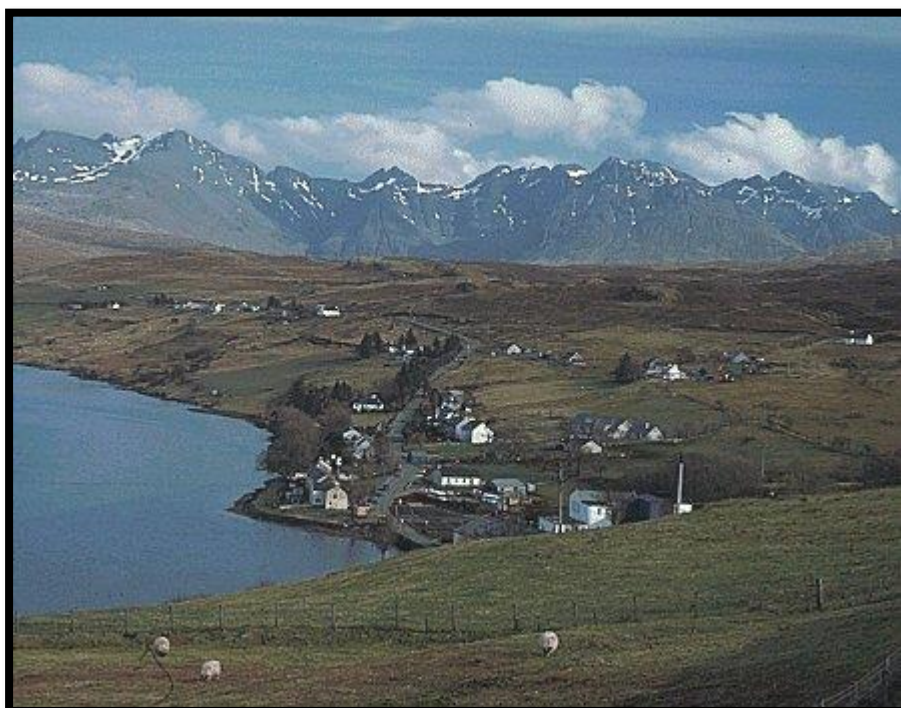




# Carbost Primary School and Nursery Handbook 2024 – 2025



Highland Council – Care and Learning  
Comhairle na Gaidhealtachd

Address: Carbost, Isle of Skye, IV47 8SR

Tel: School 01478 640237 / Nursery 01478 640530

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

Website: <https://carbostprimary.wordpress.com/>

Parent Council: [Carbost.primary@highlandpc.gov.uk](mailto:Carbost.primary@highlandpc.gov.uk)

School roll (2023/234): School 20 Nursery 4

Dear Parents/Carers,

On behalf of Carbost Primary School and nursery staff, I would like to extend a very warm welcome to you and your child. Carbost Primary School and nursery is a nondenominational establishment which aims to provide a nurturing and safe environment in which your child can develop and learn. We pride ourselves on providing excellent opportunities for all our children.

This handbook has been compiled to answer some of the queries that you may have about the school and ELCC. It contains important statements of school policy as well as practical information. Please consider the booklet, therefore, as a source of reference.

This document is not intended to replace personal contact between school and home. We are very much aware of the importance of the parental role in the child's education. We will endeavour to promote an excellent working partnership between school and home and seek your views on matters that concern your child. To this end, please feel free to contact us on 01478 640237 with any questions, suggestions or concerns that you may have.

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.

It has been a pleasure to take on the role of Head Teacher at Carbost Primary and nursery over the past two years and I look forward to continuing the strong work that has taken place previously.

Please email, pick up the phone or come see me should you have any questions, suggestions or concerns relating to your child's learning and/or wellbeing. I look forward to working closely with you to ensure that your child learns in an environment where they can truly thrive.

Kind regards



Sam Muir  
Head Teacher

# Carbost Primary Statement of Vision

At Carbost Primary School we promote well-being and respect for all. Our vision is to develop pupils who are successful learners, confident individuals, responsible citizens and effective contributors and to create a culture of ambition and achievement for all at the school.

## Carbost Primary Values

ENJOYMENT  
FAIRNESS  
RESPECT  
AMBITION  
KINDNESS  
RESPONSIBILITY  
TEAMWORK  
HARD WORK

Our school values were constructed in consultation with staff, parents and pupils. They underpin all that we do at Carbost Primary.

## Carbost Primary Curriculum Rationale

The curriculum will:

- Value Pupil Voice and children as effective contributors to the ethos and life of the school community.
- Provide opportunities for personal achievement and support all learners in overcoming barriers to learning.
- Involve children in shaping their personal learning journey.
- Have a continuous focus on literacy, numeracy and health and well-being, with all staff having a responsibility to develop, reinforce and extend learning in these areas.
- Be an innovative curriculum which advocates learning within and about our natural environment.
- Ensure sustainability and success for all with the development of skills for learning, life and work.
- Facilitate interest-based learning which is relevant and stimulates curiosity and enquiry.
- Teach children how to think rather than what to think.
- Offer flexibility to allow for breadth, challenge, enjoyment a love of learning.
- Provide progression through the experiences and outcomes that is consistent with individual learning needs and prior achievement.
- Be assessed by children, staff and peers in order in order to monitor progress across the curriculum.

## Carbost Primary Staff

Head Teacher	Miss Samantha Muir
Class Teacher	Ms Rosalind McCord
Class Teacher	Ms Fiona Goss
CCR Teacher	Ms Tracy Keenan
Clerical Assistant	Mrs Tracy Robertson
General Auxiliary	Ms Janice Payne
Pupil Support Assistant	Ms Leona Webster
Pupil Support Assistant	Ms Hajar Moujib
Pupil Support Assistant	Miss Sam Coughlin
Cleaner	Ms Janice Payne
Cook	Ms Sam Cook
Piping instructor	Mr Iain Ruaridh Finlayson
Strings Instructor	Mrs Roxinne Llewellyn – Porter
School Transport	Mr Alasdair MacDonald

## Nursery staff

Early Years Practitioner	Ms Lynne Turner
Early Years Support Worker	Mrs Karen MacAskill
Early years Support Worker	Ms Joe Faulkner

### School hours

0900	School opens
10.40 – 11.00	Break
12.40 – 13.30	Lunch
15.10	End of school day

### Nursery hours

Monday:	9.00 – 15.00
Tuesday	9.00 – 15.00
Wednesday:	9.00 – 15.00
Thursday:	9.00 – 15.00
Friday:	9.00 – 15.00

School term dates for pupils 2023–2024

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

## Key names & addresses

Carbost Primary School

Carbost

Isle of Skye

IV47 8SR

Tel: 01478 640237

[carbost.primary@highland.gov.uk](mailto:carbost.primary@highland.gov.uk) / <http://carbostprimary.wordpress.com>

Head Teacher

Miss Samantha Muir

Carbost Primary School

Carbost

Isle of Skye

IV47 8SR

Tel: 01478 640 237

[samantha.muir@highland.gov.uk](mailto:samantha.muir@highland.gov.uk)

Ms Mhairi Macdonald

Area Education Manager (West)

Area Education Office

The Fingal Centre

Viewfield Road

Portree

Isle of Skye

IV51 9ES

Tel: 01478 613697

Kara Dealey

Parent Council Chairperson

[carbost.primary@highlandpc.co.uk](mailto:carbost.primary@highlandpc.co.uk)

## Our school

Carbost Primary is a rural school which serves the area of Carbost, Portnalong and nearby glens and, currently, has a roll of 21 pupils and 4 pupils in the Nursery.

The building was opened in 1988 and is surrounded by extensive wooded and grassy areas where the children love to play and learn. The tarmac area includes a Games Pitch and a Treasure Trail.

There are two classrooms in the main building and a play-based learning area where pupils enjoy playing or relaxing with a book. There is a well-equipped gym which serves as a dining hall.

A modern kitchen enables lunches to be provided every day.

Nursery education provision is delivered in a modern and bright building, next to the school. The nursery garden is designed to promote child-led play and exploration of the natural environment.

Pupils continue their education, on completion of their P7 year, in Portree High School which is 17 miles away. Bus transport is provided.



**We make the most of the beautiful natural environment that we live in. This is P1-4 looking for dinosaur footprints on the beach – they are really there!**

## Pupil Enrolment

If you live in Carbost Primary School catchment area, you are entitled to a place for your child if there is one. Enrolment forms and other relevant paperwork can be obtained from the school office or by visiting the Highland Council website at:

[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)

Parents are very welcome to arrange a visit to the school prior to enrolling by phoning the school and arranging a time to visit.

Children who are due to begin school in August are usually enrolled the previous January/ February. A notice in the local press indicates at what dates and times parents should bring their child to school. This

information is also included on our school website. Pupils who reach the age of five years between end of February 2024 and 2025 may enrol to begin primary school in August. Parents should bring/upload their child's birth certificate and proof of address at time of enrolling.

## Placing Requests

Each school serves its own particular catchment area. Pupils whose homes are located in that area will have priority in being allocated a place in the school. However, parents have the right to specify the school in which they wish to place their child. Applications must be made to the Area Education Manager, Ms Mhairi Macdonald; 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)

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 Carbost Primary School, they can contact Miss Muir to arrange a visit. Parents 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.

## Transition to Primary School

The main reason for a planned induction programme for P1 pupils is to ensure an easy, trouble free and happy transition from home to school for parents, as well as children. It allows everyone involved to build up a positive relationship, at the same time giving an opportunity to gather information, which will prove valuable in settling the child in the school environment. Carbost Nursery children are part of day-to-day life at Carbost Primary. They enjoy coming to the dining hall daily to eat lunch with the primary children. Nursery children



are welcome at all school events such as parties, outings, concerts, prize-giving and sporting events. In this way, they become familiar with the surroundings and the staff, and meet with the other children, on a friendly, informal basis. The nursery children particularly enjoy a visit from the P1–4 class teacher before the summer holidays.

Additionally, throughout the year, our nursery and infant classes work together on a variety of topics, giving nursery children a chance to familiarise themselves with the routines of school. During the summer, before they start school, children entering P1 will spend at least 2 morning sessions in the classroom.

## Transition within Primary School

At Carbost Primary, we recognise the vital importance of transitions at all stages. At the moment, we have two classes in the school, P1–4 and P5–7. The classes work collaboratively at every opportunity, making for a smooth transition from one class to the next.

## Transition to High School

Carbost Primary children usually transfer to Portree High School when they have completed their P7 year. Our P7 pupils thoroughly enjoy a host of planned transition activities from April till June. One of which is the highly anticipated four-day residential trip to Raasay House on the Isle of Raasay, where our pupils link up with other P7 pupils from across Skye. Various other events such as a cross-country festival, beach days, hiking and a basketball festival provide opportunities for P7 pupils from across all Skye schools to meet each other and form friendships ahead of the transition. Our pupils also attend Literacy, Numeracy and Well-being days at Portree High School as well as three full day visits.

Pupils with additional support needs have opportunities to engage in an extended transition program to the high school. The school will collaborate with the high school additional support co-ordinator, Mr Martin Fox in ensuring a smooth transition is facilitated.

The contact at Portree High School is:

Mr Tony Breen  
Head Teacher  
Portree High School  
Viewfield Road  
Portree  
Isle of Skye IV51 9ET

Tel: 01478 614810

[Portree.high@highland.gov.uk](mailto:Portree.high@highland.gov.uk)





**Our nursery children are very much a part of school life. Here they are being celebrated at award assembly.**

## Attendance/Absence

Good attendance is vital if pupils are to achieve their full potential. But if a pupil is absent from school, a parent or guardian should phone the school on the first day of absence, on 01478 640237 before 9.15am. When returning to school after an absence, the parent or guardian must give written reason for the time absent.

Permission to leave during the school day: If a pupil needs to leave during the school day for an appointment etc, please either call the school office, send an email or send a signed note from home.

Pupils must report to the school reception and 'sign out', if returning the same day, they must report again to the reception and sign in. Where at all possible, medical and dental appointments should be made out-with school hours.

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

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

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

- will result in a significant loss in classroom experience;
- will result in a pressure to 'catch up' on missed work by pupils;
- could result in pupils missing assessments with consequential impact on pupils and teachers;
- could result in the loss of curricular activities;
- will affect school attendance records and efforts to raise standards of attendance;

- under the guidance issued at a national level, most family holidays will be coded as unauthorised absence, only in exceptional cases will the absence be recorded as authorised.

In conclusion, we would ask parents to be aware of these considerations when making decisions on planning holidays during term time. We have 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.

## Parents/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 the issue, you can be assured of our help.

We communicate with parents in a number of ways through Our Website, Facebook page, Seesaw, newsletters, email, classroom visits/Open days, text, phone calls and letters home.

Carbost Primary has an 'open door' policy and parents/carers are encouraged to come in to discuss any matters regarding their child. We will endeavour to be responsive to any approaches within 24 hours but certainly within 5 days of issues being raised. If a parent wishes to see a member of staff they should contact the school office to arrange a mutually convenient time. Parents/adults are not to enter the playground areas at any time, even when the gates are open, without firstly reporting to the school office.

School policies are available on the school website. We ask for parents' views through issuing parent questionnaires, asking for comments on Seesaw and through discussing any issues with the Parent Council.

Information on school events etc. can also be viewed on our school website and Facebook page. Class Teachers will issue parents with a termly letter that indicates the main learning and teaching activities that your child will encounter during that term.

Parents will have access to their child's targets and learning journeys through Seesaw. This can be accessed via an App and provide parents with up-to-date insight on how their child is learning and progressing.

Parents are welcome to participate in school life e.g. playing games in classes, helping in our school garden, helping on class outings, contributing towards concert preparations, helping in the school library, sharing skills and interests etc. Please let us know if you are interested in becoming involved. All parents working regularly with children are required to undertake checks by Disclosure Scotland.

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: <http://www.parentzone.gov.uk/>



**We have lots of local contacts and organisations who come into school – and take us out of school. This helps make our learning relevant and memorable. Here the Coastguard demonstrate some life saving techniques to P1-4 pupils.**

## Parent Council

The Scottish Schools (Parental Involvement) Act 2006 recognises the vital role that parents play in supporting their children's learning by modernising and strengthening the framework for supporting parental involvement in school education. We have a Parent Council at the school. The group aims to help parents to be involved with their child's education and learning and welcomed as an active participant in the life of the school. They are encouraged to express their views on school education generally and participate in fund-raising and social activities. The Parent Council meets regularly with the Head Teacher to discuss school and educational issues. Part of the function of the Parent Council is to undertake fund-raising for the school. A number of events are organised throughout the year which apart from raising funds for the school add a social dimension to be enjoyed by all. When such events are run, they tend to be well-supported and many parents willingly lend a hand. To date money has provided the school with a range of activities and resources e.g. Chromepads for each class, 'wet weather day' games for the classrooms, playground games, P7 leavers hoodies, costs for school trips, prizes and gifts, a poly tunnel and garden furniture.

If you wish to find out more about the Parent Council, contact Kara Dealy at [Carbost.primary@highlandpc.gov.uk](mailto:Carbost.primary@highlandpc.gov.uk)

**The Parent Council know how to throw the best end of year party!**



## School Uniform

The school encourages pupils to wear the official uniform. The school colours are royal blue and grey.

Basic uniform for primary pupils:

- Grey/black skirt or trousers (no jeans)
- White or pale blue polo-shirt
- Royal Blue Sweatshirt
- Outdoor shoes (suitable for all weather conditions)
- Indoor shoes (such as gym plimsolls)
- Our primary 7 pupils wear personalised hooded sweatshirts as recognition of their roles of responsibilities in the last two terms prior to transition to high school.

Sweatshirts, polo-shirts, fleeces and waterproof jackets embroidered with the school badge can be ordered directly from: <https://schoolwearmadeeasy.com>  
Pupils representing the school in inter-school events or on public occasions are expected to wear school uniform.



**We are often outside in the wind, rain and mud so waterproofs and wellies are a must! Our P5-7 class are planting trees as part of their local conservation projects for their John Muir Award.**

## Personal Property

Children frequently lose articles of clothing at school. All clothing including jackets, sweatshirts, footwear, PE kit, etc – should be clearly marked with the child's name. It is also helpful to have names on packed lunches and other personal items. We consistently have large amounts of unclaimed property at the end of each term as items are not named. Tubs containing lost property are in the cloakroom. Please ask at the office if you would like to come and look in the lost property box. Unclaimed property is cleared out at the end of each term.

## Money and Valuables

Pupils should not carry large sums of money or valuables during school hours. If an occasion arises where they have to do so, the money or valuables should be handed to the school office for safe keeping during the day.

## Jewellery

Children are discouraged from wearing jewellery to school. Hooped and dangling earrings should not be worn at any time for health and safety reasons. Please do not send children to school wearing expensive rings, bracelets, and necklaces. Children should not wear jewellery to school on days when they have Physical Education (P.E.) If they do they will be asked to remove it for health and safety.

## Mobile phones/electronic devices/games

Pupils should not take the above into school unless they have permission from the Head Teacher. This is to ensure that there is no misuse of these within the school grounds. If a child has to get in touch with a parent unexpectedly, we will contact you via the school office. We understand that there may be occasions, such as attending after school clubs, when you would require your child to have access to a mobile phone. We ask that they hand it into their class teacher or school office in the morning for safe keeping. If any of the above-named devices are discovered during the school day, it will be held in the school office for an adult to collect. We will contact you if we are holding any devices.

## Physical Education

Our Pupil Council actioned a motion for all pupils to be able to wear appropriate PE kit to school on PE days. They feel that it is more convenient and saves time. On days when your child is timetabled to have PE, they can wear a white or pale blue polo shirt and school sweatshirt with sporting bottoms. They may bring a change of polo shirt to school if they would like a fresh shirt for afterwards.



Items of football strips are not permitted. Pupils who require to be excused from PE must have a note from their parent/carer to explain the reason for this. For safety reasons, longer hair must be tied back prior to any P.E. lesson.

## Footwear in School

All pupils are required to have non-marking gym shoes/trainers for use in the school hall which can also serve as a muddy shoe change. We like to encourage the children to play in the wooded area, which can be muddy, but we would also like to keep the school buildings as clean and hygienic as possible. We would please ask parents to periodically check the condition of their child's indoor shoes.



**Did we mention wellies? You need your wellies at Carbost Primary and nursery. Our nursery children on their daily welly wander. This is when they walked over 30 miles in 30 days and raised £1661 for Macmillan Cancer Support.**

## Lunch Arrangements

It is school policy to encourage healthy eating and the importance of a balanced diet. All P1–5 children are entitled to a free school meal. P6–7 pupils can purchase school meals at a cost of £2.30 per day. Pupils who require school meals can be provided with envelopes for school dinner money. Parents are asked to write on the envelope the days of the week they require their children to take meals.

Canteen staff request that all money should be paid on a Monday for meals required each week. Any cheques should be made payable to 'Highland Council' (not Carbost Primary). Menus will be sent home weekly so parents can discuss what is available with their child. Pupils lunching in school are not allowed out of the school grounds during the lunch break unless written permission is given by parents. Provision

is also made for pupils taking packed lunches. Please note that vacuum flasks containing hot liquids are not allowed in school because of danger of scalding unless permission has been granted by a member of the leadership team. If a pupil has special dietary needs, please inform the school as arrangements can be made to provide these.

## Money being taken to school

All money taken into the school should be put in an envelope clearly marked with your child's name, class, amount and what the money is for. There is also a 'drop off box' at the front door that money and letters can be posted into to save children carrying it in their bags.

## Morning Breaktime

A tuckshop will operate in the dining hall for children to purchase fruit, toast and water for a small fee.

## Safe Internet/Social Networking Use/Instagram etc.

With an increasing number of primary children accessing and using mobile phones and using social networking sites, there are growing concerns about child safety and child protection issues. We undertake safe use of internet etc. with upper school pupils on the dangers they can expose themselves to and what they should do if they feel unsafe but we welcome the support of parents in educating their children about the above issues.

## 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-needsschools/>

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.

## Illness or Injury at School

If a child is unwell at school, parents are contacted and asked to collect them. Minor cuts and bruises are treated by members of staff with First Aid training. All injuries and accidents are recorded. In cases where a doctor's opinion or help is thought to be necessary, strenuous efforts are made to contact parents so that they can make appropriate decisions and arrangements. We always inform parents if a pupil has a head bump/injury. Parents should ensure that the school is kept informed regarding changes of emergency contact, address, telephone number, workplace etc.

## Information about Head Lice

Head Lice are a common problem in school aged children. They can't be prevented, but regular checking ensures early detection and treatment if necessary. Parents and carers should check their children's head once a week during hair washing using your usual shampoo, conditioner, and a detection comb – ask your local pharmacist to recommend a suitable one. Remember that you are looking for living moving lice – the only evidence that your child is infected. If you find a living louse, ask your local pharmacist, school nurse, health visitor or GP for advice regarding treatment.

## Supervision at Intervals

Children will be encouraged to play outside in our extensive and engaging school grounds during all intervals, unless it is unsafe to do so due to high winds, heavy rain or ice. At morning break and lunch time intervals the playground is supervised by a Pupil Support Assistant, accompanied by two pupil Playground Monitors.

When the weather makes it unsafe for children to play outside, staff supervise the pupils inside the school with help from the Playground Monitors. A variety of wet-weather games and activities are available in each classroom to occupy pupils.

Please ensure that your child comes to school with suitable outdoor clothing and footwear every day, especially in the winter months.

## Unexpected closure of school/Adverse Weather

Parents will normally be notified if departure from normal school hours is to occur. Should the school be closed e.g. due to severe weather, heating failure etc. parents can access information about school closures on the school's telephone messaging service by phoning 0800 564 2272 followed by 041660.

Parents can also access information on school closures via the website at the following web address:

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

An announcement may also be made on the local radio station, Radio Skye. It is important that parents instruct pupils on the procedure to follow should there be an unexpected early closure. If the school has to close during the day, we will verify that there is someone at home or at emergency contact address before sending any child home.

## Extra-Curricular Activities

At Carbost, pupils are encouraged to participate in as many wide-ranging extra-curricular activities as possible, using skills and resources available in both the school and in the local community.

During the course of the school year, pupils can normally participate in – Gardening Club, Craft Club, Lego Club, Dance Club, Football, Shinty, Baking Club, Badminton and Drama.

## Homework

Our Homework Policy was revised in August 2021 and takes into account the views of pupils, staff and parents. A varied range of engaging homework tasks are provided each week by the class teachers, which includes literacy,

mathematics and topical related research tasks. Homework is not mandatory, but the tasks are designed to further learning in class and develop essential skills.



**Here, our young scientists are enjoying some sunshine but at Carbost Primary and Nursery, our pupils explore, play and learn outdoors in all weathers (almost – the weather can be severe in Skye).**

## School Curriculum

All schools in Scotland work within the framework of the ‘Curriculum for Excellence’. This embraces a wider definition of how and what children should learn and experience in their journey through their education. It sets out values, purposes and principles for a 3 – 18 year old curriculum.

*“The curriculum needs to promote learning across a wide range of contexts and experiences. It should equip young people with high levels of literacy, numeracy and thinking skills and support development of their health and wellbeing. It should enable every child to develop his or her potential through a broad range of challenging; well-planned experiences which will help them develop qualities of citizenship, enterprise and creativity.” (Quote from ‘Curriculum for Excellence’ document)*

The Curriculum for Excellence aims to create successful learners, confident individuals, responsible citizens and effective contributors.

The curriculum covers the ages of 3–18 and is broken down into ‘Experiences and Outcomes’ for the different curricular areas.

Levels Experiences and outcomes for most children:

- Early in pre–school and in primary 1
- First by end of P. 4, but earlier for some
- Second by end of P. 7, but earlier for some
- Third In Secondary 1– 3, but earlier for some
- Fourth Fourth level broadly equates to SCQF level 4
- Senior In secondary 4– 6, but earlier for some

The range of experiences and outcomes for the learning outcomes for the Curriculum for Excellence are grouped into following areas:

- Health and Well-being (to include personal and social development, health, physical education and activity)
- Languages (to include modern languages/Gaelic/classics)
- Mathematics and numeracy
- Sciences (to include biological, physical, chemical and environmental contexts)
- Social Studies (people, past events and societies; people, place and environment and people in society, economy and business)
- Expressive Arts (drama, dance, music and art)
- Technologies (craft, design technology, graphics, computing and home economics)
- Religious and moral education

Following websites can be helpful:

[www.highland.gov.uk](http://www.highland.gov.uk)

[www.educationscotland.gov.uk](http://www.educationscotland.gov.uk)

Wherever possible we aim to develop relevant skills for learning, life and work through planning interdisciplinary learning activities with the development of literacy, numeracy and health and wellbeing being at the core of all we do. We track the progress through the experiences and outcomes within each level within our forward planning format.

## Health and Wellbeing

Learning in health and well-being ensures that children and young people develop the knowledge and understanding, skills, capacities and attributes which they need for mental, emotional, social and physical wellbeing now and in the future. It enables children to apply their mental, emotional, social and physical skills to pursue a healthy lifestyle which will be continued into adult life.

At Carbost Primary, we enhance our health and well-being programme with a variety of additional experiences e.g. shinty, karate, playground games, after school activities, cycling training, dancing and other physical activities. We are supported by our Active School's Co-ordinator in arranging a wide range of physical activities throughout the school year. We invite other agencies to share their expertise with pupils e.g. police, ambulance service, emergency services, school nurses, disability groups, charities. Parents are informed of about sensitive aspects of learning e.g. relationships, sexual health, drugs awareness etc.

All pupils have opportunities to go on school trips and our primary 7 pupils have a four day residential trip at an Raasay House.

In all aspects of school life we are concerned with developing personal and social skills such as the ability to work independently, coping with emotions, making informed decisions, showing respect and tolerance for others.

## Mental Health and Wellbeing

At Carbost Primary we employ a whole school approach to promoting and protecting positive mental health. Through the Zones of Regulation Framework, we learn to recognise and regulate emotions and behaviours. We know how to manage various states of alertness and are empowered to make choices about how we react and behave.

Staff 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 (Head Teacher). Highland 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. Primary 6 and 7 children also have access to counselling provided by Counselling Care.



**Positive mental health and well-being is of high importance at Carbost Primary. Do you like our positivity specs? They help us look on the bright side.**

## Language and Literacy

Language is at the heart of children's learning across the curriculum and is regarded as one of the core subjects within the Curriculum for Excellence. Through language they receive much of their knowledge and acquire many of their skills. Language enables children to communicate effectively with others for a variety of purposes, and to examine their own and other's experiences, feelings and ideas, giving them order and meaning. The development of literacy and English skills i.e. listening, talking, reading and writing is integrated into all areas of the curriculum and pupils are taught to make links between the reading and writing. Foreign languages are included within the language area.

## Numeracy and Mathematics

Pupils enter school as active thinkers, having already experienced mathematics informally through play and in everyday activities such as dressing, eating, shopping and travelling. Being numerate and having an understanding of numeracy

and mathematics helps us to function responsibly in everyday life and contribute effectively to society. Wherever possible the pupils will actively engage with learning experiences that will enable them to be equipped with the skills, the concepts, the facts and techniques required to deal with numbers and maths in the real world.



**We believe that learning experiences should spark curiosity and inspire creative thinking.**

## Sciences

Through learning in the sciences, pupils develop their interest in, and understanding of, the living, material and physical world. The main areas covered in sciences are planet Earth, forces, electricity and waves, biological systems, materials and understanding some of the current issues of science. Most science will be integrated into other topics being studied e.g. if studying ‘Weather’ the pupils will look at aspects of water science, but some aspects will be taught separately.

## Social Studies

Through Social studies, pupils develop their understanding of the world by learning about other people and their values, in different times, places and circumstances. They also develop their understanding of their environment and how it has been shaped. This includes for example, understanding principles of democracy, history, heritage and culture of Scotland, engaging in activities which encourage enterprising attitudes. A topic or theme approach is normally used to integrate the various aspects of the curriculum and make it meaningful for the pupils.





**We provide opportunities for pupils to apply their learning in real life contexts. Here P5-7 visit the local quarry as part of their learning about rocks and minerals.**

## Expressive Arts

Expressive Arts play an important role in enabling the pupils to enhance their creative talent and develop their artistic skills. By engaging in experiences within expressive arts, the pupils will recognise and represent feelings and emotions, both their own and those of others. Outside bodies like Kodaly and Youth Music Initiative work in partnership with our school to help promote and foster an appreciation for traditional Scottish music. Drama is taught by class teachers. We present annual concerts/shows to parents in our local community hall.

Pupils in primary 4 upwards have an opportunity for free strings tuition and all pupils have opportunities to learn chanter, ukulele and tin whistle.

We believe in following interests, encouraging creativity and harnessing talent. We joined forces with other schools around Skye for this Scottish Opera performance.

This year, our pupils have raised money to purchase

a 'Jam Tent' to enjoy with the local community.





## Religious, Social & Moral Education

Religious and moral education is a process where pupils and young people engage in a search for meaning, value and purpose in life. The pupils will learn and form views about the beliefs, values, practices and traditions of Christianity, and the world religions, including those which are independent of religious belief. They will develop respect for others and an understanding and tolerance of beliefs and practices which are different from their own. The teaching of Religious and Moral Education aids the development of the understanding of religion as a significant area of human experience.

Further information on the Curriculum for Excellence can be found on following links:

[www.highland.gov.uk/learninghere/curriculumforexcellence](http://www.highland.gov.uk/learninghere/curriculumforexcellence)

[www.educationscotland.gov.uk/curriculumforexcellence](http://www.educationscotland.gov.uk/curriculumforexcellence)



**Our pupils play an important role at assembly. They are confident and valued.**

## School Assemblies

We hold weekly assemblies, most of which are non-denominational and focus on moral and social topics. We sometimes have speakers from organisations/charities in to talk to the pupils during the assemblies and we often enjoy a visit from our local minister Rev Gary Wilson. Pupils play an active part in assembly with Musician of the Week, Squad Leader updates, Pupil Council updates and Reading Leadership Group presentations. We present and celebrate WOW notes from home and award certificates for achievement.

## Technologies

Learning in this area of the curriculum enables pupils to gain the skills and knowledge to use technologies now and in the future, at home, at work and in the wider community. Learning in the technologies provides a strong foundation for the development of life skills that are recognised as being important for success in the world of work. This enables pupils to develop a better understanding of the role and impact of technologies in changing society. This involves the skills of computing science, researching, problem solving and exploration of materials and applied technologies. Carbost Primary is fortunate to have a Chromebook for every child, which is embedded into the school curriculum.



**Every child has a Chromebook at Carbost school.**

**Their learning is enhanced with access to the Google for Education applications and support tools. They can work collaboratively within a shared cyber-space (amazing).**

## French

In accordance with the Scottish Government, schools in Highland Council began to implement the 1+2 initiative from 2015–2016. This initiative is to deliver two additional languages to all primary pupils. Language 2 will be delivered, discreetly, from Primary 1 and Language 3, no later than Primary 5. Our chosen Language 2 is French and our chosen Language 3, Gaelic.

Opportunities are given to develop confidence and skills and strategies which will hold them in good stead for future language needs. These opportunities contribute to learning about ways of life in other countries.

## Interdisciplinary Learning

Wherever possible, children's learning in class occurs through interdisciplinary topics where links are made between different subjects. This enables the child to undertake their learning in a purposeful context and makes the learning enjoyable with real skills being applied.

## Citizenship

All the children in the school take part in Citizenship activities. The children work in mixed age groups planning and undertaking many activities to develop their skills and awareness of community responsibility. Our Ocean School takes pupils

down to our local shoreline where they actively participate in conservation projects and gather official data on the health of our local seas.

We have a Pupil Council and an Eco Committee with representatives from P1 to P7 classes. We also have Squad Leaders and a Reading Leadership Group.

The Pupil Council meets with the Head Teacher weekly to discuss school issues and developments. Members bring requests and suggestions from their fellow pupils to be discussed at meetings. Once the minutes of the meetings have been drawn up they report back to their individual classes and displayed on the notice board.

The Eco Group carry out tasks around the school and in the wider community. All groups plan and organise events, drive positive change within the school and wider community and develop their skills as leaders and future protectors of the planet.



**We have Ocean School (a bit like Forest Schools but on the shore). Here, we are gathering and recording official data for Nature Scotland, so our recordings need to be extremely accurate.**

## Educational Excursions

Educational excursions are an important part of the school curriculum for they enable pupils to gain first-hand experience of their environment and carry out practical investigations in a meaningful context. They will vary from local visits which can be made on foot to more ambitious outings which will require considerable preparation and planning. Details of excursions are sent to parents before the event. All trips out—with the school boundaries are risk assessed.

## Assessment and Reporting

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

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

Children in Primary 1, 4 and 7 take part in the Scottish National Standardised Assessments, a computer-based assessment, which covers some aspects of reading, writing and numeracy. These are age and stage appropriate. These assessments provide evidence for teachers to use when assessing children's progress.

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

Parents will receive feedback on their son or daughter's progress through pupil reports, open afternoons, parents' evenings and target setting information. Pupils will reflect on their progress, achievement through frequent Learning Conversations and digital profiles developed through Seesaw platform. In addition, P7 pupils work on a transition Profile which will go with them to Portree High School.



**Our pupils have lots of opportunities to develop entrepreneurial skills throughout the academic year. Our P5-7 pupils team up each year to plan and launch their enterprise projects.**



## Progress

Parents wishing to enquire about a pupil's progress are invited to get in touch with Miss Muir.

Level	Stage
Early	The pre-school years and P1 or later for some
First	To the end of P4, but earlier or later for some
Second	To the end of P7, but earlier or later for some
Third and Fourth	S1 to S3, but earlier for some. The fourth level broadly equates to SCQF level 4
Senior Phase	S4 – S6 and college or other means of study

## Additional Support Needs

Class/Subject teachers, in conjunction with Additional Support Needs Teachers monitor the progress of pupils with additional support. The needs of such pupils are generally catered for within the normal curriculum but with specialist advice and support as required. If necessary, a Child's Plan may be put in place to help plan, organise, monitor and regularly review a child's progress. Parents and pupils will be involved in these procedures and in reviews. More information can be found about the Highland Council model for support and child's plans at:

[http://www.highland.gov.uk/downloads/file/230/highland\\_practice\\_model\\_-\\_delivering\\_additional\\_support\\_for\\_learners](http://www.highland.gov.uk/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 will be involved in supporting a child. A Children's Service Worker 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. 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.

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

[http://www.highland.gov.uk/info/886/schools\\_additional\\_support\\_needs/1/support\\_for\\_learners](http://www.highland.gov.uk/info/886/schools_additional_support_needs/1/support_for_learners)



**We take part in lots of sporting events both at school and around Skye. Here our cross-country runners win the trophy.**

## School Improvement

All schools in Highland have been continuing to focus on recovery from two extended school closures. Priority has been placed on health and Well-being, literacy, numeracy and raising attainment (focusing on identifying new or widened gaps caused by the Covid-19 pandemic).

Our detailed improvement plan for session 2022-2023 and Standard and Quality Report from session 2021-2022 can be found on our website.

We pride ourselves on our commitment to raising attainment in numeracy, literacy and health & wellbeing. To this end, we made significant improvements last session.

In summary we did this by:

### Health and Well-being

- Ensuring all learners feel happy, safe and valued in the school environment – implementing the Zones of Regulation Framework.
- Increasing motivation through learner empowerment – establishing pupil leadership groups and whole school reward systems.
- Providing more effective provision for learners with additional support needs – adapting the school environment for play-based and interest-based learning.

### Recovery of learning, teaching and assessment

- Increasing opportunities for creativity – Art Therapy, Pony Therapy and Jam Tent.
- Enhancing targeted support for gaps in learning – collaborative approaches to data analysis and targeted interventions.
- Improving learning environments to meet the needs of all learners – different learning zones around the school and outdoors.
- Evidencing a range of assessment approaches – increased opportunities to apply learning in real contexts and use of Seesaw to evidence learning.

### Attainment in session 22/23

- Employing higher quality tracking and monitoring systems.
- More effectively using data and analysis in identifying gaps in learning.

We continue to strive for excellence in everything that we do. The Care Inspectorate recently carried out a visit to our Nursery. When the report is available from: <http://www.careinspectorate.com/index.php/inspection-reports>



**We are a small school, so all of our pupils are closely bonded. They are empathetic and supportive of each other. The Reading Leadership Group organised a literature treasure hunt and read a story for everyone –  
Going on a Bear Hunt (of course!)**



## Positive Behaviour Strategy

It is the aim of Carbost Primary School that every member of the school community feels valued and respected, and that each person is treated fairly and well. We are a caring community, whose values are built on mutual trust and respect for all. The school's behaviour policy is therefore designed to promote an environment in which everyone feels happy, safe and secure.

The policy, which can be accessed on the school website is designed to empower pupils to make choices and have autonomy for their behaviour. The school recognises and promotes good choices, as it believes that this will develop an ethos of respect and responsibility. It is a means of promoting good and positive relationships, so that our pupils can thrive in a rich learning environment. Based on the Zones of Regulation: a framework to foster self-regulation and control, our pupils are empowered with the knowledge, skills and tools to recognise emotion and regulate behaviours appropriate to the context. Where a pupil with additional support needs struggles to regulate their own behaviours, a Child's Plan will be drawn up in consultation with parents and a Supported Regulation Plan will be developed to guide and support the pupil during periods of dysregulation.

## Bullying

Bullying is unacceptable in all schools and when it arises we have procedures for dealing with it. We try and be proactive and discuss effects of bullying with the children through class discussions and at school assemblies. Parents should make their children aware of cyber-bullying which is becoming more prevalent through social networking sites/texting etc. which many children access from home.

The task of staff is to identify bullying and to take action to remedy the situation. Discussions with pupils of the desirability of considerate behaviour, is a normal part of a teacher's work.

At Carbost we:

- Provide the pupils with information on what bullying is and what to do about it
- encourage pupils to report genuine complaints of bullying
- take prompt action if it occurs
- investigate and keep records of bullying incidents
- work with perpetrator's parents to try and prevent future bullying from occurring if it arises
- support the child who has been bullied
- have our Anti-Bullying and Anti-Racist Policy available for parents requesting it

For more information about how we promote positive behaviour please visit:  
[https://www.highland.gov.uk/downloads/file/20086/ppr\\_framework\\_and\\_guidance](https://www.highland.gov.uk/downloads/file/20086/ppr_framework_and_guidance)



**Our Sports Days are organised by the Pupil Council – they work hard to plan an amazing event.**

## Equality and Inclusion

For up-to-date information please see:

[http://www.highland.gov.uk/info/751/equality\\_diversity\\_and\\_citizenship/313/equal\\_opportunities](http://www.highland.gov.uk/info/751/equality_diversity_and_citizenship/313/equal_opportunities)

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

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

## School Transport

Parents who feel their child may be eligible for school transport will be provided with the appropriate form to complete to send to the Highland Council. A supply of these forms is kept in the school. The following information may be of some help:

Statutory Walking Distance

Under 8 years: 2 Miles

8 years & over: 3 Miles

If official transport passes your home on the way to school and you are very close to the legal distance, your child may be eligible for concessionary transport – this is at the discretion of the council and can vary from year to year.

Please direct all enquiries regarding transport to: Transport Development Officer, Highland Council HQ, Glen Urquhart Road, Inverness, IV3 5NX

Tel: 01397 886606 or email: [Public.transport@highland.gov.uk](mailto:Public.transport@highland.gov.uk)

## Fire Drill

Fire drill is held at regular intervals. The signal is a long continuous blast of the siren. Prior to their first drill, Nursery and P1 children are informed beforehand, so as not to frighten them.



**Our pupils love the opportunities they have throughout the year to develop skills for learning, life and work. We promote and encourage risk management skills and resilience.**

## School Policies

School Policies are available to view on the school website.

## School Fund

The bulk of the school fund is raised by fundraising, organised by the parents whose co-operation and help is much appreciated.

The main events sponsored by these funds are the Christmas Party, School Trip and Prize Giving.

Proper accounts are kept and audited once a year. A copy of the audit is sent to the Finance Department of the Highland Council and is available to parents if requested.

## Child Protection

The designated Child Protection Officer is the Head Teacher.

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

In terms of Highland Child Protection Committee Inter-Agency Protection Guidelines, Care and Learning 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.

## Complaints And Requests For Service

If a parent has any concerns they should contact their child's Named Person in the first instance, Miss Muir the Head Teacher.

The school will always endeavour to resolve issues by listening to parents and seeking solutions in partnership. Should a situation not be resolved, parents can contact Ms Mhairi Macdonald.

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

## Access To Pupils' Records

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

## Data Protection Legislation

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

## Transferring Educational data about pupils

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

**Our pupils are rewarded and celebrated for their successes. Currently, our Pupil Council are auditing and reviewing how well our school provides opportunities for success. They use the How Good is OUR School Quality Improvement Framework to base their evaluations and action plans – very important work.**



## 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)

### 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



**We love the natural world that we live in. We want to protect it. Our pupils learn how to carry out research and learn how research information is used. We are active participants of a variety of local environmental groups. P6 pupils are whale watching with Calmac Ferries and the Whale and Dolphin Trust.**

## Your Data Protection Rights

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

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

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

## Concerns

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



### **HIGHLAND COUNCIL**

### **CARBOST PRIMARY SCHOOL** **TELEPHONE MESSAGING SERVICE**

**To enquire about school closures in times of adverse weather please phone:**

- Highland Council number:  
**0800 564 2272**
- Enter the school's own pin number when prompted:  
**04 (1660)**