

INVER PRIMARY SCHOOL

INVER PRIMARY SCHOOL
School Handbook
2026/2027



Tour of the school

<https://drive.google.com/file/d/1cx6JdsfYkJOLplo5vBNZisUfYeSrTB5t/view?usp=sharing>

INVER PRIMARY SCHOOL

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INVER PRIMARY SCHOOL

Head Teacher's Letter

Dear Parent/Carer,

I am very pleased to welcome you and your child to Inver Primary School.



We look forward to a forging a positive partnership with you built on trust, kindness and respect. The purpose of this brochure is to give you as much information, in an easily digestible form, about our school. It is, however, by no means exhaustive and if you have any queries, you feel this booklet fails to cover, do not hesitate to contact me.

Parents are most welcome to get involved in the life of the school. We have several volunteers already contributing to the life and ethos of the school and an active Parent Council who meet regularly. Please do not hesitate to come forward and express your opinions and offer your services at any time.

Finally thank you for taking the time to read this brochure. The school staff look forward to a happy and successful partnership in the future with you and your child.

Yours sincerely,

Mr Blair Mackay,

Head Teacher

(blair.mackay@highland.gov.uk)

INVER PRIMARY SCHOOL

School Information

General School Information

Inver Primary School

Inver

IV20 1RX

Telephone (01862) 871431

School Email Id: inver.primary@highland.gov.uk

Office: Louise.Cochran@highland.gov.uk

School Website: <https://sites.google.com/taimroyalacademy.net/inver/home>

School Roll for Session 2025 - 2026

P1 - 1

P2 – 2

P3 – 1

P4 – 4

P5 – 6

P6 – 0

P7 – 4

School Hours

9.00am - 12.30pm

12.30pm - 1.10pm (lunch)

1.10pm - 2.30pm P1 - 3

1.10pm - 3.00pm P4 - 7

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In the event of an early closure, you will be notified in advance by letter/email. In the event of an emergency you will be contacted by telephone.

If you are not available at the time your 'emergency contact' number will be used.

School Uniform

The policy of the school is that children are expected to wear school uniform as it promotes a feeling of school unity and discourages bullying on account of designer labels.

Inver Primary School colours are:

Sweatshirts and cardigans	Navy
Trousers and skirts	Navy/Black
Polo Shirts / Blouses	White

School sweatshirts & polo shirts with an embroidered logo are available from Macgregors Schoolwear based in Inverness, Highland Embroidery and Fiona Jupp based in Tain. You will find Fiona on Facebook under Tain Print and Embroidery.

Their contact details are:

Macgregor Schoolwear

15-17 Henderson Road,

Longman Industrial Estate,

Inverness,

IV1 1SN

01463 277755

Highland Embroidery

Windy Heights

Tomich

Lairg

IV27 4DQ

01549 402 707

[Inver Primary - MacGregors Schoolwear](#)

www.highland-embroidery.co.uk

INVER PRIMARY SCHOOL



Staff

Head Teacher	Blair Mackay
Principal Teacher	Erin Wilmot
P1-4 Teacher	Erin Wilmot / Linda Fraser
P5-7	Katie Lowe
ASN teacher	Elaine Lynch
Secretary	Louise Cochran
P.S.A	Jackie MacGruer
Music Instructor	Debbie Ross, Niall Matheson
Janitor (Part time)	Kevin Mackenzie
Dining Attendant	Sylvia Dieguno

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ATTENDANCE/ABSENCE

Good attendance is vital if pupils are to achieve their full potential. But if a pupil is absent from school, a parent or guardian should phone the school on the first day of absence by phoning 01862 871431. When returning to school after an absence, the parent or guardian must give 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 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 day time contact numbers and emergency contact numbers for all pupils.

Schools are required to keep an attendance register by law. We have a responsibility for the care and welfare of all pupils during the school day therefore need to know the whereabouts of absent pupils.

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

- will result in a significant loss in classroom experience;
- will result in a pressure to 'catch up' on missed work by pupils;
- could result in pupils missing assessments with consequential impact on pupils and teachers;
- could result in the loss of curricular activities;
- will affect school attendance records and efforts to raise standards of attendance;

Under the guidance issued at a national level, most family holidays will be coded as unauthorised absence, only in exceptional cases will the absence be recorded as authorised.

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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 Head Teacher.

COMPLAINTS AND REQUESTS FOR SERVICE

If you have any concerns, you should contact Head Teacher Blair Mackay 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, you can contact the Isobel Sinclair (Isobel.Sinclair@highland.gov.uk)

Please note that transport is not a school responsibility and any queries should be emailed to school.transport@highland.gov.uk.

Enrolments

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

SCHOOL PLACING REQUESTS – PARENTAL CHOICE

Each school serves its own particular catchment area. Pupils whose homes are located in that area will have priority in being allocated a place in the school. However, parents have the right to specify the school in which they wish to place their child. Applications are made to the Area Quality Improvement Manager Isobel Sinclair.

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.

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If pupils live outwith the school catchment area and their parents wish them to attend Inver Primary School they can contact Louise Cochran, in the office, 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.

PARENTS/GUARDIANS/CARERS AS PARTNERS

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



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

- Parents' evenings
- Progress checks
- Target Setting
- Course choice/ Options evenings
- 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 seeks to involve parents in any key decisions about their child's education and keep parents informed about progress.

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

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Parent Council is a group of parents selected to represent all parents of children at the school. Any parent who wishes to raise an issue for the Parent Council to consider can do so by contacting Hazel Morrison, Chair of the Parent Council by emailing her at inver.primary@highlandpc.co.uk

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

School Ethos

We promote pupil achievements through our 'We are Proud of you Wall', school assemblies as well as pupil profiles. All pupils are part of our citizen groups, which include: Eco Group, Health and Well-being, Rights Respecting Schools, Digital Leaders and School Improvement Group.

Positive Behaviour Policy

Responsibility for promoting and maintaining positive behaviour lies with all members of the

Hilton of Cadboll Community including pupils, staff, parents and the local and wider community. Pupils, staff and parents are expected to model excellent behaviour and a positive attitude at all times as this is the ideal opportunity to share our expectations and high standards.

The school uses praise to encourage good behaviour and positive attitudes to school work. Should your child's behaviour however, give cause for concern you will be informed; we find that a partnership between school and home is very often the answer to any difficulties in this area.

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

Employment of Children

The employment of children byelaws regulate the types of occupation in which children under school leaving age may be employed and other conditions of employment. For further information please see: [Employment of children](#)

INVER PRIMARY SCHOOL

[Our Vision Statement](#)

Inver

Motto

There is a Champion In Us All!

Vision

At Inver Primary School we will create a welcoming ethos where everyone feels happy, included and part of Inver Primary's family. Every child will have opportunities to learn and find success by being supported and challenged appropriately, to allow them to do so in a safe and nurturing environment.

Values

Champions

(Committed, Healthy, Adventurous, Mannerly, Positive, Independent, Organised, Nurturing, Successful)

Together these things make Inver great – freedom to be who you want to be!

Aims

Ensure in our pupils the ability to be effective learners and take ownership of their learning

To work as a team and have the confidence to contribute

Ensure children have the confidence to take risks in their education

Develop a sense of personal responsibility and encourage high standards of behaviour

Help children learn to celebrate their achievements, recognise individual success and develop resilience

Celebrate and nurture the children's diversity, provide equality of opportunities and ensure they are aware of their rights and responsibilities

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School Improvement

1. Raising Attainment in Literacy and Numeracy
2. Rights Respecting School – ‘Going for Gold’
3. The development of Play and Outdoor Learning

Please see the attached School Improvement Plan for parents below.

https://docs.google.com/document/d/1fJYj-AmoxljauZIYk_Z_DwmK8kW6tF_xMyH0_WTVIK0/edit?tab=t.0

The full school improvement plan can be accessed via the school website:

<https://inverprimary.school.blog/>

The Standards and Quality report and school improvement plan are available from the school office on request. A parent friendly version has been shared..

Useful resources and information for parents

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

[School information dashboard | My school | Parentzone Scotland | Education Scotland](#)

Our Standard and Quality Report from last session is available on the school website.

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Homework

Homework is an aspect of children's work, which helps to foster links between home and school, which in turn develops the partnership between parents and teachers. This partnership is very important in raising children's attainment. The school issues a guide to homework yearly. If class work is unfinished pupils may be expected to take it home and complete it there.

Specific Purposes of Homework

- Ø Allows practise and consolidation of work done in class.
- Ø Training for pupils in planning and organising time.
- Ø Encourages ownership and responsibility for learning.
- Ø Provides opportunities for individualised work.
- Ø Allows preparation for future class work.

Types of Homework

- Ø Reading
- Ø Tables Practise.
- Ø Maths work associated with class work.
- Ø Basic Number Work.
- Ø Writing
- Ø Spelling
- Ø Research work for theme.

Practicing Fine/Gross Motor Skills

Playing and taking turns

Amount of Homework

At Early Stages a child should spend about 10 minutes each week night on some form of reading activity and by Pr. 6 – 7 a child would be expected to spend about 30 minutes each week night on a variety of tasks.

Homework would not usually be issued over the weekend.

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Clubs

We have an extensive range of school clubs at Inver which are run by our pupils, parents and partners. These include, Running, Football and Chess Club.

Role of Parents

It is expected that parents will supervise and assist the children in their homework activities as and when appropriate because this gives parents a greater understanding of what, and how well, their children are doing. This may involve working through your child's High Quality Assessment Tasks with them while they complete their homework. This is an excellent way of keeping everyone informed about progress being made. Parents should always sign homework.

Partners

At Inver we pride ourselves in the strong partnerships we have formed with the local community over a long period of time. We value and appreciate all the support and collaboration opportunities we receive from our partners. Here are some of the partners we have worked with and currently work alongside:

Inver FC

Inver Village Hall

Feis Ross

Duthac Book Festival

JASS

Tain YMCA

Active Schools

Ankerville Nurseries

HM Lord Lieutenant

Rights Respecting Schools – Silver Award Achieved

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Parents' Meetings

Parents are kept up-to-date with events both in and out of school with a termly newsletter and other notes when required.

Parents are invited to the school for Parents' Evenings twice a year. Appointments are made with parents and members of staff to discuss pupil progress at these times. Parents are also welcome to make appointments with staff at any time if they wish to discuss any particular problem.

Parents will also receive a High Quality Assessment Report in terms 1, 2 and 3 and an overview report in Term 4.

Additional Support Needs

Information on Education (Additional Support for Learning) Scotland Act 2009:
<http://www.legislation.gov.uk/asp/2009/7/contents>

Class/Subject teachers, in conjunction with Additional Support Needs Teachers monitor the progress of pupils with additional support. The needs of such pupils are generally catered for within the normal curriculum but with specialist advice and support as required. If necessary, a child's plan may be put in place to help plan, organise, monitor and regularly review a child's progress. Parents and pupils will be involved in these procedures and in reviews. More information can be found about the Highland Council model for support and child's plans at:

http://www.highland.gov.uk/downloads/file/230/highland_practice_model_-_delivering_additional_support_for_learners

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

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

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

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

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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 Head Teacher – blair.mackay@highland.gov.uk 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

Progress

Parents wishing to enquire about a pupil's progress or have concerns about their progress are invited to get in touch with Blair Mackay the Headteacher.

Useful websites.

[Support for Learners Website](#)

<http://enquire.org.uk/>

[Highland Child Protection Committee - Highland Child Protection Committee](#)

<https://www.thrivingfamilies.org.uk/>

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

Multi-Cultural and Anti-Racist Education

The school:

- ∅ is opposed to all forms of prejudice and discrimination;
- ∅ provides equality of opportunity through its ethos and working practices;
- ∅ promotes understanding and respect for other people's cultural identity and beliefs;
- ∅ aligns itself with the Education Service's "Anti-racist and Multi-cultural Guidelines for Primary Schools' (2005) and has an appointed Race Equality Co-ordinator.

[Promoting Diversity and Equality Policy](#)

INVER PRIMARY SCHOOL

The Curriculum

[Curriculum for Excellence | Education Scotland](#)

Since 2010 schools across Scotland have begun to implement Curriculum for Excellence (CfE) and the new curriculum has eight areas (Expressive Arts, Health and Wellbeing, Language, Mathematics, Religious and Moral Education, Sciences, Social Studies, and Technologies) which broadly reflect the previous 5-14 curricular areas. However, there are new levels which most children are expected to achieve:

Early level -The pre-school years and P1, or later for some.

Level 1 - To the end of P4, but earlier or later for some.

Level 2 - To the end of P7, but earlier or later for some.

Level 3 and 4 - S1 to S3, but earlier for some. The fourth level broadly equates to Scottish Credit and Qualifications Framework level 4.

Level 4 experiences and outcomes are means of study intended to provide possibilities for choice and young peoples' programmes will not include all of the fourth level outcomes.

Senior Phase - S4 to S6, and college or other

Each curricular area comes with experiences and outcomes which teachers plan to, and will, assess pupils against. There is the expectation that learning experiences for children will be 'richer' and more interactive, with pupils being engaged in their own learning to a higher degree. There will also be more crossovers amongst curricular areas to achieve outcomes so that connections can be made between different areas of learning.

Numeracy, Literacy and Health and wellbeing over arch all experiences and outcomes planned for children.

Also included in CfE are:

7 Principles:

Challenge, breadth, progression, depth, personalisation and choice, coherence and relevance.

4 Values:

Wisdom, justice, compassion and integrity.



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4 Capacities:

Successful learners, confident individuals, responsible citizens and effective contributors.

4 Cross Cutting Themes: sustainability, enterprise, creativity and citizenship.

4 Aspects/Contexts: interdisciplinary learning, life and ethos of school in community, opportunities for personal achievement, curriculum, creation and subjects

At Inver teachers' planning now reflects the new curriculum and pupils are more actively involved in their own learning; setting their own success criteria for many lessons then peer and self assessing the work undertaken.

Pupils are actively encouraged to participate and take responsibility in the life of the school. We have an active Rights Respecting School's Group and Gardening Group. Pupil views are also sought when reviewing and updating school policies.

For many years the school has been very involved in Enterprise Education which is not only cross curricular, but provides a rich learning context using real life skills. Citizenship is also promoted in Inver with pupils engaging in fundraising for many charities.

The school ethos of being supportive, showing mutual respect, valuing every individual and honesty is consistent with the 4 values of CfE.

Language

Language is the principle medium of learning and instrument of thought and is basic and essential to all other areas of the curriculum. During their years at Inver Primary pupils are given frequent opportunities for oral expression through the use of poetry, drama, debating, informal discussion and storytelling and all pupils are encouraged to produce quality writing in a variety of forms - diary, note taking, reporting, letter writing, storytelling etc. through a structured writing programme.

Reading is carried out in line with the 'Highland Literacy Project' method which involves the children in seeing the reading writing connection a lot earlier and places more emphasis on reading for pleasure as well as information. The core reading materials at the lower stages of the school are Oxford Reading Tree. Later Collins 'Big Cats' are introduced and chapter books/novels by the upper stages. The school has an extensive library which the children use to select their own personal reading from.

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In line with government policy French is taught to pupils from Primary 1 right through to Primary 7. Simple phrases, basic vocabulary and numbers are introduced. Some written work is undertaken, but the emphasis is on the spoken language and pronunciation. Games, songs and drama are used to make learning a foreign language an enjoyable experience and so giving a positive attitude for later development. Two members of staff are trained to deliver this. Pupils from P4 upwards will also be introduced to some basic French vocabulary.

Children will be introduced to Scots through its place in the culture and heritage of Scotland with opportunities to explore and try it out.

Mathematics



Numeracy (being skilled with numbers and maths and their application to life) as well as being taught systematically through a Maths programme is also embedded in learning activities where math skills are paramount such as in a finance project. To encourage numerical thought, Problem Solving is taught at all stages of the school weekly with pupils actively engaged in reflection and dialogue in solving a variety of problems. Real life problems are encountered in many of the enterprise activities undertaken.

Health and Wellbeing

Health and wellbeing include such areas as physical education, food, health, substance misuse, parenthood, sexual health, social and life skills. These topics are taught at an appropriate age and stage of a pupil's development through a variety of mediums including discussion, video, thematic work, visitors to school, drama and across all curricular areas.

The school endeavours to give each child 2 hours physical education a week in line with government expectations. Some pupils also have swimming lessons at Tain Royal Academy. The school participates in all the local sporting events such as cross country, football tournaments, county sports etc. The school is supported in PE with specialist input.

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Technologies

The school is very well equipped to provide ICT (information communications technology) with a number of chrome books and I Pads already in the school. Pupils use various pieces of IT across the curriculum for recording progress in reading and assessment of collaborative work, the internet for research, powerpoint for presentation of work and graphic programmes for data handling in Maths. Technologies also involve the children in the changing world, product design, ethical issues, energy and sustainability.

Social Studies

This involves the pupils in learning about other people and their values. Broadly this covers people: past events and societies, place and environment and people in society, economy and business. These are taught through a thematic approach and pupils' own interests and the questions they bring to school.

Science

Central to science is the development of an enquiring mind into the physical and material world around, and how science works and influences the world we live in. At present the pupils at Inver follow Highland Council's Programme for Science where it covers the experiences and outcomes of CfE. The Programme is delivered through a topic approach with the pupils engaged in a wide range of activities enabling them to grasp the language of science and its impact on society.

Religious and Moral Education

Inver Primary School undertakes its legal requirement to provide religious Education. A whole school assembly is held weekly and led by one of the local chaplains from the various denominations in the surrounding area or the Head Teacher. A joint Christmas service is held in the Parish Church with the other schools in the nearby town of Tain.

The Religious and Moral Education curriculum can be defined in three broad areas: Christianity, Other World Religions and Developments of Beliefs and Values. The aims of Religious and Moral Education are to help pupils to:

- Ø develop a knowledge and understanding of Christianity and other world religions and to recognise religion as an important expression of human experience;
- Ø appropriate moral values such as honesty, liberty, justice, fairness and concern for others;

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- Ø investigate and understand the questions and answers that religions can offer about the nature and meaning of life;
- Ø develop their own beliefs, attitudes, moral values and practices through a process of personal search, discovery and critical evaluation.

Parents have the right to withdraw their children from religious education if they so wish.

Expressive Arts

Within CfE, Expressive Arts covers the four main areas of music, dance, art and design and drama.

Music

Pupils have the opportunity to participate in music in a variety of ways within school allowing them to experience the inspiration and power of sound whether it's in the music from the shows, African drumming or simple rhythm and rhyme in the early stages.

The school works closely with Feis Rois to provide Gaelic and voice singing, penny whistle and instrumental music for the upper stages. The younger pupils have regular sessions throughout the year with the Kodaly vocal skills tutor. Strings tuition is also available for older children – unfortunately, in line with Highland Council policy, this has to be paid for. The school also enjoys a range of visiting musicians to the school such as Gizzen Briggs, Jazz Band and members of Scottish Orchestra when undertaking school outreach work. Pupils have the opportunity to write and perform their own songs and raps. Singing and music are included in many of the themes and topics undertaken by the children such as World War 2 and in school performances.

Dance

Traditional Scottish dancing is taught to all senior pupils and the younger classes enjoy movement within their classroom lessons.

Art and design

Art, in a variety of forms and mediums, is undertaken by all class teachers and pupils all have the opportunity to see their work displayed around the school.



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Included in this is investigating how their artistic styles are reflected in manufacturing and industry.

Assessment and Record Keeping

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

Assessment is geared towards establishing what the pupils have achieved individually, and informing the next steps of their education. The evidence to provide these assessments is collected formally (summative assessment) and informally (formative assessment) over a period of time. Assessment activities are identified at the planning stage of a block of work and may involve oral work, written work, observation of practical activities and self-assessment. All these methods of assessment may be carried out during the year and records kept to focus on what the pupil can do as well as establishing weaker areas. Through these various methods of assessment teachers and pupils diagnose strengths and weaknesses, and so are able to match work to the child's developments and needs.

Pupils' individual next steps are recorded in their profiles. These provide assessment information on individual pupils and allows everyone involved (pupil, teacher, and parent) to be fully informed allowing support or challenge where necessary. P5-7 use electronic profiles.

Pupil reports are issued at the end of the year and relate to all aspects of the child's education as recommended by the Highland Council for all Highland Schools.

Transitions

Pupils transitioning from nursery to Primary 1 will be supported with transition days, invites to sports day, tours of the school etc. Inver Primary does not have its own nursery.

After Primary 7 our catchment secondary school is Tain Royal Academy. All pupils will be supported to transition to TRA through visits, tours of the school, visits to Primary by Secondary staff, Developing the Young Workforce day, ASG competitions etc.



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Tain Royal Academy

Scotburn Rd

Tain

Head teacher Mr Dureen Jarvie

01862 892121

Access to Pupil Records

The school pupil records (Scotland) Regulations 1990 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 an application to the Head Teacher.

Data Protection Act 1998

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 the data Protection Act 1998 and may only be disclosed in accordance with the codes of practice. Further information can be obtained from <http://www.gov.scot/Topics/Statistics/ScotXed>

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.

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

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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 the 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, the Scottish Government will not publish or make publicly available any information that allows individual pupils to be identified, nor will data be used by the 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 the Scottish Government.

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

Your data protection rights

The collection, transfer, processing and sharing of ScotXed data is done in accordance with the Data Protection Act (1998). We also comply with the National Statistics Code of Practice requirements and other legislation related to safeguarding the confidentiality of data. The Data Protection Act gives you the right to know how we will use your data. This note can give only a brief description of how we use data. Fuller details of each individual ScotXed survey, including the purpose of each and the published data, can be found on the ScotXed website

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

Scottish Government works with a range of partners including Education Scotland, Skills Development Scotland and the SQA. On occasion, in order to help meet our aim of improving the life of young people in Scotland, we may make individual data available to partners such as the National Registers of Scotland to carry out research relating to the national population census and also academic institutions and organisations to carry out additional research and statistical analysis to meet their own official responsibilities. Any sharing of data will be done under the strict control of the 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 this 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 the Scottish Government. At all times pupils' rights under the Data Protection Act and other relevant legislation will be ensured.

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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 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.

School Meals

School meals are available to all children. P1-5 children will be entitled to a free school meal. Lunches are cooked in Tarbat Old Primary School and are delivered daily to the school. The children can pre order their meals for the week using the google form sent out, by email, each week.



Dinner money is paid every Monday morning, and costs £2.40 per day. The meals may be paid either in cash or by cheque made payable to, *Highland Council*

Regardless of the method of payment, money must be sent to the school in a sealed envelope with your child's name and the amount of money enclosed clearly written on the envelope. We would also very much appreciate the correct amount of money being sent.

Lunchtime Choices

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

Free School Meals

Parents receiving Income Support or Income-Based Job Seekers Allowance and in some cases those receiving Child Tax Credit and Working Tax Credit may be entitled to free meals for their children. **The arrangements for school meals, eligibility criteria for free school meals, how to apply:**

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

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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.

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

- The name of the medicine, the quantity of the medicine to be given, the time it has to be given.
- As far as possible prescriptive medication should be given at home by parents/carers. If it is required to be given in school, the medication should be unopen, clearly marked with the directions from the pharmacist and administered as part of an agreed medical protocol.

In line with Highland Council policy, School staff can no longer administer

non-prescribed medicines to pupils under any circumstances. This includes, for example, medicines such as Paracetamol (Calpol), Ibuprofen and Piriton, unless prescribed by a Doctor, Pharmacist or other recognised health professional and delivered to school complete with the original pharmacy or dispensed label identifying:

Child's name

Date of dispensing

Name & strength of medicine

Dosage and the frequency

Expiry date

Quantity

Method of administration

Additional instructions

Allergic Reactions

Children at risk of allergic reactions should have access to oral antihistamine in school (prescribed by a recognised health professional). Epipens are only required for anaphylaxis and a written protocol is in place for these pupils and will be reviewed at the start of each school year.

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Asthma

There is a form for parents to complete if your child uses an inhaler and you wish them to carry and administer their own prescribed medication, however, pupils will be supervised by staff when using their inhalers and children in

P1 – P3 will continue to have their inhalers kept in a labelled box in class.

Minor injuries

School will only deal with minor cuts and bruises, these will be cleaned and a plaster applied. If your child is injured, falls or becomes unwell during the school day you or the emergency contact you have provided, will always be contacted and you may be advised to collect your child from school.

Mental Health and Wellbeing

Staff will support the emotional development and wellbeing of pupils through formal and informal curricular activities. Any concerns about a pupil's wellbeing can be discussed with the named person. There is a website managed by Highland Council that supports a variety of information relating to mental health and emotional wellbeing that can be found [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. Alternatively, 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.

A Decider Skills Programme is used throughout the whole school to promote resilience and support the well-being of the whole school community.

Adverse Weather Conditions/School Closure

There may be occasions when the school will have to have an emergency closure, e.g. in severe bad weather or because of electricity/water failure. Parents are asked to ensure that the school is kept up to date with telephone numbers and emergency contacts - addresses of relatives/friends to whom their child will be sent if they are unavailable. Every attempt will be made to contact parents but this may not always be possible therefore, if the school has to close early, children will be sent home or to their emergency contact. Please make certain they know who their contacts are.



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When severe weather warnings are received, your school will endeavour to post updates on the School's Facebook page as well as emailing parents directly. This is an enhancement to the present service and does **not** replace existing methods of giving out information, such as radio broadcasts, described in the schools Adverse Weather Guidelines.

The previous dial-in phone service to inform parents of school closures has been withdrawn by Vodaphone. Instead parents can obtain information on the Highland Council school closures webpage <http://www.highland.gov.uk/schoolclosures>

We make every effort to maintain a full educational service, but on some occasions circumstances arise which lead to disruption. In such cases we shall do all we can to let you know about the details of closure or re-opening.

Complaints & Requests for Service

If a parent has any concerns they should contact their child's Class Teacher in the first instance, or the Head Teacher for more serious issues.

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.

Isobel Sinclair

isobel.sinclair@highland.gov.uk

Health Promoting School

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

School Meals for Primary 6 and 7 cost £2.40 and just keep getting better, with better quality food, healthier meals, larger portion sizes and more and better choices. If a pupil has special dietary needs, please inform the school. Free meals can be claimed in certain circumstances, for information and application form please see [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)

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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](#)

School and Local Authority Policies

Please visit <https://www.hiltonofcadbollprimary.org.uk/> to see our list of school policies. The link to Highland Council policies is attached below:

[Authority Policies](#)

INVER PRIMARY SCHOOL

Child Protection

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

Copies of child protection policy guidelines are available online at:

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

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

https://www.highland.gov.uk/info/1347/social_care_and_health/980/social_work_contacts

More support can be found here:

<https://www.children1st.org.uk/help-for-families/parentline-scotland/>.

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.