

# CASTLETOWN PRIMARY SCHOOL Brochure 2026-27



<https://castletownprimary.wordpress.com/>

## Castletown Primary School - Vision & Values

Reviewed in Nov 2022



## INTRODUCTION

Welcome to the Castletown School Brochure. We hope it will help you to become familiar with procedures and practices in our school.

It is our hope that this document will be a source of information for both current and prospective new parents of Castletown Primary School. We welcome comments and suggestions for improvement to our brochure at any time throughout the school year.

It is available online at <https://castletownprimary.wordpress.com> and also on the Highland Council website. On request, you can be provided with a paper copy of this brochure or a version in an alternative format e.g. Braille, or translated into a community language other than English.

The brochure cannot hope to cover all questions you may have, especially those of a day-to-day nature, therefore we welcome further questions by families. Liaison between home and school is essential at all times, to ensure we work together to achieve the full potential of your child.

Please note that whilst the information is considered to be correct at the time of printing, it is possible that there may be changes affecting a matter dealt with in the document.

This brochure was last updated in November 2025.

## HOW TO CONTACT THE SCHOOL

Address **Mrs Rhona Moodie - Head Teacher**  
Castletown School, CASTLETOWN. KW14 8UA 01847 821256

Email [castletown.primary@highland.gov.uk](mailto:castletown.primary@highland.gov.uk) or [rhona.moodie@highland.gov.uk](mailto:rhona.moodie@highland.gov.uk)

Should you have cause for concern about any aspect of your child's progress, behaviour or any other matter involving the school, please do not hesitate to contact us immediately. Issues or questions can be dealt with more quickly if they are identified promptly.

## INFORMATION FOR PROSPECTIVE NEW PARENTS

Choosing the best school for your child can be an extremely daunting and worrying process for any parent, whether they are starting school for the first time or changing schools at any point during their education. At Castletown Primary our aim is to make this transition as easy and as seamless as we possibly can. We hope that you will find the information in this brochure helpful and informative.

To get a real feel for our school we would strongly recommend that you and your family visit the school. It is a good time to meet staff, show your child(ren) the different areas of the school and discuss any queries or concerns you may have. The enrolment process is completed online and you can be given assistance with this by the school office.

## OTHER CONTACT INFORMATION

|   |   |
|---|---|
| Area Quality Improvement Manager (AQIM)<br>Katherine van Voorneveld                       | Tel: 07345750430  |
| Mrs Rhona Moodie, Headteacher<br>Castletown Primary School, Castletown, Caithness KW1 4YH | Tel: 01847 821256<br>Email: <a href="mailto:rhona.moodie@highland.gov.uk">rhona.moodie@highland.gov.uk</a><br>or <a href="mailto:castletown.primary@highland.gov.uk">castletown.primary@highland.gov.uk</a> |
| Mrs Hannah Flavell, Thurso High School, Ormlie Road, Thurso                               | Tel: 01847 893822   |
| Lochshell Dental Clinic, Unit 8, Wick Business Park, Wick                                 | Tel: 01955 609940   |
| Dunbar Dental Clinic, Dunbar Hospital, Thurso   | Tel: 01847 896580   |
| Community School Nurses, Caithness House, Wick.   | Office: 01955 608 123/124   |

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# **GENERAL INFORMATION**

## **ABOUT OUR SCHOOL**

Castletown lies on the North Coast of Caithness, about five miles east of the town of Thurso on Dunnet Bay. The village owes its existence to the Caithness Flagstone Industry and dates to the beginning of the nineteenth century, when Sheriff Traill established a Pavement Works at Castlehill and built the associated Castletown Harbour. Several of the workers' cottages still exist along the main street. After being situated initially in the Traill Hall, a new school was provided in 1875 by the Olig School Board. A Higher Grade Department was added, and although threatened with closure as early as 1935, it was not until 1966 that the senior department actually closed.

The school currently has a ELC (Early Learning Centre) class for 2-5 year olds and also a primary school for P1-7. The ELC operates 5 days a week from 9am until 3pm. At present there are 66 mainstream pupils and 14 ELC children (as of November 25).

The school has 4 main classrooms, a school hall, with a stage and library, other multiple other rooms available for pupil support and meetings. It also has a separate gym building. It has large areas of tarmac and a large pitch for the children to use at playtimes and for sports activities. We also have many areas of playground markings/games on our site as well as an outdoor classroom area, timber trail and sandpit.

The children, with the help of the local Countryside Ranger, had developed a Wildlife Area, which is situated at the bottom of the pitch, containing a pond, trees and a flowerbed. We also have a fenced area of tarmac for ELC.

## **AIMS OF THE SCHOOL**

1. Castletown Primary School aims to be a happy and dynamic learning environment in which pupils are encouraged to achieve their full potential. Every member of our school community should be treated equally and with respect.
2. Learning and caring are at the heart of school activities, both formal and informal. We aim to promote a positive attitude to learning, to encourage pupils to be proud of their school, to celebrate their own efforts and achievements and those of others, and to feel that all their contributions are valued.
3. Through effective learning and teaching we aim to raise attainment by providing a variety of challenging experiences that cater for all our pupils' needs and prepare them to take an active role in their lifelong learning.
4. We want our pupils to become active and caring citizens who respect the needs and feelings of members of their own community and understand the responsibility they have within the wider community. Our pupils are encouraged to be involved in the community and we welcome members of the community into school. We value the contributions they make and the example they set in providing positive role models.
5. We value the role parents play in encouraging pupils to become independent and enthusiastic learners. With open and honest dialogue we will work together to support our pupils and provide good quality resources to enhance their learning.
6. We aim to provide a professionally fulfilling environment for all staff, teaching or ancillary. All staff are encouraged to work together as an effective team within an atmosphere of mutual support. Opportunities for professional development are given a high priority.
7. We aim to work closely with other agencies in order to meet the needs of every child and, with them, help overcome obstacles to learning and successful development. (reviewed Feb 22)

## **CATCHMENT AREA & PLACING REQUESTS**

Castletown Primary School's catchment area extends from Murkle to Dunnet and from Lochend to Durrans. For a detailed map please contact the school office or go to the Highland Council website

[https://www.highland.gov.uk/downloads/download/678/school\\_catchment\\_maps](https://www.highland.gov.uk/downloads/download/678/school_catchment_maps)

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 must be made to the Area Quality Improvement Manager (details at the front of the brochure). Application forms and procedural details are available from the school office or online at

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

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

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

[http://www.highland.gov.uk/info/878/schools/12/school\\_transport](http://www.highland.gov.uk/info/878/schools/12/school_transport)

If pupils live outwith the school catchment area and their parents wish them to attend Castletown School they can contact Mrs Rhona Moodie to discuss this and to arrange a visit.

## **ENROLLING YOUR CHILD IN P1**

In January, enrolment notices will be advertised in the local paper and details will be provided for enrolling your child online. At a later stage we will issue school specific paperwork which is also required.

In May/June the children will be invited into school for 3 mornings to familiarise themselves with their classroom and surroundings. This will give the new pupils an opportunity to get to know their teacher and their class before they start school in August. (Other transition measures are also in place). ELC staff and the P1 teacher will also have opportunities to discuss children's progress and their needs to ensure a smooth transition.

New P1 pupils starting in August attend full days from the first day. The class teacher will also arrange a welcome evening in order to go over routines, reading homework and answer any questions. Any parent wishing to enrol a child during term time should make an appointment to see the headteacher and view the school.

## **SCHOOL TIMES**

|                  | PRIMARIES 1 to 3   | PRIMARIES 4 to 7 |
|------------------|--|------------------|
| SCHOOL DAY       | 09.00 to 14.45   | 09.00 to 15.15   |
| Morning Interval | 10.40 to 11.00   |                  |
| Lunch Break      | 12:00 ELC Lunch time<br>12:30 - 13:25 (P1/2/3)<br>12.40 - 13.35 (P4/5, P6/7) |                  |

## **SCHOOL TERMS**

All school term dates are always available at the following link

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

## STAFF LIST

|                                   |   |                         |
|-----------------------------------|---|-------------------------|
| Headteacher                       | Cluster HT of Castletown and Canisbay Primaries           | Mrs Rhona Moodie        |
| Class Teachers                    | Primary 1/2/3 & Principal Teacher                         | Mr Kevin Cormack        |
|                                   | Primary 1/2/3 CCR teacher(Wed pm)                         | Mrs Audrey Mackay       |
|                                   | Primary 4/5 (Mon, Tue)                                    | Mrs Audrey Mackay       |
|                                   | Primary 4/5 (Wed, Thu, Fri)                               | Mrs Jennifer Porteous   |
|                                   | Primary 6/7   | Mrs Lindsay Coghill     |
|                                   | Primary 6/7 CCR Teacher (Wed am)                          | Mrs Audrey Mackay       |
| Additional Support Needs Teacher  |   | Miss Beth Henderson     |
|                                   | Teacher funded by Pupil Equity Fund (PEF) and ELC Teacher | Mrs Ishbel Ford         |
| Visiting Teachers & Instructors   | Active Schools Coordinator                                | Mr Alyn Gunn            |
|                                   | Woodwind Instructor P6 upwards                            | Mrs Karen Anderson      |
|                                   | Strings Instructor P2 upwards                             | Mr Niall Laybourne      |
|                                   | Bagpipes Instructor                                       | Mrs Carol Anne Farquhar |
| Early Learning Centre (ELC) Staff | Early Years Practitioner (EYP)                            | Miss Abbie Bruce        |
|                                   | EYP (Mon,Tue,Wed)   | Vacant post             |
|                                   | EYP (Thurs,Fri)   | Mrs Vikki Mackay        |
|                                   | ELC Support Worker  | Miss Clare Dunnet       |
|                                   | ELC Support Worker  | Mrs Kayleigh Mowat      |
| Auxiliary Staff                   | Pupil Support Assistant                                   | Mrs Jackie Sutherland   |
|                                   | Pupil Support Assistant                                   | Mrs Amanda Houliston    |
|                                   | Pupil Support Assistant                                   | Mrs Lorraine Anderson   |
|                                   | Pupil Support Assistant                                   | Mrs Kayleigh Mowat      |
|                                   | Pupil Support Assistant (PEF)                             | Mrs Gail Simpson        |
|                                   | Clerical Assistant (Mon- Wed)                             | Mrs Linda Smith         |
|                                   | General Auxiliary (Th/Fri)                                | Miss Yvonne Shearer     |
|                                   | Playground Supervisor                                     | Mrs Kayleigh Mowat      |
|                                   | Cook  | Mrs Tracy McPhee        |
|                                   | Kitchen Assistant   | Temporary cover         |
|                                   | Kitchen Assistant   | Mrs Katrina Gunn        |

## SCHOOL MEALS

School lunches cost £2.40 per day. When paying by cheque, it should be made payable to **Highland Council**, with the school, child's name and class **and** the name and address of the person who signed the cheque written on the back. Best practice is to pay in advance where possible and on a Monday morning have an envelope with choices and money/cheque enclosed. Your child's name and amount enclosed should be written on the envelope.

All Highland Primary Schools have been awarded the Bronze Food for Life Catering Mark, for more information on school meals and to view school meal menus please visit -

[https://www.highland.gov.uk/downloads/file/22860/primary\\_3-choice\\_menu](https://www.highland.gov.uk/downloads/file/22860/primary_3-choice_menu) (3 choice menu)

If parents are in receipt of Income Support, Job Seekers Allowance (income based) or Working Families Tax Credit, etc the Education Authority will consider financial assistance towards the cost of purchasing essential clothing/footwear to enable each child to attend school. Application forms for the school clothing grant are available from the school or online at the following link.

Clothing Grant and Free School Meal Application Form- [http://www.highland.gov.uk/info/899/schools\\_-\\_grants\\_and\\_benefits/10/free\\_school\\_meals\\_and\\_assistance\\_with\\_clothing](http://www.highland.gov.uk/info/899/schools_-_grants_and_benefits/10/free_school_meals_and_assistance_with_clothing)

## **Free School Meals for Primary 1-5**

This Scottish Government funded initiative entitles all Primary 1 to 5 children to a free school meal at lunch time. The meal is completely optional and all the choices provided are healthy and nutritious and meet all the requirements of the Scottish School's Health Promotion and Nutrition Act.

There is no application form involved for a child in Primary 1-5 to have a school meal however you will still need to apply for clothing grants where applicable. If your child has a medically confirmed special diet an application form must be completed online. Guidance and forms are available at the bottom of the page at this link [https://www.highland.gov.uk/info/878/schools/9/school\\_meals](https://www.highland.gov.uk/info/878/schools/9/school_meals)

This initiative does not cover children in Primary 6 and 7, who, if entitled still need to apply for Free School Meals following the usual process. Milk, toast and fruit are available at morning interval. The costs are: milk 15p, toast 15p and fruit 15p to 30p.

## **SCHOOL CLOTHING**

Pupils are encouraged to wear school uniform as it establishes a sense of identity with the school, encourages a sense of team spirit, is smart and practical and removes the pressure of wearing brands. The school is proud of its smart red and white uniform and pupils are encouraged to wear the following clothing during the normal school day and when representing the school at special occasions:

- School Polo Shirt/Top - Red or white
- School Sweatshirt/Cardigan/Hoodie - Red
- Dark Trousers or Skirt

A range of school uniform is available for purchase via the following suppliers. All tops carry the traditional Castletown School 'Okie' logo. We usually have a supply of clean secondhand items available for free or a small donation.

<https://www.highlandworkwear.com/primary-schools-2-c.asp>

<https://www.schoolwearmadeeasy.com/badged-school-uniform/a-d/c/castletown-primary-school/>

Clothing and possessions should be marked clearly with your child's name or initials.

Children will be rewarded for wearing uniform through house points.

## **SCHOOL MEALS & CLOTHING GRANTS**

Free school meals and assistance with school clothing can be claimed if you meet specific criteria.

This is the same form as mentioned above in the School Meal section. The clothing allowance, in normal circumstances, is made once per school year, and payment is made directly to the applicant with a set sum for every eligible child. An application form for free school meals and the clothing grant can be found at [http://www.highland.gov.uk/info/899/schools\\_-\\_grants\\_and\\_benefits/10/free\\_school\\_meals\\_and\\_assistance\\_with\\_clothing](http://www.highland.gov.uk/info/899/schools_-_grants_and_benefits/10/free_school_meals_and_assistance_with_clothing)

[http://www.highland.gov.uk/info/899/schools\\_-\\_grants\\_and\\_benefits/10/free\\_school\\_meals\\_and\\_assistance\\_with\\_clothing](http://www.highland.gov.uk/info/899/schools_-_grants_and_benefits/10/free_school_meals_and_assistance_with_clothing)

This link also provides all of the information needed to check if you are eligible.

You must include proof of entitlement with your application form. **A new application needs to be submitted for the start of every new school session in August. The form is usually made available in June for the following session.**

## **TRANSPORT**

I am unable to provide timings for the school transport as these can be subject to change due to changing numbers and routes. The bus leaves the school at approximately **3.20pm**, returning the children to their pick-up point. Children departing school by bus are checked by staff. P1-3 bus pupils who finish at 2.45pm are supervised in school by a staff member until the bus time.

The transport contracts specify the provision of seatbelts in all vehicles. Children must wear their seatbelts and remain in their seats for the whole journey. It is important that parents, as well as the school, make certain that the children are aware of this safety issue.

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

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

Application forms for free transport are available from the school or an application can be made online at [http://www.highland.gov.uk/info/878/schools/12/school\\_transport](http://www.highland.gov.uk/info/878/schools/12/school_transport)

Depending on individual circumstances bus travel can be paid for if required but you do not meet the criteria to receive free transport. Children are not able to travel on the bus if they have not applied. Help can be provided to complete the online transport application in the school office.

## **SCHOOL ASSEMBLIES/TOGETHER TIMES**

The school is non-denominational. In religious observance, the school aims to engender humanity, compassion and caring attitudes in our pupils towards themselves and others. A visiting minister comes to school to deliver a fortnightly assembly once a fortnight.

**Parents have the right to withdraw their child from religious observance and must let the school know in writing.**

Together Times are also held fortnightly. They have no religious element and we use these to share achievements within and outwith school, share learning and talk about whole school matters. Each week house points are shared, pupils of the week for each class are announced and Accelerated Reading certificates are awarded. Every day, at all stages in the school, children are encouraged to develop a sense of self and social responsibility. An End of Year Service is held in June and families are warmly invited to attend.

## **COMPOSITE CLASSES**

Generally, most or all of our classes are composite classes which have a maximum capacity of 25 pupils. A composite class is defined to be a class in which there are pupils at more than one stage of the primary school. In most cases for Castletown School, a composite class will comprise pupils at two or three stages. The number of pupils enrolled in a school determines the staffing levels.

The ways in which learning and teaching are organised in primary schools means that work is tailored to the needs and current achievement levels of individual pupils. The school will plan the educational experiences for pupils in all classes in ways which ensure progression and continuity.

A Parent Guide to Composite Classes is available on our website

<https://castletownprimary.files.wordpress.com/2019/06/composite-classes-guide-for-parents-june-2019.pdf>

# **PUPIL CARE AND WELFARE**

## **CHILD PROTECTION - CARE AND WELFARE POLICY**

The school has a comprehensive policy covering all aspects of child protection, care and welfare. This policy adheres to Highland Council's directives.

From time to time incidents can occur within the school setting which cause concern and could indicate a pupil is suffering some form of abuse. In terms of Highland Child Protection Committee Inter-agency Guidelines, staff must report such incidents to Social Work Services which can lead to a joint Social Work/Police investigation. All agencies involved in Child Protection are obliged to make the welfare of children their paramount consideration and this will be a priority for Education Service staff.

## **HEALTH CARE**

The Health Team, working in partnership with parents and teachers, carry out assessments to ensure the best level of health for all schoolchildren.

### **Primary 1 (Aged 5 years)**

Parents are asked to return a completed health questionnaire. The school nurse will pick up on any issues arising from these questionnaires and arrange for interviews for specific parents. Checks on vision, hearing, height and weight are carried out in primary one.

### **Primary 7 (Aged 11 years) or S1**

All parents are asked to return a completed health questionnaire, following which height, weight and vision are checked. Opportunity to discuss health problems with the school nurse is offered. Children with an identified health need may be seen more frequently.

## **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

<https://www.wellbeinghighland.co.uk/wsa-to-wellbeing>

Schools have access to Highland Council's Primary Mental Health Worker Service and consultation and advice may be sought if there are concerns that might require more targeted support. Counselling is also available for all pupils from age 10. Information on your school's service can be accessed from the headteacher. Parents would generally be involved in discussions beforehand, however a young person over the age of 12 can ask for support themselves.

Alternately, there is a completely confidential, online counselling service called Kooth for children and young people from age 10 that can be accessed here. <https://www.kooth.com/>

## **TRAVELLING TO SCHOOL**

Children having to cross the Main Street should be advised not to do so directly at the T- junction near the garden centre. We advise that the child should cross the road away from the bend to Dunnet so that the traffic has a clearer view of them, and they have a better view of the approaching traffic. A new crossing area has been put in place to indicate a better place to cross. Children coming from the direction of the main part of the village should enter the school by the path at the side of the gymnasium. Children coming from the other direction should enter the school grounds by the small gate at the front of the school.

If parents bring their children to school by car, they should drop them off at the opening in the fence so that they walk along the path by the side of the gym. Moving vehicles in the car park prove a great danger to the safety of the children so please drive slowly and be very cautious at all times. Children should be escorted by an adult, if crossing the car park.

Parents are advised not to let children use the staff entrance to the car park unless using the disabled parking bay and require closer disabled access.

Children coming to school on the buses must use seat belts when provided on the bus. They must remain in their seats during the whole journey and not move about while the bus is moving. The bus will stop at the front of the school for children to disembark.

## **BUILDING & PLAYGROUND SECURITY**

The school has a security system controlling access/exit via all external doors during normal school hours. Child safety is our paramount concern therefore all visitors to the school must enter the school via the main entry at the arches and report immediately to reception. Parent/carers or other family members should not enter the building by any other access.

There is no requirement for a school to provide adult support before 8.40 am therefore we would ask parents to ensure that their child does not arrive before this time. After 8:40, assistance can be sought from the school office.

School rules were made in consultation with staff and children. As part of these we state that children should not be in cloakrooms or corridors before the bell at 9am. (Bags can be dropped off in the cloakroom if the ground is wet outside). If children need access to the school or assistance they should ring a door buzzer. If they need shelter they can use the arches at the front door, bike shelters, playrooms at infant door and the senior cloakroom.

If you require to contact your child during the school day you should always make arrangements with the office. Children should be collected at the school office.

The playground has limited supervision during morning interval and lunch time. Children who stay for school or pack lunch must not leave the playground during their lunch hour and children should not leave the playground during morning interval. All entrances have gates in place.

## **EMERGENCY CONTACT**

We ask all parents to complete an emergency contact form at enrolment and at the start of each school year. This gives us home details and emergency contact details if you are not available. This information is treated as confidential.

If a child is unwell, has been involved in an accident or we have to close the school at short notice we try to contact parents or emergency contacts as soon as possible. A child would not be sent home without either a parent or emergency contact being informed and asked to come to the school to collect the child. It is therefore very important that all emergency contact forms are returned to school speedily. It is also vital that the school is informed of any change of contact details immediately to ensure that we are able to contact you at all times. You should also have an additional contact who is in a reasonable distance from the school for adverse weather reasons.

## **ABSENCES AND APPOINTMENTS DURING THE SCHOOL DAY**

For your child to gain the maximum benefit from school, he/she needs to maintain a high attendance rate. Any absences from school, however short, have a detrimental effect on a child's learning.

Parents/carers must inform the school of the reason for absence of their child(ren) on the first day of absence, preferably before 9:30am.

This should be done by phoning or emailing one of the contacts below.

Pupil Absence Line: 01847 821900 Phone: 01847 821256 Email - [castletown.primary@highland.gov.uk](mailto:castletown.primary@highland.gov.uk)

If the school has not been advised of the reason for absence then the school has a responsibility to contact parents to find out the reason for the absence, this is in line with Highland Council policy. If the school cannot make contact with the parents/carers within three days then the school has an obligation to follow the formal procedures outlined in Highland Council policy.

The school should be advised in advance of any medical or dental appointments during the school day. Children should be collected from the office.

Parents are advised to take their family holidays during school breaks and not to withdraw their children from school during term time, although we understand that there can be circumstances where this is unavoidable.

## **ACCIDENTS & ILLNESSES**

Staff are only expected to deal with minor cuts and bruises, these will be cleaned and a plaster applied when necessary. We have a policy in place which includes procedures to inform parents of incidents and any action taken. All accidents, apart from those of a very minor nature, are recorded in the school's Accident Folder. If your child is injured, falls with significant injury or becomes unwell during the school day you or the emergency contact you have provided, will always be contacted and you may be advised to collect your child from school.

## **MEDICAL CONDITIONS & MEDICATION**

It is most important that the school is kept advised of any important medication being taken by a child, or of any known medicinal or food based allergies.

Children on medication should not take medicines to school without the prior knowledge and permission of the Headteacher. The school is unable to administer medication without your formal consent and the completion of an Administration of Medication Form. This must then be approved by the Headteacher.

Ideally, any medication should be delivered to and collected from the school office by an adult. If children are transporting their own medication, we must be informed through the school office so we can ensure this is handed in to the office. All medication must be in its original container or it cannot be given.

### **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 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.

## **BULLYING**

In Scotland, bullying is defined as face-to-face and/or online behaviour that negatively impacts a person's sense of safety, control, and ability to respond effectively.

This type of behaviour will not be tolerated in Castletown Primary School. Incidents of bullying are all thoroughly investigated and parents are encouraged to report any bullying or suspected bullying to the school as soon as possible.

The school accepts that bullying can have a very disturbing effect on children, whether as a victim or bully. At all stages in the school, anti-bullying strategies and discussion take place at different points in the curriculum and in response to particular situations when they arise.

In Promoting Positive Behaviour, the school will examine all means of improving behaviour in terms of organisation, resources and playground. Families of pupils who are involved in any type of bullying behaviour will be kept informed as to how the incident is being dealt with until the matter has been resolved. Please see our School Policy for Promoting Positive Relationships and Prevention of Bullying in the policy section of our website <https://castletownprimary.wordpress.com/policies/school-and-general-policies/> <https://www.highland.gov.uk/downloads/file/19358/anti-bullying-guidance-for-schools>

## **BEHAVIOUR & DISCIPLINE**

We expect all pupils in Castletown Primary to behave in a responsible and courteous manner. The school puts great emphasis on developing positive attitudes and acceptable behaviour. All staff work together in a positive and consistent way to encourage good behaviour. Pupils are encouraged to take responsibility for their own actions and all classes discuss behaviour issues in class. We encourage positive behaviour through policy development with children, charters, incentive schemes in the classroom, with rewards for good work and behaviour given out at together times.

The children are allocated to one of four houses; Castlehill, Orlig, Stangergill and Traill. They gain House Points for good behaviour, being courteous and helpful, caring for others, excellent work or personal achievements. Houses are also rewarded for wearing school uniform. Each week the weekly house winners are rewarded with special privileges in school, e.g. cushions to sit on in class during the following week.

The school follows the Golden Rules:

- |                        |  |
|------------------------|--|
| Do be gentle           | Do not hurt anybody                      |
| Do be kind and helpful | Do not hurt people's feelings            |
| Do work hard           | Do not waste your or other people's time |
| Do look after property | Do not waste or damage things            |
| Do listen to people    | Do not interrupt                         |
| Do be honest           | Do not cover up the truth                |

Golden Time encourages pupil's positive behaviour. Pupils earn Golden Time on Friday afternoons for following the Golden Rules throughout the week. This is a time for relaxation and fun as a reward for good behaviour. The support of families is essential and we keep them informed by sending home information about their child's behaviour where necessary.

## **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

## **CURRICULUM**

### **INTRODUCTION**

The acquisition of literacy and numeracy skills is seen as essential for all pupils and especially in the early stages, great emphasis is put on reading, writing and numeracy.

We deliver the Curriculum for Excellence. In brief, this is the Scottish 3-18 Curriculum which affords pupils more choices at all stages in their learning, encouraging and supporting them to be more reflective, self-aware, measuring their own progress and that of their friends. It promotes seamless transitions from pre-school to primary, primary to secondary; equipping young people to make appropriate education, employment and training choices 16+. It is about recognising and celebrating lifelong learning in all its forms - not just because it happens in the classroom and/or leads to an award - but also in homes and communities.

This curriculum aims to better prepare children for the challenges of the future and places a far greater emphasis on not just acquiring skills but being able to use them effectively and creatively. It places literacy, numeracy and health and wellbeing at the heart of the curriculum.

The Curriculum for Excellence levels are as follows:

|                      |  |
|----------------------|--|
| Early Level          | The pre-school years and P1, or later for some.  |
| First Level          | To the end of P4, but earlier or later for some. |
| Second Level         | To the end of P7, but earlier or later for some. |
| Third & Fourth Level | S1 to S3, but earlier for some.                  |

Obviously children will progress through these levels at different rates however this indicates what we would hope most children will have achieved by the end of P1, P4 and P7.

|                             |                      |                               |
|-----------------------------|----------------------|-------------------------------|
| The 8 curricular areas are: | Mathematics          | Languages                     |
|                             | Health and Wellbeing | Sciences                      |
|                             | Social Subjects      | Religious and Moral Education |
|                             | Expressive Arts      | Technologies                  |
|                             |                      |                               |

The purposes of the curriculum will ultimately be to enable all young people to become:

- successful learners
- confident individuals
- effective contributors
- responsible citizens.

If you would like more information on A Curriculum for Excellence you can visit <https://education.gov.scot/parentzone/>

## **LANGUAGES**

The main components are Talking, Listening, Reading and Writing. In reading, our main resource is Oxford Reading Tree and Treetops as well as a wide range of non-fiction, supporting language development. The children work at differentiated levels according to their ability. We also have alternative reading schemes available.

Primary 3-7 are involved in the Accelerated Reading Programme, where their reading age is assessed and they're encouraged to participate in a programme of personal reading and assessment at their individual level. This programme has been proven to significantly improve children's reading performance. Many parents also use the Home Connect feature which allows them to receive emails to inform them of their child's progress and each time they take a quiz.

In writing we have adopted the Talk for Writing approach and Wraparound Spelling.

All pupils are taught French and a further language or blocks of language are taught from P5.

## **MATHEMATICS**

The mathematics programme is based on Curriculum for Excellence and one of our resources used is Scottish Heinemann Mathematics. This maths scheme puts great emphasis on direct, interactive teaching methods and the development of strong mental maths, strategies and proficiency.

Additional activities and experiences are also provided, using ICT where appropriate, to ensure that our pupils have as broad and comprehensive an understanding as possible.

## **HEALTH & WELLBEING**

Health Education deals with physical, emotional and social aspects of healthy development. Physical education, physical activity and sport is also promoted as part of a healthy lifestyle, with pupils receiving at least 2 hours of physical activity each week.

A full programme, covering all aspects at every stage, is used throughout the school. Visits from various health professionals and activities provided by our Active Schools Co-ordinator also help us to provide a very comprehensive programme for all our pupils.

As part of health, children cover Relationships, Sexual Health and Parenthood. Through this, learners develop an understanding of how to maintain positive relationships with a variety of people and are aware of how thoughts, feelings, attitudes, values and beliefs can influence decisions about relationships, and sexual health. They develop their understanding of the complex roles and responsibilities of being a parent or carer. Information is supplied to families beforehand so that withdrawal from some lessons can be considered.



Parents/carers are always welcome to make an appointment to see a member of staff or the Headteacher if they are concerned about their child, at any time during the school year.

<https://education.gov.scot/parentzone/curriculum-in-scotland/assessment-and-achievement/what-is-assessment-and-when-and-how-does-it-take-place/>

## **ADDITIONAL SUPPORT NEEDS**

All children need support to help them learn. Some children require more help than others. We follow a 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.

The named person for all primary 1-7 pupils in Castletown School is Mrs Rhona Moodie and for children in ELC it is the health visitor. The health visitor can be contacted via the school if necessary. If you have a concern about your child or another child please contact the head teacher. Sometimes an initial form 1 or a Child's Plan may be put in place to help organise, monitor and regularly review your child's progress. Parents are fully involved in this process as well as any other agencies required.

Individual transition plans for pupils with additional support needs will be put in place to ensure a seamless transition to primary and high school.

Arrangements are made between the school and the authority in order to ensure that enough provision is in place for children who have additional needs in the school and for any school to which they are transferring. If you wish to find out more about Getting it Right for every Child or the Child's Plan you can access more information at: <https://hcpc.scot/wp-content/uploads/2024/09/Highland-Child-Protection-and-GIRFEC-Guidance-2024-FINAL.pdf>

The guidance abides by legislation within the Education (Additional Support for Learning) (Scotland) Act 2009. There are also information sheets available at: <https://www.thrivingfamilies.org.uk/>

You can get more general information and advice from the following websites:

(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

### **Alternative Provision**

For young people with severe and complex needs, there are Enhanced Provisions for pre-school and primary aged pupils in Mount Pleasant Primary School in Thurso and Newton Park Primary School in Wick. Placements may be offered on a full or part-time basis.

For young people with neurodevelopmental/social communication difficulties, there are two SCOPE provisions (Social Communication Provision for Education); one in Miller Academy Primary School in Thurso and one in Noss Primary School in Wick. SCOPE offers support for primary-aged pupils through providing a 'split placement' with the young person's local mainstream school. Through providing targeted, individualised support, this enables young people to access education in their local school.

Applications for specialist provision can be made to the Admissions Group. Parents/carers can speak with the Named Person or Lead Professional about making the application.

## **TRANSITION (ELC to Primary 1)**

Our ELC is adjoined to the school building and during a child's time in ELC they use the dining room for lunches.

A "Resilient Kids to School" programme is carried out in the final term of ELC to aid transition and introduce the school's Golden Rules. A transition photo book is also supplied for the children. In the final term the children will be invited to attend several sessions in the P1 classroom to ease their transition. The Additional Support Needs teacher will also liaise with teacher and ELC staff at this time if any children have significant needs.

## **TRANSITION (Primary 7 to High School)**

At the end of P7, pupils transfer to Thurso High School. A guidance teacher from Thurso High will come to meet the P7 pupils in their own school environment. He/she will talk to the pupils informally, answering any questions they may have. Before starting High School the children will receive an information guide, attend 2 transition days and receive their registration classes for the coming session. Parents of the P7 pupils are invited to Thurso High School to meet teachers, see the school and receive additional information. During the session, information is shared between primary and High School to prepare for transition. Pupil Profile Record Files and electronic data are then transferred to the High School at the end of the year.

## **HOMEWORK**

Homework will be at the discretion of each class teacher. Where homework is provided it aims to:

- To encourage partnership between home and school.
- To reinforce and consolidate class work.
- To develop your child's self-discipline and promote a positive, responsible attitude to work.
- To extend your child's knowledge beyond what is learned in class.

Please remember children often work best in a quiet, calm atmosphere away from any distractions where possible.

In the early stages of school, homework is particularly important to a child's development in early literacy and numeracy development. There is a clear link between attainment and reinforcement of learning at home. Throughout school, reading is a core expectation to be done at home.

The time required to complete homework will vary depending on the child and the work set. As a guide, in the early stages homework should not normally exceed 20 minutes, rising to 30 minutes by P7. Some pupils may also require spending extra time completing work not done in school.

## **SCHOOL IMPROVEMENT PLANNING**

In order to ensure that we move forward and keep up with educational developments all staff are involved in a programme of professional development activities. Along with the 5 in-service days we also have a programme of curriculum development meetings throughout the session. This means that on a planned basis, teachers meet to discuss, plan and develop the curriculum.

We have to consider very carefully how we move forward as there are many areas we could work on and too few hours are available. This is done through a process of planned self-evaluation. Improvement priorities also take account of Scottish Executive and Local Authority priorities. As a staff we then agree a School Improvement Plan.

We are also interested in what you think about the work we undertake and from time to time we will send home a questionnaire or survey about an area of our work or about the school. It would help us a lot if you could find time to fill these in and return them to school. We value your views and we will take them into account when we work on our improvements. Pupil's views are sought through discussion and questionnaires. Parents may also be invited to take part in working parties to work on developments.

The School Improvement Plan is presented to and approved by the Area Team each year. A full copy of the most recent plan is available in the school on the school website and is also shared with the Parent Council.

Our most recent inspection of May 2024 is available to view at <https://education.gov.scot/inspection-and-review/find-an-inspection-report/find-an-inspection-report/?searchFor=schoolsOrganisations&orderAlias=relevance>

By following the link below you can access any published data for our school's attainment data. <https://education.gov.scot/parentzone/my-school/school-information-dashboard/>

## **SCHOOL ACTIVITIES**

### **SCHOOL TRIPS**

During the session classes may have visits connected with their learning. On these occasions, care is taken to make certain that the children are carefully supervised, and occasionally parents may be asked to help with supervision. Risk assessments are undertaken for trips. There is no expectation that all classes go on a trip each year. We also try our best to ensure that the P6 and 7 children experience a residential trip.

### **SPORTING ACTIVITIES**

We place great emphasis on Healthy and Active Lifestyles. The children have the opportunity to participate in a wide range of activities throughout the school day and sometimes we can also offer After School Clubs, many of which are organised by our Active Sports Co-ordinator, volunteering parents or by teachers within school.

We have a Sport's Day in May or June, when all the children take part. We also hold events in school in order to try and beat our current Castletown Record Holders in a variety of athletics events.

Our children at the P4 and 5 stage are offered swimming lessons for part of the year. Timetabling is done for this on an annual basis.

In the summer term, we usually plan a football and netball tournament or festival between the primary schools in the Thurso Associated Schools Group.

### **EXPRESSIVE ARTS ACTIVITIES**

#### **MUSIC**

We consider our school to be a very musical one! During the year we take a full and active role within the Caithness Music Festival, produce and present a varied Christmas Concert. We also have regular class input through the Youth Music Initiative and Feis Rois.

Music tuition is also available for individuals from 2 different tutors. This is delivered by Highlife Highland. Information on tuition and applications should be done through the following site <https://www.highlifehighland.com/music-tuition/>

#### **ART**

The children take a great deal of pride in their art and craft work which is displayed both in the classrooms and along our main corridor. We also sometimes take part in competitions and art and craft work displays in the local community.

### **WORKING WITHIN THE COMMUNITY**

We encourage the children to become Responsible Citizens by thinking of others and what they can do help. The school supports the Blythswood Shoe Box appeal and, within the last 14 years, have

taken part in local and national events raising funds for The Archie Foundation, RNLI, Children in Need, Caithness Diabetes, Headway Highland, Sports for Champions UK, Comic Relief, Highland Hospice, Scottish Air Ambulance, Toilet Twinning, Home-Start to name a few.

## **PUPIL INVOLVEMENT**

We strongly feel that the pupils should have the opportunity to voice their opinions and suggestions with regard to their own learning environment. Our aim is that pupils feel happy, supported, safe and valued. Pupils are given various opportunities to have a voice within school.

Throughout the school year, pupils are given the opportunity to have an input into issues that affect them. A few examples of this are:

- Pupils select their own House Captains, Vice Captains and any Pupil Group Representatives.
- Pupils are involved in Junior Road Safety Officers and ECO Projects.
- Since 2013 the children have been involved in deciding upon school rules/expectations and continue to be involved in revising them.
- Developing class charters and a playground charter

## **THE STUDENT COUNCIL**

The Student Council is the voice of the pupil body within the school. The council consists of children from P4 to P7 and meetings are held with myself as Headteacher on a regular basis. The representatives bring questions and suggestions from their class, discuss current issues and concerns and report back on the meetings. We encourage members of The Student Council to become actively involved with helping to improve our school.

## **ECO COMMITTEE**

We continue to ask classes to take on independent Eco Projects rather than having a separate Eco Committee.

## **JUNIOR ROAD SAFETY OFFICERS**

We have JRSOs who work alongside a class teacher to work on safety. This can involve doing presentations or competitions on awareness-raising on cycle safety, road safety, winter safety when walking and safety around the school and on the bus. Our JRSOs have access to the formal online website including ideas for the role.

## **RIGHTS RESPECTING SCHOOL GROUP**

We have a pupil group in place to help take forward our work around the UNCRC (UN Convention on Rights of a Child). They work alongside one of our teachers.

## **WORKING WITH PARENTS**

We encourage as much parent participation in school life as possible and continue to promote an open school ethos. We encourage parents/carers to visit or contact the school if they wish to discuss any aspect of their child's educational experience. The clerical assistant is available during the school day to help you with any general enquiries you may have, however if you would like to meet with your child's class teacher or the headteacher, a mutually convenient appointment can be arranged. If this is urgent, we aim to do this within 24 hours of your request.

For health and safety reasons, it is extremely important that we are aware at all times who is in our building and the reason for their visit. We would therefore ask that you access the school via the main entrance at the arches only and report to reception on arrival. Visitors are requested not to park in front of the school but to use the car park and enter the school grounds via the gate.

## **HOW PARENTS CAN HELP**

We sometimes have parent helpers who offer to help in school, accompany classes on trips and help with a variety of extra-curricular activities. Additional volunteers are always most welcome! Regular volunteers will require to have a PVG through Disclosure Scotland.

## **HOMEWORK**

Homework can be a vital link between home and school. It not only enables parents to see their child's progress but also encourages the children to develop a sound study habit which will become increasingly important in future years. Children respond well when a parent shows an interest in their work and provides them with encouragement. Where possible, homework should be done in a quiet area free from distractions. Homework regularly requires participation of a family member.

## **PARENT COUNCIL**

Parent Councils play an active role in supporting parental involvement in the work and life of the school, while also providing opportunities for parents to express their views on children's education and learning. At Castletown Primary we are extremely fortunate to have a very active and supportive Parent Council. The Parent Council is made up of any individual who attends the AGM.

Teachers and other Highland Council staff may also attend these meetings. The Parent Council also has office bearers who are elected at the AGM.

The Parent Council is there to represent the parents/carers of children at the school. Castletown Primary School Parent Council welcomes all parents from the ELC upwards to get actively involved in helping with fundraising, school events and meetings; these are usually held once per term.

**The main functions of your Parent Council are to:**

- Support the school in its work with pupils and parents
- Represent the views of parents
- Promote contact and communication between school, parents, pupils, community, ELC and other providers
- Report to the wider Parent Forum.

Parent Council information for our school is available on the school website. This is the email address for direct contact with the current Parent Council chairperson. [Castletown.primary@highlandpc.co.uk](mailto:Castletown.primary@highlandpc.co.uk)

Below is a link to a Parent Council information booklet which is easy to read and explains everything involved with a Parent Council clearly. <http://scotland.gov.uk/Publications/2007/08/09153454/0>

## **PARENT VOICE**

We are very keen to promote a strong home-school relationship. Parental opinions matter a great deal; these allow us to recognise our strengths and address any weaknesses. Currently we do this by working closely with our Parent Council, regular parental contact and consultation.

At events, parents are often asked to contribute ideas and suggestions and the Headteacher is always available to chat to about any issue at these events or any other agreed time.

## **KEEPING PARENTS INFORMED**

- The school website can be found at <https://castletownprimary.wordpress.com>  
This contains recent brochures, school improvement documents, school rules, some policies, internet safety information, Parent Council information, etc. We welcome any suggestions for inclusion on the website. If you choose to 'follow' the website you will get alerted to posts.

- Weekly emails from the headteacher are intended to keep parents up to date with holiday dates, school events, community announcements, etc.

## **POLICIES**

Some policies are on our website above and other Local Authority policies can be accessed through [Authority Policies](#)

## **COMPLAINTS PROCEDURE AND REQUESTS FOR SERVICE**

If you have any concerns you should contact your child's named person, which for Castletown Primary is myself, Rhona Moodie. I will always strive to resolve issues by listening to your concerns and involving other agencies where appropriate. Should a situation not be resolved complaints or requests for service should be made to the Area Quality Improvement Manager (contact details at the front of the brochure). Concerns or complaints about transport can be shared with myself or directly with [school.transport@highland.gov.uk](mailto:school.transport@highland.gov.uk)

## **USEFUL LINKS FOR PARENTS**

Guidance on the Scottish Schools (Parental Involvement) Act 2006

[www.scotland.gov.uk/Publications/2006/09/08094112/0](http://www.scotland.gov.uk/Publications/2006/09/08094112/0)

Parentzone provide information and resource for parents and Parent Councils

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

## **Appendix 1 – Use of Children's Data**

### **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

### **Access to Pupil Records**

The Pupils' Educational Records (Scotland) Regulations 2003 extend to parents the right of access (with certain specific exceptions) to any record held by the Authority in relation to their child. Parents may make application to the Head Teacher.

### **Data Protection Legislation**

Information on pupils, parent and guardians is stored on a computer system and may be used for teaching, registration, assessment and other administrative duties. The information is protected by data protection legislation and may only be disclosed in accordance with the codes of practice.

### **Transferring Educational data about pupils**

The Scottish Government and its partners collect and use information about pupils through the *Pupil Census* to help to improve education across Scotland. This note explains why we need this information, how we use it and what we do to protect the information supplied to us. Further information can be obtained from <http://www.gov.scot/Topics/Statistics/ScotXed>.

### **Data policy**

Information about pupils' education is collected through our statistical surveys in partnership between the Scottish Government and Local Authorities through the ScotXed Programme which aims to help schools and Local Authorities by supporting efficient collection, processing and dissemination of statistical information. The Scottish Government then provides analysis of the data to support research, planning, management and monitoring of education services as well as to produce National Statistics publications.

Education data within Scottish Government is managed effectively by secure systems and is exploited as a valuable corporate resource, subject to confidentiality restraints. As part of its data policy, Scottish Government will not publish or make publicly available any information that allows individual pupils to be identified, nor will data be used by Scottish Government to take any actions in respect of individuals. Data is held securely and no information on individual pupils can or would be made publicly available by Scottish Government.

**The individual data collected by Scottish Government through the Pupil Census is used for statistical and research purposes only.**

Information on why we collect data about pupils and who we share this data with can be found in Highland Council's Privacy Notice which is available here:

[https://www.highland.gov.uk/directory\\_record/1095920/enrol\\_your\\_child\\_at\\_a\\_school](https://www.highland.gov.uk/directory_record/1095920/enrol_your_child_at_a_school)

### **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 here <http://www.gov.scot/Topics/Statistics/ScotXed/SchoolEducation>

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

### **Concerns**

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

### **Equality and Inclusion**

For up-to-date information please see:

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

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

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

Eliminate unlawful discrimination, advance equality of opportunity, promote good relations. Activities should not discriminate against any of the following 'protected characteristics' including age, disability, race, religion or belief. Our school policy adopted from Highland Council is available on the website at <https://castletownprimary.wordpress.com/>

### **PROTECTION OF CHILDREN**

From time to time incidents can occur within the school setting which cause concern and could indicate that a pupil is suffering some form of abuse.

In terms of Highland Child Protection Committee Inter-agency Protection Guidelines, Education Service staff must report such incidents to Social Work Services which can lead to a joint Social Work/Police investigation. All agencies involved in Child Protection are obliged to make the welfare of children their paramount consideration and this will be the priority for Education Service staff.

COPIES OF CHILD PROTECTION POLICY GUIDELINES are available online at

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

### **UNCRC**

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

## Appendix 2: Guidelines for Parents/Carers

### TRAVELLING TO SCHOOL DURING ADVERSE WEATHER

It is the responsibility of parents or carers to decide if a pupil should attempt to travel to school, by transport or on foot, in adverse weather conditions. The Council encourages full attendance at school, but in severe weather conditions the safety of pupils is much more important. Parents and pupils are often concerned that important examinations may be missed, but this should not over-ride good judgement. Schools normally make alternative arrangements for missed examinations.

**The school updates its procedures for adverse weather closure annually, therefore**

- **parents** should advise schools of an alternative address, as close as possible to the school, which may be used by their children in emergencies
- **the school** will advise parents of normal local arrangements for school transport and any special arrangements in the event of adverse weather
- **the school** will establish a system of communication with parents and local transport operators and ensure that parents are fully informed of any revised arrangements

### The Highland Council website

The Council's webpage <https://www.highland.gov.uk/schoolclosures> will be updated with information for individual schools.

### When weather conditions are poor

**Local radio stations** issue news and weather bulletins on traffic conditions and school closures. Transmissions may not cover all households and may be subject to re-scheduling but should be helpful. Parents are advised to remain "tuned in" to ongoing road weather, or school information updates.

BBC Radio Highland | Nevis Radio | Lochbroom FM

Moray Firth Radio (<https://hellorayo.co.uk/mfr/>) | Radio Wester Ross

Please do not telephone local Radio for advice but listen to appropriate broadcasts.

### For pupils using school transport

- Parents should note that the final decision on whether it is safe to operate rests with the driver of the school transport vehicle. Therefore there may be occasions on which a school is open but some routes, or parts of routes, are unable to operate.
- Parents should advise their children on how long they should wait at the pick-up point for their transport. This will depend on the prevailing weather conditions and the availability of shelter at the pick-up point. During adverse weather conditions no pupil is expected to wait longer than twenty minutes past the normal "pick-up" time.
- Morning journeys may be delayed by an hour if road conditions are unsafe at the normal journey time but have improved within the hour. Before pupils return to a pick-up point parents should check for updated messages from their school. Please note that for some routes the transport operator may contact the parent directly.
- Drivers are advised not to drop off children where there is a risk that they may not safely reach home or other place of shelter. This may involve children being taken to an alternative place of safety, agreed in consultation with the school.
- Where parents are concerned about weather conditions at "drop-off" points, they should contact the school as early as possible

**Please note: when weather conditions are poor, parents should ensure that children are met at the "drop-off" point, especially where public service transport is used.**

## Appendix 3 NHS - Exclusion Criteria for Illness and Infection

HPT - Health Protection Team

| Infection/Virus                                 | Exclusion period  | Comments  |
|---|---|---|
| Diarrhoea and vomiting                          | Exclude unit 48 hours after the diarrhoea and/or vomiting has stopped                                   | If blood is found in the diarrhoea then the patient should contact their GP.  |
| <b>Common Infections</b>                        |   |   |
| Norovirus                                       | 48 hours form last episode of diarrhoea and vomiting  | Discussion should always take place between HPT and school/nursery  |
| Campylobacter                                   | 48 hours form last episode of diarrhoea and vomiting  | As above  |
| Salmonella                                      | 48 hours form last episode of diarrhoea and vomiting  | As above  |
| <b>Less common infections</b>                   |   |   |
| Cryptosporidiosis                               | 48 hours form last episode of diarrhoea and vomiting  | Exclusion from swimming is advisable for two weeks after diarrhoea has settled  |
| E.Coli O157                                     | Your local HPT will advise  |   |
| Shigella (Bacillary Dysentery)                  | Your local HPT will advise  |   |
| Enteric fever (Typhoid and paratyphoid)         | Your local HPT will advise  |   |
| <b>Respiratory infections</b>                   |   |   |
| Coughs/colds                                    | Until recovered   |   |
| Flu (influenza)                                 | Until recovered   |   |
| Tuberculosis (TB)                               | Consult your local HPT  | Not easily spread by children. Requires prolonged close contact for spread.   |
| Whooping cough (Peritussis)                     | 5 days from commencing antibiotic treatment or 21 days from onset of illness if no antibiotic treatment | Preventable by vaccination.<br>After treatment non-infectious coughing may continue for many weeks.<br>Your local HPT will organise any contact tracing |
| <b>Rashes/Skin</b>                              |   |   |
| Athletes foot                                   | None  | This is not serious. Treatment recommended  |
| Chickenpox (Varicella zoster)                   | 5 days from onset of rash   | Pregnant staff should seek advice from their GP if they have no history of having chickenpox. Severe infection may occur in vulnerable children         |
| Cold sores (Herpes simplex)                     | None  | Avoid kissing and contact with the sores.   |
| German measles (Rubella)                        | 6 days from onset of rash   | Preventable by immunisation (MMR x2 doses).<br>Pregnant staff should seek advice from their GP  |
| Hand, foot and mouth (coxsackie)                | None  | Contact local HPT if a large number of children are affected  |
| Impetigo (Streptococcal Group A skin infection) | Until sores are crusted or healed or until 48 hours after antibiotic treatment has started              | Antibiotic treatment may speed healing and reduce infectious period   |
| Measles   | 4 days from onset of rash. Always consult with HPT  | Preventable by immunisation (MMR x 2 doses).<br>Pregnant staff should seek advice from their GP.<br>Your local HPT will organise contact tracing        |
| Molluscum contagiosum                           | None  | A self limiting condition   |
| Ringworm  | Exclusion not usually required  | Treatment is required   |
| Roseola (infantum)                              | None  |   |
| Scabies   | Child can return after treatment  | Two treatments 1 week apart. Contacts should have same treatment, include the entire household and any other very close contacts.                       |
| Scarlet fever                                   | 24 hours after commencing antibiotics   | Antibiotic recommended for affected child   |
| Slapped cheek syndrome (Enrythrovirus B19)      | None  | Pregnant staff should seed advice from their GP.  |
| Shingles (Varciella zoster)                     | Exclude only if rash is weeping and cannot be covered, e.g. with clothing                               | Can cause chickenpox in those who have not had chickenpox. Pregnant staff should seek advice from their GP  |
| Warts and verrucae                              | None  | Verrucae should be covered in swimming pool   |
| <b>Other infections</b>                         |   |   |
| Conjunctivitis                                  | None  |   |
| Diphtheria                                      | Exclusion will apply. Always consult your HPT   | Preventable by vaccination. Your local HPT will organise contact tracing  |

|                                      |  |   |
|--------------------------------------|--|---|
| Glandular fever                      | If unwell  |   |
| Head lice                            | None   | Treatment is recommended only in cases where live lice have definitely been seen. Close contacts should be checked and treated if live lice are found. Regular detection (combing) should be carried out by parents |
| Hepatitis A or E                     | Exclude until 7 days after onset of jaundice ( or seven days after symptom onset if no jaundice) | Your HPT will advise  |
| Hepatitis B and Hepatitis C          | None   | Blood borne viruses that are not infectious through casual contact  |
| Meningococcal meningitis/septicaemia | Until recovered, HPT will advise   | Meningitis C is preventable by vaccination. There is no reason to exclude siblings and other close contacts of a case. HPT will provide advice as required and organise all contact tracing                         |
| Meningitis due to other bacteria     | Until recovered  | Hib and pneumococcal meningitis are preventable by vaccination. There is no reason to exclude siblings or other close contacts. HPT will advise of any action needed  |
| Meningitis viral                     | Until recovered  | Milder illness. There is no reason to exclude siblings and other close contacts of a case   |
| Mumps                                | Five days from onset of swollen glands   | Preventable by Vaccination (MMR x 2 doses)  |
| Threadworms                          | None   | Treatment is required for the child and all household contacts  |