provide healthy snacks and drinks.

## **ATTENDANCE**

Good attendance is vital if pupils are to achieve their full potential. If your child is absent from school please contact the school on your child's first day of absence to let us know they are unable to attend school. If we have not heard from you by 10.30a.m; the school will telephone you to discuss your child's absence.

Children are expected to be punctual and absences should be intimated to the school either by letter or telephone. On return to school children should bring a written reason for their absence from their parent or guardian.

### **Highland Council discourages the practice of taking children out for school for holidays.**

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

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

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

[https://www.highland.gov.uk/info/878/schools/32/school term dates](https://www.highland.gov.uk/info/878/schools/32/school_term_dates)

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

Medical and dental appointments should be made out with the school day where possible. When it is necessary for children to be removed during the school for a medical or dental appointment then the school should be advised in advance in writing.

Parents must not remove a child from school without informing staff. If pupils fall ill during the school day, parents are contacted for them to collect their child, therefore it is essential that we have up to date day time contact numbers and emergency contact numbers for all pupils.

### **INCLEMENT WEATHER**

In the event of school transport not appearing to uplift children normally provided with transport due to bad weather conditions then these children ought to remain at home. Any parent taking a child to school will be responsible for collecting him/her and should leave a note of where contact can be made should it become necessary to put the child home early. (See Guidelines: Page 34)

### **EMERGENCY CLOSURES**

It is likely that the school will only be closed in extreme conditions. In the event of an emergency closure due to severe weather conditions or heating failure the school will follow Education Authority procedures.

Parents will also get information on the school's telephone information service by dialing 0800 564 2272 then enter Thrumster school's pin number 043140.

Moray Firth Radio will broadcast information on closures during periods of severe weather.

There is also a website that you can log onto for schools closure information, it is:

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

All parents will receive a leaflet with Emergency Closure information during November each year.

## **CHILD PROTECTION**

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 or neglect.

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. This might involve information being passed to other agencies without immediate reference to pupils' parents or guardians.

All agencies involved in Child Protection are obliged to make the welfare of children their paramount consideration and this will be the priority for the Education Service staff. More information about Child Protection Guidelines within Highland can be obtained from *Resource Manager, Mrs Linda MacLennan- Shareef, Telephone: 0800 0938100*. Or online at

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

## **EMPLOYMENT OF CHILDREN**

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

[http://www.highland.gov.uk/downloads/download/19/employment\\_of\\_children](http://www.highland.gov.uk/downloads/download/19/employment_of_children)

## **SCHOOL IMPROVEMENT STRUCTURE**

A summary of this document which outlines our areas for improvement can be found on our website <https://thrumsterprimary.wordpress>.

Our improvement focus for this session are:

- ❖ Raising Attainment in writing;
- ❖ Revision of our curriculum for Personal Social and Emotional development

## **STANDARDS AND QUALITY REPORT**

This report has sections to highlight our

- ❖ Vision and Values
- ❖ A summary of what we do well and what we need to work on in each of the Core areas of our practice.

This document is available on request from the school office or can be viewed on our website at <https://thrumsterprimary.wordpress>.

## **Education Scotland Inspection Report**

Our most recent inspection report can be found at:

<https://education.gov.scot/media/3sspv1f/thrumsterpselcins210120.pdf>

## **POLICIES**

Available from the school:-

- Learning and Teaching Policy
- Child Protection Policy
- Equality and Diversity
- Chromebooks- terms and conditions
- ICT- Acceptable use Policy

Highland Council Policies may be viewed at [www.highland.gov.uk](http://www.highland.gov.uk)

## **SCHOOL ACTIVITIES**

### **❖ PUPIL COUNCIL**

Thrumster has a pupil council. This is a group of pupils who meet with the teaching staff to discuss the life of the school and how things could be made better for the pupils. This is the vehicle we use to get the views of the pupils on a range of subjects. Each class from P1-7 has a representative who has the responsibility of gathering the views of the class, take notes at the meetings and sharing the minutes of the meetings.

### **❖ ECO COMMITTEE**

The Eco Committee comprise representatives from P1-7. The committee meet regularly over the year under the guidance of a teacher. The committee who have achieved a bronze award from Eco Schools Scotland are now aiming for a silver award.

### **❖ FLAG**

The Food for Life Action Group comprises representatives from P1-7. They work with a member of staff to encourage healthy eating.

### **❖ JRSO**

Our Junior Road Safety officers are pupils from P1-7 and they work with the support of a member of staff to encourage pupils to be aware of their safety. They organise competitions to promote road safety messages.

#### ❖ **BUDDY SYSTEM**

The school operates a buddy system where the older children are encouraged to develop supportive relationships with the younger children, Children engage in buddy activities on a regular basis.

#### ❖ **SPORTS**

Sports day is an annual event organised by children and staff. Parents are warmly invited to attend.

Children take part in a variety of sporting events over the year including rugby, football and Highland Games.

Older pupils represent their school in the Small Schools Swimming Gala, the Rural Schools Sports and are given the opportunity to take part in the Junior Triathlon.

#### ❖ **EDUCATIONAL VISITS**

Opportunities are provided for children to take part in educational visits and excursions. These vary in type according to the age, stage and studies of the children.

#### ❖ **CAITHNESS MUSIC FESTIVAL**

Thrumster Primary participates in the Caithness Music Festival in June every year with each class taking part in a group entry. Children are also given the opportunity to enter solo sections.

#### ❖ **PRIMARY 7 RESIDENTIAL TRIP**

The Primary 7's usually have the opportunity to take part in a residential trip. This is a joint trip with Watten Primary School and other rural primaries.

#### ❖ **INSTRUMENTAL TUITION**

Currently through Highland Council's Instrumental Tuition Service children may have access to tuition for brass or wind instruments or chanter. There is a no charge for this tuition.

#### ❖ **LINKS**

We work closely with Highland Council's Active Schools Co-ordinator and Ranger Service to provide a range of sporting and outdoor experiences for children. We have

close links with Yarrows Archaeological Group and children have been involved in a variety of archaeological activities through this link.

We welcome community members to school events and are keen to participate in community events.

### ❖ PUPIL VOICE

Our Pupils say they like Thrumster School because



we all know each other and get along well.



everyone is kind to each other.



I like playing on the MUGA.



I like working with my buddy.

**STAFF LIST**  
**SESSION 2023/2024**

Mrs Linsey Mackay	Head Teacher
Mrs Lynsey Thain and Mrs C Sinclair ( Wednesday only)	Class teacher P1-3
Mr Fergus Silverwood & Mrs L Durrand ( Monday & Tuesday)	Class teachers P4-7
Mrs H Ellis	Additional Support Needs Teacher
Mrs Susan Tucker	Pupil Support Assistant
Mrs Donna Anderson	Early Years Practitioner
Ms Christina Calder	Early Years Practitioner
Ms Gemma Oman	Early Years Practitioner
Mrs Sandra Turnbull	Clerical Assistant
Ms Jennifer Cowie	Cook

**AREA EDUCATION MANAGER**

Annika Jansson  
Council Offices,  
Drummuie,  
Golspie.

**SCHOOL TRANSPORT**

Dunnet's Transport  
01847 896760

**SCHOOL NURSE**

Mrs Joanna Ross  
Medical Centre  
Tele: Wick (01955) 604134

**SENIOR CLINICAL MEDICAL OFFICER**

Dr C Marshall  
Caithness and Sutherland N.H.S. Trust  
The Old Medical Centre  
Bankhead Road  
Wick  
Tel: 01955 605050 ext 406



## **PUPIL RECORDS**

### **Access to Pupil Records**

The Pupils' Educational Records (Scotland) Regulations 2003 extend to parents the right to 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.

### **TRANSFERRING DATA – DATA PROTECTION ACT 1998**

Information on pupils, parents 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 the data protection legislation and may only be disclosed in accordance with codes of practice. Further information can be obtained from [www.gov.Scot/Topics/Statistics/ScotXed](http://www.gov.Scot/Topics/Statistics/ScotXed)

### **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.

Data about pupil preferred routes, preferred occupations and anticipated school leaving date is also collected from S3/S4 to support planning for leaving school. This information is shared with Skills Development Scotland.

Further information about 16+ Data can be found here - <http://hi-hope.org/directory/listing/16plus-planning>

### **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

## **Data Policy**

Information about pupils' education is collected through our statistical surveys in partnership between the Scottish Government and Local Authorities through the ScotXed Programme which aims to help schools and Local Authorities by supporting efficient collection, processing and dissemination of statistical information.

The Scottish Government then provides analysis of the data to support research, planning, management and monitoring of education services as well as to produce National Statistics publications.

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

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

Information on why we collect data about pupils and who we share this data with can be found in Highland Council's Privacy Notice which is available here: [https://www.highland.gov.uk/directory\\_record/1095920/enrol\\_your\\_child\\_at\\_a\\_school](https://www.highland.gov.uk/directory_record/1095920/enrol_your_child_at_a_school)

## **Your Data Protection Rights**

The collection, transfer, processing and sharing of ScotXed data is done in accordance with the Data Protection Act (1998). We also comply with the National Statistics Code of Practice requirements and other legislation related to safeguarding the confidentiality of data. The Data Protection Act 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 Scoter data collections you can email the Head of Schools Analysis, at [scotxed@scotland.gsi.gov.uk](mailto:scotxed@scotland.gsi.gov.uk) or write to The ScotXed Support Office, Area 2D, Victoria Quay, Leith, EH6 6QQ. Alternative versions of this page are available, on request from the ScotXed Support Office, in other languages, audio tape, Braille and large print.

### **Military Families**

Our school welcomes and supports families, their children and young people from Forces families: serving, veteran and reservists.

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

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

[additional support needs/833/armed forces - support for families and schools](https://www.highland.gov.uk/info/886/schools-additional-support-needs/833/armed-forces-support-for-families-and-schools)

Please get in touch with your child's named person or the Head Teacher if you have any concerns.

# THE HIGHLAND COUNCIL EDUCATION SERVICE

## GUIDELINES FOR PARENTS OF PUPILS TRAVELLING TO SCHOOL DURING ADVERSE WEATHER

1. The decision as to whether a pupil should attempt to travel to school in adverse weather conditions, whether by transport or on foot, lies with the parents. While recognising that education should be interrupted as little as possible, the Education Authority accepts that in severe weather conditions the safety of pupils is paramount.
2. For pupils using school transport, weather conditions and availability or otherwise of shelter at the "pick-up" point will dictate just how long a child should wait, and parents are asked to advise children appropriately in relation to prevailing conditions. During difficult weather conditions no pupil is expected to wait longer than twenty minutes past the normal "pick-up" time.
3. Parents are advised of the different circumstances affecting drivers of contract vehicles and public service vehicles. Drivers of contract vehicles are advised that they should not drop off children where there is any doubt that they may not safely reach home or other acceptable place of shelter. Drivers of public service vehicles, however, must travel by specific routes in accordance with scheduled timetables and cannot make special provision for the individual needs of passengers. In either case, but more especially where public service transport is involved, parents should arrange to have children met at the "drop-off" point if it is felt that prevailing conditions so demand.
4. Where parents are sufficiently concerned about conditions at "drop-off" points, they should contact the school as early as possible.
5. Parents should advise schools of an alternative address which may be used by their children in emergencies.
6. Some parents and pupils are often particularly concerned that important examinations may be missed, but this factor should not override good judgement. Arrangements can be made regarding missed examinations.
7. Schools will advise parents of arrangements which relate to local geographical and transport circumstances affecting each school.
8. Schools will also establish means of communication with parents and transport operators and parents should be familiar with these details.
9. Local radio stations will issue news and weather bulletins conveying information regarding traffic conditions, school closures etc. While it is recognised that such transmissions may not cover all households, and may be subject to re-scheduling in some circumstances, they will be helpful to many families. Parents are therefore advised to remain "tuned in" to be aware of ongoing road or school information updates.

Radio stations request that, since telephone lines are busy at such times, parents should not 'phone in for advice but listen to appropriate broadcasts.

### **Moray Firth Radio**

Normal hourly news bulletins will carry local information on weather, roads and conditions affecting schools. In severe conditions normal programmes will be interrupted to carry emergency bulletins.

**Moray Firth Radio is the radio station which Thrumster School will use.**