

Bualnaluib Nursery, Aultbea



Handbook 2024-2025

Whilst the information in this handbook is considered to be accurate at the date of publication, changes in circumstances after the time of publication may impact on the accuracy of the information.

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School Information

Welcome to Bualnaluib Nursery!

We hope that you and your child will enjoy your time at our Nursery.

Your child is at a very crucial stage in their development, as it is now accepted that children learn more rapidly in the first seven years of life than at any other time. Therefore, it is really important that children are given every opportunity to fulfil their potential. As a parent, your role is vitally important in that process. Here in the Nursery we recognise and treat each child as an individual, and offer a variety of experiences and activities which will further the development process.

We hope your child finds out that learning can be an enjoyable and worthwhile process.

Our Nursery is located in a purpose-built centre, which is a mile away from Bualnaluib Primary School, in the village of Aultbea. We are located in the heart of a community with a strong sense of belonging which supports us in many ways.

Our Nursery is open all week, with a half day on Friday. There are two full-time Early Years Practitioners working at the nursery.

The nursery has a large, bright playroom with plenty of scope for a wide variety of activities and an enclosed grassy outdoor play area and garden. It enjoys a more central site, nearer to the heart of the village - with walking access to the shore, the adjacent playing park, playing field and the local shop. We make very good use of all of these facilities in our busy day!

We are revisiting our aims and values this session, exploring what they mean to pupils as part of our journey to becoming a Rights Respecting School.

*** The nursery was inspected by the Care Inspectorate in May 2023 and received three 'Very Good' and one 'Good'. The inspection report can be found on the [Care Inspection website](#).**

School and Staff Details

BUALNALUIB NURSERY (AULTBEA NURSERY)

Aultbea Nursery

Aultbea

Ross-shire

IV22 2JH

Email: Bualnaluib.primary@highland.gov.uk

Phone: 01445 731 052

Website: <https://sites.google.com/gairlochhigh.org.uk/bualnaluib-primary-nursery/home>

Parent Council Email:- bualnaluib.primary@highlandpc.co.uk

STAFF

Miss L. Taylor

Mrs P. Paterson

Mrs Fiona Gorman

Mrs R. Webber

POST

Nursery Manager

Early Years Practitioner

Early Years Practitioner

Cleaning Operative

Present Roll 6

Nursery Organisation

Monday – Thursday

08.45 – 3.15

Friday

08.45 – 12.45

School term dates and holidays for the forthcoming session can be found on either the Council page https://www.highland.gov.uk/info/878/schools/32/school_term_dates or our School website: <https://sites.google.com/gairlochhigh.org.uk/bualnaluib-primary-nursery/home>

Ethos

The aim of our Nursery is to provide a happy, safe and stimulating environment for children aged between 3-5, in which they will be guided in the development process of becoming thinking, caring and responsible members of society.

Nursery education is about the development of the individual child, promoting the child's ability to:

- Develop strategies for play.
- Seek out and respond to learning opportunities.
- Choose, plan and make decisions.
- Collaborate with and reflect with others.
- Think and share ideas.
- Acquire knowledge, skills and understanding for use in new situations.
- Communicate with peers and adults.
- Express themselves through the medium of Art, Craft, Music, Drama and Movement.
- Develop self-esteem and tolerance towards others.
- Explore, appreciate and respect their environment and those who share it with them.
- Have fun and enjoy themselves.

The Nursery Promotes:

- Good Home/Nursery relations. Staff and parents meet to share information and participation in their child's development while at Nursery.
- Good Nursery/School relations. Through liaising with the children and teaching staff and arranging activities where the Nursery participates with the Primary School and vice versa.
- Equal opportunities for all.

The Curriculum

In Scotland, we use the Curriculum for Excellence (CfE) to help us deliver a well-balanced, coherent and challenging curriculum that will help our learners from 3 to 18, gain the knowledge, skills and attributes they need to succeed in learning, life and work. The term curriculum is understood to mean everything that is planned for children and young people throughout their education, not just what happens in the classroom/nursery.

<p>The Curriculum for Excellence includes four contexts for learning:</p> <ul style="list-style-type: none"> • Curriculum areas and subjects • Interdisciplinary learning • Ethos and life of the school • Opportunities for personal achievement 	<p>The Eight Curriculum Areas:</p> <ul style="list-style-type: none"> • Expressive Arts – Art, Drama, Music and Dance • Health and Wellbeing (HWB) – personal, social and mental health. P.E is included in this curriculum area. • Languages – Literacy (listening and talking, reading, writing) and modern languages. • Numeracy and Mathematics – Number, Shape, Information Handling and Problem Solving. • Religious and Moral Education – Religions, Values and Beliefs • Sciences – Understanding the living, material and physical world. • Social Studies – Understanding our Past. Understanding our Environment. Understanding Society, Economy and Business • Technologies – Food, Design and the Digital World
<p>The Four Capacities These are the skills and attributes that we are helping our learners to develop.</p> <ul style="list-style-type: none"> • Successful Learners • Responsible Citizens • Effective Contributors • Confident Individuals 	
<p>The Seven Principles These are taken into consideration at every stage of the learning journey:</p> <ul style="list-style-type: none"> • Challenge and enjoyment • Breadth • Progression • Depth • Personalisation and choice • Coherence • Relevance. 	

Here are some of the different things the children may experience at nursery:

listen to stories and rhymes	sing and take part in musical activities	draw and write
visit and explore local environment	investigate sand and water and their properties	cook and bake
use playdough and clay	create pictures with different media	explore the natural world
create models from different materials	play board games	build with construction toys (Duplo, blocks etc.)
take on different roles in our roleplay/dressing up corners	take part in physical play and games	play with small world toys (farm set, dinosaurs etc.)

Further information

Parents can access more information on the curriculum at the local and national levels by contacting the Headteacher or by accessing websites such as

<https://education.gov.scot/education-scotland/> and
<https://education.gov.scot/parentzone/>

Learning and Teaching in the Nursery

The Importance of Play

We think carefully about how we organise and plan for deep, sustained learning, which meet the needs of all our learners. The majority of this learning in nursery comes through play.

Through activity-based learning, the brain and body are stimulated and active. It provides pleasure and enjoyment, which in turn will motivate children to further their learning by persevering, overcoming difficulties and concentrating for longer periods of time. Play helps children build confidence in themselves and their abilities. It allows children to tackle new experiences in a non-threatening situation. It can provide an escape, relieve boredom, allow for relaxation and the opportunity for solitude. It helps the child to judge the many variables within social interactions and develop perceptions about others. Skills can be practised and repeated as many times as is necessary for confidence and mastery, while opportunities for sensory experiences which are the foundation for intellectual development are provided. Play also provides reasons children can understand for acquiring the skills and knowledge adults value as well as a context for language to develop. Play helps children to:

- Co-operate, share, listen, talk, measure, weigh, count, organise, think, grow independent, grow self-confident, learn body control, develop creativity, develop vocabulary, and behave appropriately.

How You Can Help Your Child

You can help your child to learn by playing together at home and:

- Encouraging them to be independent in getting dressed, washing their hands before meals, getting their shoes on etc., encouraging them to develop healthy habits in diet, exercise and hygiene, and to play, share and join in with other children.
- Reading to them every day, talking about books with them and reading familiar words to them (e.g., the labels on their favourite foods, signs on the way to the shop etc.)
- Talking with them and answering questions, playing remembering and guessing games with them.
- Helping them to match and sort things, e.g., putting together knives and forks or cups and saucers, pairing up socks, sorting things into 'big and little', arranging things in order of size.
- Encouraging them to count and use numbers in everyday situations, and through rhymes and songs.

- Encouraging them to express their ideas and feelings, e.g., with crayons, pencils, paint, music and play.
- Giving them the chance to use their fingers and hands, e.g., building with bricks, cutting out with scissors, helping with baking and fastening zips and buttons.
- Taking walks together, finding things and discussing what you see
- Engaging in more physical play outside, e.g., kicking, throwing and catching a ball, running a race etc.

Community Links

Bualnaluib Nursery is a vital part of the Community in which it is centred. We participate in many varied activities throughout the school year. Taking children out on a variety of visits is a very important aspect of their education. At the beginning of the session, you will be asked to sign a consent form to cover all visits. Sometimes visits involve transporting children by car; parents may be asked to volunteer if they are able to transport their own children on these occasions.

Visitors

We really enjoy having visitors to our Nursery as we can learn many different things from them. As parents/guardians you are more than welcome to come in and see us. You may have a particular skill to share with us – perhaps you enjoy baking, can play a musical instrument, love to sing, enjoy gardening/growing or doing art and crafts. Perhaps you have had the opportunity to travel and can share your knowledge of a different culture with us all. You may wish to accompany us on our outings, in larger groups an extra pair of hands is great! Please let us know.

Pupil Voice

We have an active Pupil Council at Bualnaluib which links in with the nursery.

Parent Voice

We work hard to ensure that we are listening to the views of our parents and partners. One way in which we do this is through the Parent council. The Parent Council is a group of parents selected to represent all parents of children at the school. Any parent who wishes to raise an issue for the Parent Council to consider can do so by contacting the Headteacher. Useful information for parents and how to get involved in the Parent Council can be found at <https://education.gov.scot/parentzone/getting-involved/parent-councils/>

We have a friendly and active Parent Council which meets at regular intervals in the school. If you wish to contact the chairperson, please phone the Headteacher for contact details.

Recording Your Child's Achievement

My Learning Journey: Your child's own personal experiences and achievements are recorded in their Learning Journey. You are most welcome to have a look any time you are in Nursery and share your child's success with them. The folders are stored on the bookshelf by the kitchen.

Next Steps/Targets: We will tell you when your child has a new "Next Step/target" in Nursery so you can gently support this at home too. We also welcome your suggestions from home! e.g., doing up their coat zip, helping to tidy up etc.

Weekly Plan: Our planning is done very much 'in the moment' and takes the form of discussions and a floor book reflecting children's current interests. The children are all involved in saying what they would like to learn and help to put their ideas into our planning floor book.

Parent/Staff Liaisons: Nursery staff meet with parents on a regular and informal day to day basis when parents bring and collect their children to and from nursery. At this time there can be an exchange of information about how a child is settling into and coping with nursery life. We are, of course, available at any time for parents to come and talk and share knowledge of their child with us, and to find out about some of the things he/she does at nursery. The nursery staff want to keep close links with those parents who work and who we may not be able to see regularly. It is important to remember that in order for your child to develop fully we need to work together as a partnership and to build on his/her progress both at home and in nursery. Nursery Staff also aim to meet with parents one-to-one at least twice a year to discuss their child's progress in terms of the main curricular areas.

Supporting Pupils and Additional Support Needs

All children need support to help them learn. Some children require more help than others. We follow The Highland Practice Model staged approach to assessing, identifying and supporting additional support needs. In this model every child has a 'named person' who is responsible for making sure that the child or young person has the right help to support his/her development and well-being. If required, a Child's Plan may be put in place to outline an action plan to help organise, monitor and regularly review a child's progress. Parents and pupils will be involved in these procedures and in reviews. More information can be found at:

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

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

Sometimes a Children's Service Worker will be involved in supporting a child. A **Children's Service Worker** 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.

If you have a concern about your child in primary school, please contact key worker in the first instance, the Health Visitor (Rebecca MacDonald on 01854 613169) , or Miss Louise Taylor (Nursery Manager). If your concerns continue, there are several 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)

Further information and support for parents and young people with ASN are identified under the Education (Additional Support for Learning) (Scotland) Act 2009, and can be found at:

(a) Enquire – the Scottish advice and information service for additional support for learning
<http://enquire.org.uk/>

(b) My Rights, My Say – an advocacy and advice service for young people over 12 with additional support needs <http://enquire.org.uk/myrightsmysay/>

(c) [Scottish Independent Advocacy Alliance](#), an advocacy service to support parents and children.

(d) [Scottish Child Law Centre](#), an organisation providing free legal advice to young people.

Named Person

As part of the national Getting right for every child (GIRFEC) approach children and young people from birth to 18 and their parents will have access to a Named Person to help them get the support they need. Before a child starts school their named person is the health visitor, in primary schools it is the Head Teacher, and when they move onto Secondary School, Principal Guidance Teachers usually become the Named Person. The named person for the pupils of Bualnaluib Nursery is the Health Visitor (Rebecca MacDonald).

The Named Person will be the single point of contact for children and young people, their parents/carers and the professionals who work with the child or young person. Should you have anything you would like to discuss regarding a child's wellbeing, please do not hesitate to contact your Named Person by phone, email or alternatively a letter marked for the attention of your Named Person.

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.

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

All agencies involved in Child Protection are obliged to make children's welfare their paramount consideration, which will be the priority for Education Service staff.

Copies of child protection policy guidelines are available from the headteacher 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)

To comply with current guidance on the safety and protection of children and young people you must advise the school if you do not wish your child to be photographed or filmed by any spectator or member of an audience at a school event.

A Free Helpline, Email and Web-Chat Service, for anyone concerned about a child. Use the Parentline service to get free advice on a range of parenting topics: <https://www.children1st.org.uk/help-for-families/parentline-scotland/>

Promoting Positive Behaviour

The establishment of a sound learning environment at the nursery/school level is key to effective learning and teaching. Effective learning and teaching depend on positive relationships established at the school and classroom level through interactions between staff and pupils and between pupils themselves. The development of a positive ethos within the school is of key importance in our school.

Several policies within the school contribute to achieving the above - our Equality and Diversity Policy, Positive Relationships and Preventing Bullying Policy and our Health and Wellbeing Policy. We have a Pupil Council and several school initiatives to promote positive behaviour.

Our basic nursery rules are set by the pupils and staff and are common sense ones, which allow us to work in harmony with one another and ensure safety and wellbeing for all within the school community.

Managing Positive Behavior

Positive behaviour is achieved in two ways:

1. Prevention – Preventative strategies which encourage each pupil to develop a sense of personality and self-discipline.
2. Management – When negative behaviour occurs, we need to be able to respond positively and effectively. We employ restorative, solution-focused focussed and nurturing approaches in our efforts to achieve this.

We try to do both by employing positive behaviour strategies through several initiatives and school policies and imposing understood consequences when negative behaviour arises.

Positive Relationships and Preventing Bullying Policy

Pupils in Bualnaluib Primary and Nursery are encouraged to have a positive regard for each other; generally, bullying is not a problem.

Our aims are: -

1. To create within our school community an ethos which values, respects and protects the right of each of its members to be within a friendly, safe and secure environment.
2. To foster trust amongst the members of the community so that bullying incidents can be reported, discussed, and dealt with appropriately based on their circumstances.
3. To encourage and foster active parental support.

The school follows a Positive Relationships and Preventing Bullying Policy, and the topic is covered as part of the health and wellbeing curriculum. A copy of the full policy is available on the website.

All adults working with children must challenge behaviour and attitudes that lead to bullying before incidents arise. We follow Highland Council guidelines issued to all schools in Highland. The Council's anti-bullying policy can be found here:

[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)

Equality, Diversity and Inclusion

Bualnaluib Primary and Nursery is an "equal opportunities" school, with all pupils being afforded the same opportunities and facilities for learning.

For up-to-date information please see

<http://www.highland.gov.uk/info/751/equalitydiversityandcitizenship/313/equalopportunities>.

In summary, our activities in nursery/school should ensure that we eliminate unlawful discrimination, advance equality of opportunity and 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.

Bualnaluib Primary and Nursery has adopted the Highland Council's "Promoting Equality and Diversity" and ensures that the school implements the guidelines. This policy is available on the school website.

Enrolment and Transition

Enrolment

Entry to Nursery Children are entitled to a full year of Nursery education before they start primary school. Therefore, your child will begin a pre-school year in the August of the session during which he/she is four before the end of February.

Three year olds, however, have three starting dates for accessing the funded Early Learning and Childcare.

- ❖ Children whose third birthday falls between 1st March and 31st August begin Nursery in Term 1.
- ❖ Those whose third birthday falls between 1st September and 31st December begin Nursery in Term 3.
- ❖ Those whose third birthday falls between 1st January and 29th February begin Nursery in Term 4.

There is also the option of children starting the week following their third birthday, which is billed at an hourly rate to parents. Please ask for further details at the school office.

Starting Nursery

We aim to make the transition into nursery as smooth and as easy as possible. Prior to joining the nursery, the children will already have met the staff and familiarised themselves with the building by attending induction visits the previous term. Parents are welcome to stay with their child until he/she feels confident to be left.

P1 Enrolment

P1 enrolment normally takes place in late January prior to the commencement of the new session in August.

Children coming into Primary 1 will have the opportunity to visit the school before they start to meet the teacher, and other children and become familiar with the classroom. This helps to ensure a confident and happy start after the summer.

Pupil Wellbeing

Administrations 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 several 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. Therefore, the arrangements for each individual will 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 must 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 unopened, clearly marked with the directions from the pharmacist and administered as part of an agreed medical protocol.

Minor Injuries, Accidents and Illnesses

Every care is afforded to your child, but in the event of an accident or illness, the appropriate action and attention will be given as soon as possible as the school will only deal with minor cuts and bruises; these will be cleaned, and plaster applied.

With this in mind, the school requires an alternative contact (i.e., an emergency contact including their telephone number) if the school cannot reach you personally. Each August every parent will receive a pupil data form which collects personal information and enables the school to keep up-to-date information regarding home phone number, emergency contacts and their phone numbers. Please inform the school of any changes to your circumstances such as a change of address and/or phone number.

Mental Health and Wellbeing

Staff will support pupils' emotional development and well-being through formal and informal curricular activities. Any concerns about a pupil's wellbeing can be discussed with the named person. There is a website managed by Highland Council that supports a variety of information relating to mental health and emotional wellbeing that can be accessed [here](#).

Infection Control Guidance

Colds – Children with a runny nose and mild cough may attend; it's only necessary to exclude those with symptoms such as fever, severe cough or a sore throat.

Stomach Bug – All children and staff should remain at home during a bout of diarrhoea or vomiting. NHS Guidelines are that those affected should stay at home for 48 hours after having had no symptoms.

Flu – Flu is caused by a virus. The symptoms are fever, headache, muscle aches, sore throat and a runny nose. Nausea, vomiting and diarrhoea may also be present in children.

As with other airborne diseases, the spread can be reduced by close attention to hand hygiene and by covering the mouth when coughing and sneezing. Children should stay at home when feeling feverish or unwell.

Please feel free to read the NHS Highland Guidelines in our policy folder which is in the entry hall at all times.

Lunch and Snack

Snack

The Nursery offers a well-planned and nutritious mid-morning snack, which also helps to develop a range of skills associated with eating. Some of these include helping prepare the food, setting the table, serving themselves and others, learning about hygiene, clearing up and recycling. The children are offered some fruit or vegetables to eat and milk or water to drink.

The children very quickly learn this daily routine and want to know when it's their turn to 'do the trolley' and be the helper.

Lunch

If your child is staying for the full day, you will need to provide a packed lunch, as we do not have the facilities at the moment to offer a hot meal.

We will give you more information after your enrolment about lunches, but you can reclaim the cost (£2.30) from the Highland Council for each packed lunch you provide when your child is staying for the full day.

[Lunchbox ideas and recipes – Healthier Families - NHS](#)

Nursery staff encourage the children to try new foods and foods from different cultures. The children often take the lead from others and will 'be brave' and try a new item.

Staff emphasise that 'it's good to try new things', 'it doesn't matter if you don't like it!' 'Well done for trying', 'thank you for trying that'. We hope this takes away any worries the children may have that they might get into trouble for not liking something new, or indeed refusing to try.

It is very important that any known or suspected food allergies are mentioned on the enrolment form.

Other Information

If a child is not toilet trained on entry to Nursery, it is the parent's responsibility to provide nappies/pull-ups, wipes and a full change of clothes.

At times a child may go home in spare Nursery clothes in such cases as getting wet in the water tray, falling outside or an occasional accident in the bathroom. It would be appreciated if parents could wash and return any clothes provided in these cases as soon as possible. Over the years our stock is diminishing, so your help would be much appreciated.

In the past many people in the local community have kindly donated clothes (and many, many other items!) to us, so if you're having a clear out, please bear us in mind! What most might consider as junk, Nursery staff and children might well consider treasure!

Complaints / Enquiries Procedure

On occasions, parents may feel that they would like to discuss some matters regarding their child's education more thoroughly with either the class teacher or the head teacher.

When a complaint is made the school will take the following action:

- Any investigation will be carried out or evidence gathered immediately.
- The nursery's response will be relayed to the parent either by letter, email, telephone call, or further appointment with the head teacher or class teacher.
- Formal documentation of each complaint and its resolution will be kept.

We want to reassure parents that we take seriously any complaints and endeavour to resolve them as expeditiously as possible. If need be, subsequent meetings will be arranged to resolve the situation to everyone's satisfaction. In the unlikely case of a failure to solve a problem, parents have the right to pursue the matter by contacting the Area Education Manager, Mhairi MacDonald, Portree High School, Viewfield Road, PORTREE, IV51 9ET.

- Further support can be found at Parentline: <https://www.children1st.org.uk/help-for-families/parentline-scotland/>.

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.

Emergency Situations and Early Closure Arrangements

Parents are reminded that in emergency situations such as inclement weather/power cuts/disruption to water supply etc., pupils may be sent home without advanced warning. Pupils should be aware of where to go and what to do in these circumstances. Thus, the need for an "emergency contact". The nursery will do all in its power to ensure that the children will manage home safely.

Highland Council schools now have a dial-in service if there is a risk of closure due to adverse weather, allowing you to listen to a recorded message from the Head Teacher. To use this service dial 0800 5642272 (Highland Council's access number) followed by 041610 (School's Pin number).

You can also access the Highland School closure website for school closure information.

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

If at any time the nursery must be dismissed early, the following procedures will be put into action.

- Planned early closures. Parents are notified by letter/email.
- Unplanned early closure e.g., bad weather. Parents or emergency contacts are advised of the closure by telephone.

Please note that the decision as to whether a pupil should attempt to travel to school in adverse weather conditions, whether by transport or on foot, rests with the parents. While accepting that education should be interrupted as little as possible, the Education Authority wish that in severe weather conditions, the safety of the pupils should come first.

School Policies

We have created policies for most aspects of our work. Many of these can be found on the school website. If you cannot find what you are looking for, please contact the Headteacher or school office. The Highland Council policies can be found [here](#).

Data Protection

Access to pupil records

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

Data Protection Legislation

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

Transferring Educational data about pupils

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

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

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

Data policy

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

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

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

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

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

Why do we need your data?

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

- Plan and deliver better policies for the benefit of all pupils.
- Plan and deliver better policies for the benefit of specific groups of pupils.
- Better understand some of the factors which influence pupil attainment and achievement.
- Share good practice.
- Target resources better.
- Enhance the quality of research to improve the lives of young people in Scotland.

Your data protection rights

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

survey, including the purpose of each and the published data, can be found on the ScotXed website

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

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

Concerns

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