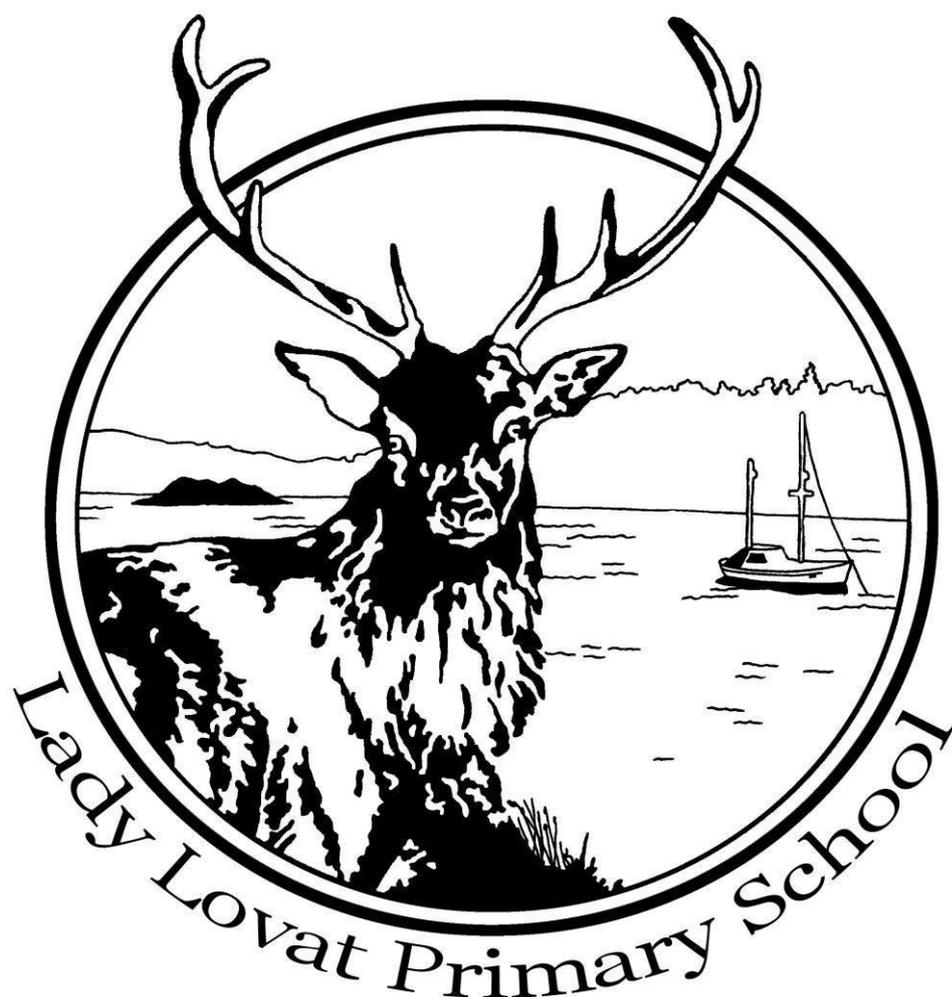


**LADY LOVAT PRIMARY
SCHOOL
HANDBOOK
2026-27**



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WELCOME TO LADY LOVAT PRIMARY SCHOOL

The aim of this handbook is to provide you with some general information which should help you build up a picture of the school environment and organisation. There are sure to be many more questions and issues – please feel free to contact the school to find out more.

We believe that a child's education is the joint responsibility of the parents/guardians and the teacher, we value the interest and involvement of parents and look forward to working with you and your child.

THE SCHOOL

Lady Lovat Primary School is at the heart of the small community of Morar. Morar is just close enough to Mallaig (3 miles) to benefit from the Post Office, High School, Swimming Pool and bars and restaurants, as well as ferry links to Knoydart, Skye and the Small Isles. Yet Morar is very much its own small village, linked by road and rail to Mallaig, Fort William and beyond to Glasgow, a quiet village nestled between Europe's deepest loch (Loch Morar) and the white sandy beaches that overlook the expanse of coastline between the mainland, Rum and Eigg.

Lady Lovat Primary School has a very active Parent Forum, raising lots of funds each year to support the children in lots of different activities. We hold concerts, coffee mornings, and events to bring the community together.

The main school building is stone-built and houses two classrooms, a toilet for infants, two toilets for older pupils, a storage cupboard, cloakroom and vestibule on the ground floor and an office, staffroom and staff toilet on the upper floor.

Outside, a tarred play area with colourful games, such as draughts, chess, snakes and ladders and hopscotch painted on it is for the use of all the children. There is outdoor play equipment available for pupils. Across the road a public play park is often used by the children, depending upon the weather. Pupils in Primaries 1, 2 and 3 are not permitted to play on the large climbing frame within the park. Also within the playground is a bicycle shelter and storage shed. Within the school grounds there is a garden area and raised vegetable beds which are maintained by the children, as are the numerous flowerpots and containers at the front of the school.

Supporting our children to grow...

Lady Lovat is committed to helping all children become

successful learners with:

an enjoyment of learning; an inquisitive curiosity about the world around them and a willingness to think for themselves

We shall do this by:

- presenting learning experiences in meaningful and enjoyable contexts
- matching teaching processes to pupils' learning needs
- ensuring each of our children knows how to be an effective learner
- ensuring curricular breadth and progression by working within the framework set out in the Curriculum for Excellence and
- making full use of the local environment as a rich educational resource

confident individuals who:

are independent, secure and ambitious; fulfil their potential intellectually, physically, emotionally, aesthetically and spiritually develop and communicate their beliefs and views

We shall do this by:

- providing within the school a secure, happy and stimulating environment
- promoting partnership with parents, the community, local business and services
- upholding the values of the Health Promoting School
- valuing each individual's strengths and ensuring equal opportunities for all
- promoting good health, personal morality, self-awareness and esteem

responsible citizens who:

consider and respect the needs of others appreciate and take responsibility for their environment, culture and community

We shall do this by:

- establishing an ethos of encouragement, care and respect
- contributing to the life of the community
- promoting links with the wider area

effective contributors with

an enterprising attitude the skills, attitudes and expectations necessary to prosper in a changing society and the self-awareness to work effectively in partnership and in teams

We shall do this by:

- encouraging a sense of pride and identity in the school
- teaching thinking skills and involving the pupils in self- and peer-evaluation
- providing high quality educational experiences across the breadth of the curriculum and
- promoting a “can do” ethos

Lady Lovat Primary aims to support effective learning and teaching, by:

- Empowering minds, inspiring growth and cultivating a lifelong love for learning.
- We will reflect on our knowledge and skills and always seek to improve our teaching practice and the educational experiences of our children.

SCHOOL INFORMATION

Address: Lady Lovat Primary School
Morar
Highland
PH40 4PA

Telephone: (01687) 462127

E-mail: Ladylovat.primary@highland.gov.uk

Staff:

Head Teacher: Ms Pamela Watt

Depute Headteacher (Primary): Mrs Deirdre Beck

Principal Teachers: Mrs Rebecca Quinn

Teachers:

Mrs Rebecca Quinn

Mrs Morag Fothergill (CCR Cover)

Clerical Assistant: Mrs Heather Sinclair

General Auxiliaries : Mrs Zoe Hardwick and Mrs Rachel Wilkinson

Dining Supervisor: Ms Sophia Angelosanto

Parent Forum:

Chairperson: Mr Peter Varley

Secretary: Mrs Beandri Pyper

Treasurer: Mrs Angela MacKay

All parents are encouraged to participate in the parent forum.

Ladylovat.primary@highlandpc.co.uk

An active “Lady Lovat Primary School, Morar” Facebook page

THE SCHOOL ROLL:

The school roll for 2025/26 is 12 pupils.

For 2026-27 the projected roll is 9 pupils

SCHOOL HOURS

Monday - Thursday	0850-1045	1100-1230	1320-1515
Friday	0850-1045	1100-1245	Closed

TERM TIMES AND HOLIDAY DATES 2026/2027

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

EMERGENCY PROCEDURES

Parents will be informed by telephone if the school has to close for any reason. Contact numbers for parents, as well as the name, address and phone number of a friend or relative who may be contacted if they themselves are unavailable, are listed in the school.

Please help by keeping these records up to date.

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

We will also post updates on our School ClassDojo platform.

ABSENCES

Parents should inform the school as soon as possible if their child is absent from school.

✚ the internal procedures to identify such absent pupils

Parents phone in before 0850 if a child is to be absent. Should a child be absent and no phone call has been received then there may be a call placed to the home. The clerical assistant is only part time so it is essential that parents inform the school as soon as possible. In the event you cannot contact anyone, please call our High School office, 01687462107. Parents may also contact the class teacher on our School Class Dojo platform but only as an additional means of absence reporting.

+ who is responsible to act

The Class Teacher will notify the General Auxiliaries/Clerical assistant if a child is absent and they wish an explanation. Overall responsibility lies with the Head Teacher.

+ the point at which a decision is reached to contact the

parent/emergency contact If there is no answer at home then a phone call to the emergency number will be made.

+ how quickly this happens

Usually the General Auxiliaries/Clerical assistant will try to make contact between 0850 – 0930. If there is no response they will contact the clerical team leader, Shivan Geddes, at Mallaig High School to investigate further.

+ actions taken if parents/emergency contacts cannot be contacted

If this fails, then the police would be contacted.

Parents may wish to give a second emergency number

It is Highland Council policy that all children should attend regularly in order to ensure their own, and their classmates', best progress.

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.

Good attendance is vital if pupils are to achieve their full potential. When parents are considering whether or not to remove their children from school for a family holiday, they should be aware that such a decision:

- will result in a significant loss in classroom experience;
- will result in a pressure to 'catch up' on missed work by pupils;
- could result in pupils missing assessments with consequential impact on pupils and teachers;

- could result in the loss of curricular activities;
- will affect school attendance records and efforts to raise standards of attendance;
- under the guidance issued at a national level, most family holidays will be coded as unauthorised absence, only in exceptional cases will the absence be recorded as authorised.

In conclusion, we would ask parents to be aware of these considerations when making decisions on planning holidays during term time. We have enclosed a link to the school term dates on the Highland Council website to aid parents in planning any holidays they may be considering https://www.highland.gov.uk/info/878/schools/32/school_term_dates

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

Adverse Weather – School Closures

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>

COMPLAINTS AND REQUESTS FOR SERVICE

If a parent has any concerns they should contact their child's class teacher, in the first instance, or the Head Teacher or another member of the Senior Management Team for more serious issues.

The school will always endeavour to resolve issues by listening to parents and seeking solutions in partnership. Should a situation not be resolved, parents can contact Kirsty Clark, Area Quality Improvement Manager Kirsty.Clark@highland.gov.uk

Further information is available at: <https://www.children1st.org.uk/help-forfamilies/parentline-scotland/>

INFECTION CONTROL

We would like to ask you to follow the recommendations issued by Highland Council and keep your child off school for 48 hours after any bout of diarrhoea or vomiting. The child should be excluded from the swimming pool for 2 weeks following the last episode of diarrhoea. In the case of chickenpox, measles, rubella or mumps, your child should remain away from school for 5 days after the appearance of the rash or swelling.

Verrucae must be covered in swimming pools, gyms and changing rooms.

Please refer to www.nhs.uk/live-well/is-my-child-too-ill-for-school/

SCHOOL TRANSPORT

Transport is arranged for pupils living more than 3 miles from the school (more than 2 miles for children under 8).

Eligible families can obtain an application form here:

[Apply for school transport | School transport | The Highland Council](#)

Or contact the school office to enquire about a paper copy.

Parents are to contact School Car driver: Mrs Nuri Fuste direct if their children do not require transport on any given day. Tel: 01687 46 2333 mobile: 07786 844100

Copy of Highland Council's transport policy is available at:

https://www.highland.gov.uk/info/878/schools/12/school_transport

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 school.transport@highland.gov.uk .

STARTING SCHOOL

New entrants should be enrolled in February using the link below.

Children who reach the age of 5 years before 1st March of the following year are eligible for enrolment for the primary class beginning in August each year. Parents of children who reach the age of 5 after school start date in August are entitled to request deferred entry. Further information can be obtained from the school secretary.

Online enrolment is available using this link:

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

PLACEMENT REQUEST - PARENTAL CHOICE

Children who live in the catchment area of a particular school are required to enrol at that school where they will be informed of their right to make a placing request to another school of their choice and the conditions pertaining to that request. The school can provide details of which addresses are in our catchment area. Pupils whose homes are located in that area will have priority in being allocated a place in the school. However, parents have the right to specify the school in which they wish to place their child.

Application must be made to Kirsty Clark, Kirsty.Clark@highland.gov.uk (01397) 702620

Placing request forms can be obtained from:

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

TRANSFERRING TO SECONDARY

Children from Lady Lovat Primary School transfer to:

Mallaig High School Mallaig PH41 4RG

Tel: 01687 462107

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

We aim to make the move from P7 to S1 a positive, confident and well-supported experience for every child. To ease the transition into secondary school, we provide a wide range of opportunities for pupils to become familiar with Mallaig High School, its staff and the routines of S1.

Throughout the year, P7 pupils take part in a series of planned transition activities. These may include:

- Curriculum-linked visits, such as cooking, PE or science sessions
- Joint learning experiences with Mallaig High staff
- Opportunities to meet subject teachers and support staff
- Time to explore the school building and understand the timetable and routines

In June, P7 pupils attend a full transition week at Mallaig High. This allows them to experience S1-style lessons, meet classmates from other schools and begin building relationships with their new teachers.

Primary and Secondary staff work closely together to ensure continuity in the curriculum and to share important information about learning needs, strengths and support. This collaboration helps pupils feel secure and ready for the next stage of their education.

P7 pupils also join peers from other feeder primaries for a range of combined events, including a Residential Activity, giving them the chance to form friendships and build confidence before joining S1.

Our goal is to ensure that every child moves on to secondary school feeling prepared, supported and excited about the opportunities ahead.

CURRICULUM INFORMATION

All children in Scotland should be:

Confident Individuals

Effective Contributors
Successful Learners
Responsible Citizens

The implementation of Curriculum for Excellence in Scottish schools is involving us in a gradual re-writing of our school programme of learning. By following the Highland Region and National recommendations we are confident that we provide both breadth and progression in learning.

Pupils of P1-7 work together in one classroom with the additional classroom available for group work activities. Collaborative learning is a strong feature of the small school. Through working as a team with clearly defined roles, children actually learn self-confidence and independence. While each child works to his / her own ability, and is treated as an individual regarding performance, wherever possible, in order to strengthen the social group, projects are worked on together across the age range, with each child contributing at his / her level.

Curricular Areas

Our Curriculum at Lady Lovat Primary

At Lady Lovat Primary, we provide a broad, balanced and engaging curriculum that nurtures every child's skills, abilities and interests. Learning is planned using the Curriculum for Excellence Experiences and Outcomes (Es & Os), and children progress through levels based on their individual learning needs, not their age alone.

All staff share responsibility for ensuring high-quality learning in Literacy, Numeracy, and Health & Wellbeing. Children are involved in planning their learning and are supported to understand what they are learning and why, helping them become confident, independent learners.

[Curriculum for Excellence | Education Scotland](#)

Literacy and English

Listening and Talking

- Children develop their communication skills daily through discussion, storytelling, drama, group tasks and purposeful classroom talk.
- Reading
- We follow the Highland Literacy Progression, ensuring a structured approach to developing reading skills across the school. Reading is developed through:

- Core reading sessions (3–4 times per week)
- Reading for enjoyment at home and in school
- Reading for information across the curriculum
- Writer's Craft, helping children understand how authors create meaning

Writing

Pupils learn personal, imaginative and functional writing from P1–P7. We use approaches such as Talk for Writing, which help children internalise structures, build vocabulary and produce confident, fluent writing.

Numeracy and Mathematics

Our maths curriculum includes:

- Number, Money and Measure
- Shape, Position and Movement
- Information Handling
- Exploring how maths impacts the world around us

Children take part in daily mental maths, practical problem-solving and real-life mathematical challenges that help them understand how maths is used beyond school.

Health and Wellbeing

Health and Wellbeing is central to our curriculum. Pupils develop skills and knowledge in:

- Mental, emotional, social and physical wellbeing
- Planning for choices and change
- Relationships, sexual health and parenthood (age-appropriate)
- Physical education, activity and sport
- Food and health

We support children to understand feelings, relationships, healthy choices, personal safety and how to care for themselves and others.

In Term 4, children follow the age-appropriate RSHP (Relationships, Sexual Health & Parenthood) programme. Parents can view the full programme at: <https://rshp.scot/>

We offer a parent information session beforehand, and any concerns can be discussed with the Head or Depute Head Teacher.

Physical Education (PE)

- All pupils receive two hours of PE each week, including sessions with a visiting PE specialist.
- Children should bring labelled PE kit (t-shirt, shorts, gym shoes). Football colours should not be worn.
- We also work with our Active Schools Coordinator to offer additional physical activities and after-school opportunities throughout the year.
- Children are encouraged to bring a water bottle daily as part of our healthy living programme.

Sciences

Our science curriculum encourages curiosity and investigation through studying:

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

Social Subjects

Children explore:

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

Technologies

Pupils develop digital and practical skills through:

- ICT to enhance learning
- Computing science
- Understanding technological developments
- Food and textile technologies

Expressive Arts

Children experience creativity and self-expression through:

- Art and Design
- Drama
- Dance
- Music

Languages (L1 + L2)

We follow Scotland's national 1+2 Languages model:

L1 – English as the main language of learning and teaching

L2 – French, taught from P1–P7

L3- Gaelic

Why 1+2 Matters

Learning additional languages helps children develop:

- confidence in communication
- listening and memory skills
- cultural understanding
- problem-solving and flexible thinking
- stronger literacy skills in their first language
- pride in Scotland's linguistic and cultural heritage

For Lady Lovat Primary, learning Gaelic as L3 also strengthens children's connection to their local community, heritage, and place-based identity. Children develop confidence in French through songs, games,

stories, simple conversations and age-appropriate vocabulary work. 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

Religious and Moral Education (RME)

Our RME curriculum explores:

- Christianity
- World Religions
- Personal beliefs and values

Religious Instruction and Observance

Lady Lovat Primary is committed to an inclusive ethos that respects a range of beliefs and values. Religious observance and instruction follow Highland Council guidance. In accordance with the Education (Scotland) Act 1980 (c.44), Part 1, paragraphs 9-11, parents have the right to remove their child from the teaching of Religious Education and/or from Religious Observation.

Please inform the Head Teacher, in writing, if you wish to do so and alternative suitable learning will be provided.

Extra-Curricular Activities

A range of after-school clubs run throughout the year, depending on staff and volunteer availability. Recent examples include:

Dance

Football

Gymnastics

Outdoor activities

These experiences help children build confidence, teamwork and new skills.

Informing Parents About Sensitive Aspects of Learning

At Lady Lovat Primary School, we understand the importance of keeping parents informed about sensitive aspects of learning. Topics such as relationships, sexual health, parenthood, and drugs awareness are introduced as part of the Curriculum for Excellence in an age-appropriate and sensitive manner.

Parents will be informed in advance when these subjects are scheduled, including details of the content and delivery. We value parental input and will provide opportunities to discuss any concerns or questions during scheduled meetings or via direct communication with the class teacher. Parents wishing to view the materials used can request access through the school office.

ASSESSMENT ARRANGEMENTS

Tracking, Assessing and Planning for Progress

At Lady Lovat Primary, we use a wide range of assessment approaches to ensure that every child is making progress and receiving the right level of support and challenge. Tracking learning is an ongoing process that helps us plan next steps and celebrate achievements.

How We Assess Learning

Pupils are assessed continuously through:

- Informal observation
- Discussion and conferencing with pupils
- Everyday classwork and activities
- Short, planned assessment tasks
- Formal assessments, where appropriate

Most assessment takes place naturally within classroom learning, allowing children to show what they know and can do in a supportive, familiar environment.

Tracking Literacy and Numeracy Progress

All pupils have individual profiles that help staff and learners track progress in Literacy and Numeracy. Pupils are encouraged to understand their own targets and reflect on their achievements.

Highland Council Standardised Assessments (SOFA)

Highland Council has reintroduced SOFA online standardised assessments. These are completed from P2 onwards and assess:

- Numeracy/Mathematics
- Reading
- Writing

These assessments give teachers valuable information about strengths and areas requiring further consolidation, helping us tailor teaching to meet each child's needs.

Scottish National Standardised Assessments (SNSA)

In addition, pupils sit SNSA assessments at P1, P4 and P7. These assessments provide further evidence of literacy and numeracy progress across time.

Emerging Literacy – P1

In Primary 1, all pupils complete Emerging Literacy assessments during the first term. These help teachers build a clear picture of early developmental skills—such as phonological awareness, motor skills and language development—so that learning can be personalised from the start.

Ongoing Monitoring

Teachers regularly review each child's progress, using a combination of:

- Daily evidence from learning
- Assessment data
- Engagement and participation
- Pupil self-evaluation
- Professional judgement

This ensures that planning is responsive and that children are supported to move on when they are ready.

Learning Journeys

Throughout the year, each pupil keeps a Learning Journey. This provides a written and pictorial record of key learning experiences across the curriculum and celebrates achievements both in and out of school. Learning Journeys help children reflect on their progress and share their learning with staff and families.

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

TARGET LEVELS

Each of the curricular areas is divided into levels set by the Scottish Office Education Department. These set out a progression in skills and understanding and indicate what a child should be able to do or know at different stages.

As a general guideline:

Early Level is covered in nursery and P1

First Level is covered between P2 and P4

Second Level is covered between P5 and P7

LEARNING SUPPORT

We aim to assist each child to progress from his/her current level of ability, regardless of age or class stage. "Getting It Right For Every Child" (GIRFEC) is a Highland Pathfinder programme that aims to improve outcomes for all children and young people by promoting a shared approach that builds solutions with and around children and families. It enables children to get the help they need when they need it; supports a positive shift in culture, systems and practice; involves working

together to make things better. The school follows Highland Council's staged approach procedures to ensure that appropriate provision is available to all pupils and where necessary individualised educational programmes are introduced.

With such small numbers, we are also able to consider the different pace and preferred style of learning of each child and adjust lessons accordingly. A learning support teacher is available for consultation with the class teacher and we work closely with professionals such as the speech therapist, school psychologist, early years family support team and the High School staff. The Head Teacher can be contacted for advice if a parent thinks a pupil has additional support needs.

Further information can be found at

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

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

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

Further information and support can be found here-

(a) Enquire learning – the Scottish advice and information service for additional support for <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

2009 Additional Support for Learning Act:
<http://www.legislation.gov.uk/asp/2009/7/contents>

SCHOOL/PARENT LIAISON

As a small and friendly school, we are fortunate that parents and carers can easily speak with staff at the beginning and end of the school day. Much of our communication is therefore direct, informal and responsive, helping us maintain strong relationships and address questions quickly.

School information is generally shared by email and through our ClassDojo platform, which allows us to post updates, send reminders and celebrate learning.

Parent Meetings and Reports

We hold two formal Parent–Teacher Meetings each year, typically in November and June. These meetings provide an opportunity to discuss your child’s progress, wellbeing and next steps in learning.

In June, a full annual report is issued, and the final meeting of the year offers a chance to review your child’s progress and plan for the year ahead.

Additional meetings can be arranged at any time if you or the class teacher feel that further discussion would be helpful.

Working Together

We believe that children thrive when parents and teachers work in partnership, sharing ideas, information and approaches in an atmosphere of trust and respect. Open communication helps us support your child consistently and ensures that their learning and wellbeing remain at the centre of all we do.

HOW CAN PARENTS HELP THEIR CHILD?

Children spend many years at school, and the attitudes they hear at home have a powerful influence on how they feel about learning. Talking positively about school, encouraging curiosity and celebrating effort all help make these years enjoyable and successful.

You can support your child by:

- Showing interest in their day, their learning and their friendships
- Being a receptive, appreciative audience for their achievements—big or small
- Encouraging your child to share the things they are proud of
- Talking together about new skills they’ve learned or discoveries they’ve made
- Sharing any out-of-school successes or achievements with school staff, so that we can celebrate them too

Children love to know that the adults around them value their learning. Your interest, encouragement and enthusiasm make a real difference to your child's confidence, motivation and happiness in school.

HOMEWORK

Homework is usually given out on Monday and should be returned by Friday. This weekly cycle helps children learn to manage their time, plan ahead and organise their work responsibly.

Homework is designed to reinforce class learning, build good study habits and give parents a window into what their child has been learning in school.

How Parents Can Support Homework

In the upper school, pupils are encouraged to complete most tasks independently, but they may still benefit from support such as:

- practising spelling together
- playing number games
- listening to reading or discussing books
- taking part in paired activities when needed
- Homework is a valuable opportunity to encourage, praise and engage with your child's learning, and it helps you gain meaningful insight into their progress.

Homework by Stage

P1–P3 Homework will typically include:

- reading
- spelling
- a number task or game
- an occasional topic-related activity

Tasks are short, practical and designed to build confidence and enjoyment.

P4–P7 Homework may include:

- reading (although no set reading is issued)
- spelling
- maths and numeracy tasks

- music practice, if learning an instrument
- occasional research or information-gathering activities
- tasks linked to Social Studies, Science or other curricular areas

These activities help pupils deepen understanding and develop independence.

Time Guidance

We recognise that families are busy and that homework should not cause stress. The following is a general guide:

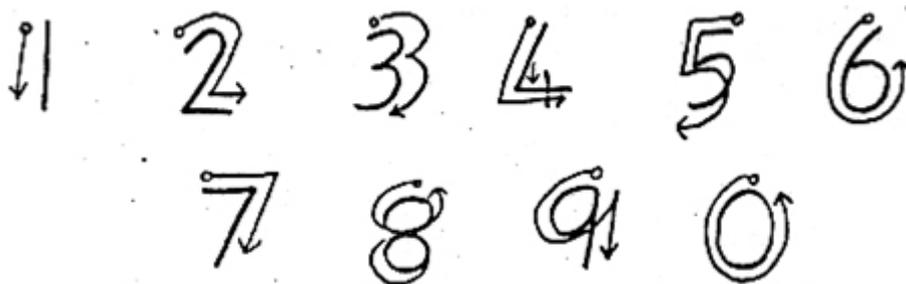
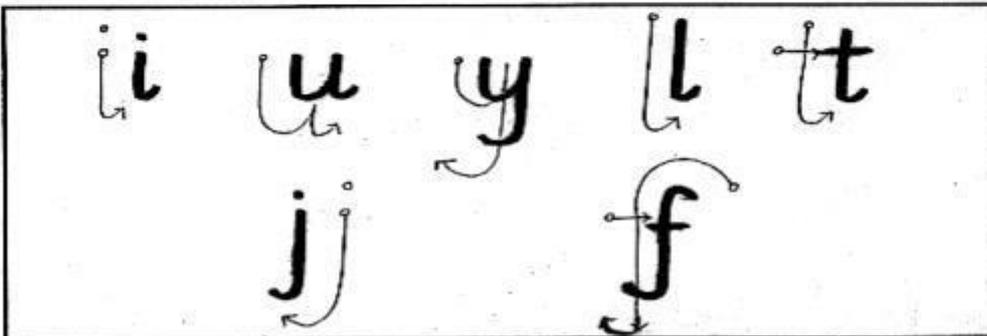
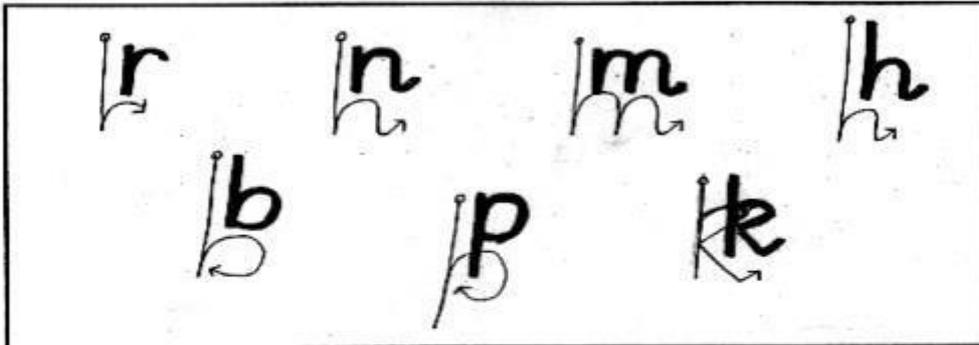
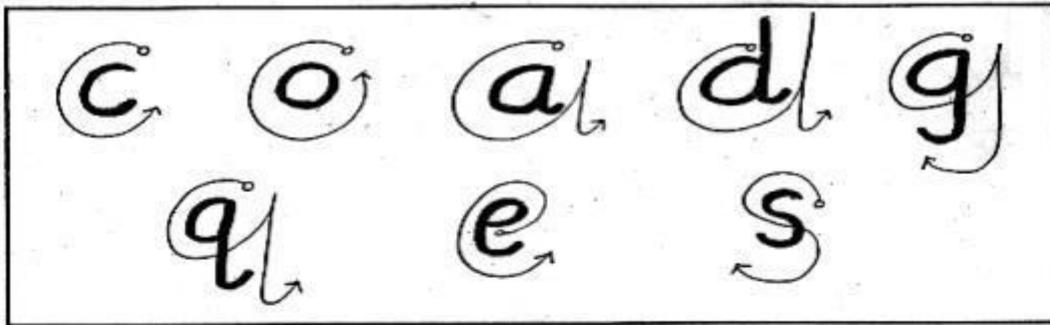
- P1–P3: around 15 minutes per evening
- P5–P7: tasks may take a little longer depending on the type of work, but should not exceed 30 minutes per evening

If homework is regularly taking significantly longer, or is becoming a struggle, please let the class teacher know so we can adjust support.

SUPPORTING EMERGENT WRITING AT HOME

Encourage your pre-school or P1 child to scribble, draw and colour with crayons, pencils or felt tipped pens. These activities help develop pencil control and strengthen finger and hand muscles. Some children are keen to write and it will avoid your child being confused if you use the same letter formation as is taught at school. In the following chart you can see where to start each letter and in which direction it is drawn.

If you write your child's name please use a capital letter for the first letter only.



PROMOTING POSITIVE RELATIONSHIPS

At Lady Lovat Primary, we place a strong emphasis on honest, caring and considerate behaviour at all times. We aim to create a school community where every child feels safe, respected, included and valued. Our approach is nurturing, restorative and rooted in building strong, trusting relationships.

Children are encouraged to reflect on their actions, understand the impact on others, and make amends when things go wrong. This helps them develop empathy, resilience and positive social skills that support them throughout life.

Our policy is guided by the principles of:

- Respect
- Responsibility
- Rights

These principles are closely linked to the UN Convention on the Rights of the Child (UNCRC) and underpin all aspects of behaviour, relationships and wellbeing in our school.

Our full Promoting Positive Relationships Policy is available on the Mallaig 3–18 Schools website.

Highland Council's Anti-Bullying Guidance can be found here:

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

Pupil Involvement

Pupils play an active role in shaping our school's ethos. They help to:

- develop and review our school code of conduct
- discuss expectations and responsibilities
- identify appropriate restorative actions when rules are not followed
- Involving children in this way strengthens their sense of ownership, fairness and community.

Working Together

A positive school culture is most successful when school and home work together. It is vital that parents understand and support our policies and the restorative, relationship-based approach we use.

By modelling respectful communication and reinforcing shared expectations at home, parents and carers help us create a consistent, supportive environment in which every child can flourish.

EXTRA CURRICULAR ACTIVITIES IN SCHOOL

At Lady Lovat Primary, we are proud to offer a variety of experiences that enrich pupils' learning and strengthen their sense of community, confidence and

creativity. These opportunities help children develop new skills, explore interests and enjoy being part of a vibrant school community.

Christmas and Summer Shows

Our annual performances are a much-loved tradition, giving pupils the chance to showcase their talents in music, drama and dance.

Carol Singing

Each December, pupils take part in carol singing for families and members of the local community—an event that brings everyone together in festive spirit.

Feis Music Lessons

Pupils can access traditional music tuition through Feis, including tin whistle and guitar.

Gaelic Week / Seachdain na Gàidhlig

Each year, the school, together with the rest of our cluster and associated Island schools, celebrates Gaelic Week, a special opportunity for pupils to explore and enjoy Scotland's rich Gaelic language and culture. Throughout the week, children take part in a variety of fun, engaging and meaningful activities that help them develop appreciation, understanding and pride in our local heritage.

During Gaelic Week, pupils may enjoy:

- learning simple Gaelic greetings, phrases, songs and rhymes
- listening to Gaelic stories, local legends and traditional tales
- taking part in arts and crafts inspired by Gaelic culture
- music sessions, including ceilidh dances and traditional songs
- community events involving local Gaelic speakers, musicians or artists
- exploring local place names and their meanings
- tasting traditional foods or preparing simple recipes
- cross-curricular projects celebrating the language, landscape and history of the area

Instrumental Tuition

Violin and piano tuition is provided by visiting tutor Sara Hamilton, offering pupils the opportunity to develop musical skills and confidence.

Sports and Competitions

Pupils regularly take part in the Lochaber Cross Country Race and a range of local cluster sporting festivals, encouraging teamwork, perseverance and physical fitness.

Residential Trip (P5–P7)

A residential experience is offered to pupils in P5–P7, providing exciting opportunities for outdoor learning, teamwork and independence, alongside peers from other local schools.

SCHOOL CLOTHING

School uniform consists of:

- White blouse, shirt or polo top
- Grey skirt, shorts, pinafore or trousers
- Bottle-green jumper, sweatshirt or cardigan

The only other clothing requirements are a gym kit (shorts, leggings, t-shirt and gym shoes) and indoor footwear for wearing within the school building.

We would ask that all items of clothing are labelled or marked in some way to ease identification.

A large shirt is also useful as a painting smock.

Please make sure that your child comes to school adequately protected from the vagaries of Lochaber weather so that he or she can play comfortably outside at break time.

A clothing grant is available for families on Income Support. Details are available from the Lochaber Area Education Office, Camaghael Hostel, Fort William, PH33 7ND (Tel. 01397

707375) or from the school office or following the link below:

https://www.highland.gov.uk/info/899/schools_-_grants_and_benefits/10/free_school_meals_and_assistance_with_clothing

LUNCH AND SNACK TIME

There is school meal provision. Lunches are cooked in Mallaig Primary School and transported to Morar.

Children who elect to bring a packed lunch sit together with school meal diners in the dining room. School Lunches cost £2.30 per day. All P1-5 are entitled to free school meals.

All menus can be found at:

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

As a health promoting school, we are keen to teach the children about the value of healthy eating and so appreciate your support in providing healthy snacks in preference to sweets and crisps. Fizzy drinks should not be given. Water or still juice should only be given in non-glass containers.

Children may go home for lunch. However, notification of this must be given to the teacher from the parent or adult in charge.

Families who would be eligible to apply for free school meals (those in receipt of Income Support or Income Based Job Seekers Allowance) can apply to the Education Office in Fort William or obtain a form from the school office or direct from the website:

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

HEALTH CARE

The school comes under the auspices of the Community Medical Service. The school nurse visits to test eyesight and hearing. Medical examinations are carried out on specific age groups. Parents are invited to be present. Regular dental inspections are offered to all children.

Parents and carers are expected to inform the head teacher of any medical conditions their child may have - asthma, allergies etc - or of the need to administer medication to their child. The head teacher will need to agree with parents or carers exactly what support the school can provide for a child with health care needs. Where there is concern about whether the school can meet a pupil's health care needs, or where it may not be possible to meet parents' or carers' expectations, the head teacher will seek advice from NHS staff and, if appropriate, from the education authority.

Any medication to be administered in school must be clearly marked with the pupil's name, be brought to school by the parent/guardian and be delivered to the head teacher together with a signed consent. Please refer to our policy on Administration of Medicine if you would like further information.

In the event of illness occurring or an accident taking place during school hours, parents, or the emergency contact, will be informed as soon as possible. If we are unable to reach you, appropriate medical advice will be sought from the local GP.

ADMINISTRATION OF MEDICINES

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

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

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

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

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

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

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

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

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

MINOR INJURIES

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

MENTAL HEALTH AND WELLBEING

Staff will support the emotional development and wellbeing of pupils through formal and informal curricular activities. Any concerns about a pupil's wellbeing can be discussed with the named person. There is a website managed by Highland Council that supports a variety of information relating to mental health and emotional wellbeing that can be accessed [here](#). Schools have access to Highland Council's Primary Mental Health Worker Service and consultation and advice may be sought if there are concerns that might require more targeted support. Counselling is also available for all pupils from age 10. Information on your school's service can be accessed from your child's guidance teacher. Alternately, there is a completely confidential, online counselling service called Kooth for children and young people from age 10 that can be accessed [here](#). Parents would generally be involved in discussions beforehand, however a young person over the age of 12 can ask for support themselves.

EMPLOYMENT OF CHILDREN

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

SCHOOL AND COUNCIL POLICIES

Hard copies of policies are available in school and all new and updated policies are available through the website: [Highland Council School Policies](#)

SCHOOL SECURITY

Main entrances are locked while classes are in progress and access is gained by ringing the bell at either the main door or office area. All doors can be opened quickly and easily from the inside.

CHILD PROTECTION

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

In terms of Highland Child Protection Committee Inter-agency Protection Guidelines, Education Service staff must report such incidents to Social Work Services which can lead to a joint Social Work/Police investigation.

All agencies involved in Child Protection are obliged to make the welfare of children their paramount consideration and this will be the priority for Education Service staff.

COPIES OF CHILD PROTECTION POLICY GUIDELINES are available online at <https://hcpc.scot/wp-content/uploads/2024/09/Highland-Child-Protection-and-GIRFEC-Guidance-2024-FINAL.pdf> -

DATA PROTECTION

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 Headteacher.

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](#)

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 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

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

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

Eliminate unlawful discrimination, advance equality of opportunity, promote good relations. Activities should not discriminate against any of the following 'protected characteristics' age, disability, race, religion or belief, sex, sexual orientation, gender reassignment, pregnancy and maternity.

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

MILITARY FAMILIES

Our school welcomes and supports families and their children and young people from **Armed Forces families: Serving, Reservists and Veterans**.

We understand some of the challenges that service life can bring. These may be more difficult during times of mobility, separation due to a deployment, long training exercise or weekending. We look forward to working with you to ensure your child or young person thrives whilst with us in Highland.

Please get in touch with us as soon as you can so we can work together to ensure we are ready for your child or young person joining us. This is particularly important if they have additional support for learning (ASL) needs so that we can where possible have the appropriate support in place. (ASL is the term used in Scotland, in England a similar term is SEND).

Highland Council proudly committed to the Armed Forces Covenant many years ago and have built positive relationships with its Armed Forces community. There is a unique and dedicated partnership, **The Military Liaison Group (Education)**, often referred to as "The MLG" extend a [warm welcome to you](#). This was formed to promote and ensure the equity and equality for any child or young person from an Armed Forces family, within an educational context, so that they thrive whilst with us in Highland.

There is a dedicated website in Highland, [Armed Forces Families Website](#) that has been developed and informed by our Armed Forces community's needs. It is an easy to navigate website with helpful information, guidance and support for families, educators, children and young people and communities. Here is a link to take you directly to the [Enrolment page](#) which may be particularly helpful.

Our children and young people have co-created a warm welcome to you and your family. Click the links here [Primary School Welcome](#) | [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](#)

CONCERNS AND SUGGESTIONS

The school strives to provide the highest standards of care and education for your child. However, if you have any concerns, you should please raise these in the first place with the head teacher.

If you feel the matter has not been resolved to your satisfaction, contact Kirsty Clark, Area Quality Improvement Manager Kirsty.Clark@highland.gov.uk

COMMUNITY INVOLVEMENT

Our community has many talented and skilled individuals who visit the school and we welcome them sharing their skills with the children. The additional help is greatly appreciated especially for practical activities like cooking, gardening, crafts or on outings.

Pupils are encouraged not just to take from the community, but to contribute positively themselves. Special events such as end of term productions or assemblies are generally greatly enjoyed by the community and pupils are helped to contribute actively to community events.

SCHOOL FUNDS

Our Parent Forum works with great enthusiasm and energy to organise fund-raising events. All support from parents, family and friends as well as fund raising ideas are very welcome. Accounts are carefully kept and audited. Money raised is used for transport costs, musical tuition, skiing, outings, visits etc.

PERSONAL PROPERTY

Highland Council does not provide cover for the loss of private property.

SCHOOL IMPROVEMENT PLAN

Lady Lovat's Standard and Quality report is available on request from the school and on our website [Mallaig 3-18 Schools](#)

Our key priorities this year are: Writing, Numeracy and Rights Respecting School. The School improvement plan is available on request from the school and on our website. [Mallaig 3-18 Schools](#)

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

Link to school policies on the website [Mallaig 3-18 Schools](#) and also the HC school policies: [Highland Council School Policies](#)

SCOTTISH GOVERNMENT STATISTICS

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

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.
Updated November 2025.