



# ST DUTHUS SCHOOL

**Handbook**

**2026 - 2027**



RESPECT ACHIEVEMENT COMMUNITY HAPPINESS COMPASSION

# St Duthus School

Welcome to the St Duthus School Handbook. We hope it will help you to become familiar with our school and how we work. It is our hope that this document will be a source of information for both current and new parents of St Duthus Special School. We welcome comments and suggestions for improvement to our handbook at any time throughout the school year.

The handbook cannot hope to cover all questions you may have, especially those of a day-to-day nature. Liaison between home and school is vital to ensure we work together to achieve the full potential of your child. Our home school diaries provide opportunities for daily communication, but you are also welcome to phone or visit the school.

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

## HOW TO CONTACT THE SCHOOL

Mr Iain MacIver, Acting Head Teacher

**Telephone Number:** 01862 894142

**Email:** [stduthus.primary@highland.gov.uk](mailto:stduthus.primary@highland.gov.uk) or [iain.maciver@highland.gov.uk](mailto:iain.maciver@highland.gov.uk)

Mrs Rayanne McPhee, Administrative Assistant

**Telephone Number:** 01862 894142

**Email:** [stduthus.primary@highland.gov.uk](mailto:stduthus.primary@highland.gov.uk) or [rayanne.macphee@highland.gov.uk](mailto:rayanne.macphee@highland.gov.uk)

Should you have cause for concern about any aspect relating to your child's time at St Duthus or any other matter involving the school, please do not hesitate to contact us immediately. The sooner a problem is identified the easier it is for us to discuss and deal with it together.



St. Duthus School is a specialist provision for pupils with Additional Support Needs including severe learning difficulties and profound and complex needs. In Scotland all children and young people have the right to be educated in mainstream schools, unless there are valid reasons for not doing so. Therefore, admission to St. Duthus is different to the normal enrolment and placing request process as in mainstream schools. Consideration for a place at St. Duthus should be discussed in the first instance with your child's current school and an Educational Psychologist. If you wish to proceed then a referral will be made to the Area Additional Support Needs Manager. The referral is discussed at the multi-agency Joint Admissions Group where a final decision will be made. If you do not agree with the decision then you have a right to appeal, details of which will be provided along with the decision. Parents are welcome to visit the school prior to consideration for a placement

St Duthus is a 5-18 establishment and at present consists of 5 composite classes. The current school roll is 30.

### School Organisation:

- Primary (Broad and general education-BGE)
- Secondary (S1-S3 BGE)
- Secondary; Senior Phase (S4-S6)

St Duthus School serves a large area in Northeast Ross-shire and Sutherland ranging from Alness in the South to Helmsdale in the North and Lairg in the West. Transport is provided for some pupils through a transport request to the authority. St Duthus is part of Tain Royal Academy's Associated Schools' Group and will be included in the new 3-19 Tain Community School. Stakeholder meetings are held to plan the new building and St Duthus is involved in these. St Duthus is currently housed in high quality demountable units and benefits from enhanced facilities. These include a sensory and soft Playroom as well as several spacious changing facilities.

The school hours are currently **9am-3pm** for all pupils in both primary and secondary.

Good working relations have been developed with local schools and opportunities for joint activities are actively pursued. A close partnership exists with other special schools in the Highland Area as well as collaboration with our partners such as Social Work and Health. Great care is taken to work together to the benefit of individual pupils and their families.

# The School Team

## **SCHOOL ADDRESS**

St. Duthus Special School  
Academy Street  
Tain  
IV19 1ED

## **TELEPHONE NUMBER**

01862 894142

## **EMAIL ADDRESS**

[stduthus.primary@highland.gov.uk](mailto:stduthus.primary@highland.gov.uk)



## Staff

Acting Head teacher: : Iain MacIver

Telephone 01862 894142

Teachers:

- Ms Gayle Colvin
- Miss Ruth Hay (Maternity cover)
- Mrs Heather Lowe
- Mr Matthew MacDonald
- Mrs Tracy McNaught (On maternity leave)
- Miss Ana Peiroten
- Miss Yvonne Ruickbie

Pupil Support Miss Zara Beattie (Maternity cover)

Assistants

- Mrs Kirsty Bonthron
- Mrs Hayley Cameron
- Mrs Samantha Cameron

Mrs Wilma Campbell  
Miss Chloe Cowe  
Ms Adele Fraser  
Mrs Vivienne Fraser  
Mrs Lauren Gardner  
Mrs Laura Grant  
Miss Sophie Kruger  
Mrs Karen Macrae  
Ms Elaine Matheson  
Miss Megan Matheson  
Mrs Katherine Matheson  
Mr Darren Nimmons  
Miss Tyler Oglesby  
Ms Wendy Robson  
Ms Caitlyn Rose (On maternity leave)  
Mrs Eilidh Skinner  
Mrs Fiona Smith  
Ms Jacqueline Thornhill

Administrative Assistant: Mrs Rayanne McPhee  
[Rayanne.MacPhee@highland.gov.uk](mailto:Rayanne.MacPhee@highland.gov.uk)

Dining Attendant: Ms Fiona Gregory

Cleaner: Mrs Anne Vass

FMA Mr Ozzie Ross

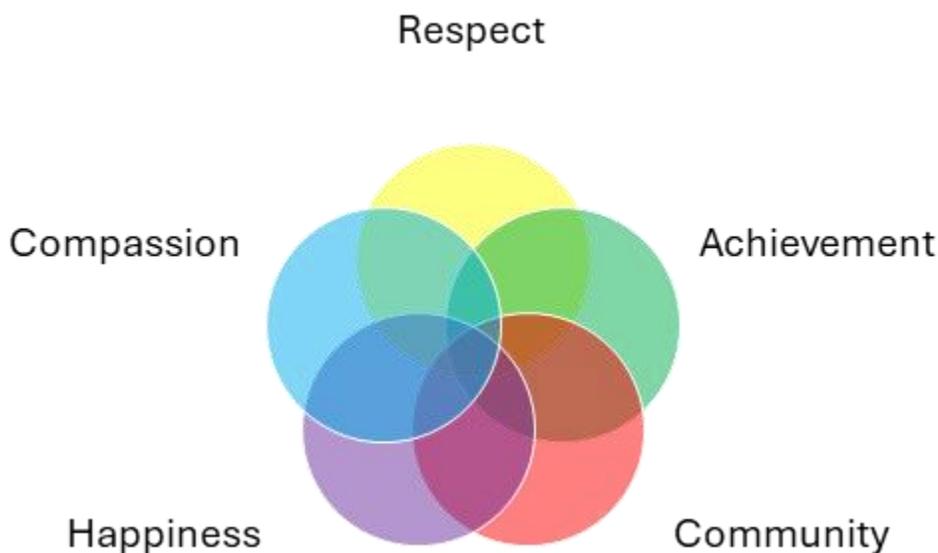
# The School's Vision,

# Value and Aims

## Our vision

At St Duthus we aspire to build a strong, caring community that enables our students to participate, to excel, to celebrate and to take pride in their achievements.

Our safe, nurturing ethos allows us to support and challenge every pupil to develop the highest standards of confidence, independence, knowledge, and skills for a happy and positive adult life.



# Parent Council

The school has an active Parent Council which meets regularly and is involved in all aspects of school life.

Interim Chair	Mrs Wendy Milligan	<i>parent</i>
	<a href="mailto:stduthus.school@highlandpc.co.uk">stduthus.school@highlandpc.co.uk</a>	
Treasurer	Jackie Maxwell	<i>parent</i>
Secretary	Wendy Milligan	<i>parent</i>
Members	Maureen Ross	<i>Councillor</i>
	Laura Dundas	<i>Councillor</i>
	Connie Ramsay	<i>Councillor</i>
	Joan Earl	<i>parent</i>
	Nick Clasper	<i>parent</i>
	Katie Campbell	<i>parent</i>
	Tanya Sharp	<i>parent</i>

All parents are encouraged to be members of the Parent Council and are invited to come along and participate in discussions and activities.

## **Parents/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 and between home and school. Home / school communication books are used daily by school staff and families. 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:

- Open afternoons
- Child Plan Meetings
- Achievement Certificates and reports
- Behaviour Support Meetings
- Updates on school's closed Facebook Group

Parental information is obtained from feedback at open afternoons, training sessions and via the Parent Council and the wider parent body.

Useful information for parents and how to get involved in your child's education, how to support the school, information on curriculum at local and national level, skills for life and the four capacities can all be found at Parentzone: <https://education.gov.scot/parentzone/>  
<https://www.children1st.org.uk/help-for-families/parentline-scotland/>.

### **Our Community**

We have strong links with our local community and have close involvement with organisations such as Tain Gala Committee, Blooming Gardeners, For You Training, Highlife Highland, Active School, Disability Sport, Made in Tain, Alzheimer Scotland and Tain Task Force.



The curriculum is based on the national guidelines for primary and secondary education and our pupils are entitled to access the full curriculum. All pupils have an Individualised Educational Plans (IEP's) and a Child's Plan (CP). Some pupils have a Co-ordinated Support Plan (CSP) if significant multi agency planning and input is required to meet the young person's needs.

As a special school we have always worked to prepare our pupils for maximum independence in adult life and we are very confident that we are working on the 4 capacities of **Curriculum for Excellence**. Our pupils work consistently to be: Successful Learners, Confident Individuals, Responsible Citizens, Effective Contributors, we have many creative and innovative ways of working together to achieve this.

We concentrate particularly on

- ❖ Language and Communication.
- ❖ Supporting positive relationships.
- ❖ Health and Wellbeing.

Our Senior Phase pupils work generally work between National 1-3 courses and on recognised awards such as Dynamic Youth Awards and Personal Achievement Awards as well as work towards post school transition. The school has very well-established contacts with local schools in our catchment area and we use these links to the benefit of curriculum choices for individual pupils. Our Senior Phase pupils are also given the opportunity to access Inverness College like many of their peers and also access work experience. All learners will complete a tour of potential post school destinations such as Nansen, Cantray Bridge, Inverness College, L'Arche and the Isobel Rhind Centre. This is to help learners gain an insight and make choices regards their post school destinations

We focus on developing skills for life and work. We do this through maintaining a productive garden, making links with local voluntary groups and charities, and working closely with partners in our local community such as Made in Tain, Alzheimer Scotland, Tain Task Force and Blooming Gardens.

## **Literacy**

We aim to develop as wide a range of skills as possible to allow pupils to communicate to their full potential. Some pupils use objects, signing and symbols such as signifiers, the Picture Exchange Communication System and PODD to support their communication. There is regular consultation with the Speech Therapist to support the development of communication and social skills. We promote a love of stories and reading at every level. Teachers use a variety of resources including multi-sensory 'story sacks,' stories and rhymes, commercial reading schemes such as the 'The POPs Family' and 'Oxford Reading Tree' and our own phonics and reading programme. We use iPads and computers to access stories, books and information and classes visit the local library. We encourage reading and writing for functional purposes, for information and for fun.

## **Numeracy**

This area of the curriculum includes sensory development, cause and effect, pattern, number, shape and space, time and money. Pupils learn early numeracy skills such as matching and sorting by size and shape. We teach by using practical resources and real-life contexts whenever possible. Our pupils work in a structured way within and through the Experiences and Outcomes (Es&Os). They work on a variety of concepts through practical mathematical applications such as using time, money and measurement in real life settings.

## **Health and Wellbeing**

At St. Duthus we aim to develop in each of our pupils a positive regard for themselves as an individual. We acknowledge that our pupils have a range of needs which have to be identified and met without infringement of their human rights. We follow the MOVE (Movement for Learning and Life) programme for pupils with restricted mobility and we encourage all pupils to participate in a range of physical and sensory activities to develop their strength, stamina and mental well-being. We aim to deliver as much of the curriculum as possible through active and outdoor learning and to encourage pupils to develop their independence and self-help skills.

Pupils will be offered sessions of Sexual Health and Relationship Education (SHARE Special) at a level appropriate to their stage of development. Parents will be consulted and informed regarding the content of sessions and may be asked for photos and information to support this.

## **Learning and teaching**

At St. Duthus we aim to ensure that our learning and teaching strategies are varied, engaging and that they are of the highest quality. We use visual supports and real-life settings to develop knowledge and skills and teach through functional activities whenever possible.

We work with partner agencies to assess where pupils are and establish a baseline to help us track progress. In BGE (P1-S3) we use the assessing learners progress assessments to stay informed of progress, interventions needed and to inform next steps for learning. We have a Senior Phase skills tracker for our complex needs students creating an overview of progress throughout their school journeys.

Pupils' targets are shared and discussed with parents during meetings throughout the year.

## **Languages**

Pupils are exposed to British Sign Language as our main second language. Some pupils have focused signing classes. We have input from Feis Ros staff who deliver short sessions of cultural activities including songs and rhymes in Gaelic.

## **Pupil voice**

In preparation for our move to the New Tain Campus pupils in our school will have the opportunity to for representation in a new pupil voice group which will be established.

## **Assessment and Reporting**

As a school, we seek to provide information to pupils, parents and staff to assist in the effectiveness of learning and teaching process and in raising attainment. Teachers will use the assessment process as an evaluative, diagnostic and formative tool to provide evidence of pupil attainment and progress and to inform learning and teaching approaches and pupil targets. Pupils should view the assessment process as a motivating experience which takes place within the overall context of a supportive school. Pupils

should make use of feedback, in all its forms to inform next steps for the improvement of their own learning. Parents will receive feedback on their child's progress through pupil reports, progress checks, and target setting information.

## Progress

Parents wishing to enquire about a pupil's progress are invited to get in touch with the class teacher. Written reports, covering progress through the Curriculum for Excellence, are issued to parents at the end of the academic year. There is a parent contact in November and May each year to allow parents to discuss pupil progress with the class teacher. Parents are regularly updated through our Seesaw app where learning is shared and communication between Parents and Staff can take place.

## Health Promoting School

As a Health Promoting school, we also encourage pupils, staff and parents to think about healthier lifestyles. Secondary pupils are encouraged to set Health Targets. 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 are prepared at Tain Royal Academy and transported to St. Duthus. If a pupil has special dietary needs, please inform the school. **The arrangements for school meals, eligibility criteria for free school meals and how to apply can be viewed:** [https://www.highland.gov.uk/info/878/schools/9/school\\_meals](https://www.highland.gov.uk/info/878/schools/9/school_meals).

# School Improvement

The improvements the school has made over the last 12 months is detailed in our Standards and Quality Report which can be accessed via:

[www.highland.gov.uk/downloads/file/29165/st\\_duthus\\_school\\_sq\\_report\\_2024-25](http://www.highland.gov.uk/downloads/file/29165/st_duthus_school_sq_report_2024-25)

We are currently going through a process of considerable change. The recent HMIE Inspection highlighted the need to review the school hours for our secondary pupils. In addition, we look forward to moving into our new school in 2026. Limited space, in our current provision, provides challenges, but we are working hard as a team to be creative in finding solutions.

Our focus for school improvement will be;

- Transition to the New Campus

- Curriculum Rationale
- Assessment, Tracking and Monitoring

# General Information

## Attendance / 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 inform their child's escort and phone the school on the first day of absence (01862 894142). When returning to school after an absence, the parent or guardian should provide the reason for the time absent.
- We recognise that pupils may need time out of school for medical appointments. Please let school know in advance if this is the case.
- If pupils fall ill during the day, parents are contacted for them to collect their child. We therefore need up to date daytime contact numbers and emergency contact numbers for all pupils. Please notify us if this changes.
- 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 we need to know the whereabouts of absent pupils.
- We would ask parents to be aware of the impact of absences from school when making decisions on planning holidays during term time. We have enclosed a link to the school term dates on the Highland Council website to aid parents in planning any holidays they may be considering
- [https://www.highland.gov.uk/info/878/schools/32/school\\_term\\_dates](https://www.highland.gov.uk/info/878/schools/32/school_term_dates)
- If parents decide to make holiday arrangements during school term, this should be confirmed in writing to the Head Teacher.

## Additional support needs

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. Please contact Iain Maciver at [iain.maciver@highland.gov.uk](mailto:iain.maciver@highland.gov.uk) for any queries. If you wish to find out more about the Highland Council model for support and child's plans at:

### Support for Learners Website

[http://www.highland.gov.uk/downloads/file/230/highland\\_practice\\_model\\_-\\_delivering\\_additional\\_support\\_for\\_learners](http://www.highland.gov.uk/downloads/file/230/highland_practice_model_-_delivering_additional_support_for_learners)

[http://www.highland.gov.uk/download/downloads/id/11/co-ordinated\\_support\\_plan](http://www.highland.gov.uk/download/downloads/id/11/co-ordinated_support_plan)

Advice, further information and support for young people with ASN can be found at:

- (a) Enquire – the Scottish advice and information service for additional support for learning <http://enquire.org.uk/>
- (b) My Rights, My Say – an advocacy and advice service for young people over 12 with additional support needs <http://enquire.org.uk/myrightsmysay/>
- (c) [Scottish Independent Advocacy Alliance](#), an advocacy service to support parents and children
- (d) [Scottish Child Law Centre](#), an organisation providing free legal advice to young people
- (e) <https://thrivingfamilies.org.uk> is a charity offering support to families supporting children with ASN
- (f) [https://www.highland.gov.uk/downloads/file/19358/anti\\_bullying\\_-\\_guidance\\_for\\_schools](https://www.highland.gov.uk/downloads/file/19358/anti_bullying_-_guidance_for_schools)

## Clothing requirements

School polo shirts and sweatshirts can be ordered from: MacGregor Industrial Supplies, 15-17 Henderson Road, Longman Industrial Estate, Inverness, IV1 1SN tel. 01463 717999. [www.macgregorschoolwear.co.uk](http://www.macgregorschoolwear.co.uk)

## Personal Care

Some pupils require assistance with personal care, in this instance they will be given an Intimate Care Protocol which will be shared with home. Please send in pads and suitable wipes if your child requires these. We can keep a supply in school, and we will remind you when further supplies are required. A change of clothing can be kept in school to cope with accidents, and we ask parents/ carers to send a pair of indoor shoes for pupils to change into. We also ask parents to provide wellies or boots in the winter.

All pupils require a suitable swimming costume, towel and bag. These can be kept in school if you so wish. Please label your child's clothing with their name.

## Promoting positive relationships

We encourage pupils to behave appropriately in a variety of settings enabling them to participate fully as members of their community. We encourage and reward good behaviour and have a positive behaviour policy. We use strategies such as 'Let's Make a Deal' which is a token reward strategy. We offer training for parents/carers if you would like to use this at home.

St Duthus School works to establish positive relationships between staff and pupils. Behaviour protocols are drawn up when necessary and staff, parents and pupils are involved in gathering information and making decisions about interventions. These protocols aim to support the pupil and are reviewed regularly.

Staff members are trained in **CALM (Crisis & Aggression, Limitation & Management)** physical intervention theory and techniques' and attend regular practice sessions. Parents will be notified if it has been necessary to use physical intervention with their son / daughter.

## Partnership with parents

At St. Duthus we recognise that it is the parents/carers who play the most important part in a child's life. We aim to work in partnership with parents/cares to provide the best possible education for the children. Day to day information is shared through the Home/School diary. The Class Teacher or Head Teacher can be contacted by email or phone to discuss confidential issues or if you have any questions.

IEP targets are set and reviewed three times a year with parents. Professionals and partner agencies will be invited to these review meetings. Professionals are asked to provide information or reports if they cannot attend a Child's Plan meeting in person. If a pupil has a Coordinated Support Plan (CSP) this will be reviewed and included in the Child's Plan. Additional meetings may be scheduled at key times (e.g. transitions) or when needed.

Parents are encouraged to contact the school at any time. It is helpful if parents let us know when a pupil is going to be absent or if they have medical appointments scheduled by phoning the school before 8.45am. Please do not rely on drivers/escorts to convey information – use the home / schoolbook or phone the school.

Parents are always most welcome to speak to the Head Teacher and to visit the school.

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

## Complaints procedure

If you have reasons to complain about any aspect of the school, you should speak to the HT 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 or if the complaint is about the HT, or you would prefer to speak to someone not directly connected to the school, you can contact the Area Quality Improvement Officer for the Area - Isobel Sinclair, [isobel.sinclair@highland.gov.uk](mailto:isobel.sinclair@highland.gov.uk)

Please note that transport is not a school responsibility, and any queries should be addressed to the Transport Officer, Highland Council, Glenurquhart Road, Inverness, IV3 5NX 01463 702 176 or emailed to [school.transport@highland.gov.uk](mailto:school.transport@highland.gov.uk)

## Partnership with other professionals

Effective communication and regular visits have been established with a range of professionals from Integrated Children's services and Voluntary Organisations.

Community Paediatrician	Various paediatricians work with our pupils	
Educational Psychologists	Kaylee Grant	01349 868 694
Physiotherapist	Bryan Crooks	07584 182 892
Occupational Therapist	Jacqueline MacFarlane	01463 644 993
Speech and Language Therapist	Catriona Hopkins and Jane Hill	01463 720055
Social Work (practice lead)	Mr Jamie McCausland	01349 868700

Parents/Carers are also welcome to use the **Just Ask** Helpline should you have a question about the development or wellbeing of a child or young person.

The helpline is open Tuesdays and Thursdays, 1pm to 4pm. A health or educational professional will call you back within a few days. Call on 0300 303 1365.

Staff usually available are:

Child Health and Disability

Educational Psychologists

Infant Feeding Support workers

Occupational Therapists

Physiotherapists

Primary Mental Health Workers

Psychological Service Home Visiting Teachers

Speech and Language Therapists

Autism Practitioner

Community Learning Disability Nurse

## **Medication**

### **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 several 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 plan for staff providing healthcare to pupils to receive appropriate training from a health professional, or other accredited source in the care they are providing.

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 in the original manufacturer's container or with the pharmacy label on and administered as part of an agreed medical protocol. Written permission on the official form for the administration of medicines is required from parents before medication can be administered in school. A form can be sent out at the beginning of the school year for regular medication. Please request a form from the class teacher at other times. In the event of a pupil being unwell at school the parents will be contacted and arrangements made for the child to go home. It is imperative therefore that Emergency Contact numbers are kept up to date.

If a pupil has a specific condition which requires regular medication a medical protocol will be drawn up with parents and professionals and reviewed regularly.

If specific medical processes are required, school staff are trained by health professionals and practice is regularly reviewed.

## **Minor injuries**

School will only deal with minor cuts and bruises; the pupil will be reviewed by one of our first aiders and appropriate care given. 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. School has 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. Parents would generally be involved in discussions beforehand, however a young person over the age of 12 can ask for support themselves.

## **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 from the Head Teacher or online at:

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

## **School and emergency contacts**

Occasionally the school has to close due to unforeseen circumstances e.g. water, power-cuts or adverse weather. Parents will be notified and in the event of them being unavailable, children will be sent to their emergency contact.

## **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>.

[Where possible, up-dates on social media and email will be provided.](#)

## **Outings**

The school has its own minibus which provides opportunity to make short trips in the local area. These trips will be curriculum based and allow pupils to learn in real life contexts. They help to enhance the pupil's appreciation and understanding of the environment and their local community. Consent forms will be issued to keep parents informed however parents are welcome to contact the school with any queries. Swimming is offered at Tain Royal Academy pool.

Pupils walk to access local community facilities including the library, local shops, local schools and the Rose Garden.

## **School website**

The address for the school website is [stduthus.wordpress.com](https://stduthus.wordpress.com). We use our closed Facebook Group regularly to share information and photos and parents are asked for permission for this.

Our website will be more fully developed over time. Please click on the website link to follow and receive any updates. <https://stduthus.wordpress.com/>

Information is also sent home via Seesaw which is also used to showcase children's learning.

## **Education Maintenance Allowances (EMA)**

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

In session 2026/2027 pupils born between 1 March 2007 and 30 September 2010 can receive payments from August 2026. Pupils born between 1 October 2010 and 28 February 2011 can receive payments from January 2027. Further information on full eligibility criteria and the online application process can be obtained from the school.

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

## **Equality and Inclusion**

For up-to-date information regarding Equality and Diversity Policy please see:

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

[www.gov.scot/publications/guidance-presumption-provide-education-mainstream-setting/pages/1/](http://www.gov.scot/publications/guidance-presumption-provide-education-mainstream-setting/pages/1/)

In summary, our activities in school should ensure that we: Eliminate unlawful discrimination, advance equality of opportunity, promote good relations. Activities should not discriminate against any of the following 'protected characteristics' 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 via: <http://www.gov.scot/publications/statutory-guidance-part-2-uncrc-incorporation-scotland-act-2024/pages/3/>

## **Equality and Diversity Policy**

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

A copy of our St Duthus Equality and Diversity Policy can be requested and available at the school.

# Appendix

## **Policies**

A list of authority policies can be accessed on the authority's website. [Authority Policies](#)

Links are also available from the St Duthus School website

## **Access to Pupil Records**

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

## **Data Protection Legislation**

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

## **Transferring Educational data about pupils**

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

Data about pupil preferred routes, preferred occupations and anticipated school leaving date is also collected from S3/S4 to support planning for leaving school. This information is shared with Skills Development Scotland. Further information about 16+ Data can be found here: [16plus Planning | Hi-hope](#)

No-one Left Behind is a commitment by Scottish Government to deliver a system that is more tailored and responsive to the needs of people of all ages who want help and support on their journey towards, into and in work - particularly people with health conditions, disabled people and others who are disadvantaged in the labour market. Highland Council has a lead role in respect of this agenda to enable all young people to access and progress in learning and to equip them with the skills to participate and progress, where possible into eventual employment - [Work.Life.Highland](#).

## **Data policy**

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

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

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

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

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

### **Why do we need your data?**

In order to make the best decisions about how to improve our education service, Scottish Government, education authorities and other partners such as the SQA and Skills Development Scotland need accurate, up-to-date data about our pupils. We are keen to help all our pupils do well in all aspects of school life and achieve better examination results. Accurate and up-to-date data allows us to:

- Plan and deliver better policies for the benefit of all pupils.
- Plan and deliver better policies for the benefit of specific groups of pupils.
- Better understand some of the factors which influence pupil attainment and achievement.
- Share good practice.
- Target resources better.
- Enhance the quality of research to improve the lives of young people in Scotland.

### **Your data protection rights**

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

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

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

Government. At all times pupils' rights under the Data Protection Act and other relevant legislation will be ensured.

## **Concerns**

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

## **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 from the Head Teacher or online at <https://hcpc.scot/wp-content/uploads/2024/09/Highland-Child-Protection-and-GIRFEC-Guidance-2024-FINAL.pdf> -

## **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

16plus Planning | Hi-hope

Information about local opportunities is listed on the hi-hope.org website to support 16+ planning. <http://www.hi-hope.org/help-resources/16plus-planning>

Data about pupil preferred routes, preferred occupations and anticipated school leaving date is also collected from S3/S4 to support planning for leaving school. This information is shared with Skills Development Scotland.

No-one Left Behind is a commitment by Scottish Government to deliver a system that is more tailored and responsive to the needs of people of all ages who want help and support on their journey towards, into and in work - particularly people with health conditions, disabled people and others who are disadvantaged in the labour market. Highland Council has a lead role in respect of this agenda to enable all young people to access and progress in learning and to equip them with the skills to participate and progress, where possible into eventual employment.

### **For Further Information and Advice**

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

Curriculum for Excellence | Education Scotland- [www.education.gov.scot/curriculum-for-excellence/](http://www.education.gov.scot/curriculum-for-excellence/)

Education Scotland link for inspection: <https://education.gov.scot/inspection-and-review/find-an-inspection-report/find-an-inspection-report/s>

<https://thrivingfamilies.org.uk> is a charity offering support to families supporting children with ASN

Scottish Qualifications Authority [www.sqa.org.uk](http://www.sqa.org.uk)

16+ Learning choices information <http://www.highland.gov.uk/learninghere/16pluslc/>

Highland School Policies

Curriculum, teaching and learning

Health and safety

Child wellbeing and safety

School policies and guidance - staffing

School Improvement

School management

Staff management and responsibilities

Child health and nutrition

Policies and guidance - support for learners

These can be found on the HC website [https://www.highland.gov.uk/info/893/schools -  
\\_general information/29/school policies procedures and guidelines](https://www.highland.gov.uk/info/893/schools_-_general_information/29/school_policies_procedures_and_guidelines)

## **NOTE**

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