

Obsdale Primary School



“Where Everyone Matters”

School Handbook 2024-2025

Obsdale Primary School
Obsdale Park
Alness
Ross-shire IV17 0TP
Telephone : 01349 884221

Email: obsdale.primary@highland.gov.uk

School Blog: <https://obsdaleprimary.wordpress.com>

Head Teacher: Mrs J Haines

Adverse Weather: Phone 0800 564 2272 and use our school pin 042760 to access information or check the Council’s website for [school closures](#).



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1. Welcome

Dear Parents and Carers

We welcome you as parents of a new child to Obsdale Primary School. At Obsdale you will find a caring, supportive and active learning environment. You and your child are an important part of this community and we look forward to working alongside you as your child progresses through this part of their education.

I hope this handbook will enable you to find answers to any questions you may have about this next step in your child's education. If you have any questions about this handbook or any other matter, please don't hesitate to come and discuss a query or concern. We are happy to help with any issue that may arise.

Kind regards

Mrs J Haines
Head Teacher





2. Our School



Obsdale Primary started as a group of demountable huts on 19 August 1974 to serve the developing communities of Newfield, Whitehills, Milnafua, Obsdale Park, Obsdale Gardens, and the general area of the east end of Alness. This was to accommodate the influx of people attracted to the area as a result of developments in aluminium and oil related industries. The existing school building was opened in January 1980.

Obsdale Primary at present has a roll of 112 pupils with six composite classes and an Early Learning Centre. The building has two, semi-open plan teaching blocks, off a central gym hall. There is also a kitchen, dining area and extensive play areas. In our ELC, there are six Early Years Practitioners and one support worker.

Within the upper area of the school there is a multi-purpose Nurture Room which was recently renovated and now includes a kitchen. Here pupils can access a range of life skill, STEM and curricular activities. It also provides a cosy space to engage in story or nurture events. In partnership with other agencies this room is also used for a variety of activities.

Our clerical is in our school office Monday-Thursday each week. Our cook prepares meals daily for our pupils with support from two assistants. Janitorial support is provided six hours each week and cleaning is undertaken daily by multiple cleaners.



3. School Vision & Values



June 2018

Our Values

We listen when other people are speaking

We consider the thoughts and feelings of other people

We say sorry if we hurt someone or their feelings

We use our manners

We look after our school and things that belong to other people

We smile and encourage each other

We think positively

We "make our school a cheerful place."

We "have lots of fun while we learn".

We welcome everyone to our school

"We are generous, hard working and inclusive."

We "are a place you can feel safe."

We look after each other when we are hurt or unhappy

We are helpful and kind

We are "artistic and inventive."

We "think of different ways to do things."

We "exercise our brains."

We like to explore places to discover new things.

We get up and come to school.

We want to learn new things and work hard.

We are a "learning family."

We "treasure" our achievements and successes and share them.



What Our Pupils Think About Their School

I like doing art with my mum & dad when they come into school.
William P2/3

I like playing dodge ball with my friends
Zackery P2/3

I enjoy learning about numbers.
Oktawia P3/4

I like the teachers. **Jay P3/4**

I have enjoyed learning about dividing. Dividing is sharing numbers equally. **Johnny P4/5**

I have enjoyed counting money, I've been trying to do it for ages. **Memphis P4/5**

I like learning sounds. **Gracie P1**
I like drawing pictures for my sister and writing my name.
Noah P1

I love writing to 39. **Harry P1**

I love the library in our class because it has a lot to choose from for personal reading. **Kristan P6/7(M)**

I enjoy creating and designing, especially on ICT.
Josh P6/7(M)

I think this school is one of a kind -the best!
Isla P6/7(W)

We are very lucky to have such a good looking school. **Jean P6/7(W)**



P1/2 Learning our Numbers



P3/4 Making Clay Snails from Conkers



P4/5 Fraction Games



P6/7(M) Receiving 1st Aid Training from Highlife Highland



P6/7(W) Creating some Christmas wrapping paper to sell at their market



4. Staff

Head Teacher:	Mrs J Haines
Acting Principal Teacher:	Miss Mackinnon
Teachers:	P1 Mrs Candido-Barton (& Miss Warburton - Mon) P2/3 Miss Flaxman (& Miss Warburton - Wed) P3/4 Miss Campbell P4/5 Miss Rountree P6/7 ^(W) Mr Walker P6/7 ^(M) Miss Mackinnon
PEF Teacher:	Mrs McLean
CCR Teachers:	Mrs Walters (Science)
Early Learning Centre Staff:	Keeley Stewart EYP Bernie Turnbull EYP Shirlee O'Reilly EYP Leeanne Fraser EYP Lynne Gray EYP Marie Kelly EYP Shannon Taylor (Support Worker)
Pupil Support Assistants:	Hazel Mackay Justina Anderson Christean MacKay Sam Crosbie Surann Clark Diane Manson Ewa Wojtaszak Kulvinder Kaur-Singh Emma Sutherland Kaia Gourlay
Clerical Assistant	Karen Fraser
Cleaners:	Hazel Mackay Becky Ross
Kitchen staff:	Reona Campbell (Cook) Moira Hudson Amy Watt
FM:	Yvonne MacLeod



5. General Information



ADDRESS:	Obsdale Primary School Obsdale Park ALNESS IV17 0TP	
TELEPHONE NUMBER:	01349 884221	
ROLL:	112	
SCHOOL HOURS:	Primary 1-3 9.00-2.30	Primary 4-7 9.00-3.00
MORNING BREAK:	P1, P2/3, P3/4 10.30-10.45	P4/5, P6/7 10.45-11.00
LUNCH BREAK:	P1, P2/3, P3/4 12.15-1.00	P4/5, P6/7 12.45-1.30

Children may bring a snack for break time. A selection of fresh fruit, yoghurts, toast, and drinks is available from our morning snack bar. Fruit prices vary according to season. Drinks, milk and fruit juice start from 15p.

We encourage children to drink water throughout the day and a bottle of water can be kept in the classroom, however this must only be plain water. Water is also available in all classes. Fizzy drinks and energy drinks are not allowed in school at any time.

Children will eat their lunch in the school canteen and will then go to the playground for the rest of lunch break. The playground is supervised during intervals and lunchtimes. If the weather is considered to be very unsuitable, children will be supervised with activities inside.





6. School Meals

Highland Council is committed to all schools being health promoting schools, with all meals on offer being nutritionally balanced by professionals. Lunches are varied and use a large selection of local produce including fresh fruit and vegetables, as well as wholemeal products. If your child has any special dietary requirements, please inform school. There is a vegetarian option served daily.

A typical school lunch

Stew
Vegetable Risotto
Potatoes, Green Beans
Apple Crumble & custard or fresh fruit

Menus are issued each term to parents, and can be found [here](#)

School lunches are served in the school dining room. The cost at present is £2.30 per day.

Free Meals

Every child in P1-5 is entitled to a free school meal each day. Children in P6-7, if eligible, can still apply for a free school meal. Please note that meals must be paid for until notification is received from the School Meals Service. For information and application form please see [Free School Meals & Assistance with Clothing](#).

Packed Lunches

Children bringing a packed lunch are also encouraged to eat healthily. No sugary drinks, energy drinks, and in the interests of health and safety no glass containers, please. Children bringing packed lunches eat in the school hall, and in fine weather children may choose to eat lunch out of doors using the benches.

Home Lunches

The majority of children stay in school for lunch, however parents may choose to take their child home for lunch. Please ensure we are informed if your child is to go home for lunch. Pupils, whose parents have chosen to have them home for lunch, are in the care of the parents during the lunch break.



7. School Uniform



We encourage all our pupils to wear school colours each day.

Our Dress Code has been agreed by all pupils and staff and is updated every three years.

- Navy or red cardigan or sweatshirt
- Navy or red fleece
- Navy, red or white polo shirt/t shirt
- Indoor shoes worn at all times inside school
- Suitable outdoor clothing and shoes should be worn every day, especially in the autumn, winter and spring term when the weather can be unpredictable.
- Please could you ensure that your child's name is on all belongings as this will help your child become more independent in their dressing and help keep lost items of clothing to a minimum
- No football tops
- No dangly earrings
- PE kit to be kept in class or brought on PE days



Custom Gift 4 U provide a school logo only embroidery service. For more information please visit Custom Gift 4 U or email info@cg4u.co.uk

Fully embroidered uniform can be ordered through [Schoolwear Made Easy](#)

Eligible families can apply for help [here](#).

We keep items of school clothing in school and also items of clothing in case a child needs a change. If, during the course of the school day, your child requires a change of clothing we would be very grateful if this could be returned.



8. Term Dates

Highland School calendar 2024/25 Please note - Dates may be subject to change

August 2024							September 2024						October 2024						November 2024												
Wk	Mo	Tu	We	Th	Fr	Sa	Su	Wk	Mo	Tu	We	Th	Fr	Sa	Su	Wk	Mo	Tu	We	Th	Fr	Sa	Su	Wk	Mo	Tu	We	Th	Fr	Sa	Su
32				1	2	3	4	36							1	41		1	2	3	4	5	6	45					1	2	3
33	5	6	7	8	9	10	11	37	2	3	4	5	6	7	8	42	7	8	9	10	11	12	13	46	4	5	6	7	8	9	10
34	12	13	14	15	16	17	18	38	9	10	11	12	13	14	15	43	14	15	16	17	18	19	20	47	11	12	13	14	15	16	17
35	19	20	21	22	23	24	25	39	16	17	18	19	20	21	22	44	21	22	23	24	25	26	27	48	18	19	20	21	22	23	24
36	26	27	28	29	30	31		40	23	24	25	26	27	28	29	45	28	29	30	31				49	25	26	27	28	29	30	
								41	30																						

December 2024							January 2025						February 2025						March 2025												
Wk	Mo	Tu	We	Th	Fr	Sa	Su	Wk	Mo	Tu	We	Th	Fr	Sa	Su	Wk	Mo	Tu	We	Th	Fr	Sa	Su	Wk	Mo	Tu	We	Th	Fr	Sa	Su
49							1	2			1	2	3	4	5	6						1	2	10						1	2
50	2	3	4	5	6	7	8	3	6	7	8	9	10	11	12	7	3	4	5	6	7	8	9	11	3	4	5	6	7	8	9
51	9	10	11	12	13	14	15	4	13	14	15	16	17	18	19	8	10	11	12	13	14	15	16	12	10	11	12	13	14	15	16
52	16	17	18	19	20	21	22	5	20	21	22	23	24	25	26	9	17	18	19	20	21	22	23	13	17	18	19	20	21	22	23
1	23	24	25	26	27	28	29	6	27	28	29	30	31			10	24	25	26	27	28			14	24	25	26	27	28	29	30
2	30	31																						15	31						

April 2025							May 2025						June 2025						July 2025												
Wk	Mo	Tu	We	Th	Fr	Sa	Su	Wk	Mo	Tu	We	Th	Fr	Sa	Su	Wk	Mo	Tu	We	Th	Fr	Sa	Su	Wk	Mo	Tu	We	Th	Fr	Sa	Su
15		1	2	3	4	5	6	19				1	2	3	4	23							1	28		1	2	3	4	5	6
16	7	8	9	10	11	12	13	20	5	6	7	8	9	10	11	24	2	3	4	5	6	7	8	29	7	8	9	10	11	12	13
17	14	15	16	17	18	19	20	21	12	13	14	15	16	17	18	25	9	10	11	12	13	14	15	30	14	15	16	17	18	19	20
18	21	22	23	24	25	26	27	22	19	20	21	22	23	24	25	26	16	17	18	19	20	21	22	31	21	22	23	24	25	26	27
19	28	29	30					23	26	27	28	29	30	31		27	23	24	25	26	27	28	29	32	28	29	30	31			
																28	30														

School holidays	School days
In-service days	

As dates can be subject to change, please see [the School term dates | School term dates | The Highland Council](#) for any updates.

9. School Closure

In the event of severe weather, or in the event of lengthy power cuts, we must warn parents that it may be necessary to close the school without prior warning. This means that parents should have emergency arrangements ready for their children should this situation arise. To be absolutely certain that no child will be at risk in the event of school closure, parents are asked to ensure that emergency contact details are up to date. Every November you will be sent a copy of our Adverse Weather procedures.

As a parent, if you are in any doubt as to the danger from severe weather, please retain your child at home. If you have sent your child to school and the weather deteriorates, you are most welcome to come to the school, and ask to take your child home.

By dialing **0800 564 2272** and entering the code **042760** you will be given a message with regard to the impact of severe weather conditions on the school.

Information about any closures at Obsdale Primary School is available [here](#).



10. Emergency Contact

It is important that parents provide emergency contact details for their child(ren) in the event of illness etc. during parents' absence from home. Parents should explain alternative arrangements to their child(ren).

This information will be updated every September through the school Annual Update Form, but please inform the school immediately in the event of any changes.

11. Visitors to the School

In the interests of security all visitors to the school must report first to the school office, which is situated next to the main entrance, where they will be issued with a visitor lanyard. At any time a visitor may be asked to identify themselves by a member of staff. We are sure parents will be aware of the need for such measures.

12. Transport

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 email public.transport@highland.gov.uk. Further information can be found [here](#).

13. Enrolment Procedures

Enrolment of new entries to P1 takes place at the end of January, and Nursery enrolment will take place in February. Dates for this are advertised in the local press and are available on the [Highland Council website](#). If you have difficulty enrolling online, please make an appointment to enrol in person with the school

14. School Placement 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. Applications are made to the Area Education and Learning Manager. Placing request applications are made [online](#).



15. Transition

The local Secondary School is **Alness Academy**, telephone number **01349 883341**. The pupils have an opportunity to meet the Academy staff in various activities throughout their P7 year, including during their 3 day induction visit to the Academy at the end of P7. We do all we can to make the transition as smooth as possible.



We offer enhanced transition to pupils with Additional Support needs; this may involve more regular visits of Academy school staff to the primary, or the child attending the Academy more regularly. If you wish your child to go to a secondary school out with your catchment area a Placing Request application must be made. Where a child has opted to go to a different secondary school, we will make arrangements to liaise with the school if/when the Placing Request has been accepted.

16. Early Learning and Childcare Provision

We operate an early year's provision session for 3, 4 and 5 year olds Monday - Friday 9.00-3.00pm. All children are entitled to 1140 hours of funded Nursery hours per week, they are also entitled to a funded lunch.

Early Years Education is about the development of the whole child. We strive to provide a wide range of experiences indoors and outdoors for the children to develop and learn. The staff in the Nursery work very closely with the Primary 1 staff to ensure that pupils are prepared for their transfer into Primary 1. Further information about the Early Years provision can be found in the separate ELC handbook which is made available to all prospective parents.



We enjoyed a visit from *Georgia* the tortoise!

I like using the bikes. **Heidi**

I play with all my friends at Nursery.
Finn

I help with the gardening when I'm at Nursery.
Jock

17. Parent Council

Obsdale Primary Parent Council plays an active part within the life of the school and supports the school in a planned and purposeful way. The Parent Council is a group of parents selected to represent all parents of children at the school. The Parent Council do a lot of fundraising throughout the year to raise money to support the children's education and school experience. The Parent Council can be contacted via email at:

obsdale.primary@highlandpc.co.uk



18. Parent Involvement - 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:

- Parent's evenings
- Progress checks
- Target Setting
- 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.

Parental information is obtained from questionnaires issued regularly at Parents evenings and from Parent Forums. Useful information for parents and how to get involved in your child's education, how to support the school, information on curriculum developments, can all be found at [Parentzone](#).

With a huge, national interest on Family Learning, we truly appreciate and value the vital role the parent/carer has on their child's education. We believe that strong partnerships with parents are the building blocks of the foundation of a child's development.



Parents are always welcome and encouraged to come into the school and can contribute in a variety of ways. Let us know if you have any skills, musical abilities, art ideas or just want to come in to read us a story! Perhaps you'd like to show us something from your work and talk to the children about jobs.



There are two Parent Contact sessions during the year for you to meet with the Class Teacher, and at the end of the year a summative report will be sent home. We have open mornings/afternoons during the year where we share a “snapshot” of learning from a particular curricular area. We have an open-door policy at Obsdale Primary and are always happy to see our parents to discuss any issues or queries that may arise during the school year. We have Parent information sessions throughout the year linked to supporting your children at home or priorities in our School Improvement Plan.

19. Interpreter Services



We are able to arrange for an interpreter to join with a parent if at any time someone requires assistance with English as an Additional Language.

20. Complaints Procedure

If a parent has any concerns, they should contact their child’s Named Person in the first instance – Mrs J Haines, 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 Area Education and Learning Manager, Area Education Office – Mid, County Buildings, Dingwall IV15 9QN telephone 01349 886607.

21. Pupil Attendance & Absence

Good attendance is vital if pupils are to achieve their full potential. If a pupil is absent from school, a parent or guardian should phone the school on the first day of absence, on the school number (01349 884221). 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 are contacted for them to collect their child, therefore it is essential that we have up to date day time contact numbers and emergency contact numbers for all pupils.



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 to the school term dates on the Highland Council website to aid parents in planning any holidays they may be considering. [School term dates](#).

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

22. Medical

It is important for the well-being of all that your child is well when they attend school. Parents or carers are asked to inform the Head Teacher if their child has any medical conditions eg. allergies, diabetes, epilepsy etc.

Illness at School

If a child feels unwell and the teacher feels they should go home, you will be contacted. It is therefore important that we have your **daytime contact** or the contact details of a neighbour or family member who will be able to look after your child. Basic First Aid assistance is available in the school. Minor cuts and bruises are usually treated by school staff.





Accidents

If a child is injured in an accident at school, the parent/carer is contacted as soon as possible, unless it is an emergency, and then the child may be taken straight to the local Health Centre or emergency services called to school (as appropriate) for expert attention, and efforts made to inform parents/carers. **Please make sure the school has a note of daytime telephone numbers in case of emergencies.** You will be informed as soon as possible if your child has had a head injury in school.

School Nurse

Parents/carers of children in P1 and P7 will receive questionnaires to be completed and returned to the school nurse. From these responses selective medical checks will be made by the school doctor. Where there are any concerns about a child's general health, from parents, teachers or children, these can be discussed with parents/carers, and, with parental/carer consent, referred on to the school nurse to be investigated.

Head Lice

Head lice is an ongoing problem in all schools. Parents/carers and children are regularly reminded of the need to be vigilant - **CHECK DAILY**. School will contact parents/carers if there is any concern.

23. Administration of Medicines

[National Guidance](#) has been issued by the Scottish Government

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

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

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

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



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

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

If your child requires medication, please note that this will only be administered by staff when there is clear written guidance from a parent/carer, providing:

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

24. Curriculum at Obsdale

Scotland's curriculum places learners at the heart of education. At its centre are four fundamental capacities. These capacities reflect and recognise the lifelong nature of education and learning.



Successful learners at Obsdale are:

- enthusiastic and motivated to learn
- determined to reach high standards of achievement
- open to new thinking and ideas

Confident individuals at Obsdale have:

- self-respect
- a sense of physical, mental and emotional wellbeing
- secure beliefs
- ambition



Effective contributors at Obsdale have:

- an enterprising attitude
- resilience
- self-reliance

Responsible citizens at Obsdale have:

- respect for others
- commitment to participate responsibly in political, economic, social and cultural life

As part of their learner journey, all children and young people in Scotland are entitled to experience a coherent curriculum from 3 to 18, in order that they have opportunities to develop the knowledge, skills and attributes they need to adapt, think critically and flourish in today's world.

The curriculum defines 5 levels of learning. In Primary schools we are principally concentrating on the first 3 – the progressions through these levels will be as follows:

- **Early Level** - Pre-school years and P1
- **First Level** - Achievable by the end of P4 but earlier or later for some
- **Second Level** – Achievable by children at the end of P7 but earlier or later for some

Your child will have access to a range of exciting and engaging activities at their own academic level, linked to these 8 curricular areas.



We continue to revise our framework for learning based around the curriculum and research based pedagogy, starting with the core elements of numeracy, literacy and health & wellbeing with skills progressions in place for each class in the school and nursery. Skills for learning, life and work are of increasing focus, and tracked within pupil profiles.

Our skills progression and teaching approaches for literacy and numeracy from Nursery to P7 are supported by the wealth of guidance and ongoing developments within Highland Literacy and Highland Numeracy resources. See links:

[Highland Literacy](#)
[Highland Numeracy](#)



We strive to ensure we put learning into meaningful contexts and to create real life learning experiences for the children. This is to ensure children make links between learning and what happens in real life so that they have the skills needed for lifelong learning.

Throughout their time at Obsdale, pupils engage in **outdoor learning** and will go on trips out of school to consolidate their learning. Trips could range from visiting the local supermarket to see where our food comes from, to visiting the beach. In P7 our pupils participate in a residential trip to an outdoor centre.

Each term you will receive a letter from your child's class teacher letting you know about the areas of the curriculum the class will be learning about that term, including sensitive aspects of learning such as relationships, sexual health, parenthood and drug awareness. Information can be found [here](#).

It will also share the ways that you can help your child at home as well as inviting you to visit the class to share learning with your child. All children in Primary 6 and 7 have access to a Chromebook and this is used to support their learning.

Connected Scotland provided school with additional Chromebooks enabling children from P4 upwards to have regular access to this technology. School also has a number of tablets that pupils from nursery-P3 can access.

If you would like to find out more about Curriculum for Excellence please have a look at [Parentzone](#).

Social studies, Religious & Moral Education, Sciences, Expressive Arts & Technology are addressed as discrete subjects where appropriate, however where possible we aim to deliver these curricular areas as inter-disciplinary learning and topic based enquiry. This approach provides increased opportunities for connection making, pupil led learning, creativity, as well as personalisation and choice for our learners at Obsdale.

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

25. Pupil Voice

The views and opinions of our pupils are very important, and we have an active Pupil Council group. They meet regularly to work collaboratively on group projects and share their work and progress through assemblies and class discussions.



26. Promoting Positive Behaviour

At Obsdale Primary School, we recently reviewed our Positive Behaviour Policy to ensure a whole school approach to enhancing self-esteem and positive behaviour and relationships for all, based around children's rights. We have just started our journey working towards the Rights Respecting Schools Award.

At Obsdale, we recognise that many children self-regulate their behaviour and behave very responsibly every day and rarely need reminding about how to behave appropriately. We want to encourage these children, as well as encouraging the children that have difficulty managing their behaviour, in a positive way.

Every child needs different things to be able to regulate their behaviour, to learn and to succeed. We know that these diverse needs are compounded by the impact of trauma and adversity on children's health and wellbeing, emotional and social regulation, brain function and learning.

Children's wellbeing is at the heart of *Getting it Right for Every Child*, providing a focus on the wellbeing indicators to prevent or reduce the impact of adversity. The assessment and planning for children that forms the Highland Practice Model promotes early intervention and preventative strategies, as well as a focus on targeted support, and also includes a commitment to developing positive learning environments at a universal level, underpinned by children's rights (Highland Council, 2018, Promoting Positive Relationships Frameworks and Guidance).

"Children have the right to be educated and the obligation to learn as much as their capabilities allow. Discipline in schools must respect children's dignity". Article 28

"No child should be punished in a way that humiliates them or hurts them". Article 27

United Nations Convention on the Rights of the Child (UNRC)

A culture where children and young people feel included, respected, safe and secure and where their achievements and contributions are valued and celebrated is essential to the development of good relationships. Please see our [Equality and Diversity Policy](#) to further support this.



At Obsdale we aim to ensure that everyone in the school community (pupils, families, staff and community partners) feels:

- Happy and valued, through developing and maintaining strong, positive relationships
- Where a relationship has broken down, restorative approaches will be used to repair and rebuild the relationship. This should be applied in a positive manner where previous incidences are not referred to and should focus on the way forward
- Safe in a secure, inclusive environment, promoting resilience and equitable use of support and resources
- Nurtured and encouraged, promoting quality learning and teaching, raising attainment and wider achievement
- Part of the school team modelling shared, mutual and individual respectful behaviours within the school environment, taking responsibility for actions of self
- Help the growth of acceptance, empathy and consideration in members of the school community

Our policy takes into account current policy and legislative environment providing the rationale for the development of positive relationships in schools, early years establishments and wider children's services. It sits within the framework within which we operate in Highland, which explains many aspects of child development that are critical to the understanding of the development of positive relationships, as well as the anti-bullying policy. See the guidance links below:

[Promoting Positive Relationships](#)
[Anti-Bullying](#)

27. Equality & Inclusion

For up-to-date information please see this [link](#).

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.



28. Assessment & 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 be constantly monitoring, encouraging and assessing how your child is progressing in each area. They 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 and target setting.

[Assessment and achievement](#) | [Curriculum in Scotland](#) | [Parentzone Scotland](#) | [Education Scotland](#)

Parents will receive feedback on their child(ren)'s progress through pupil reports, progress checks, and target setting information.

29. Progress

As a school we have termly planning/tracking meetings to discuss progress, support and next steps for each individual child. Parents wishing to enquire about a pupil's progress are invited to get in touch with their child's Class Teacher.

Further information about the school's curriculum at national level can be found online at
<https://education.gov.scot>
<https://www.skillsdevelopmentscotland.co.uk>
<https://education.gov.scot/parentzone>



30. Support for Pupils

Class 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 on the [Highland Council Model](#).

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

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

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

Highland Council would seek to work in partnership with parents at all times, but sometimes you will have a concern that you don't feel is being addressed or will want to talk to someone out with the school. Should you have any concerns that your child's additional needs are not being met, you should contact your child's named person in the first instance and/or the Head Teacher (Mrs J Haines). If your concerns continue, there are a number of means of resolving difficulties and disputes and information on this can be found [here](#).

Progress

Parents wishing to enquire about a pupil's progress or have concerns about their progress are invited to get in touch, in the first instance, with the Head Teacher.



31. Nurture

We have a Nurture Room at Obsdale Primary. Children can attend the Nurture Room but remain part of their main class group and spend appropriate times within the Nurture Room according to their need and return to their own class when ready. In the Nurture Room pupils are supported by a PEF Teacher and Pupil Support Assistant. Everything is explained and pupils are supported by role modelling, demonstration and the use of gesture as appropriate.

32. Standards & Quality Report/School Improvements

The school's [Standard and Quality Report](#) outlines the school's key strengths and areas for development over the last 12 months. Our [School Improvement Plan](#) outlines a plan to address the areas of development. Paper copies of these are shared with the Parent Council and are available from the school office at any time.

33. Homework

At Obsdale Primary we are currently reviewing our homework procedures. At present our P1-P3 classes receive literacy and numeracy home learning packs, and our P4-P7 classes have games and tasks set on Google Classroom. The right sort of encouragement and help at home is invaluable, but at no point should homework become a pressure. If at any time you are unsure of what is expected of any task, please contact school.

34. Extra Curricular Activities

Throughout the year pupils may participate, within and out with normal school hours, in activities such as dance, multi-sports, running, football etc. We like to encourage parents to be involved with extra-curricular activities. If you would like to take a group or assist with an extra-curricular activity or club, please do contact the head teacher. Active Schools, Feis Rois, as well as school staff, organize and run these activities. Permission slips are issued ahead of events and should be returned before the date of the first session, in order that a register can be maintained, and contact details are available for staff to use in the event of an emergency.





35. Fire Precautions

Fire drills are held once per term. Our plan for dealing with any such incident are displayed throughout the school.

36. Educational Data

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 Legislations

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 [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](#).

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](#).

Why do we Need Your Data?

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

- plan and deliver better policies for the benefit of all pupils
- plan and deliver better policies for the benefit of specific groups of pupils
- better understand some of the factors which influence pupil attainment and achievement
- share good practice
- target resources better
- enhance the quality of research to improve the lives of young people in Scotland

Your Data Protection Rights

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



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

Concerns

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

38. Military Families

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

We understand some of the challenges that mobility of service life can bring, and we look forward to working with you to ensure a smooth transition for your child/young person coming into or moving on from our school. Please get in touch with us as soon as you can so we can work with you to ensure the transition is as smooth as possible.

Highland Council have proudly committed to the Armed Forces Covenant and as such support our veteran and reservist families as well as those currently serving. There is a dedicated Highland Council Military Liaison Group (MLG) which has been formed to promote and ensure equality and equity for your children and young people in their education.

Visit the [Highland Council Armed Forces Website](#) for lots of helpful information and support. Please get in touch with your child's named person or the Head Teacher if you have any concerns.

39. 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 Guidelines are available [here](#), or from Mrs Haines.

Employment of Children

The employment of children bylaws regulates the types of occupation in which children under school leaving age may be employed and other conditions of employment. For further information, please see [Employment of Children](#).

40. School Policies & Procedures

Copies of Highland Council policies are available [here](#).

We hope this handbook has given you a flavour of life at Obsdale Primary, and we look forward to you joining 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.