



# Kiltearn Primary School

*'Climbing Higher Together'*



## School Handbook 2025-2026

**Kiltearn Primary School  
3 Drummond Road  
Evanton  
IV16 9UT**

**Tel: 01349 830568**

**Email: [kiltearn.primary@highland.gov.uk](mailto:kiltearn.primary@highland.gov.uk)**



**: Kiltearn Primary School**



## Welcome

On behalf of all the staff, I am delighted to welcome you to Kiltearn Primary School and hope that your child has an enjoyable experience in our care.

I have a highly motivated, enthusiastic team working in the school that are committed to bringing exciting challenges and enjoyable experiences for all children.

We greatly value the support from all our parents and look forward to working in partnership with you, to provide positive learning experiences for our pupils. If at any time you have any suggestions or wish to discuss something about your child's education or well-being, please do not hesitate to contact us via the school office.

The purpose of this handbook is to give a comprehensive description of the educational provision at our school and also to provide any information required for the welfare of your child. However, please feel free to contact us if you require further information.

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

*Mrs Gow*

Head Teacher

## Staff

Head Teacher: Mrs Gow

Teachers: Mrs Grant  
Mrs Watters  
Miss MacLennan  
Mrs Eunson  
Mr Gillespie  
Mrs Ross  
Mrs Ryan

Pupil Support Assistants: Mrs Robertson  
Mrs MacLeod  
Mrs Grant  
Mrs Mackay

ELC Staff: Mrs Podda  
Mrs Stewart  
Mr Williamson  
Miss Kitani

Clerical Assistant: Miss Caskie

Catering Team: Ms Anderson  
Mrs Hatch  
Mrs Welsh

Cleaning Operatives: Mrs Stewart  
Mrs Hatch



## TERM DATES 2025 - 2026

### Highland School calendar 2025/26

Please note - Dates may be subject to change

August 2025						
WK	Mo	Tu	We	Th	Fr	Sa Su
32					1	2 3
33	4	5	6	7	8	9 10
34	11	12	13	14	15	16 17
35	18	19	20	21	22	23 24
36	25	26	27	28	29	30 31

September 2025						
WK	Mo	Tu	We	Th	Fr	Sa Su
37	1	2	3	4	5	6 7
38	8	9	10	11	12	13 14
39	15	16	17	18	19	20 21
40	22	23	24	25	26	27 28
41	29	30				

October 2025						
WK	Mo	Tu	We	Th	Fr	Sa Su
41			1	2	3	4 5
42	6	7	8	9	10	11 12
43	13	14	15	16	17	18 19
44	20	21	22	23	24	25 26
45	27	28	29	30	31	

November 2025						
WK	Mo	Tu	We	Th	Fr	Sa Su
45						1 2
46	3	4	5	6	7	8 9
47	10	11	12	13	14	15 16
48	17	18	19	20	21	22 23
49	24	25	26	27	28	29 30

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

January 2026						
WK	Mo	Tu	We	Th	Fr	Sa Su
2				1	2	3 4
3	5	6	7	8	9	10 11
4	12	13	14	15	16	17 18
5	19	20	21	22	23	24 25
6	26	27	28	29	30	31

February 2026						
WK	Mo	Tu	We	Th	Fr	Sa Su
6						1
7	2	3	4	5	6	7 8
8	9	10	11	12	13	14 15
9	16	17	18	19	20	21 22
10	23	24	25	26	27	28

March 2026						
WK	Mo	Tu	We	Th	Fr	Sa Su
10						1
11	2	3	4	5	6	7 8
12	9	10	11	12	13	14 15
13	16	17	18	19	20	21 22
14	23	24	25	26	27	28 29
15	30	31				

April 2026						
WK	Mo	Tu	We	Th	Fr	Sa Su
15			1	2	3	4 5
16	6	7	8	9	10	11 12
17	13	14	15	16	17	18 19
18	20	21	22	23	24	25 26
19	27	28	29	30		

May 2026						
WK	Mo	Tu	We	Th	Fr	Sa Su
19					1	2 3
20	4	5	6	7	8	9 10
21	11	12	13	14	15	16 17
22	18	19	20	21	22	23 24
23	25	26	27	28	29	30 31

June 2026						
WK	Mo	Tu	We	Th	Fr	Sa Su
24	1	2	3	4	5	6 7
25	8	9	10	11	12	13 14
26	15	16	17	18	19	20 21
27	22	23	24	25	26	27 28
28	29	30				

July 2026						
WK	Mo	Tu	We	Th	Fr	Sa Su
28			1	2	3	4 5
29	6	7	8	9	10	11 12
30	13	14	15	16	17	18 19
31	20	21	22	23	24	25 26
32	27	28	29	30	31	

School holidays  
In-service days

School days

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

## Location

Kiltearn Primary School is in the village of Evanton. Evanton lies a mile north of the Cromarty Firth. The school is located 4 miles from Alness. The pupils who attend the school are from the catchment area of Evanton which also covers old Evanton Road, Novar Estate, Glenglass and Swordale. We are part of the Alness Associated School Group and P7 pupils transfer to Alness Academy at the end of their Primary Education.

We are a non-denominational and equal opportunity school, opposing all forms of prejudice and discrimination. We will always promote an understanding and respect for our pupils cultural identity and beliefs.

Within the school there are 6 classrooms, a nurture room, an Early Learning and Childcare (ELC) setting, a library, a general-purpose hall, a kitchen, a staffroom, cloakrooms and a school office.

At present our school roll, including our Early learning and childcare provision, is 128. We currently have 5 classes and a 9am-3pm Early Learning and childcare provision for 3 and 4 year olds.





## **The School Day**

### **Primary 1-3**

9.00 – 2.30

### **Primary 4-7**

9.00 - 3.00

### **Break time: 10.45**

Children may bring a snack for break time. We encourage children to drink water throughout the day and a bottle of water can be kept in the classroom. Fizzy drinks are not permitted.

## **Lunchtime**

### **ELC**

11.45-12.15

### **Primary 1-3**

12.15 – 1pm

### **Primary 4-7**

12.30 - 1.15pm

Children will eat their lunch in the school canteen and will then go to the playground for the rest of lunch break.

## **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.

## **School Lunches**

School meals are free for all pupils in P1-5. Currently, P6 and P7 pupils are required to pay for lunch. Payments for meals paid for but not eaten due to absence are carried forward as a credit. Lunches cost £2.40 per day.

Our school cook is very happy to cater for all dietary requirements. If your child has specific dietary needs please come in and have a chat and we will work together.

Free Meal application forms, can be collected from the School Office. Alternatively, you can apply for free school meals at:

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

School meals are cooked on the premises and the children are encouraged to select and eat a nutritious meal from the choice available each day. Menus are provided by Highland Council to encourage a healthy lifestyle and copies can be found on the link above. Every effort is made to accommodate any child who, for medical reasons requires a special diet. The dining area is supervised by school staff.

## **Packed lunches**

Children are able to take a packed lunch if they wish. We ask that children take any food they have not eaten back home so that parents are aware of what they have eaten. Due to some children having severe allergic reactions to nuts, please ensure that no nuts or products containing nuts are included in packed lunches.

## School Dress Code

All Pupils are expected to wear Kiltearn Primary school uniform

- Navy Blue or Jade sweatshirt with plain or with school badge
  - Navy Blue hoodies with plain or with school badge
  - Navy Blue zip up tops/fleeces plain or with school badge
  - Plain navy, black or grey trousers, skirts or pinafores.
  - White shirt, blouse, or school polo shirt.
  - Comfortable, well – fitting shoes. High heels, platform shoes and sandals are not permitted.
- Our uniform is supplied by Macgregor School wear in Inverness  
<http://macgregorschoolwear.co.uk>

Order forms are available from the school office.

Suitable outdoor clothing should be worn as the children will be outside during break and lunchtimes.



## Physical Education

For gym days, all children must have shorts or leggings and a change of T-shirt, this kit can be kept in school.

### Indoor shoes

Children must change their shoes in to indoor footwear. These should be purely for indoor use and should be suitable for wearing during gym lessons. No slippers or crocs please.

**All clothing should be clearly marked with the child's name.**

Information about applying for funding to help with uniform costs is available at:

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

## Early Learning and Childcare Provision

We operate an early year's provision session for 3 and 4 year olds, Monday - Friday 9.00am - 3pm. All children are entitled to 1140 hours of funded nursery hours per session, 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 ELC setting 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.



## Enrolments

Enrolment week for children starting in ELC take place in February. Enrolment week for the New Primary 1 class takes place in January. The staff in the ELC setting work very closely with the Primary 1 Teacher, lots of joint learning takes place throughout the session with more regular transition activities set up in the last term. This ensures that the children are introduced to their class teacher and are very familiar with the classroom/school before beginning Primary 1.

## Placing Requests – Parental Choice

Each school serves its own particular catchment area. Pupils whose homes are located in that area will have priority in being allocated a place in the school. However, parents have the right to specify the school in which they wish to place their child. Applications are made to the Area Education and Learning Manager, Mhairi MacDonald. Placing request applications are made online at:

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

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

If pupils live out with the school catchment area and their parents wish them to attend Kiltearn Primary they can contact Mrs Gow on 01349 830568 to arrange a visit.

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

## Secondary School



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 High school staff to the primary or the child attending the academy more regularly.

If you wish your child to go to a High 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.

## Class compositions

The school has 5 classes which are a mixture of single stage and two-stage classes. Composite classes, where two or more age groups are taught in the same class, have a maximum capacity of 25 pupils unless more than one teacher is allocated to the class. While there will be exceptions to the broad principle of forming composite classes on the basis of age alone, it is recommended that this should generally be the basis of composite class formation. Other factors may at times be taken into



consideration such as additional support needs, academic attainment and personal and social development.

### **School Transport**

Pupils under eight years of age, who live more than two miles from school, can obtain free transport for the journey to and from school. For children of eight years or more the minimum distance is three miles. The children who qualify for transport are taken by mini-bus from home (nearest point on main road) to the school gate.

### **Attendance/Absences**

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 830568**. When returning to school after an absence, the parent or guardian must give a 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 a 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 out with 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 daytime contact numbers and emergency contact numbers for all pupils.

Schools are required to keep an attendance register by law. We have a responsibility for the care and welfare of all pupils during the school day therefore need to know the whereabouts of absent pupils. When parents are considering whether or not to remove their children from school for a family holiday, they should be aware that such a decision:

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

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

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

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

### **Adverse Weather/Emergency Closure**

Sometimes we may have to close the school due to adverse weather conditions. The previous dial-in phone service to inform parents of school closures has been withdrawn by Vodaphone. Instead, parents can obtain information on the Highland Council school closures webpage <http://www.highland.gov.uk/schoolclosures>

We will also notify you as soon as possible by email, text and our school Facebook page.

In the event of the school needing to be evacuated in an emergency, pupils and staff would move to the Evanton Sports Hall, just across from the school or to the Church Hall in the village and await instructions from Police and/or Fire Services.





## Medical/Administration of Medicines

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

This guidance is based on 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.

## Minor Injuries

School will only deal with minor cuts and bruises, these will be cleaned and a plaster applied if appropriate. You will receive a medical slip to inform you of the nature of the injury and the action taken. 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.

## Mental Health and Wellbeing

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

Schools have access to Highland Council's Primary Mental Health Worker Service and consultation and advice may be sought if there are concerns that might require more targeted support. Counselling is also available for all pupils from age 10. Information on your school's service can be accessed from your child's guidance teacher. Alternately, there is a completely confidential, online counselling service called Kooth for children and young people from age 10 that can be accessed here: <https://www.kooth.com/>. Parents would generally be involved in discussions beforehand, however a young person over the age of 12 can ask for support themselves.



## Health Care

The school Health service visits the school regularly. Inspections are carried out with parental permission only by the Highland NHS Trust. These medical and dental examinations are conducted on a regular basis and the School Nurse is also available by appointment.

## Speech and Language Therapy

Our speech and language therapist visits the school and consults with staff regarding any child whom we may feel has a speech and language difficulty. Parents are always consulted prior to therapy. Some children may receive pre-school therapy and this may be continued once they start school. If you have any concerns over your child's speech, please contact the class teacher who will then refer the matter to the speech therapist.

## Additional Support Needs

### Support for Learners Website

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 about the Highland Council model for support and child's plans at:

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

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

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

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

Further information and support for parents/carers if children and young people with Additional support needs can be found at:

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

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

(c) **Scottish Independent Advocacy Alliance**, an advocacy service to support parents and children

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

(e) <https://www.thrivingfamilies.org.uk/> - a charity serving Highland families who are doing their best to support children with additional support needs.

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. This is your local Health Visitor if your child attends our ELC setting and the Head Teacher if in the main school. If your concerns continue, there are a number of means of resolving difficulties and disputes and information on this can be found at:



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

## **Child Protection**

From time to time incidents can occur within the school setting, which cause concern and could indicate that a pupil is suffering from some form of abuse. In terms of the Highland Child Protection Committee Inter-agency Protection Guidelines, Education Services 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 of the Education Services staff.

Copies of child protection policy guidelines are available online at:

<https://hcpc.scot/wp-content/uploads/2024/09/Highland-Child-Protection-and-GIRFEC-Guidance-2024-FINAL.pdf>

If you have a serious child protection concern, please contact the Head Teacher. You can also contact Alness or Dingwall Social Work offices

[https://www.highland.gov.uk/info/1347/social\\_care\\_and\\_health/980/social\\_work\\_contacts](https://www.highland.gov.uk/info/1347/social_care_and_health/980/social_work_contacts)

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

## **Military Families**

Our school welcomes and supports families, their children from Forces families: serving, veteran and reservists. We understand some of the challenges that mobility of service can bring and we look forward to working with you to ensure a smooth transition for your child coming into or moving on from our school. Please get in touch with us as soon as you can see 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 in their education.

Visit the Highland Council Armed Forces Website for lots of helpful information and support

[Armed Forces Families Highland](#)  
[Enrolment in Highland – Armed Forces Families Highland](#)

## **Promoting Positive Relationships Policy**

Our Promoting Positive Relationships policy is based on Highland Council's Promoting Positive Relationships Framework and Guidance (2021). This document outlines the framework within which we operate in Highland and explains many aspects of child development that are critical to the understanding of the development of positive relationships. The framework can be found at:

[https://www.highland.gov.uk/download/downloads/id/20086/promoting\\_positive\\_relationships\\_-\\_framework\\_and\\_guidance\\_2021.pdf](https://www.highland.gov.uk/download/downloads/id/20086/promoting_positive_relationships_-_framework_and_guidance_2021.pdf)

At Kiltearn, 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. It is understood that celebrating success and recognising positive behaviours is the responsibility of the whole school community - teachers, support staff, families and indeed pupils themselves.

To acknowledge and reinforce positive, respectful behaviours, at Kiltearn Primary School and ELC we will:

- Use Seesaw, a web-based app which allows teacher/family communication, in all classes, supporting parents in its use as/when required
- Present Head Teacher award certificates and use appropriate recording format to ensure that no pupil is excluded from this for a lengthy period
- Hot Chocolate Friday event for pupils awarded certificates
- Award House Points with rewards for demonstrating positive, respectful behaviours and special extraordinary events/achievements
- Use specific praise and encouragement to develop pride, self-esteem and empathy
- Award stickers as and when felt deserved/required
- Share wonderful work to other classes or adults in the school
- Hold an annual prize giving with pupils in each class receiving award for achievement within the Four Capacities; Responsible Citizens, Confident Individuals, Effective Contributors and Successful learners
- Devise simple and sustainable ways of recording and sharing wider achievements, to celebrate the holistic development of each child.
- Inform parents when pupils are succeeding or making an effort to change behaviour. This might be a phone call or postcard of praise.
- Praise in public (PIP) and reprimand in private (RIP).
- Use routines that encourage positive behaviour such as 'meet and greets' and 'wonderful walking'.

## Bullying Prevention

At Kiltearn Primary school, our procedures for responding to bullying follow the guidance set out within Highland Council's Positive Relationships and Bullying Prevention Policy and Guidance (2020). This framework can be found at:

[https://www.highland.gov.uk/downloads/file/19358/anti\\_bullying\\_-\\_guidance\\_for\\_schools](https://www.highland.gov.uk/downloads/file/19358/anti_bullying_-_guidance_for_schools)

We want to be proactive in dealing with bullying behaviours. Our Pupil Leadership Team have created posters which are displayed around the school. They remind pupils what to do if they are being bullied and an agreement of what bullying behaviour include.



Bullying behaviour impacts on children's and young people's wellbeing and can affect their participation, attainment, and inclusion. Bullying of any kind is unacceptable and must be addressed quickly. Bullying should never be seen as a typical part of growing up. Bullying behaviours will always be investigated and appropriate action taken as outlined in the above policy.



## Equality and Inclusion

For up-to-date information please see:

<https://www.gov.scot/publications/guidance-presumption-provide-education-mainstream-setting/pages/1>

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

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

The United Nations Convention on the Rights of the Child has now been incorporated into Scots Law. To find out more about this and the rights for all children in Scotland, you can access information [here](#).

## School Policies and Procedures

School policies and procedures are available in the office for parents to view. If you would like a copy of any of our policies, please contact the office.

Highland council policies are available at:

[https://www.highland.gov.uk/info/893/schools\\_-\\_general\\_information/29/school\\_policies\\_procedures\\_and\\_guidelines](https://www.highland.gov.uk/info/893/schools_-_general_information/29/school_policies_procedures_and_guidelines)

## Complaints

We are aware that difficulties can occur from time to time and if you feel you have reason to complain please follow the procedure outlined below.

If making a complaint, please contact the school by phone (01349 830568) or email ([kiltearn.primary@highland.gov.uk](mailto:kiltearn.primary@highland.gov.uk)) so your complaint can be addressed by the most appropriate person. In most cases, this will be the Head Teacher. However, sometimes the Class Teacher is the most appropriate person to deal with classroom issues. The school will always endeavour to resolve issues by listening to parents and seeking solutions in partnership. Should a solution not be resolved, parents can contact Mhairi MacDonald the Area Care and Learning Manager.

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

## Pupil Voice

Here at Kiltearn Primary School, we believe the children's voice is paramount. Everything we do is underpinned by our school purpose, vision, values and aims.

Purpose		Vision for 2030	
Provide a nurturing, safe, stimulating environment which fosters a love of learning and encourages everyone to achieve their goals.		Kiltearn school will be a safe, inclusive, happy place to learn, where everyone can achieve.	
Values and Aims			
<b>Teamwork</b>  We foster a sense of belonging where everyone works as a team and values individual differences.	<b>RESPECT</b>  We respect our whole school community and our environment.	<b>AMBITION</b>  We support everyone to aim high and encourage them to reach their full potential.	<b>Kindness</b>  We include everyone and foster positive relationships. We promote inclusion, empathy and consideration of





It is essential that children have their opinions and ideas listened to and acted upon. Children have many opportunities to lead learning and support the Head Teacher in leading school improvement. We have a Pupil Parliament which is made up of several pupil voice groups including: Junior Road Safety Officers, Digital Leaders, Eco Group, Rights Respecting group and a Health and Wellbeing group. All pupils within the school are part of a group, support the developments across the school community and are supported by a Class teacher.

### **Parental Involvement**

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

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

- Parents' evenings
- Progress checks
- Target Setting
- Information sent out through various lines of communication

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

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

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

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/>

### **Communication**

We use a variety of ways to keep in touch and communicate with families. We send out the majority of our correspondence using email and an SMS text service. From time to time you may receive a text as a reminder of a school event, meeting or to let you know your child is unwell if we are unable to speak to you. Please ensure you keep us up-to-date with changes to mobile numbers and email addresses. We also have a school Facebook page which is noted on the front page of this handbook.

Teachers use the Seesaw App to post updates from the classroom. Each child keeps an individual profile of their learning and experiences in school. The app allows students to independently document their learning using videos and pictures. Parents and carers have access to their own child/children's SeeSaw app so that they get an immediate and personalized profile of their school day.

### **Parent Council**

Kiltearn Primary Parent council plays an active part within the life of the school and supports the



school in a planned and purposeful way. We have a very active parent group who work in partnership with the school to improve the school, raise money for new resources and represent the views of the parents with regards the education provided by the school. Parent Council meetings are open to all parents/carers. Please come along.

The parent council can be contacted via email: [Kiltearnprimarypc@gmail.com](mailto:Kiltearnprimarypc@gmail.com)

## Curriculum

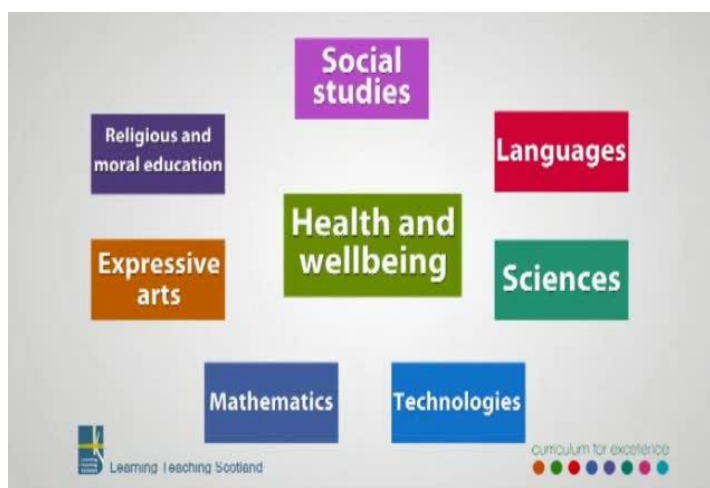
[Curriculum for Excellence | Education Scotland](#)

Education is about the development of the 'whole child'. We strive to provide a wide range of experiences for children to develop and learn.

We encourage all of our children to become:



Our Curriculum, Curriculum for Excellence, is made up of 8 curricular areas:



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 strive to ensure we put learning in to 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. We will provide you with a termly class letter detailing aspects of what your child will be learning including sensitive aspects of learning such as relationships, sexual health,



parenthood and drug awareness. We will also notify you by email when sensitive aspects of learning such as relationships, sexual health, parenthood and drugs awareness.

Throughout the course of the year children will attend various trips/outdoor learning opportunities in the local community and beyond. We make use of the local community woods and have regular opportunities for outdoor learning experiences. Children in P5-7 will participate in a block of swimming between January and March.

Special arrangements will be made for pupil whose parents do not wish them to participate in religious observance.

### **The totality of experiences**

The curriculum includes all of the experiences which are planned for children and young people through their education, wherever they are being educated. These experiences are grouped into four categories.

### **Curriculum areas and subjects**

The curriculum areas are the organisers for setting out the experiences and outcomes. Each area contributes to the four capacities and consists of: Numeracy, Literacy, Health and Well-Being, Religious and Moral Education, Sciences, Technologies, Social Studies and Expressive Arts.

### **Interdisciplinary learning**

The curriculum should include space for learning beyond subject boundaries which will provide learners with the opportunity to develop insights and apply skills in a way and/or to a degree not offered through the study of a discrete curriculum area.

### **Ethos and life of the school**

The starting point for learning is a positive ethos and climate of respect and trust based upon shared values with genuine engagement across the school community. Opportunities for personal achievement Children and young people need opportunities for achievements both in the classroom and beyond, giving them a sense of satisfaction and building motivation, resilience and confidence.

## **Assessment and Reporting**

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

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

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

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

Pupils will reflect on their progress, achievement and best work on their profiles.

## **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/>

### Extra-curricular activities

Throughout the year pupils may participate in a range of sporting activities including, cross country, athletics, rugby, dance, badminton and football. The activities that children can be involved in during or after school vary throughout the session, depending on the expertise available, staffing, parental involvement and the time of year. We work closely with Karla Urquhart our Active Schools Co-ordinator to provide these extra-curricular activities for our pupils. If you would like to take a group or assist with an extra-curricular activity club please contact the school.

We also have some enthusiastic pupil leaders who run lunchtime clubs with a focus on inclusion. Currently we have lunch time lego, dance and art clubs available which are all supported by an adult.

### Transitions

#### ELC to Primary 1

Our Primary 1 staff work closely with ELC all year round to ensure that children have a smooth transition from ELC to Primary 1. Staff plan learning activities, trips and social gatherings together and visit the P1 classroom on several occasions from January onwards. We also have a very successful buddy system in place where a Primary 6 pupil is matched with a child moving up into P1. When your child starts in P1, their buddy supports them closely during the first few weeks of school in the playground, classroom and canteen.

#### Primary & to Secondary School

Transition from Primary to Secondary Pupils are normally transferred between the ages of 11 ½ and 12 ½ years old so that they will have the opportunity to complete at least 4 years of Secondary Education.

#### Our catchment secondary school is:

Alness Academy, Head Teacher: Tom McGowan

Some of our P7 pupils transfer to:

Dingwall Academy, Head Teacher: Karen Cormack

We work very closely with Alness Academy to ensure a smooth transition from Primary to Secondary school. A number of transition events are organised throughout Primary 7 with a 3 day visit in June.

### Our Data

Each year, at the end of Primary 1, Primary 4 and Primary 7 we share our attainment data with the Scottish Government to show our progress in attainment.

- **Listening and Talking:** 76% (combined P1, P4, P7) of children in P1 (Early Level), P4 (First Level) and P7 (Second Level) achieved the Level appropriate to their stage.
- **Reading:** 54% (combined P1, P4, P7) of children in P1 (Early Level), P4 (First Level) and P7 (Second Level) achieved the Level appropriate to their stage.
- **Writing:** 50% (combined P1, P4, P7) of children in P1 (Early Level), P4 (First Level) and P7 (Second Level) achieved the Level appropriate to their stage.
- **Numeracy:** 36% (combined P1, P4, P7) of children in P1 (Early Level), P4 (First Level) and P7 (Second Level) achieved the Level appropriate to their stage.



Teachers at Primary 1, 4 and 7 make these judgements through ongoing assessments and monitoring children's progress in class, linked to the Benchmarks for each of the levels identified by Education Scotland.


Further information on:

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

### Standards and Quality report/ School Improvement


The school's Standard and Quality Report outlines the school's key strengths and areas for development over the last 12 months. A copy of our latest report can be found here [https://www.highland.gov.uk/downloads/file/29069/kiltearn\\_primary\\_school\\_sq\\_report\\_2023-24](https://www.highland.gov.uk/downloads/file/29069/kiltearn_primary_school_sq_report_2023-24)

Our School Improvement Plan outlines a plan to address the areas of development and overall attainment.






## Kiltearn Primary School

School Improvement Plan  
2024 - 2025



Through self-evaluation activities we have developed a school improvement plan for 2024-2025.

Improvement Priority 1	Improvement Priority 2
<p><b>Kiltearn Curriculum</b></p> <p>Enhance our curriculum to offer the skills, qualities and attributes young people need.</p>  <ul style="list-style-type: none"><li>✓ Curriculum rationale</li><li>✓ Pupil Parliament</li><li>✓ Interdisciplinary learning</li><li>✓ Community partnerships</li></ul>	<p><b>Literacy</b></p> <p>Continue to raise attainment in Literacy through writing.</p>  <ul style="list-style-type: none"><li>✓ Enhanced teacher training</li><li>✓ Moderating with our partner schools</li><li>✓ Agree whole school approach to writing</li></ul>
	<p><b>Numeracy</b></p> <p>Raise attainment in Numeracy and maths.</p>  <ul style="list-style-type: none"><li>✓ Enhanced teacher training</li><li>✓ Embed skills and knowledge progression frameworks for mental maths and numeracy outcomes</li><li>✓ Agree whole school approach to teaching numeracy and maths</li></ul>

### Employment of Children

The employment of children byelaws 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:

[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 out with 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.

If you are thinking about enrolling your child to Kiltearn Primary please call the school and we can arrange for you to come in for a visit.

We very much look forward to working with you.



