

**Muirtown  
Primary  
School**



**Our School Handbook  
Session 2024-2025**

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

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**Muirtown Primary School**

**King Brude Road**

**Inverness**

**IV3 8LU**

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[janice.macrae@highland.gov.uk](mailto:janice.macrae@highland.gov.uk)

**Website** - <https://sites.google.com/charlestonacademy.org.uk/muirtown-primary-school/home>

**Twitter** - [@MuirtownP](https://twitter.com/MuirtownP)

**Tel:** - **01463 245 930**

*Dear Parents/Carers*

*On behalf of everyone at Muirtown Primary, I am delighted to welcome you to our school and hope that you and your child will have a long and happy association with us.*

*We strive to create a happy, stimulating and caring environment that will enable your child to reach their full potential, offering a rich variety of learning experiences across the curriculum.*

*At Muirtown Primary, we are proud to work as a TEAM, where 'together everyone achieves more'. The staff are an enthusiastic and committed team who work together to bring excitement, challenge and fun to learning. We also believe that a strong and supportive partnership between home and school is essential to the health and well-being of our children. Therefore, if at any time you have any suggestions or wish to discuss something about your child's education or well-being, please do not hesitate to contact us through our school office.*

*We hope that this handbook will be useful to you as you settle into our school community.*

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

*We look forward to working in partnership with you and your family.*

*Yours sincerely,*

*Janice MacRae*

*Head Teacher*

## Our Vision, Values and Aims



We involved our whole school community in creating our vision, values and aims.

### Our vision is:

## Muirtown Primary School



In partnership with all members of our school community, we will provide a supportive and positive environment which challenges our children to be the best they can be and prepares them, both mentally and academically, for the future.



## Our Vision

### Our Aims are:



## Our Aims



Provide a safe and happy learning environment where all children can feel confident to be themselves and know that they will be supported to overcome the challenges they meet.

To build a mentally healthy school community with an ethos of respect and inclusion.



Provide an exciting, challenging and motivational curriculum which will support all children to develop the skills they need to become successful learners, confident individuals, responsible citizens and effective contributors in today's society.

To be the best we can be by setting high expectations for attainment, achievement, behaviour, attendance and punctuality.

To develop and maintain positive relationships with all members of our school community and to work as a team. #TeamMuirtown #WorkingTogetherAchievingMore

To celebrate all our successes, no matter how small.



**Our values are:**



*Our values are reinforced throughout the life and ethos of our school and through our weekly assemblies.*

We have three core school rules, which we use to promote positive behaviour:

- Be Ready**
- Be Respectful**
- Be Safe**



## **Muirtown Primary**

Muirtown Primary School is a non-denominational school, situated within a residential area of Inverness, overlooking the Moray Firth.

It is one of seven primary schools which feed into Charleston Academy.

The school currently has a roll of approximately 200 pupils, comprising of eight classes from Primary 1 to 7, 5 PSAs and an allocation for a 0.4 ASN teacher. We also have a thriving, newly refreshed nursery, which has approximately 45 children in attendance.

Our school has received a high number of placing requests from out with our catchment area; approximately 30%. Approximately 10% of our children have a recognised additional support need (level 3 and 4) and 10% are registered for free school meals.

We have been allocated money from the Pupil Equity Fund which we use to promote positive mental wellbeing and to raise attainment by funding additional CSW and PSA and hours.

We have a dedicated staff who know our children very well and we pride ourselves on having positive relationships with our parents and partners. We work well together to meet the needs of our children.

We have an active Parent Council who work closely with school to support and enrich learning opportunities through fundraising and supporting school issues and events.

We are aware that over 48% of jobs in Highland are STEM related. We therefore work hard to foster an interest and enjoyment of STEM activities.

We are delighted to have been recognised as an Eco School, and have gained our Silver Rights Respecting Schools Award and a Social Enterprise Award.

We have worked hard to develop digital learning across our school and are proud to have attained the Digital Schools Scotland Award, the Digital Wellbeing Award and the Cyber Resilience and Internet Safety Award. We have been appointed a mentor school for Digital Schools Scotland and were awarded the Scottish Education Award for Digital Innovation in 2022. We also gained a Silver Pearsons UK Education Award for Digital Innovation in 2022.



'Mentally Healthy Muirtown' is an important part of the life and ethos of our school and we have received accreditation as a Mentally Healthy School from Carnegie School of Education.

We are currently working towards our Reading Schools accreditation.

We were delighted to be able to offer 1140 hours for our youngest learners in nursery from August 21.

### **Useful Information About Our School**

Up to date key policies and documents can be found via the following links:

Important School Documents: <https://wakelet.com/i/invite?code=mukssb4d>

School Policies and Useful Documents: <https://wakelet.com/i/invite?code=pm6osdlp>

## STAFF

<b>Head Teacher</b>	Miss Janice MacRae
<b>Depute Head Teacher</b>	Miss Beth Fuller
<b>Principal Teacher</b>	Miss Louise Passmore
<b>Early Years Practitioners</b>	Mrs Henry, Mrs MacRae, Mrs MacIver, Miss MacRae, Mrs Strathearn, Miss Sweeney
<b>Early Years Support Workers</b>	Mrs Ross/Mrs Mackinnon
<b>Primary 1</b>	Miss Passmore/Mrs Campbell
<b>Primary 2</b>	Miss Mckay
<b>Primary 2/3</b>	Mrs More/Mrs Whyte
<b>Primary 3/4</b>	Miss Urquhart
<b>Primary 4/5</b>	Mrs Meldrum
<b>Primary 5/6</b>	Miss Fuller/Mrs Whyte
<b>Primary 6/7</b>	Miss Williams
<b>Primary 7</b>	Miss Reid
<b>Non Class Contact Cover</b>	Mrs Smedra/Miss Knowles

## VISITING SPECIALISTS

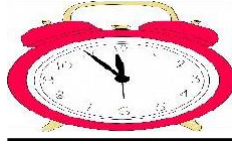
<b>Strings Instruction</b>	Ms Fraser
<b>Chanter Instruction</b>	Mr Melville
<b>Active Schools Coordinators</b>	Dagmar Borrowman
<b>Children's Services Worker</b>	Mrs Mackay and Ms Boyle

## ANCILLARY STAFF

<b>FMA</b>	Mr Grech
<b>Clerical Assistants</b>	Mrs Hopkins and Mrs Mackay
<b>Pupil Support Assistants</b>	Mrs MacIntosh, Ms Buchan, Mrs Mackay, Mrs Szciodra, Ms Laws, Ms Rowlands, Mrs Mackinnon, Mrs Ross
<b>Cook</b>	Mrs Gillies
<b>Kitchen Assistants</b>	Miss Macleod Mrs Sanderson Mrs Divers Ms Gowans
<b>Cleaning Staff</b>	Mrs Dyce Mrs Redmond
<b>School Chaplain Team</b>	Anne Gunn- Parish Assistant



## SCHOOL DAY



### **School Times are as follows:**

Nursery Class            8am - 3pm following the flexible model

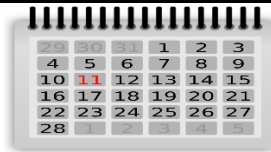
P1 - P3                    9.00am - 12.00pm                    1.15pm - 3.00pm

P4 - P7                    9.00am - 12.30pm                    1.15pm - 3.00pm

Morning break 10.30 - 10.45am

**It is essential that children arrive at school to begin their lessons at the appropriate times but not before 8.45am when playground supervision starts.**

## SCHOOL TERM DATES 2024 - 2025



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



## PROMOTING POSITIVE BEHAVIOUR

An aim of the school is to foster respect for each other and to build positive relationships. We actively promote a sense of responsibility, respect, kindness, teamwork and pride. At Muirtown Primary we strive to follow our three school rules:

**Be Ready**  
**Be Respectful**  
**Be Safe**

We aim to create an atmosphere of respect, order and purposefulness through the school.

When behaviour related challenges arise we deal with them in a respectful and reflective manner, whilst helping pupils to take responsibility for their actions. It is important that parents and teachers work together to solve problems.

We follow a policy of Positive Behaviour Management and the Highland Council's Positive Relationships and Bullying Policy.

In Muirtown, the school is divided into four houses; Ness, Lochy, Linnhe and Oich.

House points are recorded each week, displayed in our hall and discussed at assemblies.

Ongoing throughout the session, are Stars of the Week for being Confident Individuals, Successful Learners, Effective Contributors and Responsible Citizens.

All children are invited to share their wider achievements weekly via a Google Form. This allows them to share photos or video clips of their achievements if they wish. These achievements are then celebrated at our weekly assemblies.

In P7 pupils are given the opportunity to receive Truly Trusted status. This is agreed by pupils and staff and is reviewed regularly. Children receiving this award are given responsibilities and should feel proud of their achievement.

If a child's behaviour is causing particular concern, parents will be contacted in order to seek their support in resolving the problem as soon as possible.



### **ANTI-BULLYING STRATEGY**

An information leaflet outlining Muirtown Primary School's strategies for dealing with instances of bullying will be issued to parents on request. Information will be made available along with the School Handbook to the Parents of all children admitted to the school in the course of the session. Within the context of the school's anti-bullying policy full account will be taken of the recommendations in the Education Authority's "Multi-cultural and Anti-racist Guidelines for Primary and Nursery Schools" to meet the requirements of anti-racist legislation and promote multi-cultural education.

- For further information see **the Council's anti-bullying policy:**  
[Policies and guidance - support for learners | Anti Bullying - Guidance for Schools \(highland.gov.uk\)](https://www.highland.gov.uk/policies-and-guidance-support-for-learners/anti-bullying-guidance-for-schools)

## EQUALITY AND INCLUSION



Muirtown Primary School and Nursery provide equal opportunities for all. Our activities in school and nursery 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.

For up-to-date information please see:

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

## SCHOOL HOUSES

Each pupil in the school is a member of one of the four school houses.

These are **Linnhe, Lochy, Oich and Ness**.

Each session there is a competition to win the House Shield.

Pupils can earn points for their House in a number of ways. They can earn points for good work, for behaviour, for effort and achievement. There will also be House challenges throughout the year which give children the opportunity to earn additional points for their House.

Each House is led by a House Captain and Vice-Captain who are P7 pupils voted for by the rest of the school, following a short election campaign.

Our Captains and Vice-Captains are excellent role models to all pupils. They meet regularly with members of the management team, to discuss ideas and events.

Our Captains are given a number of responsibilities including - welcoming visitors to the school, collecting and calculating House Points, updating the

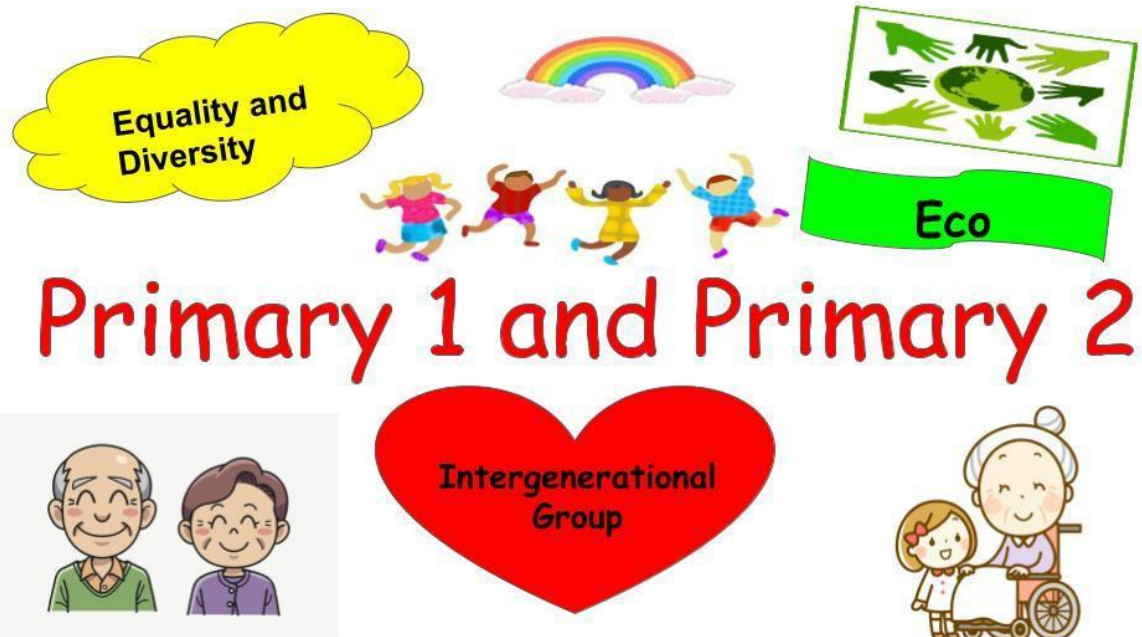
House Points Noticeboard and preparing and presenting achievement certificates at Assembly.

### PUPIL VOICE GROUPS



We have a variety of different pupil voice groups and each of our children is an active member of a group. These groups provide our pupils with leadership opportunities within their classes and across the school.

Current pupil groups are illustrated below:

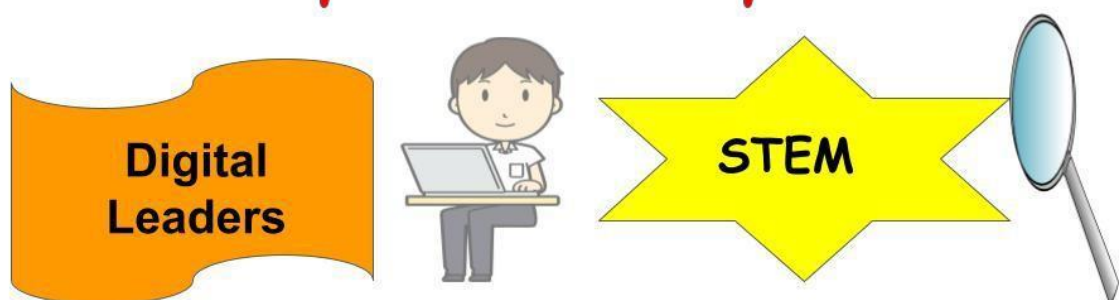




## Primary 3, Primary 4 and Primary 5



## Primary 6 and Primary 7



Further information about the role of some of these pupil groups can be seen below:

### PUPIL COUNCIL

Our Pupil Council are elected by their peers and represent their class at meetings with the Head Teacher. They bring ideas and discuss how to improve the school and their learning experiences or run competitions and share ideas for

fundraising. They consult with their class before and after meetings on any school issues.

### Eco Committee



Our Eco Committee meet regularly and lead the rest of the school in being sustainable, encouraging wildlife and growing vegetables.

### Bike Crew and JRSOs



Our Bike Crew and JRSOs help to promote active and safe travel to and from school. They play a key role in initiatives such as 'Bike To School Week'.

### Digital Leaders



We have a group of pupil digital leaders who help to support digital learning within their classes and across the school.

Their role is developing into one which encourages online safety throughout the school and our local community.



## SCHOOL UNIFORM

In Muirtown Primary all children are encouraged to wear school uniform. This not only prevents discrimination but helps the children to identify with and feel proud of their school. The uniform consists of Sweatshirts, Polo Shirts and grey or black trouser or skirts. Fleece are also available. School uniform can be purchased from :-

**School-wear Made Easy, Unit 4/5, 57 Harbour Road, telephone number 222022. Or [tesco.com/ues](http://tesco.com/ues)**

In Nursery the sweatshirts worn are red.

In primary 1 - 6 the sweatshirts and fleeces worn are royal blue.

In primary 7 the sweatshirts and fleeces worn are black.

Polo shirts are white and all garments have the school logo on them. ( a plain white polo shirt is also acceptable)

As these items are identical, parents are asked to ensure all clothing is clearly marked with their child's name.

Children should bring soft shoes suitable for wearing to gym and these will be worn at all times inside the building. A small bag should be brought to school for shoes to be kept in which can be hung on your child's peg in the cloakroom.

Shorts and t-shirts must be brought for gym days. Football strips should not be worn in school.

A clothing allowance is available on an annual basis to those parents receiving any one of the following:

- Income Support
- Income-based Job Seekers Allowance
- Any income related element of Employment and Support Allowance
- Child Tax Credit, but **NOT** in receipt of Working Tax Credit, **and** an income below
- £16,105 (as assessed by the Inland Revenue)
- Child Tax Credit **and** Working Tax Credit, and an income below £6,420 (as assessed by the Inland Revenue)
- If you are an asylum seeker receiving support under part VI of the Immigration & Asylum Act 1999
- Universal Credit where the monthly earned income does not exceed £610

## Health Promoting School



As a Health Promoting school we encourage pupils, staff and parents to think about healthier lifestyles. Healthy living is encouraged throughout the life and ethos of the school and is reinforced through discrete and interdisciplinary learning in this area.

We have introduced a 'school travel tracker', in partnership with Living Streets, which promotes safe and healthy routes to school.

We work closely with Sustrans to promote safe cycling to and from school.

We have worked hard to achieve our 'Mentally Healthy School' accreditation. The promotion of strategies to support positive mental health is a key part of our #MentallyHealthyMuirtown work.

We value all the activities that make up a healthy and happy community and work hard to plan to ensure that we engage in whole school events which promote healthy lifestyles such as 'Walk to School Week'; 'Anti Bullying Week'; 'Mental Health Awareness Week'; 'Kindness Day'; etc.

### BREAK-TIME SNACK / DRINKS



In our attempt to maintain "Health Promoting School" status, we encourage pupils to eat fresh or dried fruit or have a carton of juice/ water at break time.

(No fizzy or hot drinks, please)

To stimulate concentration and prevent dehydration, we encourage pupils to take bottles of water into class to sip throughout the day.





## **SCHOOL MEALS**

School Canteen, Muirtown Primary School - Tel **01463 713488**

Commercial Operations is the in-house organisation of The Highland Council which provides your child(ren) with a meal at lunch times during the school term. All queries regarding meals should be addressed to the above number.

Children in P1-P5 are all able to access a free school dinner every day.

Parents are responsible for pupils who decide to go out with school grounds at lunch time. 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.

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)

### **Menu**

A choice of traditional meals are available. If a child has any special dietary needs parents should contact the canteen where staff will inform them how to go about ensuring an option is available.

You can access the Highland Council menu link on our school website.

### **Free School Meals**

All pupils in Primary 1-5 are entitled to have a school lunch free of charge.

**Applications for assistance with School Clothing for pupils in P1-5 should continue to be made using the free school meal form.**

Our canteen staff are aware of the children who are in receipt of free meals.

The arrangements for school meals, eligibility criteria for free school meals and how to apply can be found here: <https://www.highland.gov.uk/info/878/schools/9/schoolmeals>

Pupils receive credit on their account which they can use at lunchtime in the canteen.

### Packed Lunches brought from Home



All packed lunches must be eaten in the dining hall.

The undernoted guidelines, for parents/carers of children who will be bringing packed lunches, are designed for the safety and protection of pupils:

- All food must be carried in a semi-rigid container with a secure lid. Containers should be clearly marked with the name of the child.
- Glass bottles, cans or fizzy drinks are not permitted.
- Vacuum flasks containing hot liquids are not permitted because of the danger of scalding.
- Water beakers will be available in the dining hall.

The school cannot be held responsible for any loss or damage to packed meals or their containers.

On a number of occasions reading books have been damaged by juice leaking from containers in school bags. The assistance of parents/carers is appreciated in ensuring that containers with liquid are carried in a separate bag.

During canteen sittings Mrs Scozdra is on duty to supervise pupils in the dining hall.

### VISITORS TO THE SCHOOL

All visitors are required to enter the school by the front door in the main building. A Controlled Door Entry system operates at the Front Entrance Door.

### COMMUNICATION BETWEEN PARENTS AND SCHOOL



Our aim is to encourage positive, supportive relationships between school and home.

The Head Teacher and Senior Management Team always welcome parents' enquiries and they will be happy to arrange interviews and meetings with the class teachers when necessary.

Parents are advised not to turn up at the door without an appointment as often teaching commitments make it impossible to see parents immediately.

There are two formal opportunities each year to meet with Class Teachers to discuss any aspect of your child's education. These are usually held in term 2 and term 4.

All pupils have a 'Pupil Profile' which is updated regularly with records of achievements, completed assessments and evaluations of learning. These profiles will be shared with parents at the end of each term and we would appreciate it if you could take time to

write your own comments and feedback on the learning which has been taking place.

An end of session report goes out to parents during term 4. The report will inform you of your child's effort and progress in the main curricular areas.

From time to time parents may also receive an invitation to take part in class activities/events. Parents are also invited to some class performances and open afternoons.

Parents' newsletters are issued regularly either through email or a paper copy. Apart from being a means of conveying necessary information to parents, the newsletters are intended to give a picture of the on-going life and ethos of the school.

Our Twitter page, @MuirtownP, is updated regularly with school news and success stories.

Our website also has lots of information about what is going on in school.

Each class has its own Google Classroom which also provides an insight into the life and ethos of the class. Children will be provided with information about how to log onto their class Google Classroom.



## **PARENTS/GUARDIANS/CARERS AS PARTNERS**

We believe that much of the strength of our school lies in the positive relationships between staff, pupils and their parents/carers. 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 will do their best to share, and work in partnership, to make any key decisions about their education. This includes:

- Parents' evenings
- Parent questionnaires
- Progress checks
- Pupil Profiling
- Target Setting
- Information on the school website and Twitter

The support of parents in their children's education is key to the success of young people. Taking time with them to discuss their work, practice language, help them

manage their homework and encourage responsibility for getting themselves ready for school 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 keeps parents informed about progress.

Parental views are regularly gathered through feedback boards at Parents evenings and through questionnaires.

A member of the Senior Management Team is in school most evenings for parents to contact with any issues.

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

Parentline is another useful source of information for parents:  
<https://www.children1st.org.uk/help-for-families/parentline-scotland/>

### **PARENT COUNCIL**

Muirtown Primary has an active Parent Council who greatly support the life of our school.

Parent Council is a group of parents selected to represent all parents of children at the school.

Whilst any issues relating to the staff and/or children should be addressed to the Head Teacher directly, the Parent Council has an important role to play in promoting home/school links. Parent Council meetings are open to all parents. The agenda for Parent Council Meetings is issued to all parents in advance, as are minutes following each meeting.

### **PARENT COUNCIL OF MUIRTOWN PRIMARY SCHOOL**

#### **Parent Members:**

Neil Young  
Andrew Mowat/Wayne Sutherland  
Gemma Ross  
Kerry Mcintosh

**Chairperson**  
**Vice Chair**  
**Treasurer**  
**Secretary**

**Our Parent Council email address is:** [muirtown.primary@highlandpc.co.uk](mailto:muirtown.primary@highlandpc.co.uk)

### **ATTENDANCE**

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

Permission to leave during the school day: If a pupil needs to leave during the school day for an appointment etc, pupils need to bring with them a note from parent or guardian. Pupils must report to the school reception and 'sign out', if returning the same day, they must report again to the reception and sign in. Where at all possible, medical and dental appointments should be made outwith school hours.

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

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

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

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

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

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

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

### **EMERGENCY CONTACTS**

When enrolling children parents are asked to provide two emergency contacts in case of illness or emergencies in adverse weather conditions. This contact would be used if a parent was unavailable. It is essential that the school is advised of any change of telephone number in order that information for emergency contacts may be updated as necessary.

### **CHILDREN AT INTERVALS**



Children are expected to spend intervals out of doors unless weather conditions are such that this is not possible.

At the discretion of Class Teachers, pupils may sometimes be allowed to remain within classroom areas during intervals. When this is the case, the children are supervised. Children are allowed access to toilets at all times.

During wet breaks children will be supervised in class by staff and P.7 monitors.

The co-operation of parents would be appreciated in ensuring that children who go home for lunch do not return to school too early in adverse weather conditions.

Pupils are supervised in the playground from 8.45am and should not arrive in the playground until this time. There is also supervision during morning interval and lunch intervals.

The following school rules are designed to ensure the safety and well-being of pupils and must be observed at all times:

- Except for children going home for lunch, children must remain within the school grounds at all intervals
- Pupils are expected to keep the school and grounds free from litter by making use of bins provided
- The car parking areas within the school grounds are out of bounds to all pupils
- The throwing of stones and snowballs is strictly forbidden
- No slides will be made on, or near, entrances or pathways
- The rota for playground games must be observed by all pupils
- Children are expected to walk inside the building.



## ENROLMENT

Enrolment week for the coming session usually occurs around the end of January or beginning of February. Most parents will enrol their child online, however, support can be arranged for completing enrolment forms in school if necessary.

Further information, dates and transition arrangements will be communicated to Parents later in the session.

## PLACING REQUESTS - PARENTAL CHOICE

Each school serves its own particular catchment area. Pupils whose homes are located in that area will have priority in being allocated a place in the school. However, parents have the right to specify the school in which they wish to place their child.

Application must be made to the Area Education Manager.

Placing request applications are made online at:

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

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

If pupils live outwith the school catchment area and their parents wish them to attend Muirtown Primary School they can contact the Head Teacher, Janice MacRae on 01463 245930 to arrange a visit.

Parents of children with additional support needs (including those that have Coordinated Support Plans) can make placing requests to any school in Scotland, including schools outside of the local authority area they live in. All appeals about placing requests to special schools will be referred to the Additional Support Needs Tribunal.



## FIRST AID, SICKNESS AND ACCIDENTS

First Aid supplies are kept in the main office, medical room, and the gymnasium.

Parents can help teachers by impressing upon pupils that any accident, however minor, must be reported to a teacher. The following procedures are adhered to in instances of sickness and accidents:

- **CONTACTING PARENTS**

Where it is desirable that a pupil should return home, contact will be made with either one of the pupil's parents or, in the event of both parents being unavailable, with the Emergency Contact who has been nominated by the Parent, with a view to arranging collection and transportation of the sick child from school.

- **MEDICAL ASSISTANCE**

If medical assistance and/or X-Ray are required due to injury or illness every effort will be made to contact and advise parents.

- **HEALTH**

The School Health Service is provided by the Highland Primary Care NHS trust via the School Nurse and Doctor.

The school nurse visits the school regularly and the doctor visits by appointment. If a child has a health problem which could affect their wellbeing in school, parents should inform the school as soon as possible.

Monitoring inspections for dental care will be carried out in school by the Community Dental Officer.

### **Mental Health and Wellbeing**

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

### **Speech and Language Therapy**

Speech and Language Therapy services are provided by Highland Primary Care NHS Trust.

A therapist visits the School to offer assessment and treatment as well as provide liaison with, and support to, teaching and support for learning staff

Parents or guardians who have concerns about their child's communication ability should contact the School or Raigmore Hospital, Speech and Language Department, for an appointment.

### **ADMINISTRATION OF MEDICINES**

In some instances, it is essential for a child suffering from a non-infectious condition to continue a course of prescribed medical treatment (eg. tablets or medicine) during the course of the school day. It is the responsibility of the parents to bring the medication to the Office for safe-keeping and **complete the necessary paper work, with clear written instructions for administration.**

In accordance with Highland Council's policy on 'Administration of Medicines in School' the following procedures will be adhered to:

- As far as possible prescriptive medication should be given at home by parents/carers. If it is required to be given in school, the medication should be unopen, clearly marked with the directions from the pharmacist and administered as part of an agreed medical protocol.



- Only medication supplied by the parent/guardian will be administered to a child.
  - Pupils should take the medication only when supervised by an adult.
  - 'Administration of Medicines' Records, with medication, are kept in the school medical room in a secure place.
  - Where a child has long term or complex medical needs all staff should be informed and are reminded of confidentiality.
  - Where required, staff will be trained by Highland Health Authority staff in dealing with specific conditions.
  - Inhalers will remain in the child's classroom to ensure easy access.

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

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

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

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

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

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

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

## **Minor injuries**

School will only deal with minor cuts and bruises, these will be cleaned and a plaster applied. If your child is injured, falls or becomes unwell during the school day you or the emergency contact you have provided, will be contacted and you may be advised to collect your child from school.



## **HOMEWORK**

Guidelines will be given from teachers at the start of each session.

Pupils will be encouraged to do work at home to support classwork.

The amount of homework will be determined by the Class Teacher in relation to the work of the group / class and the capabilities of the pupils.

Homework may take the form of an assignment or necessary revision or practice.

Homework will be set for work covered and no child will be asked to do work that has not been fully explained in class.

From time to time work not completed in class may be sent home for completion.

As a Parent you can help by taking an interest in your child's homework, being willing to support your child and by signing to show that you have seen and are satisfied with work.

## **SCHOOL BOOK CLUBS**



A Book Fair is normally held in school on an annual basis to promote interest in books and further encourage a wide interest in reading. The School receives commission, taken in the form of books, on books sold during the Fair.

## **SCHOOL PHOTOGRAPHER**



Arrangements are made with the School Photographer to have photographs taken each session.

Proofs will be issued for approval with absolutely no obligation to purchase the photographs

## EDUCATIONAL VISITS / EXCURSIONS



These vary from nature walks to trips involving transport and form an important part of the school curriculum. Due to increasing transport costs, and in order to avoid restriction on these activities, pupils may sometimes be asked to contribute towards the costs involved. Parents will receive notification of proposed arrangements. Written permission for local visits is sought at enrolment.

## FIRE PRECAUTIONS

Fire Drill Notices are displayed throughout the building and Fire Drill Practices are held regularly.

## EMERGENCY PLANNING

Each school is required to prepare a plan of the action to be taken if the building has to be evacuated in the event of a major emergency. The emergency plan requires to take account of fire drill procedures and security provisions.

In the event of a major emergency the designated reception area outwith the grounds of Muirtown Primary School would be Charleston Academy Games Hall.

## CONCERNS AND COMPLAINTS PROCEDURES

Parents are advised, through regular newsletters, to contact the school if they have any concerns or enquiries.

Positive relationships between home and school are very important and we aim to resolve any issues as quickly and positively as possible.

We will always do our very best to try to support families with any issues they may be experiencing.

If the enquiry is regarding a classroom issue the class teacher should be the first person to be contacted.

If there is an issue which parents feel the class teacher could not address, then contact should be made with one of our Senior Management Team who will do their best to help.

If there is a formal complaint, then this should be done via the Head Teacher either by letter or by arranging an appointment to discuss the issue.

When a complaint is made the following action will be taken by the school:

- An investigation will be carried out and evidence gathered as soon as possible
- The class teacher will be informed if the issue relates to a specific class

- The school's response will be given to parents either by letter, by phone or by an appointment with the appropriate member of the senior management team
- Formal documentation will be kept of each complaint and its resolution

We would assure parents that we take all complaints seriously and endeavour to resolve them as quickly as possible.

The school will always endeavour to resolve issues by listening to parents and seeking solutions in partnership. If, after speaking to staff, parents did not feel that the issue raised had been dealt with correctly they should then contact the Education Office for further help.

If a concern arises that the school is unable to resolve, parents can pursue the matter by contacting the following education personnel:

Fiona Shearer  
Area Education and Learning Manager  
Council Headquarters  
Glenurquhart Road  
Inverness  
IV3 5NS  
Telephone - 01463 702026


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).

You may also find the following link to Parentline useful:  
<https://www.children1st.org.uk/help-for-families/parentline-scotland/>


## SCHOOL IMPROVEMENT PRIORITIES AND STANDARD AND QUALITY REPORT

Here is a summary of our improvement priorities in Muirtown Primary School:


# Muirtown Primary School



**Our School: Our Curriculum**  
We will be continuing to refresh our curriculum rationale to ensure that it meets the needs of our ELC and school community. There will be an emphasis on promoting opportunities for our children to develop within the four capacities and within all four contexts for learning, as well as looking at Metaskills.




**Power To The People! (Promoting Pupil, Parent and Partner Participation)**  
We will be working to develop opportunities for pupil voice, leadership and achievements. We are also keen to provide opportunities for parents and partners to be fully involved in the life and ethos of our ELC and school.




**Raising Attainment through the Moderation Process across the ASG**  
We will be working alongside ASG colleagues to ensure a shared standard through moderation of writing, analysis of data and creation of shared progressions. We will also engage in shared training opportunities on The Promise and Inclusion.

## Summary of Improvement Priorities 23-24

# Our School : Our Curriculum



- Further develop our use of profiling, including digital profiling throughout our school.




- Explore pedagogy through professional reading.


- Work to develop a digital, interactive version of our Curriculum Rationale


- Working with Education Scotland to develop writing across the middle stages of our school.


- Unpick individual curriculum areas, ensuring meaningful progressions and assessment processes are in place which reflect our school community.




- Explicitly plan, support and celebrate opportunities for the development of the 4 capacities - effective contributors, responsible citizens, successful learners and confident individuals.







- Develop use of Metaskills throughout our school to support learning and be a focus for learning conversations..



# Power To The People!



## Promoting Pupil, Parent and Partner Participation!

- Continue to explore resources which promote and support pupil participation
- Engage with Education Scotland and Local Authority training on Young Leaders of Learning



- Extend and further develop our pupil leadership groups across our school.



- Develop the opportunities offered for pupil voice within the classroom and across curriculum.



- Update and review self evaluation audit regarding how we promote pupil, parent and partner participation at school.



- Promote opportunities for pupils, parents and partners to engage in self evaluation



# Raising Attainment And Ensuring Consistency



- Development of ASG PE progression pathway.

- ASG Training on Inclusion and The Promise.



- Active Schools to support development of playground games across ASG.

- All schools to use RISE with pupils to assess, monitor and support HWB



- Analysis of NSA and SOFA data both in school and across our ASG.

- Establish an ASG Health and Wellbeing working group to develop shared progression pathway and planners.



- ASG and in school moderation using writing Benchmark Rubric.



Across Our ASG

To find out more about our latest improvements and priorities in teaching and learning, the School Improvement Priorities and Standard and Quality Report are available via the following 'Important School Documents' Wakelet link:

<https://wakelet.com/i/invite?code=mukssb4d>

A summary version of our school improvement priorities (like the one shown above) will be issued to parents annually.



Information regarding the school's performance at local and national level can be found on the following websites:

<https://education.gov.scot/inspection-reports/highland>

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

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

## **CURRICULUM FOR EXCELLENCE**

The curriculum is more than curricular areas and subjects, it describes everything which is learned and taught in school.



At all stages the curriculum will include opportunities for through the four contexts of learning:-

- The ethos and life of the school as a community
- Discrete curricular areas and subjects
- Interdisciplinary projects and studies
- Opportunities for personal achievement

At Muirtown Primary we aim to promote learning across a wide range of contexts and experiences and to equip our pupils with high levels of literacy, numeracy and thinking skills and to support the development of their health and well-being, preparing them for the future, with skills for learning, life and work.

Pupil`s personal achievements, both inside and outside of school are celebrated at assemblies and are recorded in their Personal Profile.

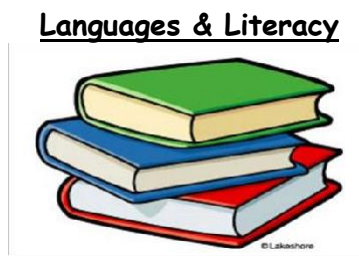
Curriculum for Excellence covers the whole 'learning journey' from 3 to 18, and in some cases, beyond. It is about raising standards, improving knowledge and developing skills. It has been developed over time with the input of teachers, employers, academics, the Scottish Government, Learning and Teaching Scotland (LTS), Scottish Qualifications Authority (SQA) and Her Majesty's Inspectorate of Education (HMIe)

The experiences and outcomes under Curriculum for Excellence are written at five levels.

- Early Level - the pre-school years and P1 or later for some
- First Level - to the end of P4, but earlier for some
- Second Level - to the end of P7, but earlier for some
- Third and Fourth - S1 to S3, but earlier for some
- Senior Phase - S4-S6 and college or other means of study

A pupil should experience a balanced curriculum over their seven years in primary school.

The curriculum should also offer **challenge and enjoyment, breadth, progression, depth, personalisation and choice, coherence and relevance.**



Language is at the heart of all children`s learning. Through language our pupils gain much of their knowledge and many of their skills across the curriculum. The four main components of language are:

- **Talking, Listening, Reading, Writing**

The importance of **spoken English** is emphasised at Muirtown Primary. From Primary 1 children are encouraged to develop their skills in talking and listening to articulate their learning. Listening and Talking are incorporated in all areas of the curriculum. Skills must be taught in order that children become confident when expressing themselves.

At the early stages of reading, **Jolly Phonics** is used to develop phonics skills. At early stages of writing we build on drawing and scribing sentences and gradually introduce vocabulary, sentence structure, and punctuation as the children progress. Teachers use many approaches including emerging literacy strategies, active learning, games, songs, role play and interactive whiteboard software to create relevant, coherent, enjoyable and successful learning experiences.

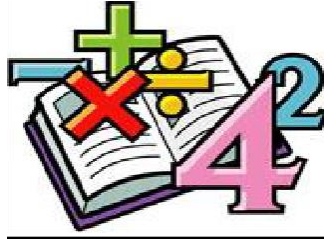
Writing can take many forms, be cross-curricular and be for many different `audiences`, e.g. a report, letter, an imaginative or personal story. We teach and encourage children to develop a legible, cursive style of handwriting.

A wide range of reading texts and resources are used in all classes. Oxford Reading Tree is the main resource at Infant Stages with a wider range of resources in Middle and Upper Stages, including Treetops, Literacy Links Plus and Longman.

**Reading for pleasure, as well as for information**, is encouraged throughout the school and all classes make good use of our libraries. We have fiction and non-fiction available for the children to read and we encourage children to read for pleasure at home. Speedy Readers is used in P6 and 7 to support less able readers. ICT is used to enhance, motivate, develop skills and support all learning.

**French** is now taught in Primary 1, 2, 3, 4, 5, 6 and 7. *Gaelic* has also been introduced in Primary 5-7.

### MATHEMATICS/ NUMERACY



Mathematics is used in all aspects of everyday life, allowing us to make sense of the world around us. It provides more than opportunities to calculate, it enables information to be handled and communicated and problems to be solved.

Numeracy is taught in an active way, which is relevant and meaningful to the children. This enables them to become confident and competent in numeracy skills.

Children are encouraged to learn through practical experience, using concrete materials. Children acquire mathematical concepts and learn number facts. Mental calculation is strongly emphasised. Methods of mental calculation are important in helping children to understand number and use it effectively. Regular oral and mental work develops children's calculation strategies and recall skills.

Within the Curriculum for Excellence learning experiences are outlined within the following organisers:

#### **Number, money and measure**

- Basic number processes
- Measure
- Patterns and Relationships

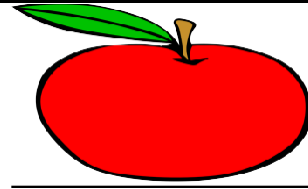
#### **Shape, position and movement**

- Properties of 2D and 3D objects
- Angle, symmetry and transformation

## Information Handling

- Data and analysis
- Ideas of chance and uncertainty

## HEALTH AND WELLBEING



Health Education caters for the physical, mental, emotional and social health of our pupils. Through Health Education we aim to provide a curriculum that helps pupils to acquire knowledge of the human body and how it works and the social and emotional factors that influence health.

Pupils are encouraged to make informed choices and take appropriate decisions that help to ensure a healthy lifestyle.

As a school we are working towards gaining Mentally Healthy School status. We make use of Emotion Works throughout the school to support and develop childrens mental health and emotional wellbeing.

The school aims to foster links between school, home and community so that all are involved in a collective responsibility for promoting good health.

Health Education covers a programme of Sex Education and Drugs Education. The content of these sessions will be shared with parents and their will be opportunities for resources to be shared and discussed at information sessions.

Throughout the school we are continually promoting positive behaviour and all children are given opportunities to discuss and learn about the importance of citizenship and lifelong learning.

The school has achieved the highest level for being a Health Promoting School and we continually aim to build on this.

We are the first school in Highland to gain Cycle Friendly status and encourage our older children to cycle to school after passing a cycling proficiency test. We have a growing partnership with Sustrans and we have been training children for their bikeability tests as well as encouraging them to cycle to school.

We have gained our fourth Green Flag and full status as an eco-friendly school.

## SOCIAL STUDIES



Through social studies, children and young people develop their understanding of the world by learning about other people and their values, in different times, places and circumstances. They also develop their understanding of their environment and of how it has been shaped.

As they mature, children and young people's experiences will be broadened using Scottish, British, European and wider contexts for learning, while maintaining a focus on the historical, social, geographic, economic and political changes that have shaped Scotland. Children and young people learn about human achievements and about how to make sense of changes in society, of conflicts and of environmental issues. With greater understanding comes the opportunity and ability to influence events by exercising informed and responsible citizenship.

## SCIENCES



Through learning in the sciences, children and young people develop their interest in, and understanding of, the living, material and physical world. They engage in a wide range of collaborative investigative tasks, which allows them to develop important skills to become creative, inventive and enterprising adults in a world where the skills and knowledge of the sciences are needed across all sectors of the economy.

The school plans to continue to extend outdoor education through the use of the school grounds and community woodland.

## TECHNOLOGIES



Learning in the technologies enables children and young people to be informed, skilled, thoughtful, adaptable and enterprising citizens.

We have worked hard, with the support of our Parent Council, to develop our computing resources. This will enable our children to develop their knowledge and skills in this

area and prepare them for lifelong learning in the 21<sup>st</sup> century.

All classrooms now have a new interactive white board which is used to enhance learning opportunities.

All children in P6 and P7 benefit from having their own chrome book. All other classes have access to a suite of devices.

### EXPRESSIVE ARTS



Expressive Arts is a term which is used to describe the teaching of Art and Design, Music, Drama and Dance. All of these areas encourage self-expression and the development of the child's own ideas and imagination, and an appreciation of the expression of others - eg composers, artists, etc.

Feis Rois support us in delivering music at a variety of stages in the school.

Instruction in Chanter and Strings is available to those in the upper school with particular interests.

We have a successful choir and classes regularly take part in the Inverness Music Festival.

### RELIGIOUS AND MORAL EDUCATION AND RELIGIOUS OBSERVANCE

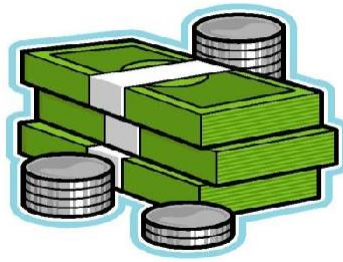


Religious and Moral Education helps children and young people explore the world's major religions and views which are independent of religious beliefs. Within Curriculum for Excellence the areas studied are **Christianity and Other World Religions**. **Beliefs, Values, Issues, Practices and Traditions** are explored within these. At Muirtown Primary we have a broad and balanced programme of study which teachers and pupils follow. Moral education reinforces the school's caring ethos, promoting the value of kindness and respect.

We encourage the children to appreciate moral values such as honesty, liberty, justice, fairness and concern for others. They also investigate and understand the questions and answers that religions can offer about the nature and meaning of life.

Whilst Religious Education is required by law to form part of the curriculum, parents have the right to withdraw their children from religious observance with prior notice to the Head Teacher/Class Teacher in writing. Alternative arrangements can then be made for that child.

## ENTERPRISE EDUCATION



The school has a well-established programme of Enterprise Education throughout the school.

## EARLY STAGES



As many of the parents who are reading this booklet for the first time will be parents of future primary 1 children we have decided to include some information about education at the early stages. The main aim of the school's induction programme for entrants is to ensure an easy, trouble-free and happy transition from home to School. The children who have attended the Nursery Class in Muirtown Primary School will have become familiar with the School and will already feel secure in its environment. In the term your child starts Primary 1 opportunities will be given for you to attend informal workshops where you will be given an insight into the various activities which take place in the infant classroom.

Much of the work in the infant classroom is achieved through the child being given a wide array of practical experiences. The infant classroom is often an area full of bustling activity. When your child comes home during these first crucial weeks ask him/her about what he/she has been doing. Perhaps more than at any time in your child's school career his/her attitude will be influenced by your attitude. Share with your child his/her experiences and remember - never hesitate to approach the School if there is anything we can clarify or help with. Pupil Support Assistants support the promotion of effective learning and teaching under the direction and supervision of teachers.

## ASSESSMENT AND REPORTING



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

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

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

Parents will receive feedback on their son or daughter's progress through pupil reports, progress checks, and target setting information.

Pupils will reflect on their progress, achievement and best work in their assessment files which are regularly shared with parents.

Further information on assessment and reporting can be found here:

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

### **Progress**

Parents wishing to enquire about a pupil's progress are invited to get in touch with the class teacher.

## ADDITIONAL SUPPORT NEEDS

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

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

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

Sometimes a Children's Service Worker will be involved in supporting a child. A **Children's Service Worker** is often based at the school and will generally focus on more social and emotional needs rather than issues about the curriculum or classroom learning. They:



- work in collaboration with the support team in school
- work to support families in their own communities
- work with individual pupils and small groups - offering a further level of support

Parents/Carers will always be involved in discussions about any additional support being suggested for their child and any need that may be identified within the school.

Highland Council would seek to work in partnership with parents at all times, but sometimes you will have a concern that you don't feel is being addressed, or will want to talk to someone 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 ie, the Head Teacher, Janice MacRae. If your concerns continue, there are a number of means of resolving difficulties and disputes and information on this can be found at:

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

The following links to organisations may be useful as a source of advice, further information and support to children and parents of children with additional support needs:

- (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

### **Transitions**

Transition planning for children with Additional Support Needs moving to Primary 1 or to Secondary school will begin early. Communication and meetings will take place between the parents, Nursery/Primary and Secondary staff to plan early visits to the school to help the pupil familiarise themselves with the new environment.

We follow The Highland Practice Model - GIRFEC, a staged approach to assessing, identifying and supporting additional support needs.

More information can be found about the Highland Council model for child's plans at:

[http://www.highland.gov.uk/download/downloads/id/11/co-ordinated\\_support\\_plan](http://www.highland.gov.uk/download/downloads/id/11/co-ordinated_support_plan)  
The head teacher will be the Named Person for all children in the school.

2009 Additional Support for Learning Act:

<http://www.legislation.gov.uk/asp/2009/7/contents>

## **Information about the 2009 Additional Support for Learning Act**

### **Legal information**

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

### **The Highland Council Additional Support Needs Team**

*The following information can be found in the **Additional Support Needs Toolkit** on the **Highland Council Schools website**.*

The Highland Council Additional Support Needs Team provides strategic development and planning for children and young people with additional support needs and also their families and those professionals and agencies who work with them.

The team include people with a background in a range of support areas, from both universal services and more targeted services.

### **Enquire**

Please find below information and links for Parents, Carers, Children, Young People and Professionals regarding Additional Support Needs.

Enquire is the Scottish advice service for additional support for learning

Operated by Children in Scotland, Enquire offers independent, confidential advice and information on additional support for learning through:

- a telephone helpline - 0845 123 2303
- an email enquiry service - [info@enquire.org.uk](mailto:info@enquire.org.uk)
- an online enquiry service
- two websites -  
[www.enquire.org.uk/](http://www.enquire.org.uk/) (for parents/carers and practitioners) and  
[www.enquire.org.uk/yp/](http://www.enquire.org.uk/yp/) (for children and young people)

### **Thriving Families**

Thriving Families offers Highland specific advice, information and support on Additional Support for Learning. They can be contacted on the following:

Telephone: 07514120288

e-mail: [info@thrivingfamilies.org.uk](mailto:info@thrivingfamilies.org.uk)

Other organisations that provide advice, further information and support to parents of children with ASN are the **Scottish Independent Advocacy Alliance** and the **Scottish Law Centre**.

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

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

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

### **SCHOOL POLICIES**

Copies of these are available on our school web site and from the Head Teacher. We also give out curricular information to new Primary 1 parents at their Information evening.

Highland Council policies can be accessed via this link: [Authority Policies](#)

### **INCLUSION AND EQUALITY**

Highland Council Education Service aims to:

Offer education of the highest quality to all young people within a developing culture of inclusion. Endorse the principles of inclusion, entitlement and equality of opportunity in the development of best practice. Value the diversity of interests, qualities and abilities of every learner.

### **EQUAL OPPORTUNITIES AND ANTI - RACIST POLICY**

Muirtown Primary provides equality of opportunity through its ethos and working practices.

For up-to-date information please see:

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

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

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

### **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 Janice MacRae, Head Teacher 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)

### EXTRA-CURRICULAR ACTIVITIES



During each session pupils will be able to participate in extra-curricular activities. If these are outwith the normal school day pupils and parents will be advised beforehand and permission requested for your child to attend.

Parental interest in extra-curricular activities is welcomed and appreciated.

### SECONDARY EDUCATION

At the end of their period of primary school education P7 pupils living within the catchment area normally transfer to Charleston Academy.

**Acting Head Teacher:** Mr Michael Aitchison                      Tel: 01463 234324

**Address:** Charleston Academy  
Kinmylies  
Inverness IV3 6ET

### SPORTS AND OUTDOOR FACILITIES

We aim to foster a positive attitude to recreation and leisure.

The School Sports Field is located at the front of the building and is used for coaching organised games and sports. School Sports are held annually.

There are two tarmac playgrounds and all pupils are informed about the use of grass areas.

Pupil Support Assistants supervise pupils in the playground during intervals. Our grounds have recently been developed and children now have access to the grassed area at the front of the building where our new Outdoor Classroom is located.

## ROAD SAFETY



Parents are asked to ensure that Road Safety Instruction given in school is reinforced at home, particularly in regard to the following:-

- the need for constant caution and alertness when crossing roads (Green Cross Code) and when being dropped off by car

## Playground Access

Pupils must enter the school grounds only by:

The pedestrian path next to the school field. Children should keep to the paths.

**CAR PARKING AREAS WITHIN THE SCHOOL GROUNDS ARE OUT OF BOUNDS TO ALL PUPILS**

## Cycling to School



We have two cycle stores which can be used by pupils. Children coming to school by bike must wear a cycle helmet and use a padlock to lock their bike safely in the store. Velocity Café work with the school to encourage more children to cycle to school.

## Parents' Car Park

To ensure that vehicular access to the school is minimised and is confined to essential users, parents' cars are not allowed beyond the school gates.

Parents collecting or depositing children by car are asked to ensure that they use the parents' car park which is situated outwith the school grounds, adjacent to the front entrance gates.

**Drivers should ensure that there is no parking outwith the designated parking spaces** and children should be encouraged to use the crossing point which has been clearly marked near to the junction of the school access road with Firthview Drive. Drivers and pedestrians should exercise the utmost care and extra vigilance when approaching and leaving the car parking area.

## **Adverse Weather**

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

It is an enhancement to the present service and does not replace existing methods of giving out information, such as radio broadcasts, described in the schools Adverse Weather Guidelines.

You can also access the highland school closure website on: for school closure information.

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

## 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 Council 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 local transport operators and ensure that parents are fully informed of any revised arrangements. A telephone service is offered to provide parents with up-to-date information. Parents may call **0800 564 2272** to access your schools' information. Please note, you will need the unique pin number for your school which is available from your school or Highland Council website.  
[http://www.highland.gov.uk/downloads/file/4653/telephone\\_pins\\_for\\_checking\\_if\\_a\\_school\\_is\\_closed](http://www.highland.gov.uk/downloads/file/4653/telephone_pins_for_checking_if_a_school_is_closed)

#### **The Highland Council Website, Facebook and Twitter**

- The Council's **website** <http://www.highland.gov.uk/schoolclosures> will be updated with information for individual schools
- The Council's **Facebook** page at <https://www.facebook.com/highlandcouncil> will show updated posts on the latest news of school closures and weather related problems
- The Council's **Twitter** page at <https://twitter.com/HighlandCouncil> will list Tweets of the latest news of school closures and weather related problems
- The schools Twitter page **@MuirtownP**

#### **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 ongoing road weather, or school information updates.

## **Broadcast times**

*BBC Radio Highland*

**6.30 am**

**12.30 pm**

**7.30 am**

**4.30 pm**

**8.30 am**

**5.30 pm**

In extreme conditions, Radio Highland will interrupt Radio Scotland transmissions (usually on the hour), to carry emergency bulletins.

*Nevis Radio* will carry bulletins at roughly ten minute intervals between 7.00 am and 8.00 am

*Lochbroom FM* will carry bulletins at quarter-hour intervals between 7.15 am and 8.45 am.

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

Local news on the hour 6am - 6pm carries local information on weather, roads and conditions affecting schools. In severe conditions normal programmes will be interrupted more frequently to carry emergency bulletins.

*Two Lochs Radio* will broadcast a local news bulletins from 7.30am. In severe conditions normal programmes will be interrupted more frequently to carry emergency bulletins.

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

## **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 schools 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



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

### **Muirtown Primary School Telephone Information - Guidance for Parents 0800 TELEPHONE INFORMATION SERVICE**

This dial-in service allows parents to listen to a recorded message from the school. When severe weather warnings are received your school will endeavour to keep the system updated. It is an enhancement to the present service and does **not** replace existing methods of giving out information, such as radio broadcasts, described in the schools Adverse Weather Guidelines.

There are other features of this service which may be available for our school. These are described below.

#### **How to use the service.**

➤ **Dial Highland Council's access number - 0800 564 2272**

➤ **Now enter your own school's pin number 042670**

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 this is correct before going 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 the adverse weather** for example whether or not the school is to close or if transport arrangements have been affected.

**Press 4 to enter the pin number for another school within the authority.** Parents may have children who attend different schools. This option allows you to move from one school's messaging service to another without having to dial in again.

#### **USING OTHER FEATURES**

**Press 3 to hear general information messages** The school may use this as an additional way of informing parents about school events. Parents may hear up to ten messages with the most recent played first.

Please **do not use** Option 2 as Muirtown does not have a voice mail facility. Parents who wish to leave a message for the school should leave it on the school's answering machine - 239537.

## **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)

## **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 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:

<http://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:

- 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](mailto:ScotXed@scotland.gsi.gov.uk) or write to The ScotXed Support Office, Area 2D, Victoria Quay, Leith, EH6 6QQ. Alternative versions of this page are available, on request from the ScotXed Support Office, in other languages, audio tape, Braille and large print.

### **Military Families**

Our school welcomes and supports families, their Children and Young People from Armed Forces families: *Serving, Reservists and Veterans.*

We understand some of the challenges that mobility of service life can bring and we look forward to working with you to ensure a smooth transition for your Child/Young Person coming into or moving on from our School or Early Years setting. Please get in touch with us as soon as you can so we can work with you to ensure the transition is as smooth as possible.

Highland Council have proudly committed to the Armed Forces Covenant and as such support our Armed Forces community. There is a dedicated Highland Council partnership, **The Military Liaison Group (Education)**, often referred to as "The MLG" which has been formed to promote and ensure the equity and equality for your Children and Young People within an educational context. Visit the Highland Council [Armed Forces Families Website](#) for lots of helpful information and support for both families and Educators. The [Enrolment page](#) may be particularly helpful.

Please get in touch with your child's named person or the Headteacher if you have any concerns or if you would prefer, contact the MLG (Education) lead [here](#).