



Handbook 2026-2027

Building foundations for the future.

Learning, achieving, succeeding together.

Lundavra Primary School
Lundavra Road
Fort William
PH33 6JN
Tel: 01397 702059

Acting Head Teacher: Mr Paul MacLean
Acting Deputy Head : Olivia Aitken



lundavra.primary@highland.gov.uk



www.lundavraprimary.co.uk



<https://www.facebook.com/lundavraprimary>



@ LundavraPrimary



Contents

1. [Introduction by Head Teacher](#)
- 2.. [Vision Statement & Aims](#)
3. [Staff Details](#)
4. [School Hours](#)
5. [Enrolment](#)
6. [A Curriculum for Excellence](#)
7. [Literacy and Numeracy](#)
- 8.. [ICT and Digital Learning](#)
- 9.. [Religious, Moral Education](#)
- 10.. [Health & Well-Being](#)
- 11 [Curriculum, Assessment and Arrangements for Reporting to Parents](#)
12. [School Improvement](#)
13. [Homework Policy, Additional Support Needs, Home and School Links](#)
14. [Attendance at School,](#)
15. [School Community, Extra Curricular & Behaviour/Anti Bullying Policy](#)
16. [Clothing and Uniform](#)
17. [Childcare Services](#)
18. [School Meals](#)
19. [Health Promoting School](#)
20. [Breakfast Club](#)
21. [Medical and Health Care](#)
22. [Severe Weather Procedures and Information in Emergencies](#)
23. [Parental Involvement and the Parent Council](#)
24. [Letting and Transfer from Primary School to Secondary School](#)
25. [Data Protection Act 1998, Dealing with Racial Harassment & Addresses, Child Safety/Child Protection Policy](#)
26. [Complaints and Requests for Service](#)



Dear Parent/Carer,

I am very pleased to welcome you and your child to Lundavra Primary School, a purpose built school that offers a fantastic learning environment for the 21st century. Lundavra Primary aims to provide a nurturing and safe environment in which your child can develop and learn. We pride ourselves on providing excellent opportunities for all the children in our school community.

Our staff bring a wealth of talents and skills to our school and ensure the learning and teaching is engaging, active, enjoyable yet challenging and importantly relevant to our pupils and school community.

The purpose of this brochure is to give you as much information, in an easily digestible form, about our school. It is, however, by no means exhaustive and if you have any queries you feel this booklet fails to cover, do not hesitate to contact me. The school website, blog and [Facebook](#)/[Twitter](#) pages are also important tools for communicating with parents, please visit www.lundavraprimary.co.uk

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

Home, school and community are powerful influences on your child. By working together, we can ensure that your child is given the best possible education and support for his or her development and learning.

We work with your child to deliver the Curriculum for Excellence, at the heart of which is our aim for all pupils to be learning, achieving and succeeding together. In doing this we hope will nurture the four capacities – Successful learners, Confident individuals, Responsible citizens, and Effective contributors.

This is of course, something we will work in partnership with you as parents to achieve.

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

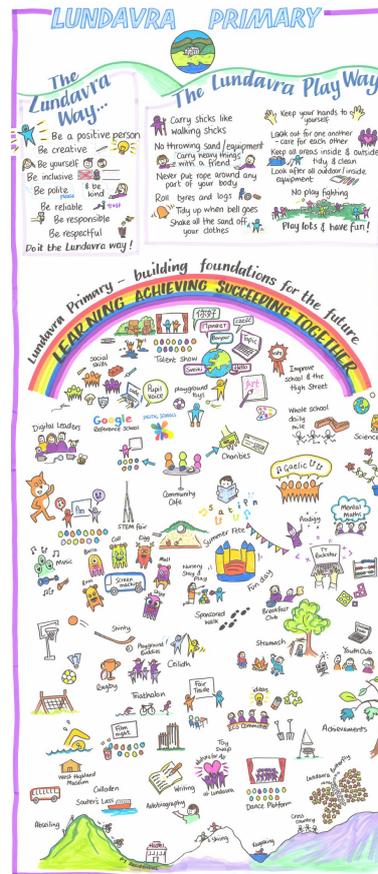
Yours sincerely,

Mr Paul MacLean
Acting Headteacher



Our Vision, Values and Aims

Our Vision, Values and Aims were written and drawn in consultation with pupils, staff and parents to embrace the Highland Council vision statement and were encapsulated as a mission statement for the school and its work in September 2019.



The school will continue to consult pupils and parents and involve them in the decision-making process in the following ways:

- Consultation with all of the Pupil Committee's across the school
- Consultation with the Parent Council
- Feedback through questionnaires
- Discussions in class and assemblies

EVERYONE'S SCHOOL, EVERYBODY'S RESPONSIBILITY.



At Lundavra Primary and Nursery, we are all:

Learning

Understanding

Nurturing

Discovering

Aspirational

Valued

Respectful

Ambitious



Teaching Staff

Acting Headteacher
Depute HT
Principal Teacher
Support for Learning

Mr Paul MacLean

Mrs Fiona Wallace and Miss Nadine Cohen

Primary 1
Primary 1/2
Primary 2/3
Primary 3/4
Primary 4/5
Primary 5
Primary 6
Primary 7

Miss Olivia Aitken
Mrs Diane Gilchrist
Mrs Maree Nairn Mrs Julie Gilchrist
Miss Eilidh Heger
Mrs Nicola MacMaster
Miss Amy McGoldrick
Miss Holly Grattan
Mrs Alison Stephen

Additional teaching staff

Mrs Sandra Chisholm
Miss Emma Langan
Mrs Fatima Garcet
Miss Jessica Clark

Nursery Staff

Early Years Practitioner

Mrs Tina Cameron
Miss Donna Calder
Mrs Ashleigh O'Hagan
Miss Amber Johnstone

Mrs Natalia Kasina
Miss Skye Spiers
Miss Trisha Williamson

Equity and Excellence Lead

Miss Amy Doherty

Children's Services Worker

Miss Nicola Gray

Pupil Support Assistants

Mrs Linda Gillanders
Ms Pammela McPherson
Miss Lynne Barr
Mrs Caitlin Knox

Mrs Jacqueline Carswell
Mrs Ann Dodds
Mrs Christine Dougan
Mrs Eva Skseckovska

Miss Kirsty Delaney
Mrs Donna MacLeod
Mrs Marzena Wilk

Office Staff

Mrs Terri Glen

Mrs Marzena Wilk

Janitor/ FM

Mr Robbie Coltart

Catering Staff

Ms Eleanor Munro
Miss Eileen MacDonald

Mrs Ann McVarish

Mrs Karen Bilton

Cleaning Staff

Ms Eleanor Munro
Mrs Fiona Ismail

Miss Eileen MacDonald
Mrs Jackie Hepburn

Crossing Patrollers

Ms Gillian Coke

Ms Claire McLeish



School Term dates 2026-2027

Please click the link below for school terms dates for Session 2026-2027:

[School term dates | The Highland Council](#)

The School Day at Lundavra

Primary 1 -3 : 9.00 am - 2.30pm

Primary 4-7: 9.00am - 3.00pm

INTERVALS

- Morning Interval: 10.30am-10.45am
10.45am - 11.00m
- Lunchtime: 12.30pm - 1.15pm
12.45pm- 1.30pm

Current School Role: 205 pupils



Enrolment

Primary 1 Enrolment

Parents may choose to enrol their child to begin school in August if that child's fourth birthday falls before the last day in February of the following year. Enrolment of new Primary 1 pupils take place in February and notice of the exact enrolment dates are given in the local press and notices will be on display in the community area of the school.

Arrangements are made in late May for the new Primary 1 pupils to spend some time in school to get to know their new teacher (if possible) and the school building. Those attending the Nursery make frequent visits to Primary 1 throughout the year to share their learning.

It is usually possible to find places for pupils wishing to enrol at other stages in the school. In the first instance parents should contact the Head Teacher via the school office for details of available places and how to apply. Priority for places at Lundavra are given to those living in the catchment area but parents can apply for a placing request online at: https://www.highland.gov.uk/info/878/schools/887/enrol_your_child_for_school/2 Transportation to and from school, for placing request pupils, is a parental responsibility.

Enrolment of pupils with English as an additional language

School staff will meet with parents and establish:

- Clarification of names and how to pronounce them
- Dietary and religious needs
- Previous schooling information
- Administration details – including free school meals, support for uniform purchase etc.
- Home language encouraged

School staff will then:

- Share information with staff; including class teacher, PSA's, Canteen staff and ASN teacher.
- Ensure all information put onto SEEMiS regarding nationality, ethnicity and home language.
- Share with parents the 'Living in Lochaber – Welcome Pack'.

Enrolment of Pupils with Additional Support Needs

Parents of children with additional support needs, (including those that have Coordinated Support Plans) can make placing requests to any school in Scotland including schools outside of the local authority area they live in. All appeals about placing requests to special schools will be referred to the Additional Support Needs Tribunal.



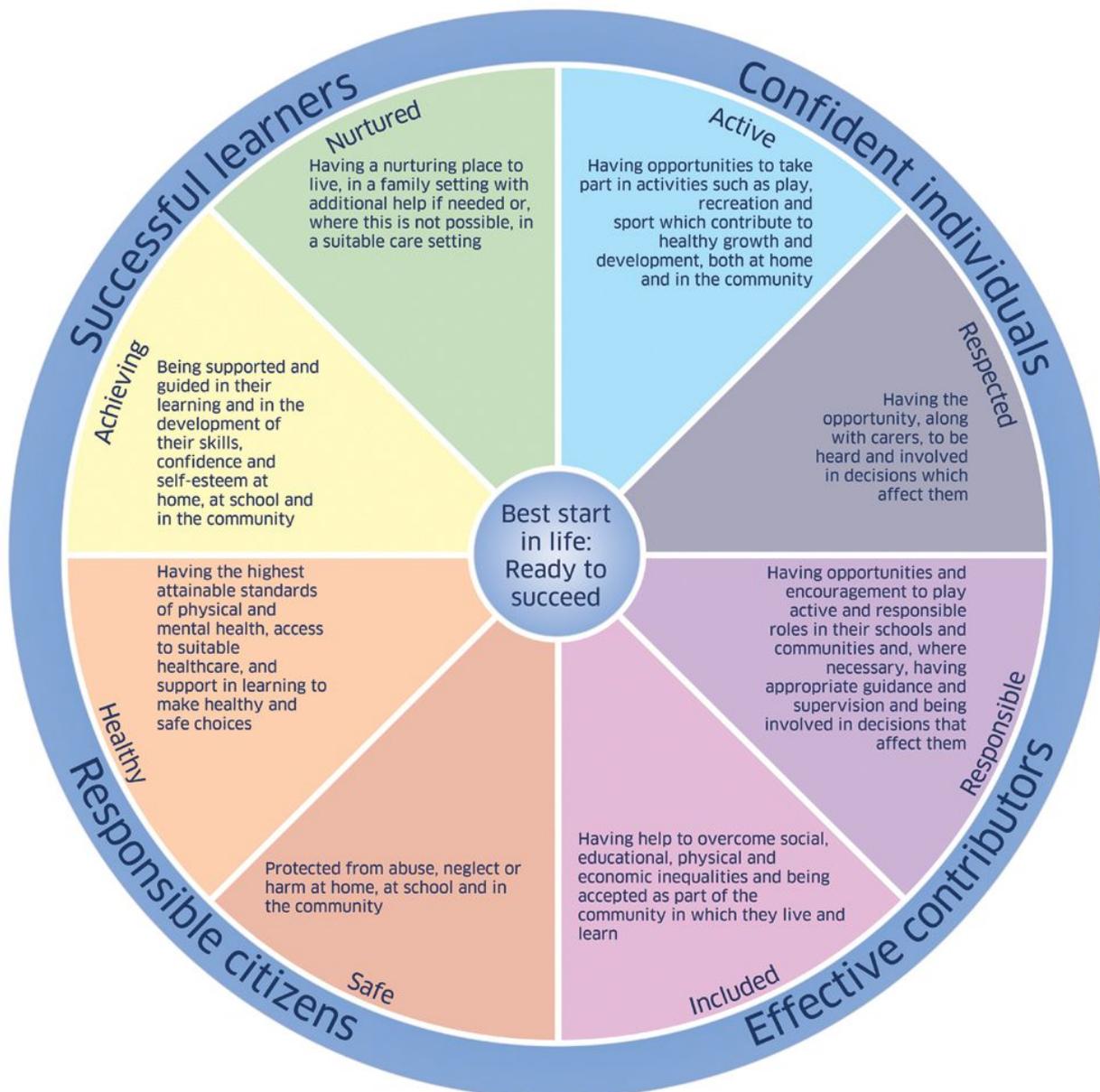
Curriculum

Scotland is currently pursuing its biggest education reform programme for a generation under the Scottish Government's Ambitious, Excellent Schools agenda. The Curriculum for Excellence is central to this reform agenda.

It aims to ensure that all children and young people in Scotland develop the knowledge, skills and attributes they will need if they are to flourish in life, learning and work, now and in the future.

Curriculum for Excellence challenges us to think differently about the curriculum. It encourages those working in education to plan and act in new ways.

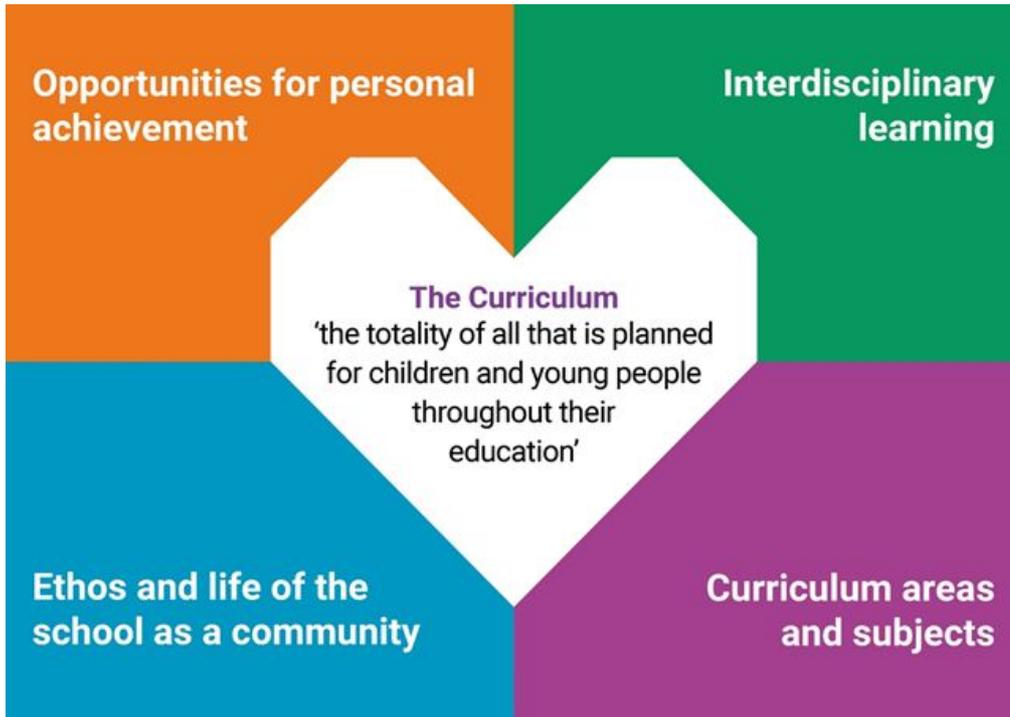
The Curriculum for Excellence wants all young people to become:





The Curriculum

At Lundavra Our Curriculum Rationale is based on the four Contexts for Learning. We provide a Curriculum to enable every child to reach their full potential and be part of a culture of ambition and achievement.



Confident individuals with

- self respect
- a sense of physical, mental and emotional wellbeing
- secure values and beliefs

and able to

- relate to others and manage themselves
- pursue a healthy and active lifestyle
- be self aware
- develop and communicate their own beliefs and view of the world
- live as independently as they can
- assess risk and make informed decisions
- achieve success in different areas of activity



Successful learners with

- enthusiasm and motivation for learning
- determination to reach high standards of achievement
- openness to new thinking and ideas

and able to

- use literacy, communication and numeracy skills
- use technology for learning
- think creatively and independently
- learn independently and as part of a group
- make reasoned evaluations
- link and apply different kinds of learning in new situations



Effective contributors with

- an enterprising attitude
- resilience
- self-reliance

and able to

- communicate in different ways and different settings
- work in partnership and in teams
- take the initiative and lead
- apply critical thinking in new concepts
- create and develop
- solve problems



Responsible citizens with

- respect for others
- commitment to participate responsibly in political, economic, social and cultural life

and able to

- develop knowledge and understanding of the world and Scotland's place in it
- understand different beliefs and cultures
- make informed choices and decisions
- evaluate environmental, scientific and technological issues
- develop informed, ethical views of complex issues





Literacy

The development of literacy skills plays an important role in all learning.

Throughout the Early and First levels of the Curriculum (Nursery to the end of Primary 4), teachers planning keeps Literacy at the forefront of all the children do. At Lundavra we use a variety of approaches, methods and resources to meet the needs of our learners including Emerging Literacy within the Early Years, Highland Literacy Progression, Talk for Writing, Wraparound Spelling and a wide variety of reading resources to name but a few.

Parents are asked to support their child's progress in reading by sharing books as often as possible. Details of exactly what to do will be included in your child's Home Learning record or on your child's class blog. Our reading material is complemented by reading from the class library and you can help by encouraging your child to read for pleasure.

In the Second Level (Primary 5-7) we continue focusing on teaching reading strategies through the Highland Literacy Progression when appropriate. Pupils read a wide range of materials. To supplement our reading programme at this level, we have a range of novels which are studied in detail by pupils in small groups or as a class. Here too, we expect the pupil to expand their reading through regular visits to the school library and reading online.

Numeracy

Throughout school, the teacher sets out to give children the skills they will need to solve problems as well as those concepts, facts and techniques they will require to use in mathematical enquiries.

Our programme of study allows for a broad, well-balanced maths programme which gives children the opportunity to work with aspects of:

- Number, money and measure e.g. Addition, subtraction,
- Shape, position and movement e.g. angles and symmetry
- Information handling e.g. Tally marks, graphs, tables and charts
- Problem solving in real life, everyday or in imagined contexts

At Lundavra, we have recently revamped our approach to Numeracy which has resulted in the school introducing Highland Numeracy Framework which is fundamentally founded upon the children becoming more secure in basic facts knowledge (addition, subtraction, multiplication and division) as well as introducing the children to a wide variety of strategies for solving mathematical (real life) problems.

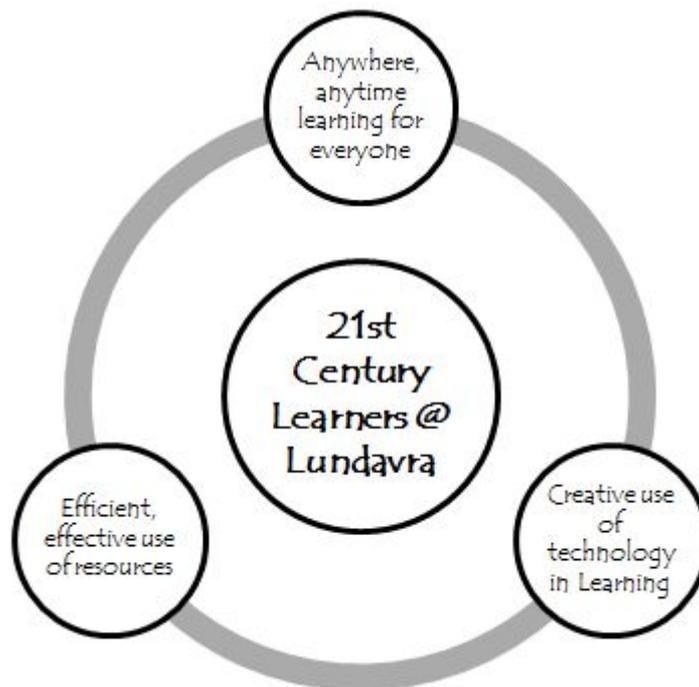
In order to achieve this, all children use a variety of interactive resources to learn, practise and apply their numeracy skills. We use a range of resources for example; Numicon, Maths Mastery, Maths No Problem and Interactive Resources to design learning experiences that are creative and help build children's confidence.



ICT and Digital Learning

At Lundavra we recognise that ICT is essential if children and young people are to be effective contributors able to communicate and interact on a global scale.

The majority of children in Lundavra Primary School are increasingly adept at using technology, to present, communicate, create, share, edit, photograph, learn, find out, explore and research. However, it is important that we ensure that all pupils in our school are equipped with the skills they might require to adapt to an ever-changing technological landscape. In Lundavra Primary School we encourage the use of digital learning as a means of supplementing and enhancing the learning and teaching experience. The children are presented with a wide range of opportunities and experiences to ensure they can successfully utilise their digital skills and knowledge in a variety of contexts.



Every pupil and staff member have a Google Apps account, and hence a Gmail address. This account will be accessible for the pupil's entire time at school from P1 through to the end of Secondary school. This account will allow children to access their work at both home and school. All pupils in P4 to P7 will have access to a Chromebook to use to support their learning, in addition we have a set of Chromebooks and tablets for use across the school from Nursery to P3.

A key element of their popularity has been the ease at which pupils can now access the full suite of tools in Google Apps, from Sites to Docs and Gmail. Offering such a broad range of communication options has fuelled the sheer volume of content they are now producing and helped to accelerate the pupils' pace of learning through more intensive collaboration with their peers and better engagement.



Throughout the school we work with the children on various topics such as: keeping personal information secure, online stranger danger and how to use the Internet responsibly.

We are very fortunate to be a new school with wireless technology that allows pupils to work from their devices anywhere in and out of their classroom. We also have an excellent selection of software covering all aspects of the curriculum.

We also are committed to using ICT to support home school relationships and in addition to our school blog, each class maintains their own class blog where parents and children are encouraged to visit and discover more about the learning happening in our school.

Religious and Moral Education

Religious Education and Religious Observance form part of the school curriculum. Weekly assemblies give the school a chance to come together for songs, stories, information and celebration of achievements. Other World Religions are taught as units throughout the year.

Our aims in Religious Education are

- To help children become aware of the part Religion has played in human experience
- To stimulate children into thinking about Religion, both Christian and other beliefs
- To study the life of Jesus and selected areas of the Old and New Testament
- To give children an understanding of Christian values
- To enable children to share in the experience of worship

Parents who wish to withdraw their child from Religious Observance should contact the school and special arrangements will be made.



Health & Well-Being

Learning in health and wellbeing ensures that children and young people develop the knowledge and understanding, skills, capabilities and attributes which they need for mental, emotional, social and physical wellbeing now and in the future.

The school will support pupils to:

- meet challenges, manage change and build relationships
- experience personal achievement and build my resilience and confidence
- understand and develop my physical, mental and spiritual wellbeing and social skills
- understand how what they eat, how active they are and how decisions they make about their behaviour and relationships affect their physical and mental wellbeing
- participate in a wide range of activities which promote a healthy lifestyle
- understand that adults in the school community have a responsibility to look after me, listen to my concerns and involve others where necessary
- learn about where to find help and resources to inform choices
- assess and manage risk and understand the impact of risk-taking behaviour
- reflect on their strengths and skills to help make informed choices when planning their next steps
- acknowledge diversity and understand that it is everyone's responsibility to challenge discrimination.

Within the Health and Wellbeing curriculum we will cover at appropriate times; relationships, keeping safe, sexual health, parenthood and drugs awareness. We will inform parents when any potentially sensitive aspects of learning are to be covered and if parents have any concerns or wish to discuss this further then they should contact the school.

A Curriculum for Excellence recognises that the curriculum extends beyond the traditional study areas and subjects.

The curriculum should therefore include:

- Learning through the ethos and life of the school as a community.
- Learning through interdisciplinary projects and studies and through opportunities for personal achievement.

We are committed to celebrating children's achievements in and out of school and displays of artwork and friezes can be seen in classrooms and corridor/open areas. Children are invited to enter local and national competitions whenever possible and again their achievements are celebrated in school and on class blogs.

We strive to allow learners the opportunities to develop the concepts and skills necessary for participation in a wide range of physical activity, sport, dance and outdoor learning, and enhance their physical wellbeing in preparation for leading a fulfilling, active and healthy lifestyle.



The Scottish Government expects schools to work towards the provision of at least two hours of good quality physical education for every child, every week and at Lundavra this is what we endeavour to do.

P.E lessons cover aspects of:

- Gymnastics
- Games and games skills
- Dance
- Athletics

Curriculum, Assessment & Reporting to Parents

Formative Assessment

Our aims are to identify the strengths/areas to work on for each child and improve their attainment, confidence and motivation. To this end, we use the Learning Journey Folio/ E Portfolio, observations, class quizzes, topic assessments, learning dialogues etc. to compile information on a child and help identify their next steps. Continuous ongoing assessment takes place throughout the school.

We assess the children more formally in the main subject areas, such as Phonics, Reading, Mathematics and spoken and written language. As children progress through the school we use a combination of different assessment methods to get the best picture possible of a child and their progress.

Teachers assess pupils more formally twice yearly and record data on both their academic progress and their attitude and effort in work.

High Quality Assessments and Written Report

The high quality assessment will be a review of learning that will be sent home for different areas of learning, at different points of the year.

On the High Quality Assessment the class teacher will have traffic lighted your child's targets as to how they think your child has done. Your child and their class teacher will have looked at these targets and discussed them together.

Your child will then have traffic lighted their targets as follows:

Green - I can do this!

Orange - I am okay at this but I still need some help/practise.

Red - I am finding this tricky and need help.

They will also have filled in what they think they have learned within the focus area and what they feel they could improve on next time.



There is a comment box for you to complete with/for your child to review how you think they get on. If you could please comment/sign the High Quality Assessment and return to school as soon as possible so it can be added to your child's Learning Journey Folio/E-Portfolio.

A short summative end of year written report is issued to parents in June that summarises a child's progress in relation to what is appropriate for their age and stage.

Learning Journey Folder/E-Portfolio

Throughout the school, Nursery – P7, children are learning to make connections across the curriculum, to take pride in their work, to know what they are learning and to be able to explain why they are learning certain things.

All children in P1-3 have Learning Journey folio folders in which their work, their targets, their reflections, teacher comments and feedback are stored. The folio folders are available for parents to look at throughout the year and we encourage you to take time to write in these records highlighting your thoughts about your child's progress.

Children from Primary 4-7 also have an E-portfolio where they record all of the above, we encourage parents to engage with their child's E-portfolio regularly to follow their child's progress and development of Skills for Life, Learning and Work.

Parents Meetings

Parents are encouraged to come to our more formal Parent Meeting where teachers will share their ongoing assessments and identify the next steps for an individual child.

Parents may also make an appointment outside of these times if they have an urgent need to discuss their child's welfare or progress with the class teacher.

Please be assured you are always welcome to visit the school at any time if you have any other matter you wish to discuss. Please phone the school office to make an appointment.



School Improvement

The school has a School Improvement Plan and publishes a Standards and Quality Report every session in line with Highland Council guidance. Our Standards and Quality Report is available on our [school website](#).

[Lundavra Primary | HMle Report](#),

This report details:

- How the school has improved standards in relation to literacy, numeracy and health and well-being.
- Plans for improvement of the school's performance over the next three years, including how the school will involve parents in that improvement.

If you would like a paper copy, please see the School Office and they will provide one.



Home Learning

It is the school's policy that homework is given, this is intended to support class work and skills for life, learning and work. We also set homework to generate enthusiasm for learning through personal projects. Class teachers ensure learning to be done at home is shared with pupils and parents on a monthly grid format. We are very aware that Homework can be difficult to fit into family/home life and that it sometimes can be stressful. There is no expectation for every task to be completed on the Homework grid. We ask that you do what works best for your child and your family.

Equal Opportunities

In Lundavra we believe that every child should be given equal opportunity to perform to the best of their ability in all areas of the curriculum. We seek to extend choice and opportunity for all pupils without discrimination. We strive to provide education tailored to the needs of the child as an individual regardless of wealth, gender, race, nationality, faith or disability. We are particularly proud of the fact that our school successfully integrates all children and accepts them as they are. The staff have received training on Supporting Inclusion and Disability Awareness and have had extensive training in Child protection.

Additional Support Needs

Additional Support Needs children need support to help them learn. Some children require more help than others. We follow The Highland Practice Model staged approach to assessing, identifying and supporting additional support needs. In this model every child has a 'named person' who is responsible for making sure that the child or young person has the right help to support his/her development and well-being.

If you have a concern about your child please contact your child's class teacher in the first instance or the 'named person', who is the head teacher.

Sometimes a Child's Plan may be put in place to help organise, monitor and regularly review your child's progress.

If you wish to find out more about The Highland Practice Model or the Child's Plan you can access more information at :

[The Highland Practice Model](#)

There are also Information sheets available at: <https://www.thrivingfamilies.org.uk/> click on Education.



Education (Additional Support for Learning) (Scotland) Act 2009

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

(b) My Rights, My Say – an advocacy and advice service for young people over 12 with additional support for learning <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

Physical Access

The school is fully accessible in accordance with Accessibility Strategy 2004.

Home & School Links

Parents are always made welcome in Lundavra Primary School.

Parents are invited into the school to share their expertise with the teachers and pupils whether working in the classroom, making costumes for our school plays, concerts and displays or simply playing games with the children.

Our Children's Services Worker, Miss Nicola Gray is on hand if you would welcome further information or support on how you can work with school to support your child's learning.



Attendance at School / Registration

Good attendance is vital if pupils are to achieve their full potential. If a pupil is absent from school, a parent or guardian should phone the school on the first day of absence, on the school number **01397 702059**.

Registration will take place electronically by the class teacher using a system called SEEMIS. This will take place every morning and once a teacher has entered the information for a particular day, this can then be accessed by the school office who will make arrangements to contact any parents/guardians of pupils who are absent by telephone in the first instance. 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

It is Highland Council policy that where a child is absent or late (and the school has not been given prior notice), the school will make concerted efforts to contact parents/guardians to find out why. **Therefore, it is vital that all parents/guardians should contact the school by 9.15am.** Failure to contact the school will result in an unauthorised absence. All unauthorised absences are actively pursued by the school.

Three Day Rule for Unexplained Absence of Pupils

Day 1; First day of unexplained absence of a pupil

The school will endeavour to make contact by telephone or text to parents, carers or emergency contacts informing them that the child is absent and requesting a reason for the absence. If no contact can be made with the parents/carers or emergency contacts on the first day of absence this will be noted by the school. If the family is known to other agencies, because of possible concerns about his/her wellbeing, then contact will be made with these agencies.

Day 2; Second day of unexplained absence of a pupil

The school will make vigorous attempts to contact a carer or family member by telephone, text or e-mail. If no contact can be made on the second day of absence, this will be noted by the school.

Day 3; Third day of unexplained absence of pupil

If no contact is established, and no satisfactory explanation is given for absence, the police will be notified of the child's non-attendance. The police will treat this as a missing persons alert. The police may be involved to conduct visits where it is not possible for the school to do so.

Steps for Parents

- Keep the school up to date with your telephone number, including mobile phones if you have one, and other details for emergency contacts.
- Inform the school of any pre-arranged absence e.g. attendance at hospital appointment prior to the absence taking place
- Inform the school or pre-school of your child's absence by 9.15 on the morning of the first day of absence.
- Respond promptly to contacts from the school



Encouraging Attendance

Research shows that children's achievement and attainment in school is closely related to their level of attendance. To give children the best possible chance of reaching their potential we aim for all children to have an attendance rate of 95% or above.

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

[School term dates | The Highland Council](#)

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



School Community

Lundavra Primary School aims to play an important role in the community. We operate fully with any activities organised by the local community groups. We have a well-equipped Community Room that is available for use by local community groups, that can be booked by contacting the Highland Council Lets team at letsbookings@highland.gov.uk.

As part of Fort William's learning community we have ongoing liaison with our Secondary School colleagues and often use their expertise within specialist subject areas.

We welcome various agencies into the school e.g. Police, Fire Service, Road Safety Officers, Environmental Officers, Dental Hygiene Officer and School Nurse. We enjoy taking part in any competitions the various agencies run.

Extra Curricular Activities and Parent-led After School Activities

Children in the school are taken to places of Educational interest, particularly if this is relevant to the topic they are working on in class. Our topic work is closely tied in with these visits.

There are various lunchtime and after school clubs running during the school term and information can be gained from the school website and calendar.

We run a very well attended Youth Club on Tuesday and Thursdays after school for all children in school. This is organised and led by both paid sessional workers and also volunteers.

Current prices and times are:

£3 for 1.5 hour session.

P1 – 3's 2.30 – 4.00pm

P4 – 7's 3.00 – 4.30pm

The Youth club need volunteers and workers to help out. The organisation and support is in place – we need people to come and get involved. By getting involved it can provide volunteers a great opportunity to develop skills and experience in working with children, with opportunities for training as well. If interested, please get in touch, come along and find out more.



Behaviour, Conduct and Attitude

Responsibility for promoting and maintaining positive relationships lies with all members of the Lundavra Community including pupils, staff, parents and the local and wider community. Pupils, staff and parents are expected to model excellent behaviour and a positive attitude at all times as this is the ideal opportunity to share our expectations and high standards.

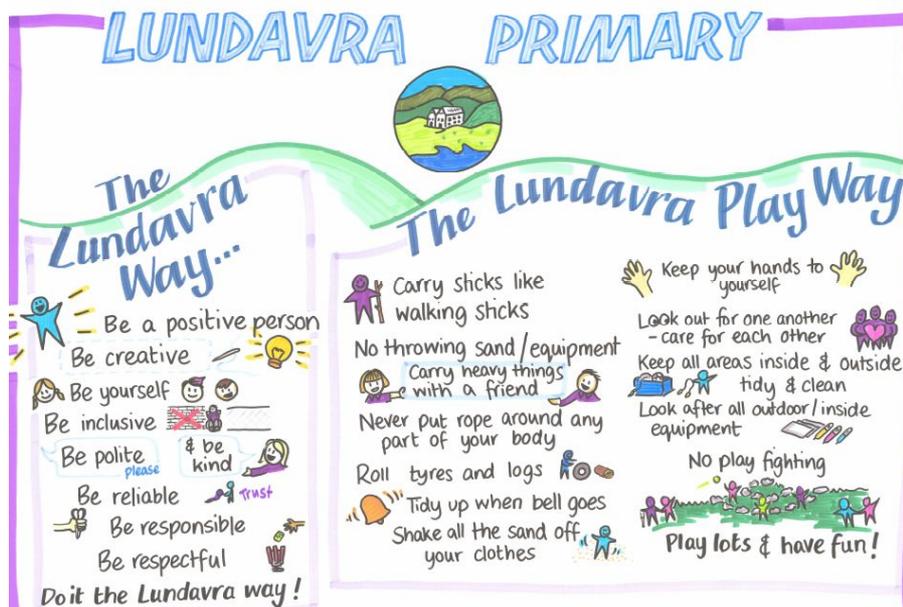
The school uses praise to encourage good behaviour and positive attitudes to school work. At Lundavra we have a Promoting Positive Relationships Policy and this is used across the whole school community, nurture and restorative practices sit at the heart of our school policy and engagement with pupils.

[LUNDAVRA PROMOTING POSITIVE RELATIONSHIPS POLICY](#)

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

The Lundavra Way

At Lundavra we follow the Lundavra Way and Play Way across the school, these were written by and for the children and adults in our setting.



Bullying

Bullying at school can have a profound effect on children's lives and can have a lasting effect on them into adulthood. It can undermine their self-esteem and self-confidence and often result in them becoming bullies themselves. The policy on Anti-Bullying has been drawn up within the school's ethos of promoting positive behaviour. We will take steps to address any situation in which bullying is perceived to have taken place. Please do not hesitate to contact us if you feel that your child is unhappy and may be the victim of a situation.



Clothing & Uniform

School Uniform

Lundavra Primary has a school uniform which is built around the base colour of **purple**.

Uniform can be purchased from the following outlet:

<https://schoolwearnadeeasy.com/>

| | Sweatshirt | Polo Shirt | Trousers/Skirt/leggings |
|-------------------|------------|------------|-------------------------|
| Colours Available | Purple | White | Black |
| | | Purple | |
| | | | |

Parents of children receiving some benefits may be entitled to monetary grants for footwear and clothing for their children. Approval of any requests for such grant made by parents in different circumstances are at the discretion of the Director of Education. Information and application forms may be obtained from school and from Area Divisional Education Offices.



primary School Childcare Services at Inverlochy

The Highland Council Childcare Services provides a safe, stimulating childcare environment that advances children's education and provides facilities that promote enjoyment and social welfare using recreational and other leisure time activities that complement those provided at school and in their home.

The service provides pre-school and primary school children with a social setting where they can spend their leisure time out with nursery and school hours. It provides parents and carers with childcare that may allow them to return to work, extend their working day or to undertake further study knowing that their children will be supervised by qualified and experienced staff.

Registration

The registration pack must be completed prior to children using the childcare service and is available from the school office at Inverlochy Primary School.



School Meals

All pupils in P1 – 5 are eligible to receive a free school meal. Pupils in P6 – 7 will also be eligible for a free school meal at some point in the future, we will inform parents of this once we have had the go ahead from Scottish Government.

A copy of the school menu is provided to each family and is also available on the school website.

Pupils may also choose to bring in a packed lunch from home and in keeping with Highland Council's Health Promoting Policy, it is the school's hope that this packed lunch should contain a healthy balanced diet.

Any child wishing to go home for school lunches should indicate this to their class teacher during registration in the morning.

P1- 7 pupils of parents/guardians receiving certain benefits may be entitled to a free midday meal. Information and application forms for free school meals can be found on the link below:

[Free school meals and assistance with clothing | The Highland Council](#)

The school meal service offers nutritionally balanced, well presented food in an environment that is safe, well ordered and sensitive to the needs of pupils in order that they may enjoy the lunchtime social experience. Healthy choices are very much in evidence in all menus. Food and drinks served meet the requirements of The School (Health Promotion and Nutrition) (Scotland) Act 2007.

Special Diet, Food Allergy

If your child requires a special diet for health reasons, please fill in the [Special Diet Food Allergy form](#) available from the canteen. The request will be considered by the head teacher in consultation with the school meals service. Where appropriate, they will seek the advice of the local dietician.

Healthy Living and Nutritional Guidance

For information and guidance on healthy living topics including guidance to assist schools adhering to the nutritional standards set within the Schools (Health Promotion and Nutrition) (Scotland) Act 2007 please use the link [Promoting health and wellbeing in schools | Promoting health and wellbeing in schools | The Highland Council](#) or go to the Highland Council website.



Health Promoting School

As a Health Promoting school we also encourage pupils, staff and parents to think about healthier lifestyles. We also have a School Travel Plan which promotes safe and healthy routes to school. Staff take part in health promotion activities. We value all the activities that make up a healthy and happy community.

School Meals cost £2.40 for pupils and just keep getting better, with better quality food, healthier meals, larger portion sizes and more and better choices. If a pupil has special dietary needs, please inform the school.

The Highland Council operates a 'Cashless catering' system. For further details please see:

[Pay for school meals | School meals | The Highland Council](#)

Lunchtime Choices

Parents are responsible for pupils who decided to go outwith school grounds at lunch time.

Breakfast Club

Research shows that eating breakfast helps you concentrate and perform better in school, at Lundavra we believe that this is a very important for each child in order for them to achieve their full potential.

To ensure children have a good start to the day and provide supervision before school pupils and staff can have a breakfast in the canteen.

We serve a range of cereals, toast and spreads, range of fruit and juice and tea. There are also activities and games to play once breakfast is eaten.

Breakfast Club runs each day from 8.15am - 9.00am and there is no cost to pupils.

Parents must book a place at Breakfast Club in advance. Last entrance to Breakfast Club is at 8.45am.

We can and will support attendance at Breakfast Club in extenuating circumstances e.g. if there is a family emergency. Please contact the school office to arrange this.



Mental Health and Wellbeing

Staff will support the emotional development and wellbeing of pupils through formal and informal curricular activities. Any concerns about a pupil's wellbeing can be discussed with the named person. School 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. Parents would always be involved in discussions beforehand and this step would only be taken with full consent from parents and (where appropriate) the pupil themselves.

We introduced The Decider Skills across the school during Session 2023-2024, this is a proactive mental health approach for primary schools. We hope that this will be a further support and tool for all of the pupils and staff at Lundavra.

Medical & Health Care

At the beginning of each year we ask parents to complete an Emergency Contact Form which gives us details of how to contact you or a family member or friend if your child is ill. **It is important that you inform us of any changes of address, telephone number etc in the event that we should need to contact you.**

If your child becomes ill during school time we will make every attempt to contact you or your emergency contact. If a serious incident occurs it will be dealt with immediately and this may mean that we take action before we are able to contact you. The safety and good health of your child will always be our main concern.

Administration of Medicines

National Guidance on the Administration of Medicines in Schools has been issued by the Scottish Government:

[Supporting children and young people with healthcare needs in schools: guidance - gov.scot](https://www.gov.scot/resources/consultation-papers/collections/documents/Supporting-children-and-young-people-with-healthcare-needs-in-schools-guidance.pdf)

Staff will only administer medication when there is clear written guidance from the parents on:

The name of the medicine, the quantity of the medicine to be given, the time it has to be given.

Prescriptive medication should be given at home by parents.

The school nurse and doctor are in regular communication with the school. A screening service is in place throughout the school but if you have any concerns about your child's health which you would like the school medical services to deal with then please simply get in touch with the school office. Advice on health matters is available from the school nurse on request.

Other specialist educational services are occasionally needed for individual pupils. The provision of these services will always be discussed in detail with parents before any action is taken. Should a child have a particular medical requirement this should be made known to the Head Teacher as soon as possible.



Infection Control

NHS Highland Guidelines for infection control guidelines can be found online by following the link below –
[NHS Highland Guidelines](#)

Or look up –

<http://www.nhshighland.scot.nhs.uk/Publications/Documents/Leaflets/Infection%20Control%20Guidance%20for%20the%20Pre-school%20Setting.pdf>

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.

Information in Emergencies

We make every effort to maintain a full educational service, but on some occasions circumstances arise which lead to disruption. Schools may be affected by severe weather, temporary interruption of transport, power failures or difficulties of fuel supply. In such cases we shall do all we can to let you know about the details of closure or re-opening. We shall keep you in touch by using the school blog and local radio.

SCHOOL CLOSURE WEBSITE / ADVERSE WEATHER SITUATION

In the event of severe weather conditions, parents should make the decision on whether or not, to send their child to school. You can access the Highland Council website to check for school closures on www.highland.gov.uk/schoolclosures
We will also try and update parents through the school Facebook page.

*Please note that in the event of severe weather, the decision as to whether a child should attend school is entirely down to each parent/carer and this decision should be made taking into consideration whether a child can safely make it **to** and **from** school.*

WHEN WEATHER CONDITIONS ARE POOR...

- **Local radio stations** issue news and weather bulletins on traffic conditions and school closures. Transmissions may not cover all households and may be subject to re-scheduling but should be helpful. Parents are advised to remain “tuned in” to on-going road weather, or school information updates.



PARENTAL INVOLVEMENT

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

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

- Parents' evenings
- Progress checks
- High Quality Assessments
- Target Setting
- Information on the school website

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

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

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

Parent Forum and the Parent Council

The membership of the Parent Forum is made up of all parents who have a child at an education authority school. Membership of the Parent Forum allows parents to have a say in the local arrangements to enable their collective view to be represented on matters such as the quality and standards of education at the school and other matters of interest to parents. One of the ways parents in the Parent Forum will be able to express their views will be through the Parent Council.

The Parent Council is a group of parents selected by members of the Parent Forum to represent all the parents of children at the school. Parent Councils are very flexible groups and the Parent Forum can decide on the type of group it wants to represent their views.

The types of things a Parent Council could get involved in include:

- Supporting the work of the school
- Gathering and representing parents' views to the Head Teacher, education authority and HMIE
- Promoting contact between the school, parents, pupils and the local community
- Fundraising
- Involvement in the appointment of senior school staff



Generally, members of the Parent Council must be parents of children who attend the school and the chairperson must have a child in the school. However, the Parent Council can decide to co-opt other members from teachers and the community who will have knowledge and skills to help them.

Members of the Parent Council will bring knowledge from their own experience and personal views. However, as parent representatives, they must also consider how they can ensure that the

Parent Council presents a co-ordinated, collective voice through consultation with other members of the Parent Forum.

Staff and pupils very much appreciate the help given by the Parent Council to the school. New members are welcome at all times.

We also have a Parent Events Group to look at the organisation and running of school and community events. These may be social or fundraising activities/ events.

More information about Lundavra Parent Council can be found under 'Parent Council' on the school blog and includes dates and times of meetings.

Parentzone

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



Letting

The school, community room and MUGA are available for letting purposes to the community as well as for school functions.

Please contact the school office in the first instance and also email Highland Council Lets team letsbookings@highland.gov.uk if you have any queries.

Transfer from Primary to Secondary

On completion of their primary school career, children normally transfer to:

Lochaber High School

Camaghael

Fort William

PH33 7ND

Telephone: 01397 702512

During the fourth term, Primary Seven pupils are invited to visit Lochaber High School. They are introduced to staff members and shown around various departments.

Primary Seven pupils have the opportunity throughout their final year in school to mix with pupils from other schools at events like the basketball festival, Safe Highlander etc.

Members of the Guidance staff and some S5 pupils also visit our school to talk to the children and to answer any questions that they may have. This helps to ensure that transfer is achieved smoothly. The Secondary Support for Learning Teachers meet and engage with children with learning difficulties in advance.

When a pupil transfers from Primary School to Secondary School, a folder containing copies of the pupil's School Reports is delivered to the Head Teacher of the Secondary School.



Data Protection Act

Information relative to pupils, parents and guardians is stored on a computer system and may be used for teaching, registration, assessment and other administrative duties. The information is protected by the DATA PROTECTION ACT 1984 and may only be disclosed in accordance with the Codes of Practice. For further information please contact the school.

Dealing with Racial Harassment

The Race Relation Act 1976 makes it unlawful to discriminate against someone because of colour, race, nationality or ethnic background. The Act makes it the duty of Highland Council to eliminate unlawful racial discrimination.

In 1999 the guidelines, 'Dealing with Racial Harassment' were issued to assist all teaching staff in dealing with such incidents. The adoption of an anti-racist approach should be seen as one part of the continuing attempt to improve the quality of education. Highland Council recognises that support from the home is essential if these aims are to be achieved. Every child in the Highlands has the right to be happy and secure at school.

Equality and Inclusion

For up to date information from Highland Council 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.



Support for Pupils

In addition to the information shown above, the school handbook must include information specified by the Education (Additional Support for Learning) (Scotland) Act 2009. This is all included within the link in the example that follows and so this **MUST** be included in the handbook.

School Handbooks must also contain information on organisations specified by Scottish Ministers which provide advice, further information and support to parents of children and young people requiring ASL. These **MUST** include the links provided below:

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

(b) My Rights, My Say – an advocacy and advice service for young people over 12 with additional support for learning <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



Protection of Children From Abuse **Highland Council Child Protection Committee**

It is a requirement of the Education Authority that the following statement be included in all school prospectuses:

“In terms of its child protection guidelines the Authority imposes a duty on schools and all staff to report, by way of laid down referral procedures, any incidents which may give rise to a suspicion that a pupil has been subjected to abuse in any of its forms. This might involve information being passed to other agencies without immediate reference to a pupil’s parents or guardians.”

At Lundavra Primary we take the care, welfare and protection of our children very seriously. We believe all children have a right to feel safe within the school, home and community.

Within our school we strive to provide a safe, secure and nurturing environment for our pupils which promotes inclusion and achievement. All staff in Education have a statutory and professional responsibility to take action if we have reason to believe a child is suffering, or is at risk of abuse.

Every staff member undergoes a minimum of one child protection training activity every session. Many of our staff are more extensively trained in specific areas of child protection to support and identify potential child protection concerns.

The Child Protection Co-ordinator for the school is **Mr Paul MacLean (or Deputy Head in his absence)**. If you wish any further information, please contact the school office. If you wish to discuss this important matter further, please make an appointment to see Mr MacLean,, the Head Teacher.

COPIES OF CHILD PROTECTION POLICY GUIDELINES are available online at http://www.highland.gov.uk/info/1361/childcare_and_family_care/438/child_protection



Accessing Pupil Records

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

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.



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.



COMPLAINTS AND REQUESTS FOR SERVICE

If a parent has any concerns they should contact the class teacher in the first instance, or the Senior Leadership 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 the Area Manager, Kirsty Clark in the following ways:

- [Make a complaint using our online form \(external link\)](#)
- By Phone - **01349 886606**
- In Writing - Customer Resolution & Improvement Team, The Highland Council, Glenurquhart Road, Inverness, IV3 5NX
- [Visit a Service Point](#)
- [Contact your local councillor](#)

Please note that transport is not a school responsibility and any queries should be addressed to the Local Transport Officer, Transport Office, [Transport Information](#)

Information and support for parents can also be obtained from the following website:
Parentline: <https://www.children1st.org.uk/help-for-families/parentline-scotland/>.

FINALLY

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.