

# Carrbridge Primary and Nursery School 2026/27



**Carrbridge Primary & Nursery  
Main Road  
Carrbridge  
Highland PH23 3AF**

**01479 841249**

**[carrbridge.primary@highland.gov.uk](mailto:carrbridge.primary@highland.gov.uk)  
[Our School Website](#)**

# Welcome to Carrbridge Primary School

**Our greatest priority in Carrbridge School is that we provide a happy and safe place for children and staff to learn and work in and that parents feel they too are part of the school community. We wish to ensure that within this environment children progress emotionally, socially and intellectually.**

This booklet is designed to provide you with basic information about the school. As well as this, parents are kept informed of all that is happening in school through regular newsletters and, of course, we operate 'an open door' policy for parents. This means that parents can pop into school at an appropriate time and speak to the class teacher or to the Head Teacher about any concerns they may have or simply to ascertain some information.

Mrs Lake

Contact directly: [clare.lake@highland.gov.uk](mailto:clare.lake@highland.gov.uk)

## OUR SCHOOL

Carrbridge Primary School is a modern one storey building set in attractive grounds which have been landscaped to allow for a pleasant and interesting outdoor environment for children to play and learn in. A recent addition to our school grounds has been the construction of a large outdoor shelter which will enable the children to work outdoors.

The school has regular contact with the local ranger service to ensure the grounds are maintained as a learning environment for the children.

The school is set within the environs of the Cairngorm National Park. Carrbridge Primary School is situated in the centre of the village. Entry to the school is at the West end of the main village car park.

The school has four classrooms and a new mobile classroom which is currently used for group work, music lessons and any visitors. The classrooms, which are spacious and bright, surround a large open area, which allows access to greater space for activity work and which also has our library.. All the classrooms are fully carpeted. Our current roll is 8 in school and 18 in Nursery.

Our well-equipped PE hall doubles as a dining room where delicious lunches, freshly cooked on the premises, are served each day. We also use the hall for assemblies, school concerts and social events.

Toilets and cloakrooms are all easily accessible within the building. The building is accessible for wheelchairs and we also have a toilet accessible for wheelchair users.

An extension to the building houses our nursery. This has been purpose built and is quite outstanding in the quality of learning environment it provides for our pre-school children. A welcome booklet exists for the nursery and can be requested from the school office.

New families who are moving, or are thinking of moving into our catchment area, are very welcome to come and visit the school. This also applies to those considering a placing request. We would ask that you make an appointment in order that someone is available to answer any queries you may have.

Carrbridge Primary School is non-denominational and co-educational for pupils from Primary 1 to Primary 7. Currently we have 19 pupils in Nursery and 81 pupils in P1-P7

The Nursery provides pre-school education for 3 & 4year olds. They are currently able to offer 1140 hours flexible nursery education.



## CARRBRIDGE PRIMARY SCHOOL

### Teaching Staff

Mrs Clare Lake	Head Teacher
Mrs Sofie O'Brien	Class Teacher ( P1/2)
Mrs Janet Townsend	Class Teacher ( P3)
Mrs Carina Prigmore	
Miss Zara McLaughlin	Class Teacher (P4/5)
Mrs O'Reilly	Class Teacher (P6/7)

### Visiting Specialists]

Mrs Jane Nicol	P.E. [CCR]
Mr Liam Patton	Support for Learning (ASN)
Mr Chris Thompson	Piping Instructor
Mr John Rutter	Violin Instructor

### Nursery Staff

Ms Jenny Given	Early Years Practitioner
Mrs Amy Grant	Early Years Practitioner
Miss Olivia Duncan	Early Years Practitioner

### Non-Teaching Staff

Mrs Vinni McIntosh	Pupil support assistant, Learning Support
Mrs Vinni McIntosh	& Out of School Hours Assistant
Mrs Joanna Walker	Clerical Assistant
Mrs Eilidh Murray	Cook in Charge
Ms Paige Robertson	Catering Assistant
Ms Paige Robertson	Cleaner
Rev'd G Atkinson	School Chaplain
	School Nurse
Mrs Sarah Patience	Educational Psychologist
Miss Rebecca Costello	Speech and Language Therapist
Mr Lee Carrott	Facilities Manager

Acting Quality Improvement Manager Mark Jones [Mark.jones@highland.gov.uk](mailto:Mark.jones@highland.gov.uk)

## PUPIL HOURS

### Primarys 1-3

Mon:	9.00am - 12.30pm	1.20pm - 2.50pm
Tues:	9.00am - 12.30pm	1.20pm - 2.50pm
Wed:	9.00am - 12.30pm	1.20pm - 2.50pm
Thurs:	9.00am - 12.30pm	1.20pm - 2.50pm
Friday:	9.00am - 12.45pm	

### Primarys 4-7

Mon:	9.00am - 12.30pm	1.20pm - 3.30pm
Tues:	9.00am - 12.30pm	1.20pm - 3.30pm
Wed:	9.00am - 12.30pm	1.20pm - 3.30pm
Thurs:	9.00am - 12.30pm	1.20pm - 3.30pm
Friday:	9.00am - 12.45pm	

Morning interval for P1 - P7 10.45 - 11.00am

Children are encouraged to bring a healthy snack to school and this will be eaten in the classroom before going outside for morning break.

### Nursery Hours

Monday	9.00am - 3.30pm
Tuesday	9.00am - 3.30pm
Wednesday	9.00am - 3.30pm
Thursday	9.00am - 3.30pm
Friday	9.00am - 1pm

*The nursery sessions are open to three and four year olds every day.*



## AIMS OF CARRBRIDGE PRIMARY SCHOOL

These aims were drawn up after discussion with staff and children. The aims are reviewed every session and changed or updated as need is identified.

### **As a Silver rights respecting school we aim to:**

- Deliver a broad balanced, challenging, engaging and inclusive curriculum which allows each child to achieve his or her full potential.
- Encourage and support the development of positive lifestyles and attitudes
- Create a happy, nurturing and secure environment in which all members of the school community treat each other with mutual respect and fairness.
- Make a contribution to the life of the community through actively promoting partnerships with parents, professional agencies, individuals, businesses and the wider community including Cairngorm National Park
- Provide high a quality teaching and learning experiences that promote active learning and the use of the outdoors.
- Use a range of teaching styles that will reflect the different ways that learner's progress.
- Provide high quality feedback which informs next steps to learning.
- Encourage our children to actively contribute to the life and work of the school through our citizenship groups, class responsibilities and regular opportunities to plan for the future of our school.



Our School Values are:

Kind Friendly Inclusive Team Supportive Community

## Our Ethos

At Carrbridge PS we are committed to each and every pupil so that they achieve their best and celebrate all their successes. We have effective support procedures which we put in place if needed. We have achievement folders, stickers, notes home and pupil of the week in school and have special wider achievement assemblies termly to find out what our pupils are doing out of school.

At Carrbridge PS we operate an 'open door policy' whereby parents are welcome in the school and we hope that you will feel free to come to us with anything that concerns you about your child's education or school life.

Our equality and diversity policy [Equality and Diversity Policy](#)

Our Bullying policy - [Bullying and Positive Relationships Policy](#)

Here is the Council's anti-bullying policy

[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)

If you wish to speak with a class teacher, we would ask that you telephone or write to make an appointment as all of the staff are class committed -this means we can ensure ample quality time for your discussion.

In addition to informal meetings with parents, Consultation Meetings are held bi-annually in October and March where you will have a chance to discuss your child's targets and progress. You may be assured however, that if we have concerns about your child we will contact you and ask you to come in to discuss this further. Parents' guidelines about complaints / concerns are available in the office. More information is available here, **Parentline:** <https://www.children1st.org.uk/help-for-families/parentline-scotland/>.

Throughout the year we hold parent's information evenings and / or workshops. These are to keep you in touch with what is happening in school, make you aware of any new initiatives we are introducing and generally to allow you to discuss and support your child's work at home. We regularly have assemblies and events in school and we regularly post on class dojo which is a great way to share what is happening in school.

Notice of all these activities will be given through class dojo designed to keep you well informed about everything going on in the school.

Carrbridge Primary School Parent Council (CPSPC) works alongside school staff to maintain a strong partnership between home and school and also provides parents with a forum for discussion of matters relating to the education of their children as well as an opportunity to provide practical assistance both within school hours and with extra-curricular activities. Our current Chair of the parent Council is Julie Major and Karen Johnston. There is a parent council whatsapp group and an email address [Carrbridge.primary@highlandpc.co.uk](mailto:Carrbridge.primary@highlandpc.co.uk)

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

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

- **Ongoing support arrangements for pupils including pastoral support arrangements.** Useful advice can be found here <https://hcpc.scot/wp-content/uploads/2024/09/Highland-Child-Protection-and-GIRFEC-Guidance-2024-FINAL.pdf> - **new link to GIRFEC and Child Protection guidance**

## **EDUCATION MAINTENANCE ALLOWANCES (EMA)**

An EMA is a weekly payment worth up to £30 for pupils who are planning to stay on at school after their leaving age. They must complete a learning agreement at school for a minimum of 21 learning hours per week.

In session 2025/2026 pupils born between 1 March 2006 and 30 September 2009 can receive payments from August 2025. Pupils born between 1 October 2009 and 28 February 2010 can receive payments from January 2026. Further information on full eligibility criteria and the online application process can be obtained from the school.

[https://www.highland.gov.uk/info/899/schools\\_-\\_grants\\_and\\_benefits/14/education\\_maintenance\\_allowance\\_-](https://www.highland.gov.uk/info/899/schools_-_grants_and_benefits/14/education_maintenance_allowance_-)

## **ATTENDANCE/ABSENCE**

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

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

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

Schools are required to keep an attendance register by law. We have a responsibility for

the care and welfare of all pupils during the school day therefore need to know the whereabouts of absent pupils.

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

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

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

[School term dates | Highland School Calendar 2026 to 2027](#)

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

## **HOMEWORK**

All children are given a homework brainbuilder which will identify work to be completed to support what is learned in school. This allows for ownership by the child and allows for out of school commitments. Should there ever be concerns please do not hesitate to come in and discuss the problem with your child's teacher.

## **PARENTAL HELP**

We are very fortunate in Carrbridge that the education our children receive is greatly broadened and enhanced by the support we receive from parents and the local community.

In order to develop this support further, parents are invited to offer their support, so that everyone may have the opportunity to use their talents in their own particular way. This has proved to be very successful recently, with many people helping out whenever they can. Those of you who are interested in taking an extra curricular club must go through a Disclosure Scotland check. We hold the appropriate forms in school. The cost of this will be met by the school.

## **PLACING REQUESTS - PARENTAL CHOICE**

Each school serves its own particular catchment area. Pupils whose homes are located in that area will have priority in being allocated a place in the school. However, parents have the right to specify the school in which they wish to place their child. Application must be made to the Area Care and Learning Manager, Mark Jones, placing request forms can be obtained from

[http://www.highland.gov.uk/info/878/schools/11/school\\_enrolment/2](http://www.highland.gov.uk/info/878/schools/11/school_enrolment/2)

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

If pupils live out with the school catchment area and their parents wish them to attend Carrbridge Primary they can contact Mrs Lake to arrange a visit

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

## **SCHOOL UNIFORM**

We encourage children to wear school uniform and appreciate that most parents cooperate with this policy.

The uniform consists of: -

White polo shirt or house t-shirt (red, yellow or green)

Blue Carrbridge sweatshirt

Black/Grey skirt or trousers.

School tie

Indoor footwear e.g. gym shoes or trainers.

Shorts and T-shirt for PE

School uniform is available here:

<https://grantownschoolwear.co.uk/carrbridge/carrbridge-primary>

A nursery sweatshirt (with rainbow logo) is available in blue.

## **ASSISTANCE WITH SCHOOL CLOTHING & FREE MEALS**

The Authority operates a scheme to assist families in receipt of Income Support, Income Based Job Seeker's Allowance, Child Tax Credit but not in receipt of Working Tax Credit. Evidence required is one of the under noted documents:

- A Current letter of entitlement
- B Tax credits award notice
- C Home Office Immigration Form

Application forms are available from the school office/Highland Council Service Point or on the Highland Council website.

For more information and to apply. [Benefits - Free school meals and clothing | The Highland Council](#)

## **SCHOOL MEALS**

Freshly cooked meals, costing £2.40 are provided daily. Lunch money should be paid on a Monday for the whole week. Cheques should be made payable to 'The Highland Council'. All Primary 1-5 children are eligible for a free school lunch. We would encourage all families to consider a school lunch as we take account of healthy eating habits.

For more information about school meals follow this link, [School meals | School meals | The Highland Council](#)

## **PACKED LUNCHES**

Children who bring packed lunches eat with the rest of the children in the hall at lunchtime. All Staff also share this time with the children. We encourage parents to ensure that the packed lunch is healthy and nutritious.

## **PROMOTING POSITIVE BEHAVIOUR**

At Carrbridge Primary school promoting positive behaviour is very important as it helps to create the best environment in which children learn. In Carrbridge School we believe that rules both at whole school and classroom level need to be agreed and written down. Children also need to have ownership of these. To this end, we have our Class Charter for the school and playground charter for the playground. The staff and children together create a set of classroom aims annually. Should there be a breakdown of behaviour in school or playground Parents will be asked to make an appointment to discuss further. We encourage good behaviour with rewards, merits stickers and pupil of the week.

## ADDITIONAL SUPPORT NEEDS

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

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

Highland Council would seek to work in partnership with parents at all times, but sometimes you will have a concern that you don't feel is being addressed, or will want to talk to someone outwith the school. Should you have any concerns that your child's additional needs are not being met, you should contact your child's named person in the first instance and/or the Head Teacher. 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)

## SUPPORT FOR PUPILS

- We work closely with parents and professionals to ensure that all pupil needs are met. If a parent has a concern then they should contact their class teacher in the first instance and then the Head Teacher.

[Support for Learners Website](#)

- Note that all children will have a Named Person and who to contact if a parent thinks that a pupil has additional support needs and where to get more information and advice. This is Mrs Lake, Head Teacher [Support for Learners Website](#): <http://enquire.org.uk/>
- A useful website for parents is <https://thrivingfamilies.org.uk/>
- At Carrbridge Primary we follow the Education (Additional Support for Learning) (Scotland) Act 2009.

For more information please follow the links below.

(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

## **SCHOOL POLICIES AND PRACTICAL INFORMATION**

A list of school and authority policies can be accessed on the school's website. They can also be accessed on the Highland Council website [Authority Policies](#)

## **HEALTH CARE**

The school nurse visits the school regularly and is happy to discuss any problems concerning your child's health. Selected medical inspections are made at P1 and P7 stages and if your child is selected you will be invited to attend. Tests of vision and hearing are made at intermediate stages of the school if there is any cause for concern. Speech and language therapy is available if required.

Should a member of staff have concerns about a child we will discuss this with the parents and may suggest referral for a specific need.

The external agencies, the additional learning support teacher and the Headteacher meet as a liaison group on a regular basis to ensure continuity and shared knowledge where this is appropriate.

Within the curriculum we ensure that all children have ongoing and progressive access to health education. In upper stages pupils take part in a health project about growing up and changes to their bodies.

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

### **HEALTH PROMOTING SCHOOL**

As a Health Promoting school we also encourage pupils, staff and parents to think about healthier lifestyles. Pupils are encouraged to set Health Targets. Healthy living is a regular topic in classes. We have a School Travel Plan which promotes safe and healthy routes to school. Staff take part in health promotion activities. We value all the activities that make up a healthy and happy community.

School Meals cost £2.40 for pupils and just keep getting better, with better quality food, healthier meals, larger portion sizes and more and better choices. If a pupil has special dietary needs, please inform the school. Free meals can be claimed in certain circumstances, for information and application form please see

[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)

## **PROPERTY**

It is **very helpful** to us if all belongings are clearly marked with the child's name. This is especially important for items which are similar e.g. sweatshirts and gym shoes.

Should anything go missing in school please report this promptly and we will do our utmost to find it. We encourage children to take care of their own belongings, giving them identified places to store their own things on a daily basis. Items, which remain unclaimed in classrooms or cloakrooms, will be kept in the storage boxes until the end of term.

Any correspondence for home via the children will have been labelled with their name by the school.

## **SAFETY AND SECURITY**

The school has a security system at the main door and at the door into the nursery. Access when the children are in school is by a video bell system, which is electronically controlled from inside the building. The system is not active at break times to allow children access to toilets and staff. A secure fence surrounds the school and gates are closed when children are at play and traffic only allowed in at safe times. The exception to this is any vehicle dropping off children who have limited mobility. This should be discussed with the Headteacher.

## **PLAYGROUND SUPERVISION**

When pupils are at school, the responsibility for their safety rests with the Authority, and the Head Teacher and the staff undertake this responsibility on behalf of the Authority. This means that reasonable steps should be taken to prevent any pupils suffering injury and to ensure that accidents or difficulties can be reported to a responsible adult and appropriate action taken.

## **INTERVALS AND INCLEMENT WEATHER ARRANGEMENTS**

Children are allowed to stay in their classrooms during intervals (mornings and lunchtimes) if the weather is very wet or deemed to be unsuitable for outdoor play. Children are supervised at these times. If your child needs to stay indoors for medical reasons please inform us of this.

## LIAISON

### **PRE-SCHOOL CONTACT**

Nursery children and Primary 1/2 work together regularly. We have developed a rigorous transition process whereby children meet weekly for singing and forest school. In the Summer term Nursery join Primary 1/2 for taster sessions.

School Enrolment of the pre-school children takes place the spring term each year. In June the children spend a series of sessions in school with their new teacher.

### 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 01479 841249. 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 outwith school hours.

If pupils fall ill during the day, parents are contacted for them to collect their child, therefore it is essential that we have up to date 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.

## **SECONDARY SCHOOL**

Pupils attending Carrbridge Primary School will transfer to Grantown Grammar after Primary 7. The Head Teacher is Mr Scott Wilson.

Pupils travel to Grantown by contract bus. Application forms are issued to P7 pupils in the spring term prior to transfer. There is a full programme of transfer and liaison meetings between Primary 7 pupils, their parents and the Grammar School, the transfer procedure is as follows:

### **January/February**

Secondary Learning Support Staff visit associated primary schools to discuss strengths, special support and interests of P7.

### **May/June**

Guidance Staff visit associated primary schools to meet with P7 pupils to give them information and to give P7 pupils a chance to ask questions about secondary school.

### **June**

P7 have a residential trip with P7 pupils from all Primary Schools at Lagganlia, a local outdoor centre. These pupils will all go on together to GGS. There is a week visit for all P7 pupils to the secondary school the week after. This is an opportunity to get to know Grantown Grammar and to sample the curriculum. Shortly after this visit, parents of P7 children are invited to visit the secondary school one evening to meet with Guidance Staff and the Management Team. There is an opportunity to see round the building and to discuss any points of interest or concern.

In June also all attainment data is forwarded from the primary to secondary and all personal documentation for each pupil.

Contact details are:

Email: [Grantown.grammar.highland.gov.uk](mailto:Grantown.grammar.highland.gov.uk)

Telephone: 01479 872649

## **EMERGENCY CLOSURE**

Should it be necessary to close the school in an emergency, the school will ensure that an adult, parent or emergency contact is at home to receive the child. Please keep your emergency contacts up to date. Information regarding adverse weather will be sent out annually and you will be asked to update any changes in where your child should go should school close in the course of the day.

## **SEVERE CLOSURE INFORMATION FOR PARENTS**

In case of severe weather or an emergency school may be closed. If that happens you will receive a phone call from our parent messaging system, it will be on our Facebook page, class dojo and you can also access the highland school closure website on: <http://www.highland.gov.uk/schoolclosures>

## **EMERGENCY CONTACTS**

At the start of each school session you will be sent a copy of any emergency contacts we have for your children. You will be asked to check and amend these if necessary. We must have these up to date in case of illness or accident at school, in order that we can contact you or someone who will take care of your child if you cannot be contacted. We will also ask you annually to fill in a contact for adverse weather conditions, should the school have to close in the course of the day.

If your child becomes ill at school you will be contacted by telephone if possible. In the interests of your child's safety, if the illness or injury seems serious or requires urgent medical attention we will call the local doctor or take the child to Grantown Hospital. You will of course be informed at the earliest opportunity.

In the case of any head bump, we will advise you to take the child home for observation. It would be helpful if you could keep the school informed about any medical complaint your child may have which you think we should know about. Such information will be confidential to the Head Teacher and any members of staff who have responsibility for your child. Any medicines should be brought into office and labelled clearly.

## **PLEASE ENSURE THAT YOU INFORM THE SCHOOL OF ANY CHANGES IN EMERGENCY CONTACTS**

## **THE CURRICULUM AND HOW IT IS DELIVERED**

In Carrbridge we deliver all aspects of the curriculum through Curriculum for Excellence. [Curriculum for Excellence | Education Scotland](#)

We review resources regularly to ensure quality provision for the children. Through such means, we guarantee continuity, progression and pace of learning. We can build on and take account of former learning. Staff can tell easily at which level a child is at in all areas and compare curricular areas. It allows for group, class and individual teaching and learning.

We ensure our staff; teaching, non-teaching and specialists are offered Staff Development opportunities in order that methodologies, strategies and resources are of the highest calibre in the classrooms. Staff are also encouraged to reflect on their teaching and share good experiences and discuss why something has not worked, or indeed has worked well! The staff meet together on a weekly basis and often spend time planning together. The Headteacher also meets with Additional Support for Learning Staff and Nursery Staff at regular intervals in the school calendar to discuss specific issues.

We use various approaches to teaching and follow the advice of the Highland Learning and Teaching Policy for Teachers. We encompass the most up to date research to ensure our children, and our staff, are always on the leading edge of education and benefiting from that research.

We are encouraging the children to realise that we all learn differently and showing them various ways of learning in the hope that they become more aware of what helps them to learn and build on this for the future.

We are using collaborative strategies and assessment is for learning strategies in the classrooms.

We are positive that our approach to the curriculum will empower children and improve attainment and achievement for all.

We constantly celebrate all success through class dojo, assemblies, stickers Certificates are presented at awards assemblies and parents and members of the community and visitors are always welcome.

Digital learning permeates the whole curriculum at all levels. We are able to supply a chrome book for each of our P2-P7 pupils and look forward to sharing learning opportunities through google classroom.

We are very proud of our awards in cycling to school and eco schools and have developed regular opportunities for outdoor learning.

Our Personal and Social Development Programme is very important in Carrbridge as we strongly believe that if a child's attitude to work is not right or indeed they are 'at odds' with the world, then learning will not happen at as well as it should. Strategies are in place to take cognisance of different learning styles.

We work closely with schools in our associated school group and have begun a cycle of shared trips for P6 to Lagganlia and P7 to Edinburgh.

### **RELIGIOUS OBSERVANCE, Withdrawal**

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

## **ASSESSMENT AND RECORDING**

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. We regularly share snapshots of what's happening in school through class dojo.

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

### **Progress**

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

## **SCHOOL IMPROVEMENT**

From our Curriculum for Excellence information for P1 and P4 100% (who completed the assessment) were achieving in reading, Math, writing and listening and talking however in P7 it was 85% in reading, Maths, writing and listening and talking which was expected. The percentage of free school meals is 5%. From Quality Improvement visits it was agreed that the school use data effectively to measure pupil progress and to see gaps that need to be filled.

Standards in relation to literacy, numeracy and health and well-being have been improved through use of data, the addition of resources and opportunities to try initiatives such as Active Play, the rollout of Chrome Books to all pupils in P3-7 and continuous teaching through outdoor learning.

The school has worked to close the poverty-related attainment gap through careful spending to support learning and experiences for individual pupils and whole classes. HMI.

From our recent inspection it said "The headteacher and staff know children and their families well. They are aware of the socioeconomic context of the school community. The headteacher uses Pupil Equity Funds well to enhance staffing and develop approaches to literacy and numeracy. Planned approaches and strategies are having a positive impact on children's overall progress in literacy and numeracy."

## **STANDARDS AND QUALITY REPORT**

Our school's Standard and Quality report is available [here](#)  
And also on our website at: [Our School Website](#)

Our latest HMIE report: [Carrbridge Primary HM Inspection Report](#)

## **COMPLAINTS AND REQUESTS FOR SERVICE**

If a parent has any concerns they should contact the Head Teacher.

The school will always endeavour to resolve issues by listening to parents and seeking solutions in partnership. Should a situation not be resolved, parents can contact the Area Care and Learning Manager, Mark Jones.

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

## **CONCLUSION**

May I assure you that the all of the Staff at Carrbridge Primary School are committed to providing the best possible education for your child.

We look forward to having a happy and successful partnership with you and your child throughout your child's primary school years.

*Mrs C Lake, Head teacher*

*The information contained in this booklet is as accurate as possible at the time of writing but can be subject to alteration to accommodate changing circumstances.*

