



Scourie Primary School & Early Years

Part of North West Sutherland Schools

Handbook

2026-2027



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Welcome to Scourie Primary & Early Years

This handbook has been designed to provide you with the key information you will need before your child joins our school. If you find that you still have any unanswered questions, please feel free to ask—we will always do our very best to help.

Our school serves a catchment area stretching from Unapool in the south to Laxford in the north, and Achfary in the east. We currently have 16 primary pupils and 4 nursery pupils.

The school has three classrooms, a canteen, and a selection of smaller offices and work spaces. We also have a small library room, which is used for quiet reading and one-to-one learning, as well as a dedicated music room that supports our expressive arts curriculum. There are play areas to the front and rear of the school, offering both tarmac and grass surfaces. Although we do not have a gym hall on site, we make use of the local village hall for PE lessons.

Our staff are committed to providing the highest quality education for our pupils. Classroom learning is enriched by a wide range of extra-curricular opportunities. Our aim is to ensure that pupils become successful learners, confident individuals, responsible citizens, and effective contributors.

We hope that your child will be very happy here and will flourish within our learning environment.

Katy Lee

Depute Head

Aileen MacDonald

Depute Head / Early Years Manager

Scourie Primary School

Scourie

By Lairg

Sutherland

IV27 4TG

Telephone: 01971 502282

School e-mail: scourie.primary@highland.gov.uk

Website: www.nws-schools.com

Facebook: North West Community Schools Group

Twitter: @schools_north

Staff List-December 2025

Head Teacher	John Naples-Campbell
Depute Head / Early Years Manager	Aileen MacDonald
Depute Head	Katy Lee
Class teacher (P1-P3)	Sian Curley
Class teacher (P4-P7)	Raymond Hood
Support for Learning Teacher	Maurdette Price-Davis
Art teacher (Thursday)	Nicola Poole
Early Years Practitioner	Lynzi Montgomery
Early Years Practitioner	Iona Harper-Reynoldson
Violin Instructor (Wednesday)	Anne Wood
School Cook/Clerical Assistant	Danika Sutherland
<i>Pupil Support Assistant</i>	Ellen Parker
<i>School Cleaner</i>	Iona Harper-Reynoldson

Complaints & Requests for Service

If parents have any concerns, they are encouraged to contact the Head Teacher in the first instance. The school will always endeavour to resolve issues by listening carefully and working in partnership to find appropriate solutions.

If a matter remains unresolved, parents may contact the Area Quality Improvement Manager, whose details are provided below.

Please note that school transport is not the responsibility of the school. Any transport-related queries should be directed to the Transport Development Officer, Highland Council, Glenurquhart Road, Inverness, IV3 5NX, or emailed to school.transport@highland.gov.uk

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

Area Manager

Katherine van Voornveld

Katherine.Wood@highland.gov.uk

Pease note: Information provided was correct at the time of printing. However it is possible that there may be changes affecting matter dealt with in this handbook.

School Year 2026/2027

First day of term 1	Wednesday 19th Aug (Staff back 17th)
In-service Days	Monday 14th September
Last day of term 1	Friday 9th October
First day of term 2	Monday 26th October
Last day of term 2	Tuesday 22nd December
First day of term 3	Monday 6th January 2027
Casual holidays	Monday 15 & Tuesday 16 February 2027
In-service day	Wednesday 17 February 2027
Last day of term 3	Thursday 25th March 2027
First day of term 4	Monday 12th April 2027
May Day Holiday	Monday 3rd May 2027
In-service day	Thursday 6th May 2027
Last day of session	Thursday 1st July 2027

	Early Years	P1-3	P4-7
Mon - Wed	Class begins 9am Snack 10.30am Lunch 12.30pm Snack 2.30pm Home 3.30pm	Class begins 9am Snack 10.30am Lunch 12.30pm -1pm Snack 2.30pm Home 3.00pm	Class begins 9am Snack 10.30am Lunch 12.30pm -1pm Home 3.30pm
Thurs	Class begins 9am Snack 10.30am Lunch 12.30pm Snack 2.30pm Home 3.30pm	Bus departs 8.30am Class begins 9am Break 10.45am – 11am Lunch 12.30pm – 1.15pm Bus departs 3pm Home 3.30pm	Bus departs 8.30am Class begins 9am Break 10.45am – 11am Lunch 12.30pm – 1.15pm Bus departs 3pm Home 3.30pm
Friday	Class begins 9am Snack 10.30am Lunch 12.00pm Home 12.30pm	Class begins 9am Break 10.30 – 10.45am Lunch 12.00pm Home 12.30pm	Class begins 9am Break 10.30 – 10.45am Lunch 12.00pm Home 12.30pm

School Aims

Scourie Primary & Early Years is a school where we strive to ensure that all pupils become successful learners, confident individuals, responsible citizens, and effective contributors.

- Every child is known and valued as an individual.
- Every child is supported and encouraged to achieve their full potential.
- Children's differences are recognised, respected, and celebrated.
- Staff have high expectations for all pupils.
- Staff are committed to maintaining their skills and approaches in line with current best practice.
- The school, parents, and the wider community work together as partners to provide the best possible education for our pupils.

Stay SAFE in school

**Show respect to each other
Achieving our best
Fun & learning go together
Everyone looks after our school**



**Working together
across our ASG**



In 2017, we underwent a significant change in how the schools in our area are managed. Our Associated Schools Group (ASG) consists of Durness Primary School, Kinlochbervie Primary School, Scourie Primary School, and Kinlochbervie High School. Together, we are collectively known as **North West Sutherland Schools**.

The Extended Management Team is as follows:

- **Head Teacher:** Mr John Naples-Campbell
- **Depute Head Teacher:** Ms Katy Lee
- **Depute Head / Early Years Manager:** Mrs Aileen MacDonald
- **PT ASN:** Mr Dan Price-Davies
- **PT Secondary:** Mrs Heather Paterson & Mrs Rachel Thackeray

As an ASG, we work closely together to ensure that the needs of all our young people are met and that they have the best possible opportunities to reach their full potential.

All four schools come together in Kinlochbervie every Thursday. This allows us to create larger groupings across the primary classes, giving pupils the chance to work in age-appropriate groups and to build relationships with peers from across the area. It also provides an excellent introduction to the transition from primary to secondary school. Our P7 pupils join together as the group that will form their future S1 class, spending the whole day learning in high school classrooms.

Admission Arrangements (Early Years)

Since August 2019, Scourie Early Years has been able to offer **1140 hours per year** of childcare for eligible 3- and 4-year-olds. This service is provided in our Early Years playroom. Parents wishing to enrol their child should look out for enrolment information in the local press and on community posters.

All forms are now available online; however, anyone who finds this difficult is welcome to contact the school office for advice and assistance.

Admission Arrangements (Primary pupils)

Dates for enrolling children into Primary 1—usually in February—are announced in the press and in the nursery. Parents wishing to enrol a child should do so on the date provided. They will receive guidance on school placement, choice of school, and further information about our own school.

Parents of prospective pupils are welcome to visit the school at any mutually convenient time.

Secondary School: Kinlochbervie High School

The local secondary school for our pupils is **Kinlochbervie High School**. Through our “All Together Thursday” arrangement, children begin elements of the transition process early in their primary years. In addition, P7 pupils have many further opportunities to prepare for high school, including Transition Week, the Goblin Car project, Sports Day, and various other events.

Details regarding the high school can be obtained from our Head Teacher:

John Naples-Campbell
Kinlochbervie High School
Manse Road, Kinlochbervie, Sutherland.
Tel:01971 521767
Email: john.naples-campbell@highland.gov.uk

Military Families

Scourie Primary & Early Years warmly welcomes children and young people from Armed Forces families, including Serving personnel, Reservists, and Veterans. We understand that service life can bring unique challenges, such as moving between locations, periods of separation due to deployment, training exercises, or weekending. We are committed to working with you to ensure your child thrives while attending school in Highland.

Please contact us as soon as possible when your child joins our school so that we can prepare and provide the best possible support. This is especially important if your child has Additional Support for Learning (ASL) needs, as we aim to have appropriate support in place from the outset. (ASL is the term used in Scotland; in England, a similar term is SEND.)

Highland Council is proud to support the Armed Forces Covenant and has built strong, positive relationships with the Armed Forces community. The Military Liaison Group (Education), or MLG, works to promote equity and ensure that all children and young people from Armed Forces families receive the support they need to thrive in education.

Further guidance and support for families, children, young people, and educators can be found on the [Armed Forces Families Website](#) and the [Primary School Welcome](#) / [Secondary School Welcome](#) pages co-created by Highland pupils and young people.

If you have any questions or require advice, please contact the Head Teacher or the MLG (Education) lead [here](#)

Getting to School

Transport is provided in line with statutory requirements. Pupils aged eight or under who live more than two miles from the school by the shortest available route, and pupils over eight who live more than three miles away, are entitled to transport.

Pupils are expected to wait patiently for the school car and to behave in an orderly manner when travelling. Seat belts must be worn at all times, and appropriate booster seats should be provided where required.

Advice on travelling to school in adverse weather is issued at the start of each winter. Whether the school car operates in such conditions is at the discretion of the driver.

School Meals

School meals are provided by Highland Catering and Cleaning Contract Services and are cooked on the premises. Meals currently cost **£2.40**, and payment for the week should be given to the cook on Monday morning. Children may bring the money in an envelope or in a wallet/purse and take it directly to the kitchen.

Menus are issued in advance and include vegetarian options. They are varied and meet healthy eating guidelines. Yoghurt and fruit are available as alternatives to a hot pudding.

Pupils are eligible for free school meals if their parents receive Income Support. Application forms are available online—<http://www.highland.gov.uk/info/899/schools - grants and benefits/10/free school meals and assistance with clothing> or from the school, and all aspects of the process—including completed forms and the names of recipients—are treated confidentially. Under a Scottish Government initiative, **all P1–P5 pupils currently receive free school meals regardless of household income.**

Pupils may also bring a packed lunch. Packed lunches are eaten in the canteen along with all other pupils. No formal breakfast or after-school club is available.

School Uniform

We encourage pupils to wear school uniform, as it helps promote a sense of pride and belonging.

Our uniform consists of a navy-blue sweatshirt and a white polo shirt, both with the Scourie Primary School logo. These can be ordered online, and details will be provided at registration. For families who prefer to supply their own plain items, iron-on school badges are available from the school office for £2.50 each. For our All Together Thursdays, a purple jumper featuring the North West Sutherland Schools logo is available from the same supplier.

Pupils should wear black, dark grey, or navy-blue trousers or skirts. Footwear should be dark, plain shoes or trainers. Children should change into appropriate indoor shoes while in school. All clothing and footwear should be clearly labelled with your child's name.

Earrings should be studs only, and children are strongly discouraged from wearing chains or other jewellery that could become caught during play or PE. Children with long hair are advised to keep it tied back, as this is more practical and helps reduce the spread of head lice.

The gym kit consists of a T-shirt, shorts, socks, and gym shoes. For outdoor activities, a tracksuit is recommended. Children are expected to change fully for PE.

Where to purchase uniforms:

<http://www.schoolwearnadeeasy.com/badged-school-uniform/r-w/s/scourie-primary-school/>

<https://www.schoolwearnadeeasy.com/badged-school-uniform/m-p/n/north-west-sutherland-schools/>

Transitions:

We recognise that transitions are important points in every child's learning journey, and we work closely with parents, pupils, partner agencies, and our Associated Schools Group to ensure these moves are smooth, positive, and well supported.

Early Years to Primary 1

Children moving from Early Years into Primary 1 take part in a planned programme of familiarisation activities. These may include visits to the P1 classroom, opportunities to meet staff, and time spent with their new classmates. Parents are kept informed throughout and are encouraged to discuss any questions or concerns with school staff. Information from Early Years staff is shared with the P1 teacher to ensure continuity of learning and support.

Primary to Secondary School

Our catchment secondary school is **Kinlochberrie High School** (More details available from the Head Teacher.)

Through our All Together Thursday arrangement, pupils begin aspects of transition early, working with peers from across the ASG and experiencing learning in different groups. In P7, pupils also participate in a more formal transition programme, which includes a Transition Week, subject taster sessions, the Goblin Car project, Sports Day, and various other events at the high school. This helps prepare them socially, emotionally, and academically for S1.

Senior Phase and Beyond (for pupils attending KLB High School)

Pupils continue to be supported throughout the upper stages of secondary school as they make decisions about their next steps. This may include further education, training, employment, or supported placements, as appropriate. Careers staff, guidance teachers, parents, and other partner agencies work together to help young people plan a suitable post-school pathway.

Transitions for Pupils Requiring Additional Support

Children and young people who require additional support for learning receive enhanced transition planning. This may include extra visits, meetings with parents and partner agencies, sharing relevant information between settings, and creating individualised plans. The aim is to ensure that each child's needs are fully understood and that appropriate supports are in place before, during, and after the move.

Enrolment and Placing Requests

Information about enrolment for Early Years and Primary 1 is provided annually through local press and school communications. Parents may also make placing requests to attend a school outwith their catchment area. Applications are made to the Area Quality Improvement Manager Katherine van Voorveld. Placing request applications are made online at: https://www.highland.gov.uk/info/878/schools/887/enrol_your_child_for_school/2

Key deadlines, forms, and guidance are available online or from the school office. Staff are happy to assist any family needing help with the application process.

Discipline

The school's positive behaviour policy aims to create a secure, friendly atmosphere and an effective, safe learning environment. This is achieved through appropriate teaching approaches, constructive relationships between staff and pupils, a well-structured curriculum, and the promotion of positive behaviour through the SAFE philosophy.

Children are expected to show good manners at all times and to follow our common-sense school rules. When necessary, sanctions may include a verbal reprimand, use of positive behaviour reward pathways, detention during interval, or withdrawal of privileges. In extreme cases, exclusion may be considered.

The school has an anti-bullying policy, and parents will be informed—and their support welcomed—if any instances of persistent or serious indiscipline occur.

Authority Policies—[Search policies and guidance | School policies, procedures and guidelines | The Highland Council](#)

Anti Bullying Policy—[Policies and guidance - support for learners | Anti Bullying - Guidance for Schools](#)

Contact between Home and School

The school operates an open policy regarding communication between parents and teachers, and you are always welcome to make an appointment to discuss your child's progress. Parents are also welcome simply to visit and see the school in action. Two formal parent consultation appointments are held each year, and if we have any concerns about your child, we will contact you directly.

Parents are encouraged to help when specialist skills are useful in project work (e.g., baking, crafts) or when assistance is needed for transport and supervision on outings.

Regular newsletters keep families informed about events, important dates, schoolwork, and any changes or reminders relating to school policy. Parents are encouraged to contact the school at any time if they have questions or concerns. You can phone the school and speak with the clerical assistant, teachers, or the Head Teacher.

The school website is updated regularly, and parents can sign up with their email address to receive notifications when new information is posted: <https://www.nws-schools.com/scourie-primary-school/>

Health Care

We are a Health Promoting School, and this is reflected in various aspects of daily school life—from providing a varied, healthy lunch menu and encouraging nutritious playtime snacks, to promoting personal hygiene, tooth-brushing routines, and positive attitudes toward wellbeing and lifestyle.

Parents are encouraged to ensure their children have adequate sleep to support learning and overall health.

We work in partnership with a range of health professionals, including the dental health practitioner, school nurse, doctor, and the Speech and Language Therapy (SALT) Service. When required, other agencies may also be involved, such as Occupational Therapy and the Educational Psychology Service.

Attendance/Absence

Regular attendance is vital for your child to achieve their full potential.

Reporting Absences

If a pupil is absent from school, a parent or guardian should phone the school on **01971 502282** by 9.30am. Contact can also be made by email or via the Learning Journal. If your child will be absent for several days, please let us know, as this helps with class planning.

Permission to Leave During the School Day

If a pupil needs to leave school during the day for an appointment, they should bring a note from a parent or guardian. Pupils must report to the school reception to **sign out**, and if returning the same day, they must **sign in** again. Whenever possible, medical and dental appointments should be arranged outside school hours.

If a pupil becomes unwell during the day, parents will be contacted to collect their child. It is therefore essential that the school has up-to-date daytime and emergency contact numbers for all pupils.

Attendance Registers

By law, schools are required to keep an attendance register. As we are responsible for the care and welfare of all pupils during the school day, it is important that we know the whereabouts of absent pupils.

Family Holidays During Term Time

Parents should consider the impact of removing children from school for family holidays:

- A significant loss of classroom learning.
- Pressure on pupils to catch up on missed work.
- Possible missed assessments, affecting both pupils and teachers.
- Loss of curricular activities.
- An impact on school attendance records and efforts to improve attendance.

Under national guidance, most family holidays will be recorded as **unauthorised absence**, with authorised absence only granted in exceptional circumstances.

Parents are asked to take these considerations into account when planning holidays during term time. Term dates can be found on the Highland Council website: https://www.highland.gov.uk/info/878/schools/32/school_term_dates

Administration of Medicines

Staff will only administer prescription 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.

Staff cannot administer medication which has not been prescribed by a qualified medical professional.

Minor injuries

The school can attend to **minor cuts and bruises**, which will be cleaned and covered with a plaster. Any more serious injury or illness will be referred to the local GP, and parents will be informed.

If your child is injured, falls, or becomes unwell during the school day, we will always contact you or your designated emergency contact. You may be advised to collect your child from school if necessary.

Protection of Children

In line with the Highland Child Protection Committee Inter-Agency Protection Guidelines, Education Service staff are required to report such incidents to Social Work Services. This may result in a joint Social Work and Police investigation.

All agencies involved in child protection prioritise the welfare of the child, and this is always the primary consideration for Education Service staff.

Copies of the Child Protection Policy Guidelines are available from the Head Teacher, Mr John Naples-Campbell, or online at: http://www.highland.gov.uk/info/1361/childcare_and_family_care/438/child_protection

Our Designated Child Protection Co-ordinator is Mr John Naples-Campbell



At an all together Thursday charity event in KLB High School

Parent Council

The **North West Sutherland Schools (NWSS) Parent Council** meets four times a year in an informal setting. Up to 12 parents can be members. Parents who are interested in joining are welcome to attend a meeting, speak to a current member of the Council, or contact the Head Teacher for more information.

Minutes of meetings, which include dates of future meetings, are issued to all parents via email or sent home in school bags. They are also available on the school website.

The Parent Council acts as a link between the school and parents and plays a vital role in supporting the school to provide the best possible education. Research shows that the involvement of supportive parents is one of the most important factors in a pupil's educational success.

Meetings are informal, and parents are encouraged to attend or to contact the Secretary if they wish to have a particular issue added to the agenda.

Parent Council Contacts:

- **Chair:** Denise MacDonald
- **Vice Chair:** [Vacant / To be confirmed]
- **Secretary:** Kate MacLure
- **Treasurer:** Iona Shaw
- **Email:** northwestsutherland@HighlandPC.co.uk



Science Day

Parental Assistance and Support

Parents have many responsibilities, but the following are particularly linked to supporting their child's education and the school's work:

1. **Support the school** by setting an example and showing commitment to high standards in all aspects of school life.
2. **Ensure regular attendance:** make sure children come to school on time, rested, alert, and properly dressed for learning.
3. **Take an active interest** in children's work and progress.
4. **Support school authority and discipline**, helping children develop maturity, self-discipline, and self-control.
5. **Manage children's leisure time** to promote positive habits and interests.

Practical Ways Parents Can Support Their Children:

- Spend time talking with children about homework, schoolwork, and their experiences, emphasizing the value of education.
- Encourage reading for pleasure and learning.
- Promote good home study habits, such as:
 - Finding a quiet, dedicated work space away from TV and computers.
 - Using a proper work surface rather than the floor.
 - Encouraging focus and concentration during study time.
- Provide materials that stimulate interest, including books, magazines, art supplies, musical instruments, and construction toys.
- Develop practical life skills by involving children in activities such as shopping, counting change, writing letters, making phone calls, and helping with household chores.
- Encourage participation in local clubs and community events.
- Help children come to school prepared and ready to learn.

SIRP

North West Sutherland's School Improvement Report & Plan (for primaries & early years) is available on our website at: <https://www.nws-schools.com/scourie-primary-school/> in both full & child-friendly versions.

Latest HMIE report: <https://educationinspectorate.gov.scot/find-an-inspection-report/details?id=4308>

Latest Care Inspectorate report: <https://scourieprimary.files.wordpress.com/2018/11/document-inspection-documents-inspection-report-3248114.pdf>

All together Thursdays

Each Thursday, primary pupils from **Scourie** and **Durness** travel to **Kinlochbervie** to spend the day with peers in larger classes grouped by age.

Class arrangements and teaching staff:

- **P1 & P2:** Mrs McFadzean; Art: Mrs Poole
- **P2 & P4:** Ms Forrest; Art: Mrs Poole; Maths: Mrs Curley
- **P5 & P6:** Various primary teachers + high school classroom
- **P7:** Various teachers; P7 transition includes breaks and lunchtime in the high school

Subjects and activities on Thursdays include Literacy, Numeracy, Science, RME, PE, Gaelic, and Spanish. Primary pupils also sometimes join secondary pupils for assemblies, fundraising events, guest speakers, sporting events, and a wide variety of other activities.

These “Together Days” provide pupils—who are usually based in small schools with multi-composite classes—the opportunity to:

- Socialise with peers from neighbouring villages
- Work in larger groups and experience new challenges
- Become familiar with the secondary school building and staff before transitioning to high school



All together and ready to start the day

Curriculum

At Scourie Primary School, the curriculum follows Scottish national guidelines – The Curriculum for Excellence.

Our aim is to improve children’s life chances by nurturing successful learners, confident individuals, responsible citizens, and effective contributors, with each child placed at the centre of learning.

The curriculum is planned and delivered to ensure that pupils receive meaningful experiences that prepare them for life in the 21st century. All children receive personal support to help them fulfil their potential and make the most of the opportunities available. Staff are also responsible for the health and wellbeing of our pupils, ensuring that the school is a safe and secure environment.

Curriculum for Excellence develops skills for learning, life, and work, helping young people progress to further study, secure employment, and enjoy life and leisure. It makes learning relevant, links knowledge across subject areas, and helps children apply lessons beyond the classroom. It also develops skills that enable children to think independently, make sound judgements, enquire, challenge, and find solutions.

Every child is entitled to a broad and deep general education, regardless of ability. All staff share responsibility for literacy, numeracy, and health and wellbeing.

The Curriculum for Excellence is designed to be coherent, flexible, and enriched for pupils aged 3–18, focused on the needs of the child, and aimed at developing the four capacities:

- Successful Learner
- Confident Individual
- Effective Contributor
- Responsible Citizen

For more information on Curriculum for Excellence, see: [Curriculum for Excellence | Education Scotland](#)

RELIGIOUS OBSERVANCE, Withdrawal

Special arrangements will be made for pupils whose parents do not wish them to participate in religious observance.

Homework

Homework is designed to reinforce and practice what has been taught in school, to encourage self-study, and to provide an opportunity for parents to engage with their child’s learning. Guidelines for homework are provided by each class teacher and usually include:

- A reading book (personal choice or core reader)
- Spelling activities
- Maths activities
- Occasionally, topic-linked activities

The main purpose of homework is to consolidate classroom learning and help pupils develop independent study habits.

Support for Pupils

At Scourie Primary & Early Years, we are committed to ensuring that all children receive the support they need to reach their full potential. Support for learning is identified early, and arrangements are tailored to meet each pupil's individual needs.

Additional Support for Learning

Some pupils may require additional support for learning due to learning difficulties, disabilities, health needs, social or emotional factors, or other circumstances. Our staff work closely with parents, pupils, and relevant professionals to identify needs early and put in place appropriate support. This may include one-to-one sessions, targeted interventions, or adjustments to teaching and learning approaches.

Named Person

Every pupil in the school has a Named Person who has an overview of their progress and wellbeing. For primary pupils, the **Named Person is the Head Teacher, Mr John Naples-Campbell**. For nursery pupils, the Named Person is the Health Visitor. Parents who have concerns about their child's additional support needs should contact the Named Person in the first instance.

Ongoing Support Arrangements

- Pupils may receive pastoral support, additional literacy or numeracy support, or access to specialists such as educational psychologists, speech and language therapists, or occupational therapists.
- Practical arrangements, such as classroom adaptations, playground supervision, and use of specialist rooms (e.g., library for one-to-one learning), are made according to each child's needs.
- All support is regularly reviewed in consultation with parents and staff to ensure it remains appropriate.

Further Information and Support

Parents and pupils can access additional advice and support through the following organisations:

- [Enquire – Scottish advice and information service for ASL](#)
- [My Rights, My Say – advocacy and advice for young people over 12](#)
- [Scottish Independent Advocacy Alliance](#)—advocacy for parents and children
- [Scottish Child Law Centre](#) – free legal advice for young people

More detailed guidance on Additional Support for Learning, including the Education (Additional Support for Learning) (Scotland) Act 2009, can be found on the Support for Learners website: <http://enquire.org.uk/>

Mental Health and Wellbeing

At Scourie Primary & Early Years, we are committed to supporting the emotional development and wellbeing of all our pupils. Staff provide support through both formal and informal activities within the curriculum and school life.

If you have any concerns about your child's wellbeing, you can discuss them with their **Named Person**, who has an overall picture of your child's progress and support needs.

The school has access to a variety of services to support mental health, including Highland Council's **Primary Mental Health Worker Service**, which can provide advice and targeted support where needed. Counselling is available for pupils aged 10 and over through our school service, and a completely confidential online counselling service, **Kooth**, is available for children and young people from age 10. While parents are usually involved in discussions, young people over 12 can request support themselves.

For additional guidance and information on emotional wellbeing, parents can access Highland Council's dedicated website, which provides practical advice and resources to support children's mental health.

Reporting and Assessment

School reports are issued once a year, in May, and indicate each child's progress through the levels of the Curriculum for Excellence.

Assessment is continuous throughout the year, with progress recorded in personal progress folders, updated each term. These folders include key assessment tasks, learner conversations, attendance records, and other information about your child's learning. Folders are shared with parents through Seesaw each term, and feedback is always welcome.

Parents are invited to attend meetings throughout the year to review their child's work and speak with the class teacher. You are also welcome to arrange meetings at other times if you wish. Visiting your child's classroom and seeing their work is highly encouraged—children greatly value positive input and encouragement from parents.

Child Protection

All staff at Scourie Primary School are trained in child protection.

In the Highlands, the named person for each primary pupil is the Head Teacher, while for nursery pupils it is the Health Visitor.

Occasionally, incidents may occur within the school setting that cause concern and could indicate that a pupil is experiencing some form of abuse. In line with the Highland Child Protection Committee Inter-Agency Protection Guidelines, Education Service staff are required to report such incidents to Social Work Services, which may result in a joint Social Work and Police investigation.

The welfare of children is always the paramount consideration for all agencies involved in child protection.

Severe Weather and School Closures

In cases of severe weather, and after taking advice from the Roads Department, the school may send pupils home early if road conditions deteriorate.

We will try to contact parents by telephone using the contact lists provided each October. However, as this may not always be possible, parents must make emergency arrangements for any occasion when they are away from home. If your child should not be dropped off at the usual point, please contact the school to make alternative arrangements.

To check if the school will remain closed due to adverse weather, please visit the Highland Council School Closures website:

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

Notification of a closure is usually available from 7:00 a.m. on the Council website. The school will also post any closures on our Facebook and Twitter pages.

Parents are encouraged to contact the school at any time if they have concerns about arrangements for their children in the event of bad weather.

Access to Pupil Records

Under the **School Pupil Records (Scotland) Regulations 1990**, parents have the right to access their child's records, with certain specific exceptions. Requests for access should be made to the Head Teacher.

Data Protection

Information about pupils, parents, and guardians is stored on secure computer systems and may be used for teaching, registration, assessment, and other administrative purposes. This information is protected under the **Data Protection Act 1998** and may only be disclosed in accordance with established 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 improve education across Scotland. This ensures that decisions are informed, policies are effective, and resources are targeted appropriately. Further information can be obtained from <http://www.gov.scot/Topics/Statistics/ScotXed>.

Why do we need your data?

Accurate, up-to-date information allows the Scottish Government, education authorities, and partners (such as SQA and Skills Development Scotland) to:

- Plan and deliver better policies for all pupils
- Plan and deliver better policies for specific groups of pupils
- Understand factors that influence pupil attainment and achievement
- Share good practice across schools
- Target resources more effectively
- Enhance the quality of research to improve the lives of young people in Scotland

All information is handled securely and in line with data protection legislation.

Data policy

Information about pupils' education is collected through statistical surveys in partnership between the Scottish Government and Local Authorities via the ScotXed Programme. This programme supports schools and local authorities by ensuring the efficient collection, processing, and use of statistical information.

The Scottish Government uses this information to support research, planning, management, and monitoring of education services, as well as to produce National Statistics publications.

Security and confidentiality

Education data within the Scottish Government is managed securely and treated as a valuable resource. Individual pupils cannot be identified in any published data, and no data is used to take actions regarding individual pupils. All information is held securely and is used for statistical and research purposes only.

Continued ...

Your data protection rights

The collection, transfer, processing, and sharing of ScotXed data is carried out in accordance with the Data Protection Act 1998, the National Statistics Code of Practice, and other legislation protecting confidentiality.

The Data Protection Act gives parents and pupils the right to know how their data is used. More detailed information on each ScotXed survey, including its purpose and published data, is available on the ScotXed website: <https://www.gov.scot/collections/scottish-exchange-of-data-scotxed/>

The Scottish Government works with a range of partners, including Education Scotland, Skills Development Scotland, and the SQA. On occasion, individual data may be shared with partners such as the National Records of Scotland or academic institutions for research purposes. All data sharing is strictly controlled, fully compliant with the Data Protection Act, and ensures no individual pupil can be identified or targeted.

Concerns

If you have any concerns about ScotXed data collections, you can contact:

- **Email:** ScotXed@scotland.gov.uk
- **Write to:** The ScotXed Support Office, Area 1B, Victoria Quay, Leith, EH6 6QQ

Alternative versions of this information (including other languages, audio tape, Braille, and large print) are available on request from the ScotXed Support Office.

While every effort has been made to ensure the accuracy of the information contained in this handbook at the time of printing, there may be changes affecting matters dealt with in this document. Parents are encouraged to contact the school for the most up-to-date information.