

# PENNYLAND PRIMARY SCHOOL & ELCC

SCHOOL HANDBOOK  
2024/25



Pennyland Primary School  
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Head Teacher: Mrs Laura Murray  
**School Roll – 210**  
**Primary roll – 173**  
**Early Learning and Childcare Roll – 37**

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School term dates can be found on the Highland Council Website by clicking on the following link:  
[https://www.highland.gov.uk/info/878/schools/32/school\\_term\\_dates](https://www.highland.gov.uk/info/878/schools/32/school_term_dates)

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.



## **Dear Parent/Carer**

Welcome to Pennyland Primary School! This handbook has been created as a source of information regarding all things Pennyland. I hope you find the handbook provides you with a brief overview of our school, how we operate daily and the source of all the important information you need.

At Pennyland Primary and ELC we follow the Scottish Curriculum for Excellence. The children are at the heart of all the things we do and strive for. Our aim is to provide the children with opportunities and learning experiences to develop the skills and knowledge they need to be successful throughout their lives. We strive to work together with our stakeholders to create a safe and caring environment where all are valued and where challenge and success go hand in hand.

Our school ethos and values are underpinned by our Pennyland Promise. Our Promise promotes, respect, a sense of belonging, kindness and responsibility within our school community. Our Pennyland Promise is integrated throughout our school and classrooms and the pupils are encouraged to promote it amongst each other as well as taking responsibility for their own action and choices.

We very much look forward to welcoming you and your child to Pennyland Primary School and ELCC. If you require any further information or details, please do not hesitate to get in touch with us.

Kind regards

Mrs Laura Murray

## School Information



Pennyland Primary School was built in 1962 and overlooks the Pentland Firth. We are a non-denominational educational setting for children from three years to eleven years.

The school benefits from the following wonderful facilities which children utilise frequently:

- Gym hall/dining room
- Library/music room
- Outdoor classroom
- Life Skills kitchen
- Newly installed Wellbeing Walk
- Poly Crub

We also have a sensory room where pupils can go for some quiet time when required.

The classrooms are equipped with Interactive SMART Boards, Chromebooks and iPads. The pupils in P6 and P7 are equipped with a Chromebook each which further enables learning.

We have very strong links with our school stakeholders and partners including our Allied Health Professionals, Active Schools Co-ordinator, Peripatetic Music Teachers, STEM Ambassadors and our Parent Council.

## Staff Details

<b>Head Teacher</b>	Mrs Laura Murray
<b>Depute Head Teacher</b>	Mr Thomas McAlonan
<b>Principal Teacher</b>	Mrs Gayle Williamson
<b>P1</b>	Mrs Jemma Munro & Mrs Deborah Hossack
<b>P2/3</b>	Miss Lisa Cowie & Miss Lara Simson
<b>P3</b>	Ms Jennifer Davenport
<b>P3/4</b>	Mr Christopher Pearson
<b>P5</b>	Mr Sean Wyllie
<b>P6</b>	Mrs Fiona Parnell
<b>P6/7</b>	Mr Thomas McAlonan & Mrs Mill
<b>P7</b>	Mr Shaun Henderson
<b>Additional Support for Learning Teacher</b>	Miss Beth Henderson
<b>Pupil Support Assistants</b>	Carrie Campbell Karen Cameron Carol Fotheringham Pam Gray Lorna Mackenzie Christine Todd
<b>Senior Early Years Practitioner</b>	Mrs Jules Taylor
<b>Early Years Practitioner &amp; Support Workers</b>	Maya Macleod Amanda McNab Lita Leisk Claire Hossack Kelsi MacDonald Rachael McConnach
<b>School Clerical</b>	Mrs Laura Mackinnon
<b>Facilities Management</b>	Mr Terry Plunkett
<b>Crossing Patroller</b>	Mrs Cathy Young
<b>Visiting Specialists:</b>	<b>Music</b> Niall Laybourne      Strings <b>Music</b> Kevin Gunn            Chanter <b>Music</b> Andy MacLeod        Guitar <b>Music</b> Karen Anderson        Wind

## General Information

### School Times – Monday – Friday

ELC	8.30 – 3.00pm				
	Morning Session	Break	Mid-morning session	Lunch	Afternoon session
P1-3	9 - 10.40am	10.40 – 11am	11am – 12.30pm	12.30 – 1.20pm	1.20pm – 2.40pm
P4-7	9 - 10.40am	10.40 – 11am	11am – 12.30pm	12.30 – 1.20pm	1.20pm – 3.10pm

### Arrival Times

It is essential that pupils arrive at school as close to the bell time as possible. If your child is going to be late or is not attending school that day, then parents/carers should call the absence line on 01847 807230

### School Uniform

At Pennyland Primary we **encourage all our pupils to wear school uniform**. Our school uniform is as follows:

- Dark trousers/ skirts
- School sweatshirts - bottle green
- School Polo Shirts - bottle green, white or gold

All children require shorts, t-shirt and gym shoes for PE. Since this kit is also used for other activities, we ask that this is kept in school. All kit should be clearly marked with the pupil's name and stored in a suitable bag. For health and safety reasons children are not allowed to wear jewellery, fitness trackers or watches during lessons.

All children should be supplied with a pair of indoor shoes suitable for PE. These should be kept in school at all times. Any outdoor shoes should also be suitable for outdoor activities including PE.

### Please Note

- Jeans are not permitted as school uniform
- Football merchandise eg tops, shorts, scarfs etc should not be worn in any circumstance

School uniform can be purchased from Highland Workwear - <https://www.highlandworkwear.com/>

There is also a selection of nearly new uniform items within school on our Pre-Loved School Uniform rail for a donation towards school funds.

It is of enormous help if all belongings, especially items of clothing, are marked with the pupil's name. It is extremely difficult to trace unnamed items.

Any loss of property should be reported promptly to a member of staff. Children finding items in school should hand them in to a member of staff or school office to allow them to be claimed. There is a lost property box situated at the front door.

### **Health Promoting School**

As a Health Promoting school we encourage pupils, staff and parents to think about healthier lifestyles. Healthy living is a regular topic in classes. We value all the activities that make up a healthy and happy community.

### **School Lunch**

School meals are served in the Main Hall at 12.30pm and cost £2.30 for pupils and just keep getting better, with better quality food, healthier meals, larger portion sizes and more and better choices. If a pupil has special dietary needs, please inform the school. Free meals can be claimed in certain circumstances, for information and application form please see:

[http://www.highland.gov.uk/info/899/schools -  
\\_grants and benefits/10/free school meals and assistance with clothing](http://www.highland.gov.uk/info/899/schools_-_grants_and_benefits/10/free_school_meals_and_assistance_with_clothing)

*All P1 to P5 children are entitled to free school meals.*

### **Home Lunches**

Parents are responsible for pupils who have arranged to go home for lunch.

### **Pack Lunches**

Packed lunch boxes should be clearly marked with the pupil's name. No glass containers, fizzy or canned drinks are allowed as part of a packed lunch. Lunch boxes should be transported in a separate bag to avoid leaky containers destroying schoolbooks. All packed lunches should aim to follow the Health Promoting School Guidelines.

### **Breakfast Club**

Pupils can have a healthy breakfast at a subsidised rate.

Breakfast Club runs each day from 8.20am – 8.50am and is by invitation only.

### **Mobile Phones**

We strongly discourage pupils from bringing mobile phones to school. However, if a parent finds it necessary, then parents should inform the school office and the pupil must deposit the phone with their class teacher at the beginning of the school day. They can then collect it prior to returning home.

### **Car Parking**

Parents are kindly requested **NOT** to park on the yellow zigzag lines in front of the school at any time. This is for the safety of all pupils in our care. We are also fortunate to have access to park and stride at Lidl at the bottom of Castlegreen Road.

### **Crossing Patrol**

Cathy Young our School Crossing Patroller is stationed at Castlegreen Road. Cathy is on duty at the following times:

8.40 am-9.10 am

2.40 pm- 3.20 pm

Please encourage your child to cross with the crossing patroller.

## School Improvement

Each year schools in Scotland write a School Improvement Plan which outlines the priorities for the year ahead. A school improvement plan is a plan which indicates what actions will be taken to make improvements to the school and for the learning and outcomes of our children. This year Pennyland Primary and ELCC we are working towards finalising our Promoting Positive Relationships Policy and Sustaining Attainment for our Learners. Within our Sustaining Attainment priority, we are focusing on the progress and attainment within writing.

Priorities are decided upon from stakeholder feedback and pupil attainment results. All of which are reviewed each year.

## Our Curriculum

As previously mentioned, Pennyland Primary follows the Scottish Curriculum for Excellence. The children are at the heart of all the things we do and strive for at Pennyland Primary & ELCC. Our aim is to provide the children with the skills, knowledge and opportunities they need to be successful throughout their whole lives. We strive to work together to create a safe and caring environment where all are valued and where challenge and success go hand in hand.

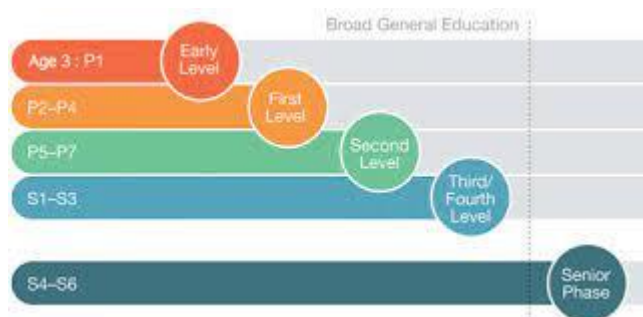


curriculum for excellence



At the centre of Curriculum for Excellence are the four capacities. They reflect the lifelong nature of education and learning. Through interdisciplinary learning we use the Curriculum for Excellence to deliver the eight curricular areas of Curriculum for Excellence at the relevant ages and

stages, intertwined with developing Meta Skills, Health and Wellbeing Indicators as well as providing opportunities for personal choice and achievements whilst building the ethos and life of the school.



Subject areas covered within the curriculum are as follows:

- Numeracy & Mathematics
- Literacy & English
- Health and Wellbeing
- Expressive Arts
- Sciences

- Social subjects
- Religious and Moral Education
- Technologies

Termly tracking meetings are held between the teaching staff and the head teacher to check how pupils are progressing, identify next steps and discuss any interventions required moving forward.



## **School Activities**

### **House Teams**

All school children are members of House Teams (Bragi, Odin, Frey and Thor). Children can gain points for their House and there is a weekly winning House. Houses also compete against each other at the Annual Sports Day.

The P7 children take it in turns to be Captains/Vice Captains of the Houses.

### **Pupil Council**

A Pupil Council is established in the school. The Council members are voted for by their classmates. The council comprises of one pupil from each class P1-P7. The Council meets regularly throughout the school year under the guidance of a member of staff and Head Teacher. The purpose of the Council is to encourage the children to be involved in the running of their school, putting forward their ideas for improvements and solutions to problems.

### **Eco Committee**

Our Eco Committee comprises pupil representatives from Primaries 4 to 7. They are voted for by their classmates and generally remain on the Eco Committee for the school year. They make sure that all pupils are made aware of what they do through their noticeboard, assemblies and visits to class.

### **Sports**

Sports Day is organised annually by the staff and friends of the school and all children are encouraged to participate in a variety of events. Parents are invited to attend. It is held in the Naver sports field. The school takes part in many sporting events over the year. There are inter-school competitions for football and netball, which the P6-7 pupils are encouraged to take part in.

### **Educational visits**

Local visits, within school hours, take place as part of everyday learning opportunities. Opportunities are also provided for pupils to take part in educational visits and excursions further afield. These vary in type according to the age of the pupils. Parents will be sent a form providing information about the trip and seeking their permission. Occasionally, parents will be asked to contribute towards the cost of transport etc but, wherever possible, these costs are met from school funds.

We also have a range of visitors to the school, some from the local community and some such as theatre groups from further afield.

### **Primary 7 Residential Trip**

Each year our Primary 7s have an opportunity to go on a 5-day residential trip. For the past few years, the children have visited Loch Eil Outdoor Centre. While the content is educational and wide ranging in nature, as it is residential, and therefore more expensive, parents can pay for the trip in instalments. Our Primary 7s undertake significant fundraising throughout the year to further minimise costs to parents. This is a fantastic opportunity to try out lots of different exciting outdoor activities and proves to be one of the highlights of their Primary 7 year!

### **Caithness Music Festival**

Some children from Pennyland Primary participate in the Caithness Music Festival in June every year. **For all excursions pupils are required to wear school uniform.**

### **Assessment and Reporting to Parents**

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 child's progress through pupil reports, Parents' Evenings, and target setting information.

### **Additional Support for Learning**

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

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

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

Sometimes a Children's Service Worker will be involved in supporting a child. They 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 the Head Teacher, Mrs Murray. If your concerns continue, there are several means of resolving difficulties and disputes and information on this can be found at:

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

## Progress

Parents wishing to enquire about a pupil's progress or have concerns about their progress are invited to get in touch with Mrs Laura Murray.



### **Health and Wellbeing Indicators (Getting it Right for Every Child)**

At Pennyland health and wellbeing is very important to us and we recognise that children will not be successful learners if their basic needs are not being met. We use the statutory guidance and the eight wellbeing indicators highlighted in the image to assess wellbeing of our young people support them as individual or groups where required.

The 8 needs of good wellbeing are:

1. **Safe** - feeling safe, cared for and listened to when growing up. Protected from abuse, neglect or harm at home.
2. **Healthy** - having the best physical and mental health possible. Access to good health care. Support to make healthy and safe choices.
3. **Achieving** - supported and guided in learning skills, confidence and self-esteem.
4. **Nurtured** - growing, developing and being cared for in a place that feels safe.
5. **Active** - having opportunities to take part in activities like play and sport. This helps healthy growth and development.
6. **Respected** - having a voice and being involved in decisions that affect them.
7. **Responsible** - having opportunities and the chance to take active roles at home, in school and in the community. Having advice and support if needed.
8. **Included** - having help to overcome inequalities. Be accepted as part of their family, school and community.

In addition to the eight indicators, we teach the children of the importance of communicating with a trusted adult if something is troubling them or causing them worry so we can support them to overcome the problem. We also teach our children and young people of the importance of good sleep hygiene, healthy play, a healthy balanced diet and how these things can impact their wellbeing.

We are also promoting our new school moto of "YASBA" - You are amazing so be amazing!

### Rights Respecting Schools

At Pennyland Primary & ELC we have worked hard to gain our Bronze Award for the UNCRC Rights Respecting Schools Award. This is another area of our school ethos, values and environment which is very important to us. Through classroom charters, assemblies, pupil council and classroom discussions we are teaching the children about their rights and aiming to be safe and inspiring places to learn for children and young people.



*The Rights Respecting Schools Award puts children's rights at the heart of school life in the UK.*

*The UK Committee for UNICEF (UNICEF UK) works with schools in the UK to create safe and inspiring places to learn, where children are respected, their talents are nurtured and they are able to thrive. Our Rights Respecting Schools Award embeds these values in daily school life and gives children the best chance to lead happy, healthy lives and to be responsible, active citizens.*

*The Award recognises a school's achievement in putting the United Nations Convention on the Rights of the Child into practice within the school and beyond.*

<https://www.unicef.org.uk/rights-respecting-schools/the-rrsa/about-the-rrsa/>

### **Pennyland Promise – Promoting Positive Relationships Policy**

We are currently creating our bespoke Positive Relationships Policy which is underpinned by the core principles detailed. We use these principles to help promote positive choices and relationships here at Pennyland Primary School and ELC. The children are rewarded through our house point system for following these principles and promoting them among each other. When a child is awarded a house point they record this in their classroom. The point for each team and per class are counted each week and the winning house team is announced at assembly. The winning house team for the week receives an additional 10 minutes of break one day the following week. At the end of each term the points are collated, and the overall winning house team are awarded a special 'House Team Treat' which is facilitated within the school day. At Pennyland we believe that every behaviour is communication, and we support our children when they don't make the correct choice to reflect on what has happened and reset the relationship with their peers or members of staff where necessary.

There may be times when a child feels they are being bullied.

It is usually defined as behaviour that is:

- repeated
- intended to hurt someone either physically or emotionally
- Aimed at targeted individuals or groups

It is important that parents, who are concerned about possible bullying incidents, contact the school at the earliest opportunity to discuss the problem. We will act and discuss how all children concerned may be supported to ensure incidents are not repeated.

### **Working with Parents/carers**

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.



Our



## **Pennyland Promise**

1. **We listen to people**
2. **We are kind and helpful**
3. **We are gentle**
4. **We look after property**
5. **We are honest**
6. **We work hard**

*We are all on a path to success!*

*"It's the Pennyland way!"*

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

- Parents' evenings
- Progress checks
- Target Setting
- 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.

Parent Council is a group of parents who volunteer to represent all parents of children at the school. Any parent who wishes to raise an issue for the Parent Council to consider can do so by contacting [pennyland.primary@highlandpc.co.uk](mailto:pennyland.primary@highlandpc.co.uk)

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:

<https://education.gov.scot/parentzone/>

### **Pennyland's Role in the Community and Partnerships**

We have close links with the Active Schools Coordinator with High Life Highland. Through this facility we are able to offer afterschool clubs such as gymnastics, karate, football, rugby & netball.

Regular visits are made by the Countryside Ranger who provides talks and activities based around outdoor learning.

During the school term we have visits and lesson from Feis Rois & music instruction Kodaly.

### **Parents' Evenings & Open Afternoon**

Parents' Evenings are held once a year and give parents the opportunity to meet with the class teacher and discuss progress within learning. An open afternoon also features throughout the school year, this is an opportunity for the pupils to showcase their work and carry out a walk with their family.

### **Parent Council**

The Parent Council is a group of volunteers from the Parent Forum who represent all the parents of children at a school. The type of things a Parent Council could get involved in include:

- Supporting the work of the school
- Gathering and representing parents' views to the Head Teacher, local authority and HMIE
- Promoting contact between the school, parents, pupils, providers of ELC education and the local community
- Fundraising
- Being involved in the appointment of senior staff.

We are lucky enough to have a very active Parent Council who support the school. The date of the AGM, will be notified to parents on their Facebook page. For full details of the members, please see the Pennyland Primary Parent Council Facebook page.

### **Attendance at School**

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 via the absence line 01847 807230 or by email [pennyland.primary@highland.gov.uk](mailto:pennyland.primary@highland.gov.uk).

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.

### **Visit to School**

Parents are always welcome to visit the school to discuss any aspects of their child's educational experience. Appointments **must be** arranged with the office if parents wish to meet with teachers or the Head Teacher.

### **Medication, Healthcare & Wellbeing**

If a pupil takes ill at school they should, in the first instance, tell the class teacher who will inform the school office. The parent or emergency contact will be notified and a responsible adult, known to the pupil, should collect the pupil from the school office.

In cases of emergency medical services will be contacted and, if necessary, the child will be transported to the nearest Hospital.

### **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 always be contacted and you may be advised to collect your child from school.

### **Medical Conditions**

Any medical condition likely to affect your child's learning or well being must be notified to the school. Our First Aiders are trained to deal with various medical conditions.

### **Medication and Inhalers**

Teachers are not obliged to administer medication to children and it is preferred that parents make arrangements to ensure they are able to administer medication to their own children. Where this is not possible some members of staff are willing to carry out this duty on a voluntary basis. Any medication should be delivered to and collected from the school office by an adult. Children should not transport medication to and from school. A pro forma for written instructions is available from the school office. This must be completed and signed by a parent/carer. Any medication must be in its original container. It is essential that children who require inhalers have them in school every day.

Parents should take note of the expiry date of any medication to be kept in school for a period of time to ensure it does not go out of date. It is the parents responsibility to ensure it is replaced before the expiry date.

### **Health & Welfare**

Parental permission is sought in advance to allow the school nurse to examine pupils in P1 and P7. Parents may be present at the examination if they wish.

### **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 – Mrs Laura Murray. School has 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. Parents would generally be involved in discussions beforehand, however a young person over the age of 12 can ask for support themselves.

### **Head Lice**

From time to time some pupils may suffer from outbreaks of head lice. Effective treatment is available from the local Chemist. If you are in doubt regarding the condition, please review the NHS guidance.

Should a member of staff discover a child with head lice the parents of that child will be informed immediately. All communication regarding this problem will be treated in the strictest confidence. Alert letters are no longer allowed to be issued to parents.

### **Administration of Medication**

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.

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.

### **Highland Council Child Protection Policy**

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 a priority for Education Service staff.

More information about Child Protection Procedures within Highland can be obtained from the Child Protection Development Officer, Highland Child Protection Committee, Kinmylies Building, Leachkin Road, Inverness, IV3 8NN – Telephone (01463) 703483, Fax – (01463) 713237

### **Access to Personal Records**

Parents will have ready access to the files and records of their own children but will not have access to information about any other child.

### **Fire Safety**

Regular Fire Drills are held in school to ensure all pupils and staff are familiar with the school's evacuation procedures.

### **Photographs and Digital Images**

You are reminded that you are only permitted to post photographs of your own children on social media.

Any subjects of photography should be made aware that, when class or group photographs are taken by a commercial agency, copyright is retained by the photographer.

The press and other media retain the copyright to their photography.

The Council has a duty to have regard for the need to:

Eliminate unlawful discrimination, harassment, and victimisation;

Advance equality of opportunity;

Foster good relations

Written consent must be obtained from you as parent/guardian of a child for photographic images to be used.

### **Enrolment**

Children are entitled to start their formal education at the beginning of the session in August if they are five on or before the last day of February of the same school session. Advertisements are placed in the local press at the beginning of each year giving enrolment dates. Parents are requested to complete applications through the Highland Council Website. When enrolling a child the parent should bring the child's birth certificate and proof of address.

### **Transition**

Transition is an important aspect of education, Pennyland provide a structured transition both from ELC to Primary 1 and also from Primary 7 to Secondary School.

ELC Transition – ELC pupils will have the chance to meet their new teacher and see their new classrooms at varying times, especially between January and June of the pre-school year. Parents will be kept informed of all details.

Primary to Secondary Transition – Guidance teachers from the High School will visit the Primary 7s to give them relevant information on their move to Secondary Education. Documentation will be provided and trips to the High School arranged. The requirements of children with additional support needs are discussed with Thurso High School well in advance – some as early as Primary 5.

## **Placing Requests**

Each school serves its own particular catchment area. Pupils whose homes are located in that area will have priority in being allocated a place in the school. However, parents have the right to specify the school in which they wish to place their child. Application must be made to the Area Education and Learning Manager Mrs Janssen. Placing request forms can be obtained from [http://www.highland.gov.uk/info/878/schools/11/school\\_enrolment/2](http://www.highland.gov.uk/info/878/schools/11/school_enrolment/2)

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

If pupils live out with the school catchment area and their parents wish them to attend Pennyland Primary they can contact Mrs Murray 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.

## **Severe Weather Procedures**

Adverse Weather Hotline – If the school has to close due to bad weather or any other emergency, a message will be left on the Adverse Weather Hotline number:

Telephone **0800 564 2272** Pennyland School Pin No. **04 2780**

Moray Firth Radio will also broadcast school closure information.

<http://www.highland.gov.uk/learninghere/schools/schoolclosures/> is a useful website for parents in times of bad weather and school closures.

The Facebook page will have adverse weather messages in the event of school closure.

## **Important**

Please make certain that your child knows exactly what they have to do at an early closure for Storm/Snow warnings.

Please also ensure that your child is aware who their emergency contact is. Should it be necessary to close the school during the school day it is essential we have emergency contact information for every child. It is the parents/carers responsibility to ensure such information held by the school is kept up to date and that we are informed in writing of any changes at the earliest opportunity.

## **Complaints and Requests for Service**

If a parent has any concerns they should contact their child's Named Person in the first instance, Mrs Laura Murray.

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

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).

## **Appendices 1**

### **Employment of Children**

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

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

### **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.

### **Equality and Inclusion**

For up-to-date information please see:

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

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

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

### **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 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)

### **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:

[https://www.highland.gov.uk/info/886/schools\\_-\\_additional\\_support\\_needs/833/armed\\_forces\\_-\\_support\\_for\\_families\\_and\\_schools](https://www.highland.gov.uk/info/886/schools_-_additional_support_needs/833/armed_forces_-_support_for_families_and_schools)

Please get in touch with your child's named person or the Head Teacher if you have any concerns.

### **Transport**

Please note that transport is not a school responsibility, and any queries should be addressed to the Local Transport Officer, Transport Office, Market Square, Wick, 01955609562.

<http://www.highland.gov.uk/learninghere/schools/informationforparents/>

Free transport to school is available for children living within the delineated area of the school:

- if under eight years of age and over two miles from school,
- or are eight years of age and over three miles walking distance from the school.

Application forms for free transport are available from the school or from the Area Education and Learning Offices, Market Square, Wick, 01955 609562.f