



# **Kinlochbervie High School**

Part of North West Sutherland Schools



Information for Parents  
2024-2025

## Contacts

Head Teacher:

Mr. John Naples-Campbell

Kinlochbervie High School

Manse Road

Kinlochbervie

LAIRG

Sutherland IV27 4RG

Tel: 01971 521767

kinlochbervie.high@highland.gov.uk

or

john.naples-campbell@highland.gov.uk

School Web Site:

www.nws-schools.com

Facebook

North West Community Schools Group

Twitter

@schools\_north



Working in the community—a whole school beach clean.



The Annual Prize Giving Ceremony takes place on the last week before the Summer break.



Sailing on Loch Innis

## More Information

Our Standards & Quality Report and School Improvement Plan can be found on our website as detailed above.

## COMPLAINTS AND REQUESTS FOR SERVICE

If a parent has any concerns they should contact 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 the Area Manager for Care & Learning as detailed below.

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

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

Area Manager  
Annika Jansson  
Care & learning  
Drummuie  
Golspie  
KW10 6TA

Please note: Information provided was correct at the time of printing. However it is possible that there may be changes affecting matter dealt with in this handbook.

01408 635 338

## Foreword

In 2017 we underwent a significant change in the way the schools in the area are managed. Our associated Schools Group (ASG) consists of Durness Primary School, Kinlochbervie Primary School, Scourie Primary school and Kinlochbervie High School.

We are collectively known as North West Sutherland Schools.

The Extended Leadership Team is as follows:

Head Teacher: Mr John Naples-Campbell

Depute Head Teacher : Ms Kay Lee

PT Guidance: Mr Dan Price-Davies

PT Secondary: Mrs Heather Paterson, Mrs Rachel Thackeray and Mr Joshua Keitany.

As an ASG we work very closely together to ensure that the needs of our young people are met and that they all have the best possible opportunity to reach their potential.

All four schools come together in Kinlochbervie on a Thursday This allows us to create larger groupings across the primary classes. Socially and educationally this provides our pupils with the opportunity to work in age appropriate groups and to get to know the other pupils from the area. It is also an excellent start to transition from primary to secondary and our P7 pupils come together as a group in what will be their S1 class. They spend the whole day with high school staff and in high school classrooms.



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Our school pays respects and lays a wreath to honour local VC Hero Robert McBeath on the 100th anniversary of his death.

The McBeath Memorial, Oct 22

# Welcome to Kinlochbervie High School

This booklet has been prepared to give you key information on the school and we hope you find it useful.

We are a small school with 26 pupils, every pupil is well known by all staff and all staff both teaching and non-teaching go out of their way to give pupils the best possible opportunities and experiences while they are with us. We are a vibrant and caring community with a passion for meeting the needs of all pupils.

Pupils come to us from Kinlochbervie and the surrounding area as well as the villages of Durness, Scourie, Achfary and beyond.

We are currently on a journey of change and are excited about what our school can offer young people— to become a place of excellence and an excellent place to be.

Our vision is to be an inclusive learning community where all feel safe, happy and valued. Our aims have at the centre our desire to provide a motivating and inspiring learning environment which supports every member to develop and grow intellectually, emotionally and socially and where the highest quality of learning and teaching takes place, where all are actively engaged in learning and we all work together to continually improve what we do.

Our curriculum is designed to meet the needs of our pupils at all stages and is in line with current national and local guidelines. The school is proud to offer a very wide range of SQA certificated courses from National Qualifications to Advanced Higher including Skills for Work, which the school is accredited to offer. The wide range of opportunities for achievement and development of the four capacities continues for example through Sports Leadership, John Muir Award, Duke of Edinburgh and interdisciplinary learning opportunities, made possible by staff who are willing and able to offer opportunities to pupils in a wide range of areas. This also enables us to deliver a curriculum which allows for personalisation and choice.

A partnership between teachers and parents is essential if pupils are to gain maximum benefit from their time with us. I would encourage all members of the school community to take an active interest in the school's work. The Parent Council are an excellent way of becoming involved with and supporting the work of the school and more information can be found in this document. As we encourage our pupils to become effective contributors through involvement in the Pupil Council, we are also very grateful for the contribution and support of parents and the wider community. Parents are kept informed of their child's progress through annual Reports and also through bi-annual Parents' Evenings. **We also believe that a two-way flow of communication is a key aspect of the partnership between home and school and always encourage members of the school community to contact the school at any time if a problem should arise or if you require further information.** I am always happy to see parents at any time, please ask at the school office, an appointment is often not necessary.

We look forward to welcoming your child/children to the school and getting to know you in the years ahead.

John Naples-Campbell

(Acting) Head Teacher



The main entrance.

## Vision Statement

We are currently undergoing development into our visions and values as a school.

Kinlochbervie High School is a vibrant and caring community with a passion for meeting the needs of all pupils. Our vision is to be an inclusive learning community where all feel safe, happy and valued. Our aims have at the centre our desire to provide a motivating and inspiring learning environment which supports every member to develop and grow intellectually, emotionally and socially and where the highest quality of learning and teaching takes place, where all are actively engaged in learning and we all work together to continually improve what we do.

## School Aims

The school aims are currently under development as part of our learning journey. At present the aims are to provide a meaningful and effective education for all our pupils. We seek to achieve this by:

- developing in our pupils a sense of responsibility for their own learning
- striving for the highest possible academic achievement
- providing a wide range of experience both within and outwith the curriculum
- developing our pupils as responsible individuals who are confident, tolerant and caring.

Central to this is a strong partnership between staff, pupils, parents and the wider community; all working together in pursuit of the above aims.

## Pupil Voice

Pupil Voice plays a large part of our school improvement journey and we are delighted that this year, 23-24, we have created our first NWSS Pupil Parliament that sees representatives from each class discuss issues that involve their school and community and action ways to support their peers in a positive way. Pupil Activism is an important tool and the Pupil Parliament is a great way to enable our young people to express themselves in a safe and secure way.



The First meeting of NWSS Pupil Parliament.  
Nov 23

## Staff List - November 2023

Mr. John Naples-Campbell	Head Teacher
Ms. Katy Lee	Depute Head
Mrs. Rachel Thackeray	PT Management / English
Mr. Dan Price-Davies	PT Guidance & ASN
Mrs. Heather Paterson	PT Health and Wellbeing / Physical Education
Mr. Joshua Keitany	PT Management / Maths / Physics
Ms. Kim Richards-Tracy	Art & Design / Music
Mrs. Diana Bain	Business Management
Dr. Rachel Whiteley	Biology, Chemistry & Environmental Science
Mrs. Catriona Maclean	Gaelic
Ms. Sara Pintado	Geography & History
Mr. Rodrigo Sisdeli	Spanish
Mrs. Murdette Price-Davies	Support for Learning
Mr. Allan Cunningham	Technical Subjects
Mr. Cameron MacDougall	Instructor Chanter and Piping
Mrs. Anne Wood	Instructor Violin
Vacancy	Active Schools Coordinator
Ms. Joanna Watson	HLH Youth Worker / Pupil Support Assistant
Ms. Paula Macleod	Admin Team Leader (ASG)
Ms. Wendy Morrison	Clerical Assistant
Ms. Margaret Meek	Clerical Assistant
Mr. Gavin Eastcroft	Facilities Management Assistant
Ms. Anne Morrison	Pupil Support Assistant
Mrs. Shona Allison	Pupil Support Assistant
Ms. Sally Czerwik	Pupil Support Assistant
Mrs. Maaïke Silcock	Science Technician

## School Day

Registration	8.50	-	9:00
Period 1	9:00	-	9:50
Period 2	9.50	-	10:40
Interval	10.40	-	11:00
Period 3	11:00	-	11:50
Period 4	11:50	-	12:40
Period 5	12.40	-	1:30
Lunch	1:30	-	2:10
Period 6	2:10	-	3:00
Period 7	3:00	-	3:50

On Fridays school ends at 1.30pm, transport leaves at 1.35pm. A grab & go lunch is available.

## School Year 2024/2025

First day of term 1	Tuesday 20 Aug (Staff back 19th)
In-service Days	Monday 16 & Tuesday 17 September
Last day of term 1	Friday 11 October
First day of term 2	Monday 28 October
Last day of term 2	Friday 20 December
First day of term 3	Monday 6 January 2025
Casual holidays	Monday 17 & Tuesday 18 February 2025
In-service day	Wednesday 19 February 2025
Last day of term 3	Friday 4 April 2025
First day of term 4	Tuesday 22 April
May Day Holiday	Monday 5 May
In-service Day	Monday 2 Jun
Last day of session	Thursday 3 July



## School Uniform

Kinlochbervie High School expects all pupils to wear school uniform. This encourages a shared feeling of purpose and community about the school and its work, the avoidance of expense on the latest fashions and competition amongst youngsters in what they wear.

### **Pupils should wear the following:**

Burgundy sweatshirt, hooded zipped top or school tie with black or white shirt. S6 pupils can wear a blue sweatshirt.

Plain black trousers or black jeans / skirt - No other option is acceptable, eg. No leggings, trackie bottoms, stripes etc

White school polo shirt or absolutely plain white or plain black tee shirt or polo shirt or white shirt or blouse. No other option is acceptable e.g. football tops could not be worn under a sweatshirt. Brightly coloured trainers are also not permitted.

**Plain and zipped hooded sweatshirts are available from our online supplier [www.schoolwearmadeeasy.com](http://www.schoolwearmadeeasy.com)—please order from them when possible.**

**We have a limited supply in school costing £10.00 to £15.00, depending on size/style. Polo shirts are also available costing £5. School ties are priced at £4.00. We also have a stock of 2nd hand sweatshirts, which we are happy to give away in return for a small donation to school funds. Please mark all uniform with your child's name, this allows us to return lost property to the owner.**

PE kit - pupils should ensure that they bring appropriate PE kit to school—tracksuit bottoms or shorts and a change of t-shirt. Trainers with light coloured soles are essential for use in the Games Hall. Separate boots or trainers are needed for the outdoor pitch.

Grants for assistance with school clothing and footwear are available from the Highland Council Website:

[Free school meals and assistance with clothing | Free school meals and assistance with clothing | The Highland Council](#)



Careers Fair  
Kinlochbervie High School

March 2023

## Our Expectations

As a general rule all pupils are expected to show respect for people, property and the environment.

**We are expected to:**

- Arrive on time for class.
- Bring appropriate equipment and books etc. to all classes.
- Work to the best of your ability at all times.
- Contribute Positively to the work of the class.
- Allow other pupils to work and contribute to lessons.
- Show respect for ourselves and others and for property.
- Make the most of the opportunities which the school provides.

**Movement About School**

- Walk.
- Move quickly and quietly between classes at change of period.

**Break Times**

- Eat and drink only in the dining area or senior common room
- Keep the school free from litter.
- Remain in the school grounds
- Look after the school and school property.
- Report any damage to paint work, furniture and fittings.

**Personal Property**

- All your personal gear, schoolbags, sweatshirts, PE kit etc should be marked with your name.
- If you can avoid it, do not bring valuables to school.
- In PE valuables, watches etc. can be left with the teaching staff.
- The school cannot be held responsible for items left unattended in the building.
- Make sensible use of the lockers. If you lose anything, report it to your teacher immediately.

Any personal technology may only be used in class at the discretion of the Teacher.

We expect an extremely high standard of behaviour at all times and hope that, as parents, you will be able to support us in our efforts. A copy of the Behavior Management Policy is on the School Website.

## Chromebooks

All pupils are issued with a Chromebook for use in school and at home. There is an acceptable use policy which all pupils and parents are asked to sign on issue of the Chromebook. Pupils are responsible for keeping the Chromebooks charged and in good condition.

# The Curriculum

## CURRICULUM FOR EXCELLENCE

Curriculum for Excellence is about a great deal more than just *what* children learn; it is perhaps even more about *how* children learn! It places children and young people at the heart of Scottish Education. The new Curriculum is built around the four 'Capacities' and we aim to ensure that our children and young people become successful learners, confident individuals, responsible citizens and effective contributors.

Curriculum for Excellence recognises that the best learning comes about when people are happy, safe and secure - this applies to everybody, not just children. People learn best when:

- they can be involved in deciding what to do, sharing expectations and standards, taking responsibility for their learning and discussing the success criteria
- they are engaged and active, involved in discussing, explaining, interacting, investigating, exploring, creating, collaborating, evaluating and analysing.
- there is a good mix of activities: some involving discussion and working with others, and some quietly alone
- they can see how their learning will help them achieve their goals
- they are able to reflect on their learning preferences and decide the next steps to
- improve their own learning as part of personal learning planning
- the activities are stimulating, and give a sense of achievement
- they are set challenging goals
- they receive timely and accurate feedback

Curriculum for Excellence aims to create a seamless experience from ages 3-18, with continuity between stages and connections made between the eight curricular areas:

Health and Wellbeing (including PE)	Social Studies
Mathematics	Technologies
Languages (including Modern Languages)	Religious and Moral Education
Science	Expressive Arts (Art, Music, Dance, Drama)

Literacy, numeracy and health and wellbeing will be delivered across learning and will be the responsibility of all.

The curricular framework in which your child learns is arranged in the following way. There are six curricular levels

Early:	The pre-school years and P1, but later for some
First:	P2, P3 and P4, but earlier or later for some
Second:	P5, P6 and P7, but earlier or later for some
Third and Fourth	S1 to S3, but earlier for some
Senior Phase	S4 to S6 in school/college/other types of study until the age of 18

For each curricular area, within each curricular level, there are Experiences and Outcomes which describe children's learning and achievements from a pupil perspective. These 'Outcomes' are skills based and take the form of 'I can ...' or 'I am able to....'

To make sure that learners are progressing, it is important to gauge development at appropriate points. This is assessment. This will enable schools and teachers to:

- track progress
- support learning effectively
- plan suitable next steps for learning
- summarise and recognise achievement and attainment
- inform learners and parents/carers of progress

Assessment will take place throughout learning, at transition points and at the end of sections of learning.

This report aims to involve the learner and parents/carers. It will also:

- Describe strengths and areas for development
- Show progress in the eight curricular areas
- Demonstrate achievement in different contexts
- Share learning goals and next steps
- Identify specific support for individual pupils

What will reporting to parents and carers look like?

Reporting to parents/carers may vary, in order to best reflect learning experiences and outcomes, and pupil progress and may take any of the following forms:-

Pupil presentations

Open sessions

Folios of work (both paper and electronic)

Parent consultation events

Parent information events

On-going verbal discussions

Senior Phase S4 - 6

Pupils will choose which subjects they would like to study and take exams in.

Pupils will choose six subjects in S4 and five subjects in S5. The exams can be seen in the diagram below.

How will new qualifications be assessed?

Teachers and lecturers will assess the new Courses and Units at National 1 to National 4. SQA will check the assessments to make sure they meet national standards.

Courses at National 5, Higher and Advanced Higher levels will be assessed by means of a Course assessment - usually a question paper and in some cases coursework. This will be marked by SQA.

Assessment methods - such as assignments, case studies and question papers - will be appropriate to the subject and level learners are studying.

## CAREERS ADVICE

During their time at school all pupils will participate in a planned programme of careers education delivered by a range of people including PSE teachers, and representatives from Skills

Development Scotland. At key stages such as option choice decision-making, most staff will be involved in making recommendations or giving general advice. We rely on the good links between home and school to ensure that through open dialogue, the most appropriate

decisions for individual pupils are arrived at.

There have recently been significant changes in the operation of Skills Development Scotland in terms of working in schools and the overall emphasis is now on career planning. The strategic aim of Skills Development Scotland is *to equip individuals with the skills to make*

*well-informed, realistic career decisions throughout their working lives.* Specialist careers staff can offer services in various ways that will allow the pupil flexibility while helping Careers to differentiate levels of service according to need:

**high priority** pupils are those identified as not likely to make a smooth transition from school to further/higher education, training or employment.

**medium priority** are those not at risk but nevertheless requiring career planning support;

**low priority** are pupils able to self-help.

The key Careers Adviser linked to Kinlochberrie High is Fiona McNab She regularly visits the school and meets with pupils and is also available at senior phase Parents' Evenings.



The Duke of Westminster officially opens 'The Big Blue Box', our new youth facility, situated at the rear of the school.  
October 22

## Pastoral Care and Guidance

The wellbeing of each individual child in Kinlochbervie High School is a priority. There is a national expectation that schools ensure that pupils are safe, happy, achieving, nurtured, active, respected and responsible and included and we aim to make sure this is true for everyone in our school.

Mr Price-Davies, PT Guidance & ASN, has overall responsibility for pastoral care and pupil support. Pupils attend registration groups for ten minutes first thing each morning in the following year groups.

S1 & S2 –Mrs Thackeray  
S3 & S4—Mr Keitany  
S5 & S6—Mr Sisdeli

If you need to let the school know anything which may affect your child's performance at school, e.g. a change in family circumstances, health issues, bereavement etc., please contact Mr Price Davies. Staff will offer on-going support to ensure pupils are well placed to be able to manage the decision making processes necessary for success.

All staff have a responsibility for the health and wellbeing of pupils and partnership working with staff and home are vitally important.

We would encourage parents/carers to get in touch with the school if there are any concerns at all. Pupils know that they are able to talk their Guidance Teacher or any other member of staff they wish.

### The role of the Guidance Teacher

- Regularly interviewing pupils to review their progress across the curriculum
- Liaising with appropriate partner agencies
- Monitoring attendance
- Engaging with parents and carers
- Offering appropriate support when necessary
- Promoting positive relationships
- Supporting transitions both in and beyond school

## Mental Health and Wellbeing

Staff will support the emotional development and wellbeing of pupils through formal and informal curricular activities. Any concerns about a pupil's wellbeing can be discussed with

Mr Price-Davies. There is a website managed by Highland Council that supports a variety of information relating to mental health and emotional wellbeing that can be accessed [here](#). Schools have access to Highland Council's Primary Mental Health Worker Service and consultation and advice may be sought if there are concerns that might require more targeted support. Counselling is also available for all pupils from age 10. Information on your school's service can be accessed from your child's guidance teacher. Alternately, there is a completely confidential, online counselling service called Kooth for children and young people from age 10 that can be accessed [here](#).

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

We also have close links with the Scottish Counselling Service who offer support to some of our pupils.

## Employment of Children

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

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

## P7-S1 Transition

As described previously P7 pupils spend one day each week in their S1 class so they know each other and the school well by the time they become first year pupils. Information about learning and attainment is also shared in order for the secondary school staff to build on prior learning. After school activities such as Sailing and Badminton are attended by both primary and secondary pupils. The Active Schools Coordinator also organises many additional activities involving pupils of all ages. P7 pupils will also be involved in a variety of projects throughout the year, which include Goblin Car, residential trips and Pupil Council, all of which bring them together as much as possible and ensure a smooth transition to S1.

## 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)

[https://www.highland.gov.uk/downloads/file/11/co-ordinated\\_support\\_plan](https://www.highland.gov.uk/downloads/file/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 may have a concern that you don't feel is being addressed, or will want to talk to someone outwith the school. Should you have any concerns that your child's additional needs are not being met, you should contact your child's named person in the first instance and/or the Head Teacher, Mr Graeme Smart. If your concerns continue, there are a number of means of resolving difficulties and disputes and information on this can be found at:

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



Our Leavers of 2022  
At our Annual Leavers' Dinner

The Support for Learning department also:

- Assists in processing and implementing Child Plans.
- Works with pupils, parents, teachers and outside agencies to produce individualised Educational Programmes (IEPs) for pupils when needed.
- Provides advice and guidance on the learning needs of individual pupils
- Advises colleagues on ways of improving the quality and effectiveness of teaching and learning throughout the school
- Tutors individual pupils or small groups in specific skills
- Teaches cooperatively with subject teachers (targeting assistance in a planned way to pupils experiencing difficulties or those more able pupils needing extension work)
- Provides support to those pupils experiencing difficulties in adjusting to the life of the school or class
- Provides help and support to pupils who have difficulties with homework

If you have a concern about your child please contact Mr. Price-Davies in the first instance.

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

[http://www.highland.gov.uk/downloads/file/230/highland\\_practice\\_model -  
delivering additional support for learners](http://www.highland.gov.uk/downloads/file/230/highland_practice_model_-_delivering_additional_support_for_learners)

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



From Source to Sea  
Some of our S3s on their overnight  
expedition to Strathan & Sandwood Bay  
October 22



## Sex, Health and Relationships Education

All schools are expected to provide sex, health and relationship education. The Scottish Government has produced guidance for local authorities and schools. This requires that facts should be presented in an objective balanced and sensitive manner within a framework of sound values.

Schools are expected to:

- Make sure that sex education takes account of the child's age, understanding and stage of development
- Work in partnership with parents and carers
- Have simple, direct procedures in place for parents and carers to raise concerns
- Have a method of consulting with pupils
- Respect the different cultural, ethnic and religious environment of the home
- Respect the different home circumstances and needs of all young people.

*Sex Education is taught as part of the PSE Programme. In line with the guidance offered by the Scottish Government on Sex Education in Scottish Schools, parents may request details of course content and materials used when dealing with these issues. Any parent wishing to see the course outline and materials should contact the school.*

*As with Sex Education, Drug awareness is delivered in a similar manner usually working with partner agencies such as NHS and Police Scotland to ensure that information is relevant and up to date.*



The winter view from the back of the school.

## Reporting and Monitoring of Pupil Progress

Pupils are assessed on a continuous basis. Their strengths and development needs are taken into account as they progress through school and our aim is always to provide appropriate challenge and support. Below is our programme for reporting to parents for this year. 2024/2025 is likely to follow in the same manner.

### Reports and Parents' Evenings 2023- 2024

S1 - S3	Tracking & Monitoring report	September 29th
	Parents' Evening (An opportunity to discuss your child's progress with staff)	October 4th
S4 - S6	Tracking & Monitoring Report	November 10th
	Parents' Evening (An opportunity to discuss your child's progress with staff)	November 14th
S3	Full Reports to Parents	February 9th
S4-6	Full Reports to Parents	March 15th
S3 - 5	Parents' Evening This will be an opportunity for parents and pupils to discuss future career paths to assist in choosing appropriate courses. Information will be given about the various career paths open to young people whenever they decide to leave school. Subject staff will be able to provide feedback on progress to date and to advise about the way forward. Skills Development Scotland Careers Advisers will also be in attendance for parents and pupils who wish to consult them. Our aim is still for pupils to choose the subjects they wish to continue with and then build the timetable around that to best meet pupil needs.	March 19th
S6	Parent meetings with staff by appointment as required after the post prelim report	
S1-2	Full Reports Issued	May 3rd
	Parents' Evening	May 14th
S4 - 6	During the year pupils are assessed internally and this counts towards their overall award. Pupils will be kept informed of progress with these. Parents wishing to meet with staff at any time are more than welcome to contact the school to arrange this.	

### Parents / Guardians / Carers as Partners

We believe that much of the strength of the school lies in the positive relationships between staff, pupils and their parents. These relationships must be nurtured by a healthy exchange of information between teachers and pupils, between home and school. We always welcome parental interest in the welfare of our pupils. Whatever the nature of the issue, you can be assured of our help. The support of parents in their children's education is key to the success of young people. Taking time with them, discussing work, practicing language, helping them manage their homework and encouraging responsibility are important ways of supporting children's learning.

The school always seeks to involve parents in any key decisions about their child's education and keep parents informed about progress.

Parental information is obtained from questionnaires issued regularly at Parents evenings and from Parent Forums.

## Reporting & Monitoring of Pupil progress Contd

Parents and pupils have the opportunity to comment on reports. It is, however, important to remember that parents should contact the school at any time should they have a query regarding their child's progress.

The school undertakes *monitoring* of pupil progress throughout the year in addition to the normal reporting system. During the Guidance Teachers will meet with pupils at various points to discuss their progress.

Targets are discussed on a regular basis at morning PD groups.

## Individual Targets and Predictions

The Scottish Government expects schools to monitor the overall attainment of their pupils. The use of data from a variety of sources can support improvement in attainment when used appropriately.

Individual targets and predictions are used widely within the school to provide challenges and to set pupils achievable goals. Teachers will make use of the targets and predictions in discussions on progress with pupils. A prediction is the likely grade that any pupil will eventually achieve in their particular subject. These will be shared with parents at various points during the year.

## Study Support

We offer a lunchtime Homework Club Monday–Thursday and individual teachers offer study support as and when required. Study Support is staffed entirely by volunteer teachers. Particular pupils may be encouraged to attend to work at a particular subject but within the range offered by teachers, pupils decide whether to attend and what subject to work on.

## Education Maintenance Allowances (EMA)

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

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

[https://www.highland.gov.uk/info/899/schools\\_-\\_grants\\_and\\_benefits/14/education\\_maintenance\\_allowance](https://www.highland.gov.uk/info/899/schools_-_grants_and_benefits/14/education_maintenance_allowance)



Our tour of the  
UK Parliament  
Westminster, London  
June 2023

## Other Opportunities

Kinlochbervie High School offers a wide range of group activities, clubs and opportunities for pupils to take part in. It is considered an important part of school life to offer pupils the opportunity of becoming involved in varied activities.

### House groups

There are three houses - Laxford, Dionard and Inchard.

Most pupils will be familiar with these if they have attended one of our associated primaries where the same houses are used. It is usual for pupils to remain in the same house on arrival in secondary. The house groups are made up of pupils from S1 - S6 and meet occasionally with house tutors. Mrs Paterson oversees the house groups and works with pupils to ensure that there are appropriate tasks for the groups. The house groups contribute to the life and work of the school by organising a wide variety of events such as sports competitions, quizzes and charity events. Pupils can gain house points for various activities during the year. Two pupils are elected Junior & Senior House Captains for the year. The House with the most points at the end of the Academic year will win the House Shield at our Prize Giving Ceremony.

### Youth Reps / Head & Depute Pupils

Each year pupils will have the opportunity to represent their year group. The group then meet every 6 weeks, to discuss existing youth activities, new activities and any issues that may prevent or inhibit youths from attending activities in the local communities. The aim of the youth reps is to grow confidence in the young person, by asking them to take a leadership role and encourage active participation in the school environment but also in a community setting. This may involve youth reps participating in community issues and meetings including local community council meetings. As the youth reps become more confident in their role they can then start to consider bigger roles including participating in the Sutherland youth forum and the Highland youth parliament. Youth reps are supported by the youth development officer.

We also have a pupil council which meets monthly and includes representatives from each of the primary schools.

The Head Pupils are selected for the post through an application and voting process. They meet with Mr Smart on a regular basis to discuss all aspects of school life and report back to the pupil body.

### Lunchtime Activities

We have arrange of activities offered by staff at some lunchtimes at different times throughout the school year. These have included music club, singing club, chess, STEM club and Sports club to name but a few.

### Youth Worker

Joanna Watson is our Highlife Highland Youth Worker based at the school. Joanna facilitates the use of the Big Blue Box, our new youth space situated loch side of the school and many other activities including the Highland Youth Forum .



Our NWSS pupils with Peat & Diesel after a surprise performance exclusively for us. June 2023

### **Highland Youth Voice (HYV)**

Highland Youth Voice is a youth parliament for the Highlands and is an elected body of around 100 members. 70 members are directly elected through schools and the remaining 32 are elected through Youth Forums in the Highlands. At HYV conferences, members get a chance to meet each other, take part in workshops, debate issues that affect young people and at the same time have fun! Through the rest of the 2 year term, you then become a representative of young people in the community and take issues forward, together with your colleagues and Youth Workers. Highland Youth Voice gives you a chance to influence the decision makers in the Highlands. If you want to say something about your school dinners, or the health services, or if you feel that the education system in Scotland could be better, then Highland Youth Voice allows you to be heard by the right people. Highland Youth Voice meets as a whole parliament in June at the Sabhal Mor Ostaig Gaelic College on the Isle of Skye and November at Badaguish Outdoor Centre, near Aviemore. This opportunity amongst others is facilitated by our Youth Development Worker.

### **Music**

We have a visiting fiddle tutor and also a visiting chanter and pipes instructor. Before the pandemic we had concerts at Christmas and at the end of our summer term. We have since held virtual concerts in school. We have a music & drama club one lunchtime a week.



Our young pipers  
June 22

## Youth & Philanthropy Initiative

This is an International programme which originally started in Canada but in Scotland it is managed and funded by The Wood Foundation. It is an active citizenship programme that raises awareness amongst young people about philanthropy and their local community. From 2020 our S5/6 Pupils (was our S3 class) will work in small groups during their PD class and their study periods in Term one, and aim to win £3000 for a local charity of their choice, which they feel addresses a social issue in their communities that they feel passionate about. They will meet with representatives from their chosen charities to find out more about them and how the money will be used in our local area should they be the successful charity. Groups will be presenting the case for their chosen charities to a panel of judges, which parents and friends also are invited to, in October. The successful group will then be able to present their chosen charity with a cheque for £3000.

2015's recipients were the Assynt Mountain Rescue Team.

2016's recipients were the Ceilidh House in Kinlochbervie.

2017's recipient was Kinlochbervie Daycare.

2018's recipient was Mikey's Line.

2022's recipient was Tykes

**Due to the pandemic we were unable to run this programme in 2020 Or 2021.**



The successful group hand over the YPI cheque to members of Tykes Kinlochbervie—January 2023

## **Residential Trips**

As a school we hope we give our pupils all the life skills they need to succeed in the future. Going on residential trips is one way we do this. In 2017 we took a group of pupils to Vancouver, continuing our link with them through the Robert McBeath VC project and in 2018 we travelled to London to visit the UK Parliament as well as enjoying the sights of the capital city. In February 2018 an education/music trip to the central belt took place, in February 2020 we were in Amsterdam, in September 2022 we were in Edinburgh & Stirling and in June 2023 in London.

Over the years the school has had residential trips to the Faroe Islands, The Isle of Lewis, The Shetland Isles, Glasgow, Edinburgh, Aberdeen, Northern Ireland, Lyon, Paris, Nuremberg, Belfast, Dublin, Amsterdam and Vancouver.

## **Pupil Absence**

Good attendance is vital for a pupil's education. Parents or guardians have a legal responsibility for ensuring that their children attend school. A close watch will be kept on attendance using the guidelines in the Highland Council School Attendance Policy.

Parents are asked to contact the Head Teacher to discuss, in confidence, any health problems or other factors affecting attendance.

### **Unplanned Absence for Illness, etc.**

Parents must inform the school before 9.15a.m on each day of absence. In appropriate circumstances work will be provided during a prolonged absence. An up to date emergency contact number must be held by the school at all times, it is vital you keep the school informed of any changes.

### **Planned Absences**

Parents must send in a note prior to a planned absence so teachers can be informed and attempts made to minimise the inevitable disruption to the pupil's schoolwork. Some planned absences are unavoidable: e.g. hospital appointments, bereavements. However, it is our experience that some planned absences could be avoided: e.g. routine visits to opticians, shopping trips to Inverness, family holidays. All absences have a severe effect on learning and the detrimental consequences must be taken into account before a decision is made to proceed with an avoidable planned absence.



Throwing the Welly

Sports Day Fun  
June 2023

## Administration of Medicines

Staff will only administer prescription medication when there is clear written guidance from the parents on:

The name of the medicine, the quantity of the medicine to be given, the time it has to be given.

Staff cannot administer medication which has not been prescribed by a qualified medical professional.

## Minor injuries

Our First Aider will only deal with minor cuts and bruises, these will be cleaned and a plaster applied. Anything more serious will be referred to the local GP and parents informed. If your child is injured, falls or becomes unwell during the school day you or the emergency contact you have provided, will always be contacted and you may be advised to collect your child from school.

## Health Promoting School

As a Health Promoting school we also encourage pupils, staff and parents to think about healthier lifestyles. S1 pupils are encouraged to set Health Targets. Healthy living is a regular topic in classes. We have a School Travel Plan which promotes safe and healthy routes to school. Staff take part in health promotion activities. We value all the activities that make up a healthy and happy community.

School Meals cost £2.30/£2.55 for pupils and just keep getting better, with better quality food, healthier meals, larger portion sizes and more and better choices. If a pupil has special dietary needs, please inform the school. Free meals can be claimed in certain circumstances, for information and application form please see

[http://www.highland.gov.uk/info/899/schools\\_-\\_grants\\_and\\_benefits/10/free\\_school\\_meals\\_and\\_assistance\\_with\\_clothing](http://www.highland.gov.uk/info/899/schools_-_grants_and_benefits/10/free_school_meals_and_assistance_with_clothing)

Pupils receive credit on their account which they can use during break and lunchtime in the canteen. The Highland Council operates a 'Cashless catering' system which utilises pupils' NEC cards. For further details please see:

[http://www.highland.gov.uk/info/878/schools/9/school\\_meals/2](http://www.highland.gov.uk/info/878/schools/9/school_meals/2)



The school sits on the shores of Loch Innis. The hills beyond look out over the Atlantic Ocean.



### Protection of Children

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

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

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

COPIES OF CHILD PROTECTION POLICY GUIDELINES are available from Mr Naples-Campbell or online at

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

**Our Designated Child Protection Co-ordinator is Mr Naples-Campbell.**

### Discussions with Other Agencies

The school holds regular meetings with other agencies such as educational psychology, social work and health. At these meetings we discuss concerns we have regarding our pupils. Therefore there could be times when a pupil's problem is shared with others out with the school. If the problem is thought to be significant and another agency becomes involved, we will always inform parents. However, if no further action is taken, parents may not always know their child was mentioned.



Army Engagement  
November 2023

## Parent Council & Parents /Guardians/Carers as Partners

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

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

- Parents' evenings
- Progress checks
- Target Setting
- Course choice/ Options evenings

Information on the school website

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

The school always seek to involve parents in any key decisions about their child's education and keep parents informed about progress.

The NWSS Parent Council meets four times a year, is run in an informal manner and up to 12 parents can be members. If any parent is interested in becoming a member they should come along to a meeting or talk to a member of the council or to the Head Teacher. Minutes of meetings (which include dates of future meetings) are issued to all parents via e-mail or school bag post. They will also be available on the school website. The Parent Council act as a link between school and parents and plays a vital role in supporting the school to be the best it can be.

The partnership between parents and school is extremely important. Research has shown that the contribution of supportive parents is one of the most important factors in the effectiveness of a pupil's education.

In North West Sutherland Schools we continue to foster a partnership between the school and its parent body in a number of ways:

- by encouraging attendance at parents' evenings
- by having an Open Door policy - parents can telephone or come to see the Rector or a member of school management at any time
- by contacting parents at the first signs of a problem arising
- by informing parents of positive aspects of their child by use of the green card system
- by forging as many links as possible with the community.

Meetings are very informal and parents are welcome to attend or to contact the secretary to ask that a particular issue be on the agenda;

**yvonne.macinnes@gmail.com**

## Confidentiality Policy

When working with young people, especially when sensitive or controversial issues arise, it is possible that some pupils will want to discuss information that is of a personal nature or sometimes even make disclosures about "risky" or illegal behaviour. It is very important that the school supports pupils, parents, and its staff by having a clear policy on confidentiality to provide guidance when these situations occur.

Everyone must be clear about the rules of confidentiality that apply in this school and be aware that staff cannot guarantee absolute confidentiality.

Levels of confidentiality are important to enable pupils to express their feelings, especially when distressed. However, it is highly recommended that the boundaries of confidentiality are made clear and that any disclosure that makes a member of staff suspect that a pupil is a victim, or is at risk, of abuse or neglect will require that Child Protection procedures are followed.

Obvious areas where a child will be at risk include, underage sex, underage drinking, use and distribution of illegal substances, physical and emotional abuse and computer safety.

On receiving such information any member of staff must, without investigating further, inform their Child Protection Officer; in the case of this school, this will be the Head Teacher.

All social and health visitors attached to the school and working with pupils are obliged to adhere to the policy of the school.

The following procedure must be followed to ensure that everyone is aware of this policy:

1. The confidentiality policy will be included in the staff manual.
2. Parents will receive a copy in "Information for Parents in S1".
3. Pupils will be made aware in PSE. The first lesson of the session will be spent with the year group's PD teacher.

"No single individual can protect children by acting alone."

(Safe and Well—Scottish Executive)

## **ADVERSE WEATHER - LOCAL ARRANGEMENTS**

In severe weather and after taking the advice of the Roads Department into account the school will send pupils home early if road conditions begin to deteriorate. We will try to contact parents by telephone using the lists, sent to parents in late October each year, but as this may not be possible you must make emergency arrangements to cover any occasion when you are away from home yourselves. If there are occasions your child should not be dropped off at the usual point you must contact the school.

To find out if adverse weather means the school will remain closed for the day please see below:

Telephone Information System / School Closures Website

Notification of a closure should be available from 7am on the phone line and the Council Website. If notification is delayed until after 8am, the school will endeavor to telephone parents and ask that they pass the message on to the next person on the list. Please note that we will also post any closures on our Facebook Page.

Parents should not hesitate to contact the school at any time if they have worries about the arrangements for their children in the event of bad weather.

### **North West Sutherland Schools 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 pin number when prompted:    04 1130**

## Kinlochbervie High School Telephone Information Service Guidance for Parents

Schools have a dial-in service if there is a risk of closure due to adverse weather. This allows parents to listen to a recorded message from the Head Teacher.

When severe weather warnings are received your school will endeavour to keep the system updated.

There are other features of this service which may be available for your school. These are described below. (please note that this is an 0870 service and charges are slightly higher than normal.)

### How To Use This Service

- ⇒ Dial Highland Council's access number: 0800 564 2272
- ⇒ Now enter your own school's pin number: 04 1130
- ⇒ You have two attempts to enter the pin number and you will be disconnected after a second failed attempt. If this happens, check the number and redial. If you still have a problem check with your school.
- ⇒ You will now hear the school's name. Ensure that is correct before you go on.
- ⇒ You will now be taken to the main menu where you will be given 4 options:

**Press 1 to hear your school's message about adverse weather**, for example whether or not the school is to close or if transport arrangements have been affected.



Come on Scotland!!  
Scotland International Football Match  
Hampden, September 22

**HIGHLAND COUNCIL EDUCATION, CULTURE AND SPORT SERVICE - GUIDELINES FOR PARENTS  
TRAVELLING TO SCHOOL DURING ADVERSE WEATHER**

It is the responsibility of parents or carers to decide if a pupil should attempt to travel to school, by transport or on foot, in adverse weather conditions. The Education Authority encourages full attendance at school but in severe weather conditions the safety of pupils is much more important. Parents and pupils are often concerned that important examinations may be missed, but this should not over-ride good judgement. Schools normally make alternative arrangements for missed examinations.

**The school updates its procedures for adverse weather closure annually, therefore:-**

- **parents** should advise schools of an alternative address, as close as possible to the school, which may be used by their children in emergencies.
- **the school** will advise parents of normal local arrangements for school transport and any special arrangements in the event of adverse weather.
- **the school** will establish a system of communication with parents and transport operators and ensure that parents are fully informed of the arrangements. This may include an 0870 telephone information service, details of which will be issued separately. School Closures Online
- <https://www.highland.gov.uk/schoolclosures> will also be updated with information for individual schools.

**When weather conditions are poor:-**

- **Local radio stations** issue news and weather bulletins on traffic conditions and school closures. Transmissions may not cover all households and may be subject to re-scheduling but should be helpful. Parents are advised to remain "tuned in" to on-going road weather, or school information updates.

**Broadcast times**

**BBC Radio Highland**

6.30am	7.30am	8.30am	12.30pm	4.30pm	5.30pm
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In extreme conditions Radio Highland will interrupt Radio Scotland transmissions, usually on the hour, to carry emergency bulletins.

**Please do not telephone local Radio for advice but listen to appropriate broadcasts.**

**For pupils using school transport**

- \*Parents should note that the final decision on whether it is safe to operate rests with the driver of the school transport vehicle. Therefore there may be occasions on which a school is open but some routes, or parts of routes, are unable to operate.
- \*Parents should advise their children on how long they should wait at the pick up point for their transport. This will depend on the prevailing weather conditions and the availability of shelter at the pick-up point. During adverse weather conditions no pupil is expected to wait longer than twenty minutes past the normal pick-up time.
- \*Morning journeys may be delayed by an hour if road conditions are unsafe at the normal journey time but have improved within the hour. Before pupils return to a pick up point parents should check the schools telephone information line for updated messages from their school's Head teacher. Please note that for some routes the transport operator may contact the parent directly.
- \*Drivers are advised not to drop off children where there is a risk that they may not safely reach home or other place of shelter. This may involve children being taken to an alternative place of safety, agreed in consultation with the school.
- \*Where parents are concerned about weather conditions at drop-off points, they should contact the school as early as possible.

**When weather conditions are poor, parents should ensure that children are met at the drop-off point, especially where public service transport is used.**

### **Access to Pupil Records**

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

### **Data Protection Act 1998**

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 the 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/SchoolEducation>

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](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:

- o plan and deliver better policies for the benefit of all pupils
  - o plan and deliver better policies for the benefit of specific groups of pupils
  - o better understand some of the factors which influence pupil attainment and achievement
  - o share good practice
  - o 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](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.