

2026/2027



School Handbook Leabhran na Sgoile



Mallaig/Malaig
PH41 4QX
Telephone: (01687) 462420
E-mail: Mallaig.primary@highland.gov.uk

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WELCOME / FÀILTE

Mallaig Primary and Nursery Schools are proud to provide educational provision either through the medium of English or Gaelic.

Parents can choose to enroll their children in either department from Nursery stages. The current roll in our English Medium Nursery is 8 and the current roll in our Gaelic medium nursery is 7.

At present, in Primary, we have 2 English medium classes and 2 Gaelic classes, with a total current roll of 51.

Our Aims

Our aim at Mallaig Primary is to provide a happy and caring, inclusive environment, where your children will be able to develop their love of learning. We strive to provide a high-quality learning experience for all children, ensuring they are motivated, challenged, supported to achieve their full potential and prepared for future learning opportunities and personal development.

Our school values are: Responsibility, Respect, Resilience, Creativity, Curiosity and Compassion.

The school, which is situated near the centre of the village, was built in 1981, is housed in attractive premises, and is of semi-open plan design. There are four class bases, a multi-purpose hall with adjacent canteen, music room/GP Room and small support room. The school is non-denominational and has a current roll of 66 including nursery children. The English Medium serves the catchment area of Mallaig village. The Gaelic Medium catchment extends to The Irine Burn, Roshven and Ranochan.

The English and Gaelic nurseries are an integral part of our school community and are situated adjacent to the school hall with easy access to all facilities and Primary classrooms.

This handbook contains important information about our school. However, all information can be obtained from the school upon request and/ or should be read in conjunction with documents available to view on the Highland website [Highland Council School Policies](#)

The School Improvement Plan (SIP), aims and objectives and Standards and Quality Statement are available on request or can be accessed on our Mallaig 3-18 School Website [Mallaig 3-18 Schools](#).

Mallaig Primary School is part of a 3-18 cluster with Lady Lovat Primary, Inverie Primary School and Nursery and Arisaig Primary and Nursery and Mallaig High School. The management structure has a Head Teacher, Depute Head (Secondary) and Depute Head (Primary). Management of our Primary schools are further supported by four Principal Teachers.

SCHOOL MISSION STATEMENT / AITHRIS-RÙIN NA SGOILE

Our aim at Mallaig Primary is to provide a happy, caring and inclusive environment where every child can develop a lifelong love of learning. We value and celebrate our unique West Highland community and culture, helping children feel deeply connected to the place they live while encouraging them to look outwards as confident, responsible global citizens. We strive to deliver high-quality learning experiences for all, ensuring every child is motivated, challenged and well supported to achieve their full potential and to be well prepared for future learning and personal development.

Our school is committed to:

Inspiring Learning: We deliver a broad and engaging curriculum that challenges each child to achieve their full potential, laying the foundation for lifelong learning.

Inclusivity and Respect: We celebrate diversity and ensure that every child feels valued and respected, cultivating empathy, kindness, and collaboration in our school community.

Personal Growth: We support the holistic development of each child, encouraging responsibility, resilience, and confidence, while ensuring they feel safe, happy, and supported.

Partnership with Families:

We believe that strong partnerships with parents, carers, and the community are essential to creating a positive and enriching learning experience.

Preparing for the Future: We equip our pupils with the skills, knowledge, and attitudes they need to become responsible, respectful, and engaged citizens in a changing world.

Together, we are dedicated to ensuring that each child's journey through our school and nursery is a joyful, meaningful, and rewarding experience.

STAFFING/LUCHD-OBRACH

Management			
Head Teacher Ceannard: Ms Pamela Watt		Depute Head Teacher (Primary) Leas-Cheannard (Bun-sgoile): Mrs. Deirdre Beck	
Class Teachers		Luchd-teagaisg	
Isla Simpson (English Medium, EM)	Mr Ruaridh Cameron (EM)	Mrs. Hana MacNeil Miss Clare Wood (Gàidhlig Medium, GM)	Mr Dougie Beck (GM/PT) Miss Clare Wood
Mrs Morag Fothergill (CCR/PE)	Mr Dan West (CCR)	Miss Clare Wood (EM)	Ms Pamela Hill (ASN Teacher)
Nursery – English Sgoil-àraich Bheurla		Nursery – Gaelic Sgoil-àraich Ghàidhlig	
Early Years Practitioners		Early Years Practitioners	

Mrs. Jennifer MacDonald	Miss Anna Fairbairn	Mrs. Lawly MacLeod	Miss Jennifer MacPhee
Nursery Manager: Mrs Deirdre Beck			
Support Staff Luchd-obrach Taice			
Mrs Christina Coull (PSA)	Mrs Angela MacKay (PSA)	Mrs. Alison Biddulph (PSA)	Mrs Avril Trotter (Clerical Assistant)
Miss Sarah Powell (PSA)			
Cleaning and Catering Glanadh agus Solarachd			
Miss Liah MacKail (Facilities Management)	Ms J Liddell (Lunchtime Supervisor)	Mrs. Margaret Kennedy (Head Cook)	Mrs. Adele Griffin (Canteen Assistant)
Mrs Jennifer MacKnight (Canteen Assistant)			
Visiting Specialists Speisealaichean Tadhlaich			
PE/CCR: Mrs. Morag Fothergill	String and Piano Instruction: Mrs Rebecca Lawrie	School Sports Coordinator: Mrs. Pam MacDonald	
Brass: Ms Heather Hook	Sradagan: Miss Lauren Byrne Miss Megan MacLeod		
Area Care and Learning Contacts Riochdairean Roinn an Ionnsachaidh agus a' Chùraim			
Mrs. Kirsty Clark (Area Quality Improvement Manager)		Kerry Ann Young (Education Support Officer)	
Chaplains Seaplainean na Sgoile			
Rev Stanislaw Pamula The Presbytery, Morar		Rev. Matthew Ross The Manse, Mallaig	
Parent Council Comhairle nam Pàrant			
Chairpersons:	Treasurer:	Secretary:	School Representative:
Ms Catherine Young	Mr Elliot Ironside	Miss Melanie Poduschnik	Mr Dougie Beck

GENERAL INFORMATION / FIOSRACHADH COITCHEANN

OUR SCHOOL DAY / LATHA NA SGOILE

At Mallaig Primary, each class teacher organises the school day in a way that best supports the learning needs of their pupils. While every class has its own rhythm, all teachers work within an agreed whole-school framework to ensure that every child experiences a **broad, balanced and well-planned curriculum** over the course of the term.

Children take part in a wide range of learning experiences across Literacy, Numeracy, Health and Wellbeing, and all other areas of the Curriculum for Excellence. Teachers plan responsively, taking account of pupils' interests, progress and individual needs.

All classes also enjoy **regular planned sessions with our visiting PE teacher**, ensuring high-quality physical education for every year group.

We are proud to offer a rich programme of **instrumental tuition**, delivered by specialist visiting instructors. Depending on availability, pupils may have the opportunity to learn:

- Strings
- Piano
- Chanter
- Brass
- Guitar

These opportunities help our young people develop confidence, creativity and a lifelong appreciation of music.

SCHOOL DAY / UAIREAN NA SGOILE For 24/25

PRIMARY/BUN-SGOIL:					NURSERY/SGOIL-ÀRAICH:		
	OPEN	BREAK	LUNCH	CLOSE	2023/2024	OPEN	CLOSE
Mon-Thurs (P1-3)	0850	1030 – 1050	1220 - 1305	1515	English	0830	1500
Mon-Thurs(P4-7)	0850	1030 – 1050	1230 - 1315	1515	Gaelic	0830	1500
Fridays	0850	1030 – 1050	Grab and Go	1245	Fridays	0830	1230

ENROLMENT/ CLÀRADH

An enrolment week, which is generally in early February, is advertised in the local press and social media. Any parent seeking a place for their child in the school is invited to contact the Head Teacher to arrange a visit.

Each of our primary schools — Arisaig, Inverie, Lady Lovat, and Mallaig — serves its own defined catchment area.

The Gaelic Medium (GM) catchment area, however, extends to the same boundaries as Mallaig High School (excluding the Small Isles and Knoydart). Children living within this wider GM catchment are entitled to transport.

Pupils living inside a school's catchment area have priority when places are allocated.

PLACEMENT REQUESTS AND PARENTAL CHOICE / IARRTASAN-SUIDHEACHAIDH AGUS ROGHAINN PHÀRANT

Parents living out with the catchment who wish to enrol their child should complete a Placing Request Form (link below) and submit it to the Area Quality Improvement Manager.

Parents of children with Additional Support Needs — including those with Coordinated Support Plans (CSPs) — may make a placing request to any school in Scotland, including those outwith their local authority area. All appeals relating to placing requests for special schools are referred to the Additional Support Needs Tribunal.

Placing request applications can be made online at: [Enrolment in a school outside your catchment area | Enrol your child for school | The Highland Council](#)

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

NEW ENTRANTS / SGOILEARAN ÙRA

Most new entrants will have attended our nursery and therefore be fully familiar with both the layout of the building and general school arrangements. Initially, in August, we spend time getting to know the children and ensuring that they adapt to the new routine.

HOLIDAY DATES / SAOR- LÀITHEAN

A calendar with details of holiday dates and regional closures is issued to all families at the start of the session. Details of holidays and in-service dates can also be found on the Highland council website here:

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

Please note these are subject to change.

OCCASIONAL AND EMERGENCY ARRANGEMENTS / DÙNAIDHEAN A BHARRACHD NO ÈIGINNEACH

When the school has a planned early closure, parents will be informed in good time in a newsletter. In the event of an emergency closure, children will not be allowed to leave the premises unless a satisfactory arrangement has been made by us, so that we know the child will be in the care of an elected adult.

In adverse weather conditions please check the Highland Council Website at <http://www.highland.gov.uk/schoolclosures>

We will also post information and updates on School Dojo to keep families fully informed.

SCHOOL UNIFORM / AODACH NA SGOILE

We believe that wearing of school uniform promotes a sense of community and contributes to an inclusive atmosphere where pupils can focus more on learning than concerns about their clothing.

Sweatshirts and polo-shirts with the school logo may be purchased online. Please contact the school office for details of suppliers.

The following items are recommended:

Grey or white shirt/polo shirt

Grey or maroon jumper/cardigan/sweatshirt

Grey/Dark skirt/trousers/pinafore/culottes Maroon/grey striped tie

Indoor footwear, i.e. soft-soled (for Nursery only)

PE Kit: shorts/t-shirt and pumps/light trainers

We ask that, items of clothing are clearly labelled, especially in the case of school sweatshirts, with the pupil's name and class. We do not permit the wearing of football shirts or jeans.

The Highland Council Clothing Grant is available for those parents who claim certain benefits. If you think you may be entitled to the grant, application forms are available from the school office or local service point. Or by following this link:

[https://www.highland.gov.uk/info/899/schools -
_grants_and_benefits/10/free_school_meals_and_assistance_with_clothing](https://www.highland.gov.uk/info/899/schools_-_grants_and_benefits/10/free_school_meals_and_assistance_with_clothing)

ATTENDANCE / LÀTHAIREACHD ATTENDANCE/ABSENCE

Good attendance is vital if pupils are to achieve their full potential. Poor attendance not only affects short-term academic performance but also has long-term consequences for future prospects.

If a pupil is absent from school, a parent or guardian should phone the school on the first day of absence 01687462420 office number. Please leave a message if no answer.

Permission to leave during the school day: If a pupil needs to leave during the school day for an appointment, a parent or guardian should email school in advance or phone the school. Pupils must report to the school reception when they leave and report back again when they return. Where at all possible, medical and dental appointments should be made out with school hours.

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

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

When parents are considering whether 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 and disruption to learning.
- will result in a pressure to 'catch up' on missed work by pupil.
- could impact on the learning of the class, if the teacher has to provide additional support to help the pupil catch up
- will affect school attendance records and efforts to raise standards of attendance.

National guidance dictates most family holidays will be coded as unauthorised absence, only in exceptional cases will the absence be recorded as authorised.

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

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

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

SCHOOL TRANSPORT / CÒMHDHAIL-SGOILE

Gaelic Medium Pupils living out with 2 miles of the village of Mallaig are to be transported by service bus/ taxi. If your child is absent from school for any reason, please contact the transport provider before 8.00am. Applications for transport can now be made online at https://www.highland.gov.uk/info/878/schools/12/school_transport or from the school office upon request.

Further information is available here:

https://www.highland.gov.uk/downloads/file/209/school_transport_policy

TRANSITION / GLUASAD DON ÀRD-SGOIL

Most pupils at the end of Primary 7 transfer to Mallaig High School, Mallaig, PH41 4RG
Telephone: 01687 462107

We place great importance on ensuring that every child experiences a smooth, positive and well-supported transition to secondary school. Primary and Secondary staff work closely together throughout the year to plan meaningful transition activities, share information and ensure continuity in learning—particularly for pupils with additional support needs.

Before moving to S1, pupils take part in a structured transition programme. This typically includes:

- visiting Mallaig High School
- meeting subject teachers and support staff
- taking part in taster lessons across a range of subjects
- learning about school routines, expectations and the daily timetable
- opportunities to get to know other pupils
- activities designed to build confidence and support the social, emotional and academic adjustments involved in moving to secondary school

Our aim is to make the move to Mallaig High School an exciting next step where pupils feel prepared, supported and ready for success.

SCHOOL ETHOS PROMOTING POSITIVE BEHAVIOUR / GIÙLAN

A high standard of behaviour is expected of all pupils while on the school premises and we have strategies in place to reward such positive behaviour, such as house points, pupil of the week and term awards and Star Awards, which can be issued by any member of staff. We have 4 school houses to which the children are appointed and can be awarded points throughout the month. These are; Blaven, Larven, Roshven and Cuillin. Children are expected to uphold our school values and adhere to our agreed code of positive behaviour.

Our Code of Positive Behaviour

1. Respect Everyone

Respectful • Compassionate

- Be kind, polite, and respectful to everyone.
- Listen when others are speaking and wait your turn.
- Use polite words like “please,” “thank you,” and “excuse me.”

2. Be Safe

Responsible • Respectful

- Follow all school rules to keep everyone safe.
- Walk calmly in hallways and classrooms.
- Use equipment and materials carefully and as your teacher shows you.

3. Be Kind and Include Others

Compassionate • Respectful • Creative (in finding ways to include)

- Treat others the way you would like to be treated.
- Help classmates if they're struggling and be a good friend.
- Welcome everyone to join games, groups, and activities.

4. Show Responsibility

Responsible • Resilient • Curious

- Take care of your belongings and respect other people's things.
- Complete tasks and assignments on time and do your best.
- We all make mistakes! They help us learn, grow, and build resilience.

5. Keep Our School Clean and Tidy

Responsible • Respectful • Compassionate

- Put rubbish in the bin and tidy up after yourself.
- Look after the school building, classrooms, and playground.
- Care for our environment—indoors and outdoors—so everyone can enjoy it.

6. Try Your Best

Resilient • Curious • Creative

- Have a go at new things, even when they feel tricky.
- Stay focused on your work and give your full effort.
- Celebrate your own achievements and be proud of others' success too.

Helpful links; Highland Council Anti-bullying Policy / Promoting Positive Behaviour

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

Commitment to equality and diversity:

https://www.highland.gov.uk/info/751/equality_diversity_and_citizenship/313/equal_opportunities

THEFT/DAMAGE TO PROPERTY / MÈIRLE/MILLEADH AIR SEILBH PHEARSANTA

The Highland Council does not provide cover for loss of personal property so money and valuables should not be left in cloakroom areas. Parents of any pupils who damage another's property e.g. bicycles, will be contacted immediately.

PUPIL COUNCILS / COMHAIRLEAN NAN SGOILEARAN

At the start of each new session pupils elect to serve on the Pupil, Learning, Gaelic, Digital, JRSO, School Values and Eco Councils. Council members contribute invaluable input in many areas. All pupils are involved in a committee.

EXTRA-CURRICULAR ACTIVITIES / TACHARTASAN TAOBH A-MUIGH NA SGOILE

There are a range of activities available to pupils in the local area which are highlighted in a 'What's On' leaflet compiled by our school sports coordinators and issued via email and Dojo at the start of each term with updates sent as they occur.

Occasionally, funding is provided by external agencies to support Gaelic language development, such as Bord na Gàidhlig. At Mallaig Primary School, we endeavour to provide opportunities for Gaelic Medium pupils to access a wide range of experiences in Gaelic, enriching their attainment at different levels. We also aim to ensure that our English Medium pupils have similar opportunities, where financially viable.

HEALTHCARE / CÙRAM-SLÀINTE

Parents are asked to inform the school if their child is suffering from any condition that may require individualised treatment or care. This information will, of course, be treated as confidential.

Staff will only administer medication when there is clear written guidance and written permission from the parents.

National Guidance on the Administration of Medicines in Schools has been issued by the Scottish Government available on this link: [Supporting children and young people with healthcare needs in schools: guidance - gov.scot \(www.gov.scot\)](http://www.gov.scot/resources/consultationdocuments/2015/06/24/Supporting-children-and-young-people-with-healthcare-needs-in-schools-guidance-2015.pdf)

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.

The school will only deal with minor cuts and bruises, these will be cleaned and a plaster applied, if necessary. All head injuries (minor or major) will be reported directly to parents/guardians and information will be recorded. Staff will also contact parents/guardians should they be concerned about any other injuries. Ticks: current advice is that ticks should be removed swiftly. Parents will be contacted in the first instance and encouraged to attend to this task, however, if this is impractical we will seek permission for a member of staff to remove the tick.

We are a 'Health Promoting School' and encourage children to bring along healthy options for snacks and to drink plenty water throughout the course of the day. We have also re-established our Healthy Tuck Shop and this is run as an enterprise by the P4-7 pupils. 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 Head Teacher. Highland Council's website, Wellbeing Highland, supporting a variety of information relating to mental health and emotional wellbeing, can be accessed [here](http://www.highland.gov.uk). Our schools have access to Highland Council's Primary Mental Health Worker Service. This provides consultation and advice for concerns which 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 class teacher. Alternately, there is a completely confidential, online counselling service called Kooth for children and young people from age 10 that can be accessed [here](http://www.kooth.com). Parents would generally be involved in discussions beforehand, however a young person over the age of 12 can ask for support themselves.

SCHOOL MEALS / BIADH-SGOILE

These are cooked on the premises and are available in the school dining room at the current rate. The menu works on a 4 weekly Rota system, offering a good range of healthy options. A copy of this menu is posted on the wall in the dining room, children are issued with a copy and it is also available to view online;

https://www.highland.gov.uk/downloads/download/9/school_menus

P1-5 pupils are entitled to free school meals. Where a child has paid for a full week's meals and is absent for a day or more, credit will be given. We would ask parents to pay for dinners at the beginning of the week. Current cost of a school meal is £2.40. This is reviewed annually, and parents will be informed of any increases as they arise. Water or milk is available free of charge. Provision is made for those taking packed lunches and they can be stored in a specially allocated fridge until lunchtime for freshness.

Where a pupil requires a special diet, please inform us and the matter can be discussed with the cook-in-charge. Parents in receipt of certain benefits are entitled to free school meals for their children and should seek the necessary forms of application from the school office.

PARENTS AS PARTNERS/PÀRANTAN MAR CHOMPÀIRTICHEAN

PARENT INFORMATION / FIOSRACHADH DO PHÀRANTAN

At Mallaig Primary, we greatly value the strong partnership between home and school. Positive relationships with parents and carers help us support every child to thrive, and we aim to keep communication open, responsive and respectful at all times.

Communication and Contact

We operate an open-door approach and warmly encourage parents to get in touch whenever they wish. The Head Teacher is usually available for parent meetings on Monday, Tuesday and Thursday mornings, and is very happy to arrange an alternative time if that suits you better.

Class teachers can be contacted through Class Dojo, by email or by arranging a face-to-face meeting where this would be helpful. We always aim to respond to queries or concerns as promptly as possible.

Working in Partnership

We recognise the importance of a strong home-school partnership and believe that children achieve their best when parents and staff work closely together. Parents and carers are encouraged to take part in:

Parent Council

Whole-school events, including assemblies, celebrations and trips

Workshops, open afternoons and informal learning events

Stay-and-Play opportunities in the early years

We communicate with families through a range of methods, including newsletters, Class Dojo, school emails, phone calls, meetings and information sessions.

Sharing Learning

Parents are kept informed of their child's learning and progress in a variety of ways:

Parents' Meetings twice a year

Annual school reports

Termly curriculum overviews to show what your child will be learning

Regular updates on Class Dojo, including Class Story and individual portfolios

Progress checks and target-setting activities with your child

We encourage parents to talk to their children about their learning, support reading and homework routines, and share any achievements from home.

Our Principal Teacher leads workshops on supporting our children's learning at home.

Parent voice is extremely important. We gather views through Google questionnaires, Parent Council discussions and ongoing conversations throughout the year. All suggestions and feedback are valued.

If You Have a Concern

Parents and carers are always welcome to make an appointment to speak with the Head Teacher, Depute Head Teacher or Class Teacher about any matter.

If you feel an issue has not been resolved satisfactorily, you may contact:

Kirsty Clark, Area Quality Improvement Manager

kirsty.clark@highland.gov.uk

Kerry Young, Education Support Officer

kerry.young@highland.gov.uk

Further advice for parents on children's wellbeing can be found at:

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

Parent Council

The Parent Council is open to all parents of children in the school and nursery. Meetings are held termly (currently online), and all parents are encouraged to participate or raise items for discussion.

To contact the Parent Council, email:

Mallaig.primary@highlandpc.co.uk

Useful guidance on supporting your child's learning and getting involved in their education can be found at:

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

POLICE LIAISON OFFICER / OFIGEAR-CEANGAIL A' PHOILIS

An excellent relationship exists in this area with regular contact being made. Talks are given on road safety, care with fireworks and any other general pertinent advice.

SCHOOL SECURITY / DÌON-CHLOINNE

A security system is operational in the school. Main entrances will be locked while classes are in operation and access will be gained by ringing the doorbell at Office/Reception area. Infant entrance will be opened at break time, lunchtime and at the end of the day. If you are aware that your child will be coming to school late as a result of doctor's appointments etc., it would be useful to continue the present policy of telephoning to let us know. Fire regulations and policies are in operation.

All Highland Council staff now have ID badges, which must be worn at all times. School staff and Highland Council employees are easily recognised with the green badges. Contractors (yellow) and Visitors (red) will also be given appropriate badges, and are expected to sign in and out of the premises.

CHILD PROTECTION / TÈARAINTEACHD NA CHLOINNE

The safety, welfare and wellbeing of every child are our highest priority at Mallaig Primary. We are committed to providing a safe, secure and nurturing environment where all pupils feel valued, protected and able to learn and thrive.

Our school follows robust Child Protection and Safeguarding procedures, fully aligned with national guidance and Highland Council policy. These procedures help ensure that children are protected from harm, abuse and neglect.

All staff receive regular training in child protection. They are confident in recognising signs of concern and understand their responsibility to report issues promptly. We work in close partnership with parents, carers and external agencies to support the wellbeing of every child, and any concerns raised are dealt with sensitively, promptly and effectively.

Our designated Child Protection Coordinators are:

Pamela Watt – Head Teacher pamela.watt@highland.gov.uk

Deirdre Beck – Depute Head Teacher deirdre.beck@highland.gov.uk

If you have concerns about a child's safety, please contact one of the Child Protection Coordinators without delay.

Further information about Child Protection procedures in Highland can be found on the Highland Child Protection Committee website:

<https://hcpc.scot>

Access to Educational Records

Under the Pupils' Educational Records (Scotland) Regulations 2003, parents and carers have the right to access their child's educational records, with certain limited exceptions as set out in the legislation.

If you wish to view your child's records, you can make a request directly to the Head Teacher, who will guide you through the process and ensure access is provided within the required timescales.

Data Protection

The school holds information about pupils, parents and carers on secure computer systems for purposes such as:

- teaching and learning
- registration and attendance
- assessment and tracking progress
- pastoral and administrative duties
- All information is stored and processed in line with Data Protection legislation, including GDPR. This means that data is:
 - used fairly and lawfully
 - kept secure and confidential
 - shared only when permitted and necessary, following strict codes of practice

We take our responsibility to protect personal information very seriously and ensure staff follow all relevant protocols and Highland Council guidance.

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:

<http://hi-hope.org/directory/listing/16plus-planning>

Curriculum

CURRICULUM FOR EXCELLENCE / CURRAICEALAM AIRSON SÀR-MHATHAIS

The Curriculum for Excellence is divided into 3 levels within the primary school

1. Early level..... Nursery and Primary 1
2. First level Primary 2,3,4
3. Second level Primary 5,6,7

Curriculum

Our Curriculum at Mallaig Primary / Arra Curriculum aig Bun-Sgoil Mhalaig

At Mallaig Primary, we aim to provide a broad, balanced and exciting curriculum that meets the needs of every child. Learning is planned using the Curriculum for Excellence Experiences and Outcomes (Es & Os), and pupils progress through levels according to their ability, understanding and readiness, rather than by age alone.

All staff share responsibility for ensuring high-quality learning in Literacy, Numeracy and Health & Wellbeing, the core areas which underpin success across the curriculum. Children are actively involved in planning their learning and are supported to understand what they are learning and why in each lesson.

Literacy and English / Litreachas agus Beurla

Listening and Talking

These essential skills are developed daily through discussion, storytelling, drama, group tasks and purposeful classroom talk. Listening and talking support all other aspects of language work.

Reading

We follow the Highland Literacy Progression, ensuring a structured, developmental approach. Reading experiences include:

- Core reading sessions 3–4 times per week using a variety of levelled texts
- Reading for enjoyment at home and in class
- Reading for information (topic work, research and non-fiction)
- Writer's Craft, helping children understand how authors create meaning

Writing

Children learn personal, imaginative and functional writing from P1–P7. We use the Talk for Writing approach, which supports children to internalise language patterns, develop ideas and produce high-quality writing.

Numeracy and Mathematics / Àireamhachd agus Matamataigs

Our maths curriculum covers:

- Number, Money and Measure
- Shape, Position and Movement
- Information Handling
- Mathematics in the World Around Us
- Daily mental maths and problem-solving are central to our approach, helping children apply maths to realistic, meaningful situations.

Health and Wellbeing / Slàinte agus Sunnd

Health and Wellbeing is at the heart of all learning. Pupils study:

- Mental, emotional, social and physical wellbeing
- Planning for choices and change

- Relationships, sexual health and parenthood (RSHP) RSHP (Relationships, Sexual Health & Parenthood) In Term 4, pupils learn the age-appropriate RSHP programme. Parents can view the full programme at: <https://rshp.scot/> We hold a parent information session in Term 3 and are happy to discuss any concerns with families.
- Food and health
- Substance misuse

Physical Education (PE) / Foghlam Corporra

All P1–P7 classes receive two hours of PE each week:

- 1 hour with our visiting PE specialist
- 1 hour with their class teacher
- Pupils should have labelled PE kit (shorts, t-shirt, gym shoes). Football colours should not be worn.
- All pupils participate in blocks of swimming lessons, and we work closely with our Active Schools Co-ordinator to offer a wide range of sporting opportunities.
- Children are encouraged to bring a water bottle daily as part of our healthy living focus.

Sciences

Children develop curiosity and understanding of science through learning about:

- Planet Earth
- Forces and Electricity
- Materials
- Biological Systems

Social Subjects / Cuspairean Sòisealta

- People, Past Events and Societies (History)
- People in Society, Economy and Business (Enterprise)
- People, Place and the Environment (Geography)

Technologies / Teicneòlasan

Our programme includes:

- Technological developments in society
- ICT to enhance learning
- Computing science
- Food and textile technologies

Expressive Arts / Ealain Chruthachail

Children experience creativity through:

Art and Design

Drama

Dance

Music

Languages – 1+2 Approach / Càinain

We follow the national 1+2 Languages model:

Scotland's national languages policy—Language Learning in Scotland: A 1+2 Approach (2012)—states that every child is entitled to learn:

L1: Their first language (English, or Gaelic for GME pupils)

L2: A second language from P1 onwards, taught regularly and progressively- in Mallaig Primary our second language is French
Children learn French using:

- songs, stories and games (early level)
- greetings, simple conversations, routines
- vocabulary linked to everyday topics (family, school, food, weather, colours)
- reading simple words and phrases
- listening and speaking activities
- basic writing as appropriate by P4–P7
- As pupils progress, they learn to:
- build simple sentences
- talk about themselves and their interests
- understand classroom instructions
- read short texts
- write short descriptions or dialogues

The aim is to build confidence, not perfection—celebrating communication at every stage.

L3: A third language introduced by P5, taught flexibly and in engaging blocks or projects
Given our local context, Gaelic is taught as L3 and may include:

- basic Gaelic greetings and conversational phrases
- songs, rhymes and stories
- place names, local heritage and culture
- vocabulary for topics like animals, weather, colours, feelings
- simple reading of words and short phrases

- engagement with Gaelic speakers, local events and cultural opportunities

The policy aims to develop children's language skills, cultural awareness, and confidence in communication.

Highland Council expects schools to implement the policy in full, and Mallaig Primary follows this entitlement across the whole school. Children learn languages through songs, games, stories, role-play and discrete teaching of vocabulary.

Religious and Moral Education (RME)

Our RME curriculum explores:

- Christianity
- World religions
- Personal beliefs and values
- Religious Instruction and Observance

Mallaig Primary promotes an inclusive environment which respects all beliefs and worldviews. Religious observance and instruction follow Highland Council guidance. Parents may withdraw their child; alternative learning will be provided.

Extra-Curricular Activities

We offer a range of after-school clubs throughout the year, including:

- Dance
- Football
- Gymnastics
- Shinty

These activities help develop confidence, teamwork and physical skills. Parents can access further information regarding the Curriculum for Excellence from national websites – <https://education.gov.scot/parentzone/> and <https://education.gov.scot/learning-in-scotland/>

Assemblies

Weekly assemblies are led by either the Head Teacher or pupils. We share our learning, celebrations and promote our values.

Copies of our school policies are available on request.

SUPPORT FOR PUPILS / TAIC DO SGOILEARAN

Provision for Pupils with Additional Support Needs

At Mallaig Primary, we are committed to ensuring that every child receives the support they need to learn, grow and achieve their potential. Many children may require

additional support at some point in their school life, and we aim to respond to these needs promptly, sensitively and in partnership with families.

How We Identify and Support Needs

Class teachers, with the support of the Additional Support Needs (ASN) Teacher, regularly monitor each child's progress and wellbeing. Most needs are met within the classroom and normal curriculum, through high-quality teaching, differentiation and targeted support.

Where a child requires more specific or sustained help, we may involve:

- ASN teachers
- Pupil Support Assistants
- Specialist services (e.g. Educational Psychology, Speech & Language Therapy, Health professionals)
- Partner agencies
- Support is planned in line with the Highland Council Staged Intervention Model and the GIRFEC (Getting It Right for Every Child) approach.

Child's Plans

If additional support is needed beyond classroom strategies, we may create a Child's Plan. This helps us:

- identify the child's strengths and needs
- set clear targets
- plan support and interventions
- monitor progress
- review regularly with staff, parents and the child

Parents/carers—and the child, where appropriate—are fully involved in agreeing and reviewing any Child's Plan.

Further information on Highland Council's model of support can be found at:

https://www.highland.gov.uk/info/886/schools_additional_support_needs/1/support_for_learners

Partnership with Parents and Carers

We recognise the vital role parents and carers play in supporting learning. You will always be involved in discussions if any additional support is being considered for your child, and we will work with you to identify the best way forward.

If you ever have concerns about your child's support needs, please contact:

Your child's Named Person

Head Teacher, Ms Pamela Watt

We will work with you to address concerns promptly and positively.

If you feel your concerns remain unresolved, information on further routes to support, advice and dispute resolution can be found here:

https://www.highland.gov.uk/info/886/schools_additional_support_needs/1/support_for_learners

Additional Support Services and Advice

Parents and young people may also find the following services helpful:

Enquire – national advice service for additional support for learning
<http://enquire.org.uk>

My Rights, My Say – advocacy and support for young people aged 12–15 with additional support needs
<http://enquire.org.uk/myrightsmysay/>

Scottish Independent Advocacy Alliance – support for parents and children
<https://www.siaa.org.uk>

Scottish Child Law Centre – free legal advice for children and families
<https://sclc.org.uk>

ASSESSMENT & REPORTING/MEASADH AGUS AITHRIS

In Scottish primary schools, assessment plays a vital role in supporting children's learning and development. Assessment is used to measure pupils' progress across the curriculum and inform teaching practices. The approach is largely formative, meaning it focuses on identifying strengths and areas for improvement which inform next steps. Our teachers use a variety of methods, including observation, questioning, discussions, and more formal tasks like written work, to gather evidence of learning.

In Primary 1 pupils undertake the Emerging Literacy Assessment in both English and Gaelic in the first term. Feedback is an essential part of the process, encouraging self-reflection and goal-setting among pupils. Overall, assessment in Scottish primary education is designed to be ongoing, supportive, and holistic, fostering both academic attainment and personal growth. National assessments, such as the Scottish National Standardised Assessments (SNSA) and Scottish Online Formative assessments (SOFAS) are used at key stages to provide further insight and help inform our planning.

Data on the school's performance can be found at:
<https://education.gov.scot/parentzone/my-school/school-information-dashboard/>

DATA PROTECTION / TÈARAINTEACHD DÀTA:

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

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 out-with Scottish

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

Concerns

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

Equality and Inclusion:

For up-to-date information please see:

http://www.highland.gov.uk/info/751/equality_diversity_and_citizenship/313/equal_opportunities

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.

COMPLAINTS AND REQUESTS FOR SERVICE

If a parent has any concerns they should contact their child's Named Person in the first instance, Ms Pamela Watt (Head Teacher), or Mrs. Deirdre Beck (Depute Head Teacher). The school will always endeavour to resolve issues by listening to parents and seeking solutions in partnership.

Should a situation not be resolved, parents can contact Kirsty Clark, Area Quality Improvement Manager, kirsty.clark@highland.gov.uk 01397 709720

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

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](#)

Disclaimer: Although the information included in this handbook is deemed correct at the time of printing, it is possible there will be changes from time to time affecting a matter or matters mentioned within this document.

Updated Dec 25