



CENTRAL SCHOOL
HANDBOOK
2026-2027

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UNITED KINGDOM



**RIGHTS
RESPECTING
SCHOOLS**



Please ask for: Mrs A Fraser

Direct Dial: 01463 233906

Email: central.primary@highland.gov.uk

Date: 8th December 2025

Dear Parent/Carer

I welcome your family to our school community and look forward to working with you during the forthcoming years. During your child's time in the school, we will do our best to provide your child with a happy and rewarding primary education.

Learning and teaching is at the very heart of what we do each and every day. We follow the Scottish Curriculum for Excellence and provide learning experiences that help all pupils to develop in the four capacities of Successful Learner; Confident Individual; Effective Contributor and Responsible Citizen.

Working in partnership with parents and the wider school community is important to our whole team. The school considers it vital that good relationships exist between parents and staff. We wish to work in partnership with our parents and look forward to developing positive home school links. By taking an active interest in your child's work both in school and at home and participating in the life of the school you will help your child make the best possible progress and help them to fulfil their potential. Your child's teacher and I will always be willing to discuss any aspects of your child's education.

We value and welcome all contributions from our families and friends and look forward to your involvement in the life and work of our school community.

The school is supported by our Parent Council who organise regular meetings and events. Your involvement in such meetings is always valued and appreciated.

If you require further information, please contact the school to make an appointment.

Kind Regards

Mrs. Ailsa Fraser
Head Teacher



Please ask for: Mrs M Guzowski

Direct Dial: 01463 233906

Email: central.primary@highland.gov.uk

Date: 8th December 2025

Dear Families

I would like to welcome your family to our school community and I look forward to working with you as your child begins their exciting journey in our Early Learning Centre (ELC). Our aim is to provide a caring, stimulating, and nurturing environment where every child feels happy, valued, and supported in their early learning experiences.

In the ELC, we follow the principles of *Curriculum for Excellence (Early Level)*, offering rich and engaging play-based learning opportunities that help children develop curiosity, creativity, independence, and confidence. We strive to ensure that each child's individual needs and interests are recognised and supported, laying strong foundations for lifelong learning.

We believe that working in partnership with families is central to your child's success. Positive relationships between home and school help us to provide the best possible start for every child. We welcome your involvement and encourage open communication. Our Early Years team and I are always happy to discuss your child's progress, learning, or wellbeing at any time.

Your participation in the life of the ELC is highly valued, whether through sharing experiences from home, joining in with activities and events, or contributing ideas and feedback. Together, we can create the best possible experiences for your child as they begin their educational journey.

If you would like any further information or wish to arrange a visit or discussion, please don't hesitate to contact the school office.

Kind regards,

Mrs Marta Guzowski

Depute Head Teacher

Foreword

The Central School community has always been an important part of the Highland Capital, Inverness. As the oldest primary school, we can look back over two hundred years of change. From a small town at the centre of the Highlands to the millennium city we live in today.

Situated on the west side of the River Ness, we are privileged to serve a diverse community of many nationalities and cultures. This brings a great vibrancy to our school where we learn together and from each other.

Our vision is for all to love coming to school, aspire to be leaders of their own learning and leave feeling accomplished. Our school values are SAFE, MINDFUL, ASPIRATIONAL. We celebrate achievements big and small regularly in class and in whole school assemblies

We currently have 163 pupils (aged 5 – 12 years) in seven classes, 31 nursery children in our Early Learning and Childcare Centre. We also host 10 pupils in The Glade. The Glade Team offers sessions for children who benefit from an enhanced nurture space.

Parents are all welcome to call school on 01463 233906.



School Contact Information

Central School
Kenneth Street
Inverness
IV3 5DW

Telephone: 01463 233906

Absence Line: 01463 257649

Email: central.primary@highland.gov.uk

Website: <https://sites.google.com/invernesshigh.org.uk/central-school>

Parent Council email: central.primary@highlandpc.co.uk



All visitors to the school should enter via Planefield Road where we operate a buzzer entry system

There are regular updates posted on our school blog.

Our Annual Standards and Quality Report and School Improvement Plan are posted on the school blog along with information that parents have requested.

More information at:

<https://education.gov.scot/inspection-and-review/find-an-inspection-report/find-an-inspection-report/?searchFor=schoolsOrganisations&orderAlias=relevance>

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

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1. The Central School Team

Head Teacher Mrs A Fraser
Depute Head Teacher Mrs M Guzowski



Teaching Staff

Mrs R MacLennan
Mrs S Gibb
Mr A Davidson
Ms M Masarova
Miss Gardner
Miss L MacDonald
Mrs A Cameron
Miss K Glass
Mrs A O'Hare

Class Sizes

P1	Up to 25 children
P2-3	Up to 30 children
P4-7	Up to 33 children

Support Teacher Ms S Warburton

Pupil Support Assistants

Mrs S Whiting Mrs C Johnstone Mrs A MacBean Mr Tondor Mrs A Mach Miss B Sutherland

Peripatetic Childcare Manager Mrs C Skinner

Early Years Practitioners

Mrs T Ferguson Senior Early Years Practitioner
Mrs J Cumming Miss E Black Mrs I Clark Mrs E Macdonald Mrs M Mackintosh

Out of School Club Mrs K Davidson (Assistant) C Hardie (Auxiliary)

Clerical Staff

Mrs J Soutar, Miss D Balfour

Catering Staff

Mrs L Millou Cook in Charge,
Mrs S McCann Mrs A Mackintosh Mrs J Sutherland

Facility Management Mr W Taylor Mrs A MacLeod

Crossing Patroller Mrs I Byczkowska



2_School Hours

School opens 9am



Class time



Break

10:30-10:50



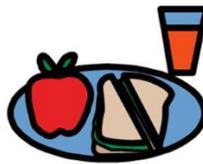
Class time



Lunch

12:20-1:00 (P1-3)

12:35-1:15 (P4-7)



Class time



School closes

2:30pm (P1-3)

3:00pm (P4-7)



"Central School is a very welcoming school. We have families from all over the world which makes our school wonderful and unique." Eden

Flexible Childcare

At Central School the childcare service operates from the Early Learning Centre (ELC) and includes funded and non-funded early learning and childcare for children aged 3-12 years.

Breakfast Club

8:00-9:00am

After School Club 14:30-17:30 pm

Places cost £5.05 per hour and need to be booked in advance. Forms are available from the School Office.



3. Entry Arrangements

Parents wishing to enrol their children into school should contact the Head Teacher to organise an initial visit.

Entry to School

Children are entitled to start their formal education at the beginning of a new session if they reach the age of five between March 1st that year and February 28th of the following year. Parents are invited to visit the school to enrol their child in the last week of January each year. The children are invited to spend sessions at the school during the summer term.

https://www.highland.gov.uk/info/878/schools/887/enrol_your_child_for_school

Placing Requests – Parental Choice

Other enrolments may take place at any time of the year by appointment. Parents of children who do not reside within the catchment area of the school have the right to specify the school in which they wish to place their child. Applications are made to the Area Quality Improvement Manager, Toni Macartney – Toni.Macartney@highland.gov.uk . Placing request applications are made online at:

https://www.highland.gov.uk/info/878/schools/887/enrol_your_child_for_school/2



Transportation to and from school, for placing request pupils, is a parental responsibility. If pupils live outwith the school catchment area and their parents wish them to attend our school, they can contact us 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.

Entry to Nursery

Children are entitled to a full year of Nursery education before they start primary school. Therefore, your child will begin a pre-school year in the August of the session during which he/she is four before the end of February.



Three-year-olds, however, have three starting dates.

- Children whose third birthday falls between 1st March and 31st August begin Nursery in Term 1.
- Those whose third birthday falls between 1st September and 31st December begin Nursery in Term 3.
- Those whose third birthday falls between 1st January and 28th February begin Nursery in Term 4.

Parents are invited to bring their child for taster sessions in the term before they begin to attend Nursery regularly.

https://www.highland.gov.uk/info/878/schools/11/enrol_your_child_for_early_learning_and_childcare/2



4. School Vision, Values and Aims

Our vision is for all to love coming to school, aspire to be leaders of their own learning, work together respectfully and leave feeling accomplished. (In short, Skipping in and Skipping out).

Safe, Mindful, Aspirational



Our school aims are:

At central **listening** means everyone has a voice and is actively listened to Everyone uses kind words and listens respectfully to others.

At Central **open** means that everyone has the confidence to take risks knowing that mistakes are a valued part of the learning process. We have an open door culture which should always encourage inclusion and confidence.

At Central **valuing** ensures all staff, pupils and parents feel important and respected. Valuing and respecting everyone's role in the school community is important.

At Central **improving** means we are open to new ideas and ready to change. We value and strengthen existing good practice.

At Central **supporting** means everyone is always willing to listen in a non-judgemental way. It's supporting and praising every member by every member of our school community.

At Central **partnering** means everyone working together and helping each other to achieve a shared goal and make our school excellent.

At Central **delivering** means having a shared vision, which is shared by all and communicated.

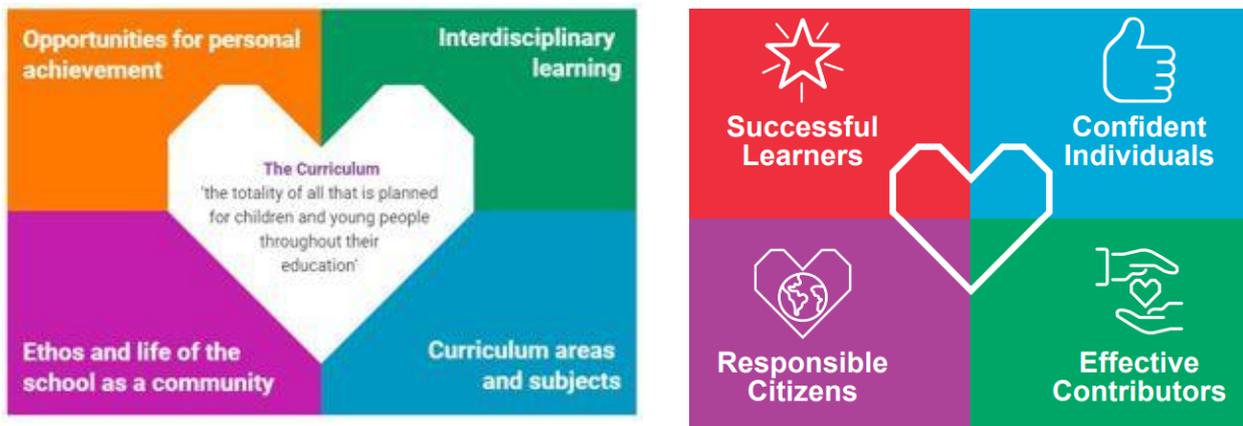
(Updated in 2025)

5. Educational Aims



6. Curriculum for Excellence

The curriculum aims to develop the whole child. We strive to provide a broad and balanced curriculum based on Curriculum for Excellence four contexts of learning (curriculum Areas and Subjects, Interdisciplinary Learning, Ethos and Life of the School and Opportunities for Personal Achievement).

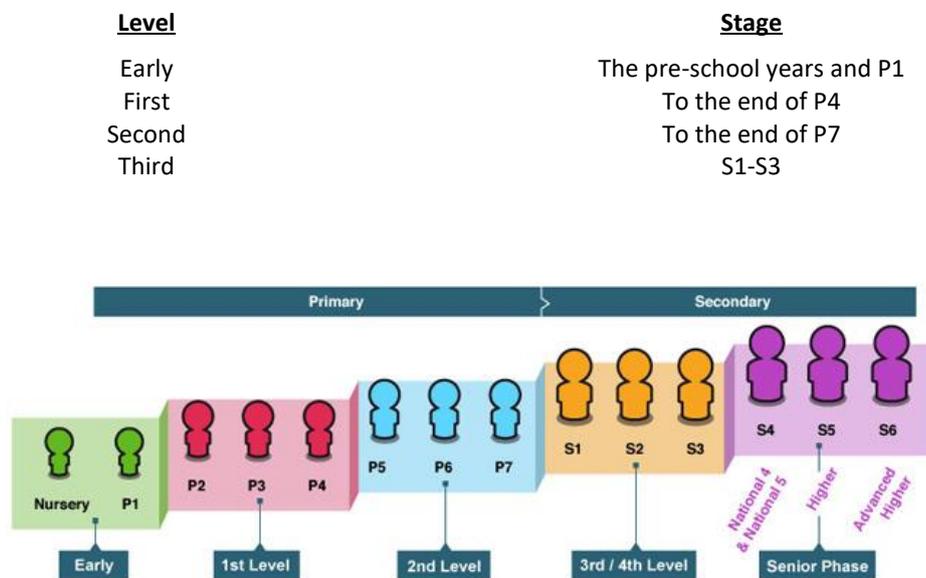


We aim to stimulate, encourage and challenge the learning of each individual child within a nurturing, supportive environment that offers pupil's choice and takes into consideration skills for learning, life and work.

The main subject areas of the curriculum are:

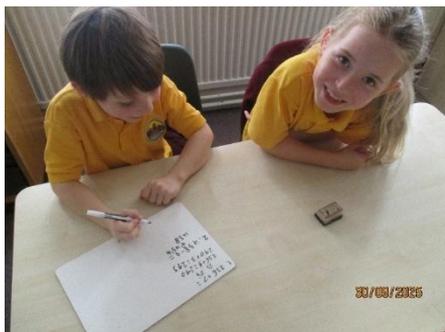
- ❖ Mathematics and Numeracy
- ❖ Literacy and Languages - French (P1-P7) and British Sign Language (P5-P7)
- ❖ Health and Wellbeing
- ❖ Sciences
- ❖ Social studies
- ❖ Technologies
- ❖ Religious and Moral Education
- ❖ Expressive Arts

Curriculum for Excellence Levels provides a very broad indication of how children progress in their learning from ages 3 to 15 in Scotland. These Levels are ‘open-ended’, allowing learners to work and progress in different ways with varying degrees of breadth, challenge and application. Below is a guide of the levels at which most children will be working.



More information about Curriculum for Excellence can be found on:

- <https://education.gov.scot/curriculum-for-excellence>
- <https://education.gov.scot/parentzone/>



“One of the things I really like about our school is we have lots of opportunities to go on different trips and experiences such as going to visit the farm at the Inverness High School, swimming lessons at the Aquadome and a whole school trip to Landmark.” Connie



“Our school has 3 House groups- Cawdor, Ness and Urquhart. Each pupil is given a house group when they join our school. The Primary 7s get the chance to apply to be a House Captain. I was chosen for House Captain this year and I get to help my team and do fun things.” Chloe

Standards and Quality Report and School Improvement Plan

Each year our school and early learning and childcare setting produce a ‘Standards and Quality Report’. This includes our evaluation of our school improvement: how we are doing, how we know and what we’re going to do next.

Our Standards and Quality Report for 2024/2025 can be found on the link below.

[SQR 2024.25.pdf - Google Drive](#)

The School Improvement Plan (SIP) is a working document used to set priorities, to improve the quality of teaching, and to monitor progress throughout the year, in order to raise student achievement. This can be viewed via the link below:

<https://drive.google.com/file/d/1Se2aDb5CTQP93HTiqbrh7P-gyWkMP3Y5/view>



Central School

Our vision is for all to love coming to school, aspire to be leaders of their own learning, work together respectfully and leave feeling accomplished.
Safe, Mindful, Aspirational

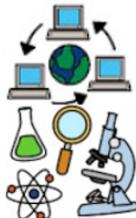
School Improvement Plan
2025 - 2026

Improvement Priority 1



- Make sure learning feels the same quality in every class and every school in our ASG (our group of schools).
- Help everyone understand their own learning and keep a personal learning profile
- Make lessons fair, fun and easy to understand for everyone.
- Work towards the **Silver Reading School Award** to celebrate a love of reading.

Improvement Priority 2



- Make sure learning in every subject joins up from nursery to P7 so you keep building new skills step by step.
- Get even better at **STEM** (Science, Technology, Engineering, Maths) and **digital skills**.
- Use digital tools more in everyday learning.

Improvement Priority 3



- Work towards the **Rights Respecting Schools Gold Award** by making sure everyone knows about children’s rights and uses them every day.
- Make lessons about health and wellbeing stronger, so you can learn how to stay happy, safe and healthy.
- Give you more chances to share your ideas and help lead school activities.

Information relating to our school context is available on the link below.

https://scotland.shinyapps.io/sg-primary_school_information_dashboard/

<https://education.gov.scot/inspection-and-review/find-an-inspection-report/find-an-inspection-report/>

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

7. Assessment and Reporting

Assessment of pupil progress forms part of our everyday interactions in the classroom. At Central School we encourage all children to take an active part in this process by reflecting on their own learning and identifying their next steps. The children participate in standardised assessments at the end of early, first and second level. During session 2025- 2026 P2, P3, P5 and P6 have participated in SOFAs. (Scottish Online Formative Assessments).

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. 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. Parents will receive feedback on their child's progress through pupil reports and parent's evening.

We continue to work on how we best record learning that highlights individual's achievements as part of our School Improvement journey.

Parents of new entrants are welcome to come into the school early in the first term to discuss their child's progress after the initial settling in period.

We aim to keep parents both informed and involved in their child's education. In addition to parent's evening and other school events, we are happy to meet with parents to discuss progress or concerns at any time throughout the year. Parents have the right to access their child's pupil record and should speak to the Head Teacher if they wish to access it.

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

Please check our website for information about data protection.

<https://sites.google.com/invernesshigh.org.uk/central-school/data-protection>

8. Support for Pupils

The Education (Additional Support for Learning) (Scotland) Act 2004 came into force in November 2005. In November 2009 the Act was amended.

All children need support to help them learn. Some children require more help than others. We follow The Highland Practice Model staged approach to assessing, identifying and supporting additional support needs. In this model every child has a 'named person' who is responsible for making sure that the child or young person has the right help to support his/her development and well-being. If you have a concern about your child in primary school please contact your child's class teacher in the first instance, Mrs Fraser (Head Teacher) or the 'named person'.

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

https://www.highland.gov.uk/info/886/schools_-_additional_support_needs/1/support_for_learners

http://www.highland.gov.uk/download/downloads/id/11/co-ordinated_support_plan

Class teachers, in conjunction with Support teachers monitor the progress of pupils with support needs. 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 into place to help plan, organise, monitor and regularly review a child's progress. Parents and pupils will be involved in these and regularly review a child's progress. Parents and pupils will be involved in these procedures and reviews.

For more information please see the links below:

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

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

[Scottish Independent Advocacy Alliance](#), an advocacy service to support parents and children.

[Scottish Child Law Centre](#), an organisation providing free legal advice to young people

Parentline: <https://www.childrenfirst.org.uk/get-support/support-line/>

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 out with the school. Should you have any concerns that your child's additional needs are not being met, you should contact your child's named person in the first instance and/or the Headteacher <contact details>. 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



Employment of Children

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

http://www.highland.gov.uk/downloads/download/19/employment_of_children

Equality and Inclusion

For up-to-date information please see:

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 relation. Activities should not discriminate against any of the following 'protected characteristics' age, disability, race, religion or belief, sex, sexual orientation, gender reassignment, pregnancy and maternity.

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

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](#)

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

9. Religious Education



Religious Education is an integral part of the curriculum and seeks to encourage a Christian approach to everyday living. Pupils study Christianity, World Religions and Personal Search. We have regular Assemblies. The school has links with local churches.

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

10. Positive Relationships

Our school follows the Highland Council Guidelines on Equalities and Diversity and Promoting Positive Relationships. Research shows that better behaviour brings about better learning. Our aim is for all children to feel they fully belong to our school community.

Our school is committed to becoming a Rights Respecting School and achieved our silver award in 2025. We are currently working towards our Gold Award.



SILVER – RIGHTS AWARE

We work hard to build good relationships at Central School and with our local community partners which promotes positive interactions and choices.

At Central School we are...	
1.	... Safe
2.	... Mindful
3.	... Aspirational

Our relationship guidelines are available on our school blog.

Highland Council Anti-Bullying Policy -

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

11. Homework

We encourage children to complete a variety of homework activities that reinforce and consolidate learning at home. This year we have updated our homework guidelines. All classes send homework home. If you have any queries, please contact your child's teacher. Homework tasks are posted on Google Classroom.

12. Health Promotion and School Meals

As a Health Promoting school we encourage pupils, staff and parents to think about healthier lifestyles. Healthy living is a regular topic in classes. We encourage active travel which promotes safe to school. Staff take part in health promotion activities. We value all the activities that make up a healthy and happy community.

Our school meals are cooked on the premises. 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.

P1, 2, 3, 4 and 5 children receive free school meals.

All children from P1-7 are eligible if the family receive Income Support or Job Seekers Allowance (Income based).

Children can eat packed lunches in school. It should be noted that under Health & Safety regulations, glass bottles or containers are not permitted.

If a pupil has special dietary needs, please inform the school.

Free meals can be claimed in certain circumstances, for information and application form please see

http://www.highland.gov.uk/info/899/schools_grants_and_benefits/10/free_school_meals_and_assistance_with_clothing

The Highland Council operates a 'Cashless catering' system which utilises pupils' NEC cards. For further details please see:

http://www.highland.gov.uk/info/878/schools/9/school_meals/2

Parents are responsible for pupils who decide to go out with school grounds at lunch time.

13. Adverse Weather

The previous dial-in phone service to inform parents of school closures has been withdrawn by Vodaphone.

Instead parents can obtain information on the Highland Council school closures webpage

<http://www.highland.gov.uk/schoolclosures>

This is in addition to schools' own arrangements in place for informing parents of school closures. We post information on google classroom and our Facebook page as soon as we can if the school is closed following the withdrawal of the school closure dial-in phone service.

14. School Uniform

School uniform is obtainable from:

MacGregor's
Henderson Street
Inverness
IV1 1SN



The uniform consists of a gold coloured polo shirt with a burgundy sweatshirt and dark coloured trousers or skirts. Central School takes great pride in its pupils' appearance, and most wear uniform.

Assistance with Clothing

To claim assistance, please click on the link. [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)

15. Equal Opportunities

Central School is an equal opportunities school. We value all people equally and celebrate the differences between all members of our school community and uphold the principles of inclusive education. Please see our website for policies: <https://sites.google.com/invernesshigh.org.uk/central-school>

16. Transition

Transition to ELC

Children transitioning to the Early Learning Centre (ELC) will be invited to attend a Stay, Play, and Learn session prior to starting nursery, providing an opportunity for them to become familiar with the environment, staff, and daily routines.

Transition to Primary

Children transitioning to Primary One will take part in a range of planned activities throughout the year designed to help them become familiar with school routines, the classroom environment, and various learning experiences. Each child will also be paired with a Primary 7 buddy who will support them as they settle into their first year.

Children joining from a different nursery will be invited to participate in the transition activities during Term 4, ensuring they have the same opportunities to get to know the school, staff, and classmates before starting Primary One.

Transfer to Secondary School

Pupils from Central School transfer to Inverness High School for secondary education.

As pupils reach the end of Primary 7, efforts are made to ease the transition from primary to secondary education, through exchange visits involving both pupils and staff and the sharing of information between staff.

Children with additional support needs will have an enhanced transition process and this will be tailored to meet the needs of the child. Primary 7 pupils participate in the Resilient Kids programme which aims to develop skills, build confidence and help children become more resilient.

The High School also organises meetings for parents in January and June. For further information contact:

Ms V Forrester - Rector

Inverness High School

Montague Row

Inverness IV3 5DZ

TEL: 01463 233586

17. Parental Involvement and Community Engagement

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

Our school team values any time you, as parents, can give to us enhance the experiences we offer our children and strengthen our school community. We are committed to developing the positive partnerships already established with our local community.

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

- Parents' evenings
- Open afternoons
- High Quality Assessments
- Information on the school website

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

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

Parental information is obtained from questionnaires issued regularly at Parents evenings and other times of the year and from Parent Forums.

A member of the Senior Leadership team is in school most evenings for parents to contact with any issues.

Parent Council

A Parent Council is a group of parents selected to represent all parents of children at the school. Our Parent Council is in the process of recruiting new members. There are regular meetings where topics are discussed and actions taken, including fund raising events. Ultimately the children benefit greatly from this input and all staff appreciate this contact with parents. We wish to stress we hope you feel you are able to make a contribution whether it is big or small.

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

Parent Council Chair Mr P Wozniak email: central.primary@highlandpc.co.uk
[Parent Council Guide](#)



18. Health and Welfare

The school nurse carries out a variety of short assessments with all new entrants during their first year to which parents are invited to attend. She also visits the school at regular intervals and is always happy to discuss any matters of children's health and welfare with parents.

Sometimes a child becomes ill at school. In such cases the parent or emergency contact will be informed and, if necessary asked to collect the child. We ask for your cooperation with this by ensuring your contact details are kept up to date.

Mental Health and Wellbeing

Staff will support the emotional development and wellbeing of pupils through formal and informal curricular activities. Any concerns about a pupil's wellbeing can be discussed with the named person Mrs A Fraser.

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.

Administration of Medication

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

This guidance is based on a number of common principles that will be consistently applied when identifying, supporting and reviewing the healthcare needs of children and young people in Highland schools to enable them to make the most of their learning.



Under Article 24 of the United Nations Convention on the Rights of the Child, all children have a right to the highest attainable standard of health and to health care services that help them attain this. Article 7 of the United Nations Convention on the Rights of Persons with Disabilities states that children with disabilities have the right to express their views freely on all matters affecting them. The arrangements for each individual will therefore take account of the health professionals' advice, the pupil's views and, where appropriate, their parent's views.

NHS Highland, Highland Council and school staff will work collaboratively to ensure that pupils receive the service they need in the way most appropriate to their personal circumstances.

We will work with pupils and parents/carers to support the healthcare in our school, making reasonable adjustments that children and young people with healthcare needs might need and require.

Where appropriate, we will make arrangements for staff providing healthcare to pupils to receive appropriate training from a health professional, or other accredited source in the care they are providing.

Assistance with intimate care may be needed by children in any school and this will be provided if required to support these needs quickly and with respect for children's privacy, dignity and rights.

If your child requires medication, please note that this will only be administered by staff when there is clear written guidance from a parent/carer, providing:

- The name of the medicine, the quantity of the medicine to be given, the time it has to be given.
- As far as possible prescriptive medication should be given at home by parents/carers. If it is required to be given in school, the medication should be unopened, 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.

19. 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>

20. Attendance and Absence

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 1463 233 906. 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

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

21. Disclaimer

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

22. Policies and Guidelines

Should you wish further information on Policies and Guidelines, please check the Highland Council website
https://www.highland.gov.uk/info/893/schools_-_general_information/29/school_policies_procedures_and_guidelines

23. Concerns and Complaints

If a parent has any concerns, they should contact their child's teacher or Mrs Fraser in the first instance. 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 Quality Improvement Manager, Toni Macartney - Toni.Macartney@highland.gov.uk.

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 emailed to school.transport@highland.gov.uk

24. School Calendar 2026 - 2027

https://www.highland.gov.uk/info/878/schools/32/school_term_dates

Highland School calendar 2026/27

Please note - Dates may be subject to change

August 2026							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
32						1	2
33	3	4	5	6	7	8	9
34	10	11	12	13	14	15	16
35	17	18	19	20	21	22	23
36	24	25	26	27	28	29	30
37	31						

September 2026							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
37		1	2	3	4	5	6
38	7	8	9	10	11	12	13
39	14	15	16	17	18	19	20
40	21	22	23	24	25	26	27
41	28	29	30				

October 2026							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
41				1	2	3	4
42	5	6	7	8	9	10	11
43	12	13	14	15	16	17	18
44	19	20	21	22	23	24	25
45	26	27	28	29	30	31	

November 2026							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
45							1
46	2	3	4	5	6	7	8
47	9	10	11	12	13	14	15
48	16	17	18	19	20	21	22
49	23	24	25	26	27	28	29
50	30						

December 2026							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
50		1	2	3	4	5	6
51	7	8	9	10	11	12	13
52	14	15	16	17	18	19	20
1	21	22	23	24	25	26	27
2	28	29	30	31			

January 2027							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
2					1	2	3
3	4	5	6	7	8	9	10
4	11	12	13	14	15	16	17
5	18	19	20	21	22	23	24
6	25	26	27	28	29	30	31

February 2027							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
7	1	2	3	4	5	6	7
8	8	9	10	11	12	13	14
9	15	16	17	18	19	20	21
10	22	23	24	25	26	27	28

March 2027							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
11	1	2	3	4	5	6	7
12	8	9	10	11	12	13	14
13	15	16	17	18	19	20	21
14	22	23	24	25	26	27	28
15	29	30	31				

April 2027							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
15				1	2	3	4
16	5	6	7	8	9	10	11
17	12	13	14	15	16	17	18
18	19	20	21	22	23	24	25
19	26	27	28	29	30		

May 2027							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
19						1	2
20	3	4	5	6	7	8	9
21	10	11	12	13	14	15	16
22	17	18	19	20	21	22	23
23	24	25	26	27	28	29	30
24	31						

June 2027							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
24		1	2	3	4	5	6
25	7	8	9	10	11	12	13
26	14	15	16	17	18	19	20
27	21	22	23	24	25	26	27
28	28	29	30				

July 2027							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
28				1	2	3	4
29	5	6	7	8	9	10	11
30	12	13	14	15	16	17	18
31	19	20	21	22	23	24	25
32	26	27	28	29	30	31	

School holidays
In-service days

School days