



Banavie Primary School

School Handbook

2026 - 2027



Banavie Primary School

Tomonie

Banavie

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Be Kind, Be Responsible, Be Awesome



Dear Parent/Guardian

This brochure provides information about Banavie Primary School so that as parents you can become aware of our organisation and administration.

Our aim at Banavie is to foster the development of the whole child through intellectual, social and personal development of the pupils along with all the educational opportunities that school has to offer.

We invite parents to become actively involved in the school as well as in the education of their children. We encourage all parents to visit the school and find out more about us.

We trust the information in this document will prove useful.

Mrs Colette MacLean
Acting Head Teacher





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Introduction

Welcome to Banavie Primary School.

Banavie School is a 2-storey building with 4 classrooms upstairs and 4 downstairs. One of the downstairs classrooms houses the support for learning room and one houses the nursery class. There is also a gym hall, dining room, G.P. room, medical room and offices. There is a grass football pitch beside the school, plus other playing areas.

The present roll is 86 pupils in 4 mainstream composite classes. There are 18 children in the nursery class.

If parents have any concerns please come into school and discuss this with the Head Teacher or the class teacher or it can be taken to the Parent Council.

Aims of Banavie School:

- ❖ To provide a caring, happy, stimulating environment for pupils and staff which promotes equality in order that each pupil learns effectively.
- ❖ To deliver a broad and balanced curriculum through which each pupil should achieve their full potential, using a variety of learning and teaching styles aimed at raising achievement.
- ❖ To work in partnership with the parents and the wider community to enhance the quality of the pupils' learning and welfare in order to promote a healthy lifestyle.
- ❖ To promote achievement and success and set appropriately high expectations of pupils attainment, attendance and behaviour.
- ❖ To encourage in our pupils the ability to become confident individuals, effective contributors, responsible citizens and successful learners.
- ❖ To enhance professionalism of staff through teamwork and staff development.





There are **equal opportunities** for all children at Banavie. Furthermore, we align ourselves with the education services Anti-Racist and Multi-cultural Guidelines for Primary and Nursery Education.

School Hours

- ❖ P1 – P7 9.00am - 10.30am
- ❖ Interval
- ❖ P1 –P7 10.50am - 12.20pm
- ❖ Lunchtime
- ❖ P1-P7 12.20pm - 1.15pm
- ❖ Afternoon session
- ❖ P1 – P3 1.15pm – 2.45pm
- ❖ P4 – P7 1.15pm – 3.15pm

Uniform

The school colours are a maroon sweatshirt with black trousers, skirts, pinafores or knee length culottes with sensible shoes. A white polo shirt should also be worn.

All uniform is available to order online at www.sptuniforms.co.uk Items of clothing should be clearly marked with the child's name.

Buddy system

The Primary 6 and Primary 7 pupils buddy the children in the nursery and P1. This operates throughout the year.

Teaching Staff

Including the Acting Head Teacher, there are five full-time members of staff and two part time staff.

Acting Head Teacher	Mrs Colette MacLean
Principal Teacher	Mrs I Drysdale
Class Teachers	
P1/2	Mrs C Mount
P3/4	Mr R Savill
P5	Mrs A Ross and Mrs I Drysdale
P6/7	Miss K MacDonald
P.E. Specialist	Mrs S Chisholm (P3-7)
Additional Support Needs Teacher	Mrs A Ross
Pupil Support Assistants	Miss E Wink Mrs S Davies Miss T Watson Mrs G Shaw Mrs F Langan Mrs G MacLean-Stewart



Early Years Practitioner	Mrs D Campbell, Miss L Dunlop Miss M Sanderson
Visiting Music Staff	
Brass	Mrs H Hook
Woodwind	Miss K Thomson
Chanter	Mr A Binnie
Violin	Ms C Hamilton
Clerical Assistant 2 Schools	Mrs B Wells (9am - 2.45pm Monday - Thursday)
Facilities Assistant	Various throughout the year
Crossing Patroller	Mrs K McAleer (8.30-9.15am, 2.45-3.30pm)

Additional Support Needs

All children need support to help them learn. Some children require more help than others. We follow the GIRFEC (Getting it Right for Every Child) staged approach to assessing, identifying and supporting additional support needs. In this model every child has a 'named person' who is responsible for making sure that the child or young person has the right help to support his/her development and well-being.

If you have a concern about your child in primary school, please contact your child's class teacher in the first instance or the 'named person', who will usually be the head teacher.

Sometimes a Child's Plan may be put in place to help organise, monitor and regularly review your child's progress. If you wish to find out more about GIRFEC or the Child's Plan you can access more information at

http://www.highland.gov.uk/downloads/file/230/highland_practice_model_-_delivering_additional_support_for_learners
<https://www.thrivingfamilies.org.uk/>

Additional Information

The following organisations provide advice, further information and support to parents of children and young people with ASN. These organisations are identified under The Additional Support for Learning (Sources of Information) (Scotland) Amendment Order 2011 as:

(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.

Role of the Additional Support Needs Teacher

At Banavie we have the services of an additional support needs teacher for 1 day per week in mainstream. The support teacher's timetable is constructed through examining the needs of the pupils and consists of small group, individual or in class support. She is supported by a team of Pupil Support Assistants.

Parents are kept fully informed of the strategies which the class teacher may adopt in order to help facilitate the pupil's learning. Child's Plans are reviewed annually but targets are reviewed



twice a year. Parents and pupils are regularly consulted and have an input into all aspects of the plan.

Communications between School and Parents

Any parent who wishes to see his/her child's class teacher should telephone the school or write in for an appointment. After school hours is the most convenient time for appointments as staff are free to discuss any matters with parents.

Newsletters are accessed through class Dojo and our website

<https://sites.google.com/lochaberhigh.org.uk/banavie-primary-school/home>

Our **School Improvement Plan** and our **Standards and Quality report** are on our website and a paper copy can be requested from the school office.

We use Dojo for communicating with parents and sharing classroom experiences.

Complaints Procedure

If a parent has a complaint they may put this in writing to the Head Teacher, Colette MacLean who will meet with all parties to discuss the issues. The school will always endeavour to resolve issues by listening to parents and seeking solutions in partnership. If you have tried reporting the problem and it has not been resolved you can make a complaint by contacting the Area Quality Improvement Manager, Mrs Kirsty Clark - Kirsty.Clark@highland.gov.uk.

Nursery Class

Our Early Years Practitioners are Mrs Dana Campbell, Miss Melanie Sanderson and Miss Laura Dunlop. We also have Miss Tíree Watson as our Early Years Support Worker. We operate flexible nursery hours Monday to Friday, 8.45am – 3pm. At present we have 18 pupils attending our Nursery.

Parent Council

Banavie School has an active Parent Council. All parents are automatically members of the Parent Council.

Present Committee:

- Mrs R Gartshore (Chairperson)
- Mrs L Forster (Vice Chair)
- Mrs I and Mr L Beagent (Treasurers)
- Mrs K Spinney (Secretary)

Meetings are held termly and all parents are encouraged to join us. The meetings are held in the school or you can join online using Google Meet from 7.30pm onwards. Through fundraising activities our school library, school outings, visiting specialists, computer equipment, the eco garden, playground equipment and a variety of resources are all supported.

Any parent who has an idea to share or wishes to raise an issue for the Parent Council to consider can do so by contacting Mrs Ruth Gartshore, Chairperson using the email: banavie.primary@highlandpc.co.uk



If you feel you need support and don't wish to approach the school or Parent Council, then you can seek advice using the link provided: <https://www.children1st.org.uk/help-for-families/parentline-scotland/>

Community Links

We work closely with the local community on litter pick-ups and visits to the canal. The school also provides a quarterly update for the local community newspaper. We work alongside our local Co-Op store in supporting Fair Trade and we follow a programme of Global Citizenship which embraces the "fair trade" initiative.

The Curriculum /Areas of Study

At Banavie the pupils follow a curriculum around the four capacities of the [Curriculum for Excellence](#) which encourages pupils to become:-

Successful learners

with: enthusiasm and motivation for learning, determination to reach high standards of achievement, openness to new thinking and ideas.

are able to: use literacy, communication and numeracy skills, use technology for learning, think creatively and independently, learn independently and as part of a group, make reasoned evaluations, link and apply different kinds of learning in new situations.

Confident individuals

with: self-respect, a sense of physical, mental and emotional well-being, secure values and beliefs, ambition.

are able to: relate to others and manage themselves, pursue a healthy and active lifestyle, be self-aware, develop and communicate their own beliefs and view of the world, live as independently as they can, assess risk and make informed decisions, achieve success in different areas of activity.

Responsible citizens

with: respect for others, commitment to participate responsibly in political, economic, social and cultural life.

are able to: develop knowledge and understanding of the world and Scotland's place in it, understand different beliefs and cultures, make informed choices and decisions, evaluate environmental, scientific and technological issues, develop informed, ethical views of complex issues.

Effective contributors

with: an enterprising attitude, resilience, self-reliance.

are able to: communicate in different ways and in different settings, work in partnership and in teams, take the initiative and lead, apply critical thinking in new contexts, create and develop, solve problems.

Curriculum Areas

The Curriculum for Excellence is divided into 3 levels within the primary school

- | | |
|-----------------|-----------------------|
| 1. Early level | Nursery and Primary 1 |
| 2. First level | Primary 2,3,4 |
| 3. Second level | Primary 5,6,7 |



We study the following curriculum areas and plan using the experiences and outcomes linked to each area. The children work through the different levels based on their ability and progress is closely monitored. All staff have a responsibility for Health and Wellbeing/Literacy/Numeracy. We involve the children as much as possible when planning their learning and ensure they understand what they are learning and why in each lesson.

Literacy and English:

1. Listening and talking

This area is developed in a variety of ways at each stage of the school and is inter-linked with the other elements of language work.

2. Reading

Following the principles of the Highland Literacy Progression our reading is split into 4 key areas:-

Core reading session 3-4 times per week using a variety of levelled material

Reading for enjoyment at home and in class with a variety of levelled novels

Reading for information

Writer's Craft

3. Writing

Pupils are taught personal, imaginative and functional writing from P1-7. This is our third year implementing the Talk For Writing programme and will be analysing the results as we progress through the academic year.

Numeracy and Mathematics:

Number, Money and Measure

Shape position and movement

Maths and its impact on the world

Information Handling

Problem solving and the relation of maths to realistic and meaningful situations are taught throughout the school, alongside daily mental maths activities.

Health and Well Being:

- ❖ Mental, social, physical and emotional well being
- ❖ Planning for choices and change
- ❖ Relationships, sexual health and parenthood
- ❖ Physical Education, physical activity and sport
- ❖ Food and health
- ❖ Substance misuse

Physical Health explores physical factors in relation to our health and looking after ourselves e.g. exploring changes in the body, identifying ways of crossing the road safely and recognizing the harmful effects of smoking, alcohol, solvents and illegal drugs.

Emotional Health explores emotions, feelings and relationships and how they affect our mental wellbeing e.g. learning to share and care for others and reflecting on experiences and ways of dealing with problems, e.g. loss, bullying, drug misuse.

Social Health explores the interaction of the individual, the community and the environment in relation to health and safety e.g. dealing with litter, practising personal safety strategies and exploring ways of helping the school to be a health promoting school.

PE: All classes participate in weekly P.E. lessons linked with our healthy school's initiative. Those in P4-7 have the services of a specialist teacher for 2.5 hours per week. Pupils should have



appropriate gym kit i.e. tee shirt, shorts and gym shoes. No football colours should be worn and items must be labelled. Our P6 pupils have swimming lessons at the leisure centre. The school works closely with the Active Schools Co-ordinator who provides a wide range of sporting opportunities throughout the year. Pupils may be excused from P.E. on the production of a note from parents.

Before starting the more sensitive aspects of the Health and Wellbeing Curriculum e.g. Relationships, Sexual Health and Parenthood, drug awareness, etc. we will send a reminder of what is covered in the different stages on the school newsletter. If you would like to discuss any aspects of these areas in the curriculum, please do not hesitate to contact the school and we will be happy to address any concerns that you may have.

We request that each pupil brings a water bottle to school each day as part of our healthy living programme.

Science

- ❖ Sciences Planet Earth
- ❖ Forces and Electricity
- ❖ Materials
- ❖ Biological systems

Social Subjects:

- ❖ People, past events and societies (HISTORY)
- ❖ People in society economy and business (ENTERPRISE)
- ❖ People, place and the environment (GEOGRAPHY)

Technologies:

- ❖ Technological developments in society
- ❖ ICT to enhance learning
- ❖ Computing science contexts for developing technological skills and knowledge
- ❖ Food and textiles contexts for developing technological skills and knowledge
- ❖ Craft, design, engineering and graphic contexts for developing technological skills and knowledge
- ❖ Business contexts for developing technological skills and knowledge

Expressive Arts: includes these four areas of study

- ❖ Art and Design
- ❖ Drama
- ❖ Dance
- ❖ Music

Languages

In accordance with National Guidelines, we follow the 1 + 2 programme for teaching languages. The first language taught is English, French is taught daily/weekly as the second language throughout the year and the third language we are teaching is Scots. This is carried out in two themed weeks with a focus around St Andrew's Day and Burns' Day. Primary 5 - 7 also receive a six week block of online Gaelic lessons. The aims are to encourage the children to have confidence in expressing themselves in a second language, and to increase their awareness of French and Scottish culture. This is achieved through the provision of a wide range of activities



including games, songs, role-play and story-telling as well as direct teaching of simple vocabulary and language structures.

Religious and Moral Education: is an integral part of our curriculum and encompasses three areas:

- ❖ Christianity
- ❖ World Religions
- ❖ Development of beliefs and values

The school is obliged to advise parents that they have a legal right to have their child withdrawn from Religious and Moral Education. Please put this in writing to the Head Teacher.

Extra-Curricular Activities - football, shinty, and dance take place after school hours. We also celebrate pupils' wider achievements through their own personal portfolio and across the school on our achievement board. Parents can access further information regarding the Curriculum for Excellence from national websites - [Parentzone Scotland | Education Scotland](#)

Assemblies

Weekly assemblies are led by either the Head Teacher or pupils. We share our learning and pass on our good wishes to pupils celebrating their birthday.

Charities

Through our enterprise projects we support "Children in Need" and "Red Nose Day" as well as a nominated local charity.

School Library

The library is housed in the general purpose area in the school. Classes have access to the library throughout the year which houses non-fiction and fiction texts for both curriculum activities and reading for enjoyment. The Library Van also visits the school at least once a month providing access to the books Highlife Highland have in their libraries.

Assessment & Record Keeping

Assessment is an on-going procedure and staff meet regularly to monitor and discuss pupil progress and next steps. Pupils are regularly consulted as to their own personal target setting. All teachers keep detailed records of each child's progress which is linked to the Curriculum for Excellence expectations and outcomes. If you would like any further information regarding assessment you can find it using the link [Assessment and achievement | Curriculum in Scotland | Parentzone Scotland | Education Scotland](#)

Homework

We currently give out homework on a rolling cycle of two weeks with homework and one week without, the amount given depends on the age of the child and reflects the work being done in school. Reading books are given out weekly for P1 - P3 pupils. Parents are urged to supervise this activity. Any concerns parents have with homework can be directed to the class teacher.

Setting targets/raising standards

Target setting is a National incentive in order to raise standards in Scottish schools.



Numeracy and Literacy are the key areas and every school is expected to make a contribution to national improvement by setting its own targets for development. At present we are working closely with all schools in Highland to develop further our tracking and monitoring system linked to the Curriculum for Excellence.

Parent Consultations

Parent Consultations are held in November and May with an "Open Day" in June. Parents are invited into school to view their children's work and to discuss their performance with the class teacher. Each year we also hold two Parent Workshops on aspects of the Curriculum for Excellence.

In June a **formal report** is sent home. Throughout the school year Key Assessment Tasks will be sent home at various times to cover Literacy, Numeracy, Health and Wellbeing and one other curricular area. These will include snapshots of the children's work as well as self assessment and teacher feedback. As a school, we seek to provide information to pupils, parents and staff to assist in the effectiveness of the learning and teaching process and in raising attainment. Teachers 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. We are continuing to work on developing a growth mindset with our pupils and as such they 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, progress checks, and target setting information.

An immediate concern can be easily dealt with by contacting school at any time (01397 772402) and an appointment can be made with the class teacher or the Head Teacher.

Child Protection

In terms of our Child Protection Inter-agency Guidelines, all 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 it their paramount consideration and this will be the priority for all staff, working at Banavie. Further information about Child Protection Procedures within Highland can be obtained from the Child Protection Development Officer. Telephone - 01463 703483.

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>

Drugs Misuse Incidents

In line with Highland Council's recommendation, Banavie Primary School endorses the Scottish Executive Guidelines for the Management of Incidents of Drugs Misuse in Schools. Any incidents of Drugs Misuse will be reported and dealt with in line with Highland Council Policy.

First Entrants

Enrolment

Children who are due to begin school in August are usually enrolled the previous January. Enrolment of new entrants is advertised in advance. Parents who are considering enrolling their children are most welcome to visit the school to meet the Head Teacher. An appointment can be



arranged by telephoning the school. During the summer term, normally in June, a visit to the school by the new entrants and their parents is arranged. This visit gives the children and parents the opportunity to meet the primary one teacher. The children spend some time in the classroom where they are encouraged to participate in some creative activities, while their parents are given a guided tour of the school and are given an opportunity to view and discuss educational materials and resources. The primary one teacher has timetabled visits to the nursery throughout the year. This allows the teacher to meet the children within a setting they know, thus helping to promote as easy a transition into school as possible for all the children.

There is a designated catchment area for the school. 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 Quality Improvement Manager, Kirsty Clark. Placing request applications are made online at: 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. Parents of children with additional support for learning, (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.

Some **Reminders** for Parents of First Entrants

PLEASE:

- Mark all articles of clothing, school bags and packed lunch boxes.
- Provide a bottle for water each day.
- Provide the child with an overall (an old shirt will do) for painting or other messy activities.
- Make an appointment to see the Head Teacher/class teacher if you are worried about your child.

What parents can do to help their children who are just starting school:

- Teach them to tie their shoelaces and fasten buttons.
- Teach them the names of colours.
- Talk about picture books with them.
- Talk about numbers e.g. "One shoe, two shoes" "three places at the table".
- Tell them stories - even the same story many times over if it is requested.
- Teach them the use of a knife and fork.
- Instruct them in road safety.

What Parents can do to help their children when at school:

- Supervise their homework
- Teach them to tell the time
- Encourage them to use local libraries to read books regularly and discuss with them the books they read
- Talk about life at school with them or about their school friends or their interests

But most important of all, listen to them, and by doing so, show them that you are interested in their progress.



Absence from school

Parents should contact the school by telephoning the absence line **01397 773220** by 9.30a.m. each morning if a child is to be absent. If the absence is likely to be for one week or more, parents should contact the school and advise accordingly.

Doctor or Dentist Appointments

If a child has to attend the doctor or dentist within school hours, it would be helpful if parents would send a note of the appointment time to the class teacher.

Holidays Taken Outwith The Normal School Holiday Period

Taking holidays outwith the recognised holiday time is discouraged. Under guidance from the Scottish Executive, most family holidays will be coded as an unauthorised absence; only in exceptional cases will the absence be recorded as authorised. Parents are asked 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

If you do decide to make holiday arrangements during term, you should confirm this in writing to the Head Teacher.

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.

Medical and professional services

Pupils will undergo examinations at the beginning and end of their primary education. There are regular visits to the school by the School Nurse and School Dental Unit.

Parents must inform the Head Teacher of any disabilities their child may have. If any medication is to be administered during the day, this will be done as per the school's policy on the administration of medicines.

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.

Be Kind, Be Responsible, Be Awesome



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

If your child is injured at school you will be contacted via Dojo or by telephone. If the injury is serious, then the school will take any necessary interventions including calling an ambulance if necessary. In these instances, a phone call to the parent will always take place as soon as possible after the injury has occurred.

Mental Health and Wellbeing

Staff will support the emotional development and wellbeing of pupils through formal and informal activities. Any concerns about pupil's wellbeing can be discussed with the Head Teacher. 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](#). School has access to Highland Council's Primary Mental Health Worker Service and consultation and advice may be sought if there are concerns that may require more targeted support. Parents will always be involved in any discussions beforehand, and this step will only be taken with full consent from parents and (where appropriate) the pupil themselves.

School road and school crossing

As the school road is so narrow, pupils are instructed to walk on the pavement at all times. **It is recommended that parents do not use the road for daily delivery of their children**, but drop them off at the top of the road where there is a Crossing Patroller. The Crossing Patroller is on duty from 8.30am -9.15am, 2.45pm -3.30pm each day.



Transport

Pupils from Achaphubuil, Blaich, Glenfinnan and Muirshearlich are eligible for school transport at the beginning and the end of the day. There is also a service bus for Corpach pupils. Pupils may cycle unaccompanied after parents have signed the required documentation. **In P1-3 we insist pupils are accompanied by an adult.**

Transport is not the school's responsibility, further information or any queries regarding school transport please contact school.transport@highland.gov.uk

Wet weather procedure

We try to have the children outdoors as much as possible during breaks and lunchtime and would recommend that they dress appropriately for the weather. However, during very wet weather pupils will be supervised inside their classroom by the playground supervisor and our PSAs.

School Closure/Adverse Weather

In the event that the school has to close due to adverse weather or for another reason, you will be notified via DOJO as soon as possible. Information can also be obtained on the Highland Council school closures webpage <http://www.highland.gov.uk/schoolclosures>

Discipline

A good standard of behaviour is expected from pupils at Banavie at all times for a positive approach to every aspect of school life. Action taken against unacceptable behaviour will follow our Positive Relationship Policy and depend on the circumstances of the event. Parents will be notified immediately in order to discuss any serious concerns.

Pupil Voice Groups

Pupils in Nursery-P7 are members of the Pupil Voice Groups. These include: Pupils Council, Eco Committee, Rights Respecting School, Junior Road Safety Officers and the News Group. These groups meet monthly to discuss issues and concerns which pupils may have. In the playground we have benches for the pupils and the green bench is our friendly bench for those pupils requiring some reassurance at break and lunch time.

School Meals/Packed Lunches /Snack

Cooked meals are provided daily at a cost of £2.40. Money is collected on a Monday. Cheques are payable to the Highland Council. All pupils in P1-5 are entitled to a free school meal. For information and application forms for Free School Meals please see

<http://www.highland.gov.uk/info/899/schools-grants-and-benefits/10/free-school-meals-and-assistance-with-clothing> or the school office.

The menus follow the healthy schools programme and work in a four week rotation. A drink of milk/water is provided each day. Packed lunches should try to follow healthy guidelines and are eaten in the dining hall or outside in good weather (P4-7 only). Only cartons of drinks may be brought into school. All pupils integrate across the classes during the lunch. A small snack of preferably fruit/something healthy can be consumed at break time. The canteen also offer a tuck shop with toast, pancakes or half a bagel. Occasionally, the classes may organise a tuck shop for special events. This information will be shared on Dojo.



Lost Property

All items found are handed to the Head Teacher and are placed in the entrance hall.

School Fund

Each year the school engages in a variety of activities, under the auspices of fundraising. The fund is held in a bank account at the Royal Bank of Scotland with the Head Teacher and the Principal Teacher as signatories.

The extra this provides includes, school trips, Christmas parties, visits by theatre groups. The fund is also used to stock our library, computers, playground equipment and musical instruments.

School website

Information on various aspects of our school can be found on our school website.

The website address is:- [Banavie Primary School \(google.com\)](http://Banavie Primary School (google.com))

The website is regularly updated. Contributions and suggestions from parents are most welcome.

Policies

Our school policies are available from the school office on request. Highland Council policies are available using the link [Policies | Policies | The Highland Council](#)

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 Headteacher.

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: [16plus Planning | Hi-hope](#)

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

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

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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.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.

Equal Opportunities, Equality and Inclusion

Access to all subjects is provided to all pupils without reference to the sex of the pupil, as Banavie Primary School conforms to the principle of Equal Opportunities in all areas.

http://www.highland.gov.uk/info/751/equality_equality_diversity_and_citizenship/313/equal_opportunities

Multi-Cultural and Anti-Racist Policy

We have a responsibility as a school for combating racism and promoting understanding respect for other people's cultural identity and beliefs. Regardless of race, gender, class or ability we aim to provide equality of opportunity and an environment in which shared cultural experiences provide the basis for mutual understanding of other backgrounds and beliefs. Incidents of a racist nature will be logged and the action taken will be recorded.

Anti Bullying Policy

At Banavie we do not tolerate bullying and want to ensure that all pupils, parents and staff feel safe and valued. If you have any concerns please do not hesitate to contact the Head Teacher.

https://www.highland.gov.uk/downloads/file/19358/anti_bullying_-_guidance_for_schools

Military Families

Our school welcomes and supports families and their children and young people from **Armed Forces families: Serving, Reservists and Veterans.**

We understand some of the challenges that service life can bring. These may be more difficult during times of mobility, separation due to a deployment, long training exercise or weekending. We look forward to working with you to ensure your child or young person thrives whilst with us in Highland.

Please get in touch with us as soon as you can so we can work together to ensure we are ready for your child or young person joining us. This is particularly important if they have additional support for learning (ASL) needs so that we can where possible have the appropriate support in place. (ASL is the term used in Scotland, in England a similar term is SEND).

Highland Council proudly committed to the Armed Forces Covenant many years ago and have built positive relationships with its Armed Forces community. There is a unique and dedicated partnership, [The Military Liaison Group \(Education\)](#), often referred to as "The MLG" extend a warm welcome to you. This was formed to promote and ensure the equity and equality for any child or young person from an Armed Forces family, within an educational context, so that they



thrive whilst with us in Highland.

There is a dedicated website in Highland, [Armed Forces Families Website](#) that has been developed and informed by our Armed Forces community's needs. It is an easy to navigate website with helpful information, guidance and support for families, educators, children and young people and communities. Here is a link to take you directly to the [Enrolment page](#) which may be particularly helpful.

Our children and young people have co-created a warm welcome to you and your family. Click the links here [Primary School Welcome](#) | [Secondary School Welcome](#)

Please get in touch with the Headteacher if you have any queries or if you would prefer, contact the MLG (Education) lead [here](#)

Educational Excursions

School excursions occur throughout the school session. They can range from a local walk to a whole school trip outwith the area. Parents are notified of all school outings.

Transfer to Secondary School

On completion of Primary 7, pupils usually transfer to:

Lochaber High School
Camaghael,
Fort William
PH33 7ND
Tel: 01397 702512

There are many transition opportunities for the Primary 7 pupils including a basketball tournament, watching school productions and inter school athletics and swimming. The Primary 7 pupils have five induction days at Lochaber High School in June. This allows the pupils to meet staff, visit the different departments and follow a timetable. Guidance staff visit Banavie Primary to talk to our pupils and answer any questions they may have. Secondary learning support teachers visit pupils who have additional support needs and they are given the opportunity to have additional enhanced transition visits throughout the year. These visits are usually in small groups and a member of primary school staff or a parent can accompany them.

Parents can look at the website [Lochaber High School - Home](#)

Health Promoting Status

Banavie Primary School is a Health Promoting School. We follow a structured program of health related topics in order to afford pupils choice and information in order to make informed decisions as they grow and develop.

DOJO

The school uses DOJO as a way to communicate with parents. Some classes also use it as a reward system. More information will be given to you once your child starts.

Green Flag Status

Banavie Primary School has now achieved seven "Green Flags" through the Eco initiative.

Rights Respecting School

The UNICEF UK Rights Respecting School Awards (RRSA) is based on principles of equality,

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dignity, respect, non-discrimination and participation. The RRSA seeks to put the UN Convention on the Rights of the Child at the heart and develop every child's talent and ability to their full potential. A Rights Respecting School is a community where children's rights are learned, taught, practised, respected, protected and promoted. Banavie has achieved their Bronze award and both staff and pupils are dedicated to embedding the principles of RRSA into the ethos of the school. We are now working towards our Silver Award.

School Improvement and Standards and Quality Report

Through undertaking self evaluation we have decided to work on the following aspects of the school:

1. To continue to raise attainment in numeracy.
2. To refresh our Visions, Values and Aims and enhance parental engagement.
3. To further enhance the rights of the child by undertaking the Silver Rights Respecting Schools Award.

The results from previous improvements made can be found in the Standard and Quality report. These showed that we had made improvements in most areas of numeracy. We are now focusing on specific classes and topics to increase attainment further.

We worked closely with our colleagues in the Associated School Group to embed moderation and assessment in numeracy.

The final area that we focused on was to achieve our Bronze rights Respecting School Award, which we did in June 2024.

We look for parent involvement and feedback for these areas during our Parent Consultation evening and through questionnaires.

If you would like any further information on the School Improvement Plan or the Standards and Quality Report, please see the school website and look under the Parent tab. [Banavie Primary School](#)

The school share copies of these documents during Parent Council meetings and they are also available on request at the school.

Inspection of Banavie Primary School

Banavie Primary School and Nursery were inspected in December 2022. The Inspection covered key aspects of the work of the school at all stages. Copies of the report are available from the school, or by clicking the link below.

[Details | Find an inspection report | Find an inspection report | Inspection and Review | Education Scotland](#)

Conclusion

May I assure you that the Staff at Banavue Primary will endeavour to provide the best possible education for your child. We look forward to having a happy and successful partnership with you and your child.

Mrs Colette MacLean, Acting Head Teacher.



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



Holiday Dates - 2026/2027

Holiday Starts	Return to School
	Wednesday 19 th August 2026
Monday 12 th October 2026	Monday 26 th October 2026
Wednesday 23 rd December 2026	Wednesday 6 th January 2027
Monday 15 th February 2027	Thursday 18 th February 2027
Friday 26 th March 2027	Monday 12 th April 2027
Monday 3 rd May 2027	Tuesday 4 th May 2027
Friday 2 nd July 2027	

In service training dates
Monday 17 th and Tuesday 18 th August 2026
Monday 14 th September 2026
Wednesday 17 th February 2027
Thursday 6 th May 2027

[School term dates](#) | [School term dates](#) | [The Highland Council](#)