



South Lodge Primary School

School Handbook 2026-27



South Lodge Primary School

Bun Sgoil Loids a Deas



Head Teacher

- David Hayes-MacLeod

Principal Teacher

- Nicola Cope

Early Years & Childcare Manager - David Hayes-MacLeod

Area Manager

- Annika Jansson







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.

Contact Details



South Lodge Primary School

Castle Road

Invergordon

IV18 0LW

School & Nursery telephone: 01349 852521

Email Address: southlodge.primary@highland.gov.uk

Website: www.southlodgeprimary.com

Facebook: [@SouthLodgePrimarySchool](https://www.facebook.com/SouthLodgePrimarySchool)
[@southlodgeinvergordon](https://www.facebook.com/SouthLodgePrimarySchool)

How to contact us?

If you need to speak with a teacher, please phone or visit the school office. If you need to speak with a member of the Senior Management, we do have an open-door policy and you may be able to see one of us, unless we are in class or in a meeting etc. If not available we will respond to you as quickly as possible.

Face to face communication with parents and carers is highly valued. We also actively encourage parents to join in with end of term assemblies, open events, craft sessions, citizenship activities and much more. If you are interested in helping out in any way, please pop in and let us know. We encourage parents to be involved in their child's learning and the life of the school.

We upload all letters etc onto our online platform of Seesaw to reduce paper use and these can be sent via email if you wish. Please ensure you have downloaded the Seesaw app.

Urgent communication is normally via the phone so please ensure your contact details are up to date.

South Lodge Primary School and Early Learning and Childcare also use the online platform of Seesaw. This will allow teachers and parent to communicate to each other digitally plus also provide the means of the school showcasing individual, class and school achievements. All parents are asked to sign up to Seesaw to receive regular updates.



Dear Parents/Carers

We welcome you and your family to South Lodge Primary School. We are a caring school that from Nursery to Primary 7, provides a high quality of education in a secure environment.

As a school we work together with parents, pupils, staff and the community of Invergordon to meet the needs of all learners.

We are proud of our school and enjoy learning together and we very much hope that you and your child will enjoy your time with us.



Mr Hayes-MacLeod, Head Teacher

Promoting Positive Behaviour

The school's behaviour and discipline is based on praise and encouragement. We will always acknowledge the good behaviour of our pupils. House points, stickers and other rewards are used to promote this.

Pupils are encouraged to follow "The Golden Rules"

- We are gentle We do not hurt others

- We are kind and helpful. We do not hurt anybody's feelings

- We listen. We do not cover up the truth

- We work hard. We do not waste our own or others' time

- We look after property. We do not waste or damage things

We take all reports of bullying extremely seriously with a full investigation carried out by Senior Management. Please also follow this link:

[https://www.highland.gov.uk/downloads/file/19358/anti_bullying - guidance for schools](https://www.highland.gov.uk/downloads/file/19358/anti_bullying_-_guidance_for_schools)



Our School Aims

Maximise attainment by:

- Creating an ethos of achievement and celebrating success
- Providing quality programmes of work with appropriate pace and challenge
- Meeting the needs of individuals through effective assessment, planning and support
- Systematically monitoring pupil progress and achievement

Provide an effective learning and teaching environment by:

- Planning and assessing programmes of work which suit individual pupil needs
- Applying a wide range of teaching approaches
- Systematically evaluating and tracking pupils' progress
- Interacting effectively and appropriately with pupils
- Actively involving pupils in planning, target setting and assessment process
- Actively involving parents in their children's education
- Informing parents of their children's attainment and progress on a regular basis

Provide a supportive, caring community by:

- Developing, implementing and maintaining clear Health and Safety policies and promoting an awareness of a healthy lifestyle.
- Providing pupil support systems in a climate of trust and respect
- Setting clear and high expectations of behaviour
- Working in partnership with Pupil and Parent Councils, other schools and other agencies
- Encouraging regular and effective communication between home and school
- Encouraging parents to take part in school activities and initiatives

Ensure equality and fairness for all within the school by:

- Developing and implementing clear policies to promote equality for all
- Developing pupils' understanding and respect for others beliefs and cultures
- Enabling pupils to access a quality educational experience

Help the pupils become more effective contributors to society by:

- Involving them in the decision making processes within the school
- Involving them as active participants on local, national and international initiatives

Support all staff in professional and personal development through:

- A planned monitoring and review system; the provision of appropriate professional in-service training.



School Staffing 2025-26

School Management

Head Teacher Mr David Hayes-MacLeod

Principal Teacher Miss Nicola Cope

Class Teachers

P1 Mrs Glenda Mackenzie

P2 Mrs Lindsay Richardson

P3 Dr Katherine Elbourne

P4 Miss Joanna MacLean

P4/5 Mrs Catriona Smith

P6/7F Mrs Katharine Fullerton

P6/7B Miss Natalie Bremner

Additional Support Teacher Miss Karen Rose

CCR Teacher Mrs Lynne Jedan

CCR Teacher Mrs Laura Clarke

Inclusion & Support Worker Mrs Natalie Ross-Cameron

Nursery Staff

Peripatetic Senior Early Years Practitioner Mrs Ailsa Sugden

Equity & Excellence Lead Mrs Melanie Nicholson

Early Years Practitioner Mrs Michelle McCormack

Early Years Practitioner Mrs Mhairi Stirling

Early Years Practitioner Mrs Beth Ross (currently on maternity leave)

Early Years Practitioner Miss Caitlin McFarlane

Early Years Practitioner Mrs Gillian Richardson

Early Years Practitioner Miss Dee Banks

Early Years Support Worker

Miss Louise Campbell

Early Years Support Worker

Mrs Jennifer Wilson

Early Years Support Worker

Miss Sarah Mackay

Early Years Support Worker

Miss Becky Thomson

Pupil Support Assistants

Mrs Helen Gallie

Mrs Anne Gillies

Mrs Karen Lohse

Miss Donna Millar

Mrs Frances Shearer

Mrs Lesley-Ann Martin

Ms Stacy Rehse

Mrs Marion Fraser

Ms Holly Simpson

Mrs Elaine McHendry

Miss Rosie Barlow

Mrs Geraldine Murray

Visiting Teachers & Instructors

Strings

Miss Rhona Sutherland

Drums

Mr Roy Hamilton

Pipes

Mr Neil Matheson

Office

Clerical

Mrs Wendy Riggs

Catering

Cook in Charge

Mrs Eileen Cooper

Cook

Mrs Clare Mackenzie

Cook

Miss Alisha Currie

Facility Management

Mr Ross Simpson

Mr Brian Ross



FURTHER USEFUL LINKS

Parentzone

[Parentzone Scotland | Education Scotland](#)

[Assessment and achievement | Curriculum in Scotland | Parentzone Scotland | Education Scotland](#)

Curriculum for Excellence

[Curriculum for Excellence | Education Scotland](#)

Education Scotland – Inspection Reports

[Find an inspection report | Find an inspection report | Inspection and review | Education Scotland](#)

Chip+ (now Thriving Families)

[Home - Thriving Families](#)

EMA

[Education Maintenance Allowance | Education Maintenance Allowance | The Highland Council](#)

Parentline

[Children First Supportline | Children First](#)

**School Vision, Values and Aims: (created in partnership
with pupils, parents and all staff in May 2017)**



At South Lodge Primary school, we are ambitious in reaching our goals, creative in using our space and respectful to one another.

We aim to:-



Be happy,

Be lieve in ourselves,

Be creative,

Be respectful,

Be curious,



Be ambitious,

Be good and have fun!!





The School

The school was built in the late 1970's of a modern construction incorporating areas of a good size, well served by natural light. The building accommodates 10 teaching bays and a Nursery unit. Each teaching bay is open plan although some bays have sliding doors to provide quiet study. Each class has access to adjacent project work area. Currently we have a roll of about 150 children in the main school and 32 enrolled for our Nursery.

The school is divided into three sections. The Infant classrooms (P1-3) and the Nursery occupy the east end of the school, separated from other classrooms by the office, staff room, gymnasium and dining room. The P4-7 classrooms occupy the west end of the school which also houses our school library.

Every class has access to well-equipped multi-purpose rooms and areas and access to a wide range of equipment for every area of the curriculum. We also have an "Additional Support of Learning" area. There are rooms on the ground floor of the community wing known as the Rainbow Room which includes a further pupil support base and a fully equipped kitchen area.

The school also benefits from a relatively large sports hall and the provision of a wide range of physical activities is a positive feature of the school. The outside area offers access to large hard playground surfaces and there are large, grassed areas to the north and west of the school grounds. The Nursery, which was fully refurbished in Summer 2017, has access to its own large, safe and secure play area. Each area has a well signed fire exit and we carry out emergency evacuations procedures every term. The pupils, staff and visitors manage to exit the school in under 2 minutes!

We also host "PEEP" sessions throughout the year for our pre-Nursery children run by our Nursery staff.



Enrolment & Placement Requests:

Enrolment for new Primary 1 pupils for the August session 2026-27, will take place week commencing January 2026. Nursery enrolments will take place week commencing February 2026 (actual dates out nearer the time). Details are published in the local press and at the school nearer the time.

Below is the link for enrolling your child if you live within the catchment area.

[Enrol your child for school | Enrol your child for school | The Highland Council](#)

Below is the link for enrolling your child if you live outside the catchment area.

[Enrolment in a school outside your catchment area | Enrol your child for school | The Highland Council](#)

Parents can choose which school they wish their child to attend even if they live in the catchment of a certain school. Placing requests (via the Area Education and Learning Manager) means that we can allow children out with the catchment of the school to attend this school and also have children from our own catchment attend different schools. Any parent wishing to enrol their child should contact the school to arrange a visit. The Head Teacher will be happy to discuss placements and provide further information.

Most South Lodge pupils, on completion of their primary education, go to the local secondary school, Invergordon Academy. There are very close links to Invergordon Academy with staff often visiting from the Academy to South Lodge. There is also an excellent transition programme to prepare our P7's in their final year of their primary education.

Organisation of the School Day

The school day begins for all pupils at 9.00 am.

There is a morning break between 10.30 – 10.50 am.

Lunch is 12.15 to 1.10 pm for Primary 1-3.

12.30 to 1.10pm for Primary 4-7.

Primary 1-3 children finish at 2.45 pm.

Primary 4-7 children finish at 3.00 pm.

School Roll

Our current school roll is sitting at 182 pupils which includes 32 nursery pupils.

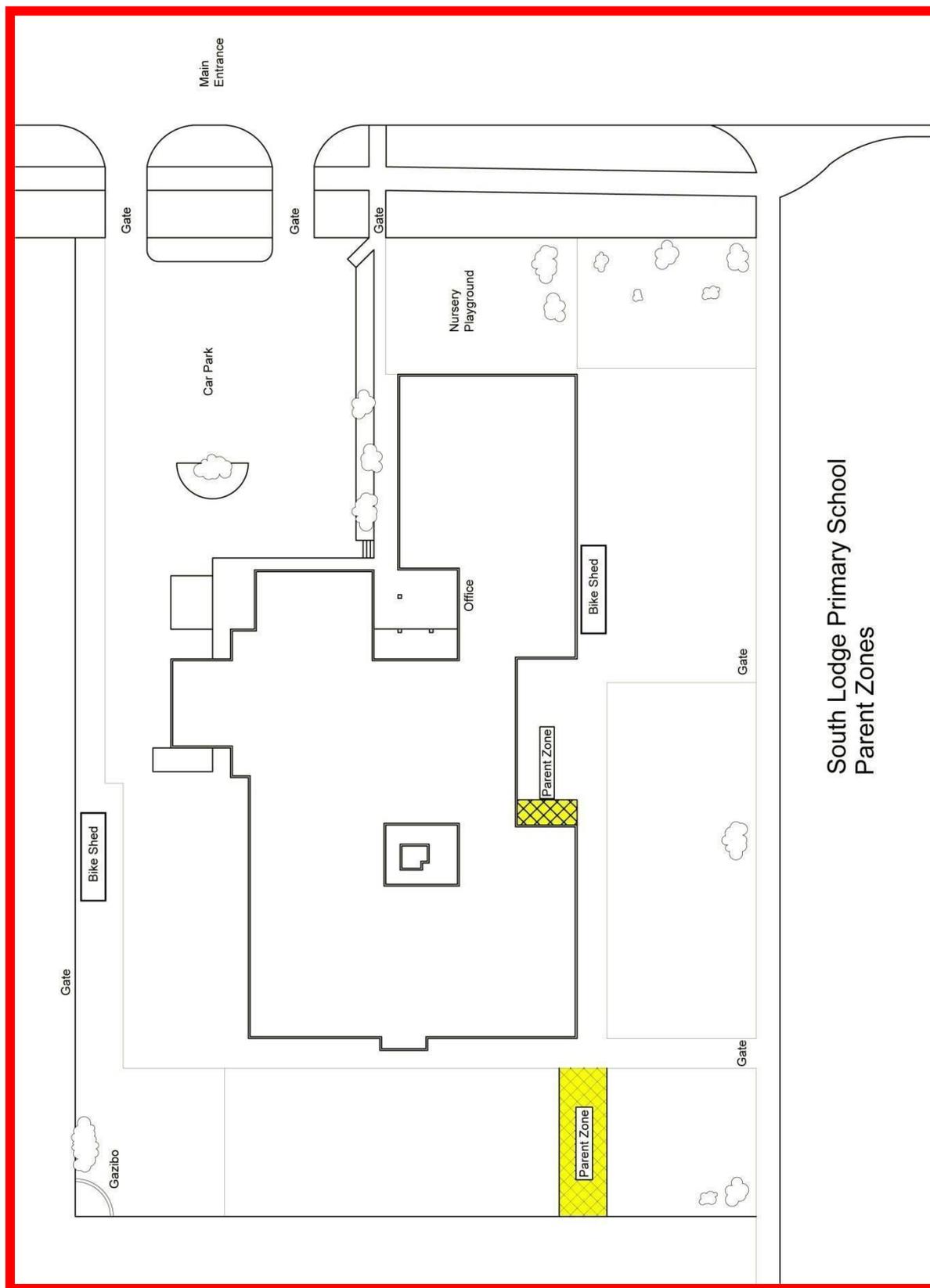
School Term Dates

The link to the school term dates and holidays can be found using the link below.



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

The School Plan



The Curriculum

The curriculum comprises of Numeracy, Literacy, Health & Wellbeing, Expressive Arts, Religious and Moral Education, Social Studies, Sciences, Technologies and Modern Languages. Our curriculum follows the Scottish National Curriculum of “Curriculum for Excellence” which aims to develop our pupils as:

- Responsible citizens
- Effective contributors
- Successful learners
- Confident individuals

This all involves a more integrated approach to learning and teaching based very much on what the children want to learn about. The curriculum is very much structured through topic based enquiry, enterprise and problem solving.

A wide range of language programmes are used to cover the Literacy element of the curriculum including Oxford Reading Tree for reading and Big Writing for teaching writing skills.

Success for All reading Scheme

Success for All is an evidence-based school improvement strategy focussing on literacy. The Programme:

- improves teaching and learning - focusing on literacy
- Secures sustainable improvement
- Empowers leadership and builds capacity
- Develops effective use of data - illustrating real time progress



Success for All is a literacy programme designed to instil a love of learning in pupils. The programmes are built around cooperative learning frameworks, with lessons enriched and made fun. Pupils are engaged with discussion and motivating challenges every day. They are also given effective instruction in crucial academic and social skills through interactive lessons.

Programmes extend cooperative learning with detailed, proven effective lesson plans. Pupils acquire the skills and strategies they need to read, comprehend and critically dissect complex texts. SfA programmes are designed to accelerate the development of all pupils even those who may have struggled with reading and comprehension in the past.

Success for All is a whole school programme however here at South Lodge we are just running the programme for Primary 4 - Primary 7. However, depending on the success of this, the decision may then be taken to further extend it throughout the whole school. The programme for P4 – P7 is titled “Wings.” Wings supports and challenges both basic and more competent readers and develops their skills through reading a wide range of carefully selected literature including fiction, non-fiction and poetry. In most cases the pupils read the whole book.

The books are supported by well-thought out, structured teaching materials that stimulate discussion about the text, increase pupil’s vocabulary, focus on the understanding of different literary devices and key reading skills. The materials also provide highly structured writing activities based on the texts with the opportunity for extra extended writing interspersed between them.

The five levels of materials include detailed daily lesson plans for teachers including assessments, pupil materials that support them, resources for photocopying as well as manuals for extended writing and grammar-for-editing.

The main mathematical programme in use is Highland Numeracy. However we also use Numicon plus other mathematical resources for our Early Years classes.

As with our literacy programmes, the work will always be suited to the needs and ability of the pupil.

Curriculum for Excellence promotes an active learning approach with pupils learning cooperatively through a variety of topics. Most classes will complete around four different topics each year which will integrate, where appropriate, other curricular areas.

Assessment:

In line with Curriculum for Excellence, evaluating pupils’ progress takes place in class, with teachers, pupils and their peers taking part in assessment activities. At South Lodge the children are encouraged to learn skills based on the four capacities—responsible citizen, successful learners, confident individuals and effective contributors. Children’s learning will be within their Curriculum for Excellence level:

Early Level—Nursery— end of Primary 1

First Level—Primary 2—end of Primary 4

Second Level—Primary 5—end of Primary 7

From 2018, P1, 4 and 7 all complete a standardized assessment to provide a snapshot of where the children are in their learning. Along with teacher judgement, this will allow the school to monitor the progress of the children.

In Primary 2, 3, 5 and 7, computer-based tests are followed to inform teachers judgement of pupil progress and performance. Also, twice a year, all class teachers make a judgment

of where the children are in their class in terms of reading, writing, and mathematics which then informs their future planning and whether any interventions are needed to provide extra support to the children that need it .

Health and Wellbeing:

Health and Wellbeing consists of mental, emotional, social and physical wellbeing as well as physical activity and sport, food, relationships and so on. A broad based curriculum is operated in the school, encompassing a full range of class and extra-curricular activities to promote these areas and ensure that our pupils participate in positive lifestyle choices. The school has a large gym hall and playing fields surrounding the school. The children also have access to Invergordon Academy playing fields. Throughout the year, all children have opportunities to participate in football, netball, rugby, swimming, athletics and cross country events organized by the Ross Shire Primary Schools Sports Association and our Active Schools Coordinator. The assistance of parents in any of these is greatly appreciated. Swimming is taught in Primary 4 and 5. We also run a range of after school and lunch time activities although these do depend on the availability of willing helpers!

South Lodge Primary is a health promoting school and we count on our parents support to help our pupils make healthy choices in aspects of diet, exercise and keeping safe.

Religious and Moral Education:

Our programme deals with the development of the pupil's understanding of religion as a significant area of human experience while promoting the child's sense of moral responsibility. The presentation of RME is structured under the headings of "Christianity, World Religions and Beliefs and Values."



Music:

Music is taught by the class teachers. From Primary 4 upwards, pupils are given the opportunity to have instruction, during school hours, in bagpipes, drumming and violin. Selection is made by administering a musical test. Our assemblies are also very musical and we are proud to have a talented school choir.

Art:

Pupils are given experience of a wide range of art, craft and design techniques.

Beyond school:

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

House Championship:

Each pupil will be placed into one of our 3 “houses” - Wyvis, Fyrish or Nevis. The system is designed to encourage children’s full participation in sporting, cultural and academic activities through which they can earn points for their house. At the end of the school year the House with the most points will become the House Champions for that Year and will be awarded the House Shield. House Captains and Vice Captains are elected by the children and given responsibility for supporting younger team members and maintaining the house notice boards. Children will gain points for good attendance, punctual arrival at school, good behaviour and good performance in class.



Cycling:

Children may cycle to school if they cycle safely and wear a safety helmet. The bicycle applies for scooters too. All bicycles must be left in the bike sheds and locked for security. The school cannot be held responsible for the loss or damage to any bike and they must not be left overnight at school. To promote safe cycling, children will be offered cycle training courses.



Our Rights Protector Group:

South Lodge Primary School has achieved the Bronze Award in UNICEF’s Rights Respecting School Award scheme. We are currently on the path towards silver. A group made up of children from P4-P7 have been formed to work with the Head Teacher on a monthly basis to track our schools progress and to plan the work needed in the school to continue on our journey.

Additional Support of Learning (ASL):

The role of the Additional Support of Learning (ASL) teacher is to assist pupils who require support in achieving a level of attainment indicated by their abilities or if the child is way beyond the average ability of their stage. The assistance may be short term and relate to a specific area of the curriculum or over a longer period if necessary. Pupils requiring additional support are identified by the class teacher who then notifies the ASL teacher. A plan is drawn up in consultation with the Head Teacher to allocate support.

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 in the Nursery years, then the named person is the Health Visitor. For Primary ages, the named person is the Head Teacher.

Sometime a Child’s Plan may be put in place to help organise, monitor and regularly review your child’s progress. This link will also take you to more information about the provision of additional support for children in Highland: **[Support for Learners Website](#)**

These following links also provide advice, further information and support to parents of children with an additional need:

- Enquire – the Scottish advice and information service for additional support for learning <http://enquire.org.uk/>
- My Rights, My Say – an advocacy and advice service for young people over 12 with additional support needs <http://enquire.org.uk/myrightsmysay/>
- [Scottish Independent Advocacy Alliance](#), an advocacy service to support parents and children
- [Scottish Child Law Centre](#), an organisation providing free legal advice to young people

Uniform:

The school colours are white and red. School sweatshirts, fleeces, cardigans, polo shirts and t-shirts are available from our supplier “Schoolwearmadeeasy.com” which can be purchased online. The wearing of the school uniform is compulsory as it helps the children to identify with and be proud of their school.

PE kit should also be worn with no football tops allowed unless it is for a dress down day. All footwear for indoor PE should have non-marking soles.

Please ask at the school office for full details of stock, prices etc.



ALL CLOTHING MUST BE CLEARLY LABELLED WITH THE PUPIL'S NAME!

Speech and Language Therapy:

A Speech and Language Therapist visits the school upon request, to help support a number of the children. Should any parents have concerns regarding their child's speech or language, please see the class teacher who will then notify the therapist. During the course of Nursery and Primary 1, any child who experiences difficulty in speech or language will be routinely referred to the Speech Therapist for assessment. As a parent, you will of course be kept fully informed of this by the class teacher.

Parents as Partners:

We believe that much of the strength of the school lies in the positive relationships between staff, pupils and their parents. These relationships must be nurtured by a healthy exchange of information between teachers and pupils, 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
- Target Setting
- Information on Seesaw

The support of parents in their children's education is key to the success of young people. Taking time with them, discussing work, practicing 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.

A Parent Council is a group of parents selected to represent all parents of children at the school. Any parent who wishes to raise an issue for the Parent Council to consider can do so by contacting: **southlodge.primary@highlandpc.co.uk**

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/>

Military Families

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

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

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

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

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

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

Please get in touch with the Headteacher if you have any queries or if you would prefer, contact the MLG (Education) lead here

Reports:

Continuous assessment is carried out to monitor the children’s progress and a written report is sent home in June. There are Parent Contact meetings in the Autumn and Spring terms . We encourage all parents to come into the school on open events and parents are always welcome to visit the school. Teachers are very willing and able to discuss your child’s progress if you have any questions or concerns.

School Improvement:

We are proud of our achievements and want to share them with you on a regular basis. Information is uploaded to our website Facebook page and Seesaw about events. However, more detailed information in our standards and quality report is written every

year. This is also available on our website or a hard copy can be requested from the office. We also provide more detail in our school improvement plan. We believe it is important to involve all in the decision-making process of the school and the vision of the school. Parent's views are key and we often invite parents in and ask about your opinions, so please do take part even if it is a small comment or filling in a questionnaire. The more views we can collect, the more we can do to improve!

School Policies:

These provide more detail than the school handbook can and are available from the website or hard copies can be obtained from the office.

School Meals:

All Primary 1, 2, 3, 4 & 5 pupils are entitled to a free school meal. Older children have access to a cooked meal from the school canteen at lunchtime at a cost of £2.40 (price at time of writing).

Children wishing to have packed lunch for dinners can also eat their lunch in the canteen. Breakable bottles and/or flasks are not allowed in school. We request that parents ensure packed lunches are well balanced and healthy please!

The Highland Council operates a `cashless` system for the provision of school meals. Parents are requested to pre-pay money either in advance or into their child's I-Pay account. Cheques should be made payable to "Highland Council."

School staff assist pupils to register their chosen meal on the smartboard daily. After selecting their meal option, they are then given band at lunchtime according to their choice of meal. Money is deducted electronically, by the cook, from their I-Pay account. Menus are sent home on a seasonal cycle or on request at any time. They are also available on the Highland Council website.

If your child has a special diet or any allergies, please inform the school immediately. We request that parents ensure that packed lunches are well-balanced and healthy, with no nut products. If your child wishes to have a packed lunch, then please provide a clearly labelled lunch box and drinks bottle. PLEASE NOTE THAT GLASS BOTTLES, CANS AND HOT DRINKS ARE NOT PERMITTED.

Home lunch pupils need to have written permission by the parent/carer.

Some pupils are entitled to free school meals and/or clothing grants. If you wish to apply for free school meals please use the link below:

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

Morning snack:

Children may have a snack to have at morning break. Please try and give your child a healthy snack and no fizzy drinks! A morning snack can be purchased from the canteen. There is usually a wide range to choose from including toast, fruit, scones, milk and juice. We ask that each child to have a maximum of 50p for morning snack.

Absences/Attendances:

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 **01349 852521**.

Permission to leave during the school day: If a pupil needs to leave during the school day for an appointment etc, pupils need to bring with them a note from a parent or guardian. Pupils must report to the school reception and 'sign out', if returning the same day, they must report again to the reception and sign in. Where at all possible, medical and dental appointments should be made out with school hours.

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

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

When parents are considering whether or not to remove their children from school for a family holiday, they should be aware that such a decision:

- Will result in a significant loss in classroom experience.
- Will result in a pressure to 'catch up' on missed work by pupils.
- Could result in pupils missing assessments with consequential impact on pupils and teachers.
- Could result in the loss of curricular activities.
- Will affect school attendance records and efforts to raise standards of attendance.
- Under the guidance issued at a national level, most family holidays will be coded as unauthorised absence, only in exceptional cases will the absence be recorded as authorised.

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

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

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

Attendance at school is a legal requirement. Children should be in school every day and as a school we celebrate the highest attenders.

In the event of a pupil being absent from school, it is essential that parents/carers phone the school before 9.15am or forward a note to the class teacher explaining the absence. The school will contact home if a child is absent without prior notice. We have a dedicated absence option on our phone system so please do use that.

Attendance at school is a legal requirement. Children should be in school every day and as a school we celebrate the highest attenders. As a school, if attendance drops below 80%, the Head Teacher will contact the parents and request a meeting to discuss the issues. Continued poor attendance will be referred to the Area Education Office and ultimately to the Children's Panel. The school is now required to inform the police after 3 days of absence if we have had no contact from home.

It is important children arrive on time for school. Persistent lateness will be recorded and reported. Parents should put into writing to the Head Teacher requests for leave outwith school holidays.

Punctuality

We aim to achieve a high standard of punctuality and expect all pupils to be on time. Children should not arrive at school before 8.45 am whenever possible as we can only offer very limited shelter for the children. Every child should be in the school playground for the bell ringing at 9.00 am. This allows the classes to settle to learning immediately with no time wasted in the repetition of instructions or distress to the child. If a pupil arrives late for school lunches can be ordered upon visiting the cook in the school canteen on their way to their classrooms.



Complaints and Requests for Service

If a parent has any concerns they should contact their child's Named Person in the first instance, **David Hayes-MacLeod**, (this will usually be the Headteacher in a primary school and Guidance Teacher in a secondary school) or the Senior Management Team for more serious issues.

The school will always endeavour to resolve issues by listening to parents and seeking solutions in partnership. Should a situation not be resolved, parents can contact the Area Manager, **Annika Jansson** at Annika.Jansson@highland.gov.uk

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

Emergency/Early Closure Procedure:



At the beginning of each school year, parents are asked to provide the name, address and telephone number of an emergency contact. Your support in this is very much appreciated so please ensure that you return the relevant forms to school as soon as possible so that we can update records. Also, we understand that details can change throughout the year so please inform us of any changes as soon as possible. Before the onset of winter, parents will receive a letter from the school detailing the closure procedures.

During adverse weather conditions, when the decision has been taken to close the school, the school will appear here: www.highland.gov.uk/schoolclosures. We will also use our own website, Facebook page and Seesaw App to communicate this information.

If you are in any doubt, do not send your child to school during periods of heavy snow.

In the event of the school requiring to be evacuated in an emergency, pupils will be taken to Invergordon Leisure Centre. Fire drills are held every term.



School Fund:

Throughout the year various events such as sales of work, discos, concert etc will be held to help raise money for the school. This money is used to buy educational materials, books, subsidise class outings and transport to and from events.

The account books are always available for inspection by any parent or teacher at any time.

Equality and Inclusion:

For up to date information please see:

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

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

In summary, our activities in school should ensure that we eliminate unlawful discrimination, advance equality of opportunity and promote good relations. Activities should not discriminate against any of the following “protected characteristics:” • Age

- Disability
- Race
- Religion or belief
- sex
- Sexual orientation
- Gender reassignment
- Pregnancy and maternity

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

Mental Health and Wellbeing + sensitive areas of learning:

Staff will support the emotional development and wellbeing of pupils through formal and informal curricular activities. Any concerns about a pupil’s wellbeing can be discussed with the named person. There is a website managed by Highland Council that supports a variety of information relating to mental health and emotional wellbeing that can be accessed [here](#). Schools have access to Highland

Council's Primary Mental Health Worker Service and consultation and advice may be sought if there are concerns that might require more targeted support. Counselling is also available for all pupils from age 10. Information on your school's service can be accessed from your child's guidance teacher. Alternately, there is a completely confidential, online counselling service called Kooth for children and young people from age 10 that can be accessed [here](#). Parents would generally be involved in discussions beforehand, however a young person over the age of 12 can ask for support themselves.

We also believe that areas such as sexual health, drug awareness etc needs to be taught and delivered in a safe, sensitive and well planned and structured way. Parents/carers will be informed of the materials that are to be used well in advance of these lessons in these particular areas. Any request of removal of the child from these sessions needs to be communicated to the Head Teacher where we will then make provision for your child during these sessions.

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.

Mobile Phones



Pupils are not permitted to have mobile phones, either in class or in their school bags. If you wish your child to take a phone to school for use before or after the school day, it must be handed into the class teacher or school office with a signed note giving permission. *The school will take no responsibility for any phones that go missing or are damaged.*

Please note - We do not have the best phone reception within our school building.

Child Protection:

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

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

All agencies involved in Child Protection are obliged to make the welfare of children their paramount consideration and this will be the priority for Education Service staff. Copies of child protection policy guidelines are available from:

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

Leaving Procedures

If your child is leaving the area or moving schools, please inform the school office and class teacher as early as possible. Details of your child's new school and address must be given in order that we can pass on information regarding your child's progress and learning.

Accidents/Illness at School



If your child takes ill in school and we are unable to contact you or your emergency contact, we will keep the child as comfortable as possible. Minor cuts and bruises are dealt with by staff. These are recorded and parents/carers are informed by a note sent home and/or contact at the end of the day. If there are any injuries of a more serious nature, they will be referred to the local doctor's surgery or to the Casualty Department of the local hospital. Parents will always be contacted first, if we consider the injury to be of a serious nature (including head injuries). If there is an emergency, the Head Teacher or, in her absence, an appointed member of teaching staff will take the decision to contact the ambulance service, doctor, etc. or arrange for the child to be taken to casualty. Simultaneously, parents/carers will be contacted.

Medication

Please ensure that the Head Teacher and class teachers are made fully aware of any medical problem from which your child may be suffering. We appreciate that on occasions there is a need for a child to need a dose of medication during the school day. If this is the case for your child please ask at the main office for a medication form which **MUST** be completed before a member of staff can assist your child with the medication. This form will ask for the name of the drug, dosage and time required. All medications are stored in a locked cupboard and paperwork completed if a member of staff administers medication. **CHILDREN SHOULD NOT BE GIVEN MEDICINES TO KEEP OR TAKE INTO SCHOOL THEMSELVES.** You are more than welcome to visit the school to administer the dose yourself.

If your child suffers from asthma or requires an Epi Pen parents must ensure that they have that medication at school. Parents are requested to send an inhaler to school which will be kept in a secure place within the classroom. Please ensure that your child's name is on the inhaler. Your child should inform the class teacher/ PSA when they require the medication.

If you have any concerns about your child's health needs then please communicate this to the class teacher at the earliest opportunity.

Health Care

The School Health Service visits the school regularly. Inspections are carried out, with parental permission only, by the Highland NHS Trust. These medical and dental examinations are conducted on a regular basis and the School Nurse who is available by appointment. The school nurse visits to test the hearing of Primary 1 pupils. All parents are given the opportunity for their child to have dental examinations and tooth varnishing at various times throughout the year.

Currently our P1 and P2 classes regularly take part in tooth brushing after their lunch. If you do not wish your child to take part in this please let the office know.

Extra-Curricular Activities

South Lodge runs several after-school activities either run by our Active Schools Co-ordinator, Jake Williams, or by members of the Parent Council.

Please contact the school for all details of these clubs

Parent Council:



We have a very active Parent Council Committee. The Parent Council meet on a regular basis to discuss school matters. New members are always welcome. The Parent Council is extremely important as it is the “voice” of the parents and carers. Our Parent Council at South Lodge is extremely pro-active and fully involved in the school community.

Office Bearers:

Chairperson: Nicola Tiffin
Vice Chairperson: Betsy Stewart
Secretary: Kayleigh Urquhart
Treasurer: Wendy Riggs

If you wish to contact any member of the Parent Council they are usually found in the playgrounds at drop off time and collection times but can be emailed at **southlodge.primary@highlandpc.co.uk**

Nursery

South Lodge Primary School—Nursery Class

The Nursery is attached to South Lodge School and operates on a full time basis. The Nursery is open from 9.00am until 3.00pm and is staffed by the Early Years Practitioners and Assistants. Since August 2016, South Lodge Nursery has adopted the “flexi” approach to childcare allowing parents to choose how they use their 30 government funded allocation of provision. They may take these hours as they wish over the week.

The Nursery is well equipped, colourful and stimulating and the staff follow the Curriculum for Excellence programme designed to prepare the pupils for admission into Primary 1.

The Nursery class provides pre-school education for 3 and 4 year olds. The space consists of 2 open plan rooms equipped and arranged to meet pre-school educational needs. These include a wipe-clean area for snack, painting, sand/water play, craft activities and a carpeted area for construction, role play and a story/listening corner. The Nursery also makes full use of the school’s gym hall, music room and computer suite. This allows the children to become familiar with the school layout and feel safe and secure within the school environment.



Nursery staff:

Head Teacher: Mr David Hayes-MacLeod

Peripatetic Senior Early Years Practitioner: Mrs Ailsa Sugden

Equity and Excellence Lead Mrs Melanie Nicholson

Early Years Practitioners: Mrs Michelle McCormack
Mrs Mhairi Stirling
Mrs Beth Ross (currently on maternity leave)
Miss Caitlin Mcfarlane
Mrs Gillian Richardson
Miss Dee Banks

Early Years Support Worker: Miss Louise Campbell

Early Years Support Worker: Mrs Jennifer Wilson

Early Years Support Worker: Ms Sarah Mackay

Early Years Support Worker: Miss Becky Thomson

The Nursery has links with other educational and health professionals such as the Community Dentist, Health Visitor, Speech and Language Therapist and Educational Psychologist.

Nursery Times:

Monday—Friday: 9.00am—3.00pm

All children must be brought to the Nursery and collected by a responsible adult over the age of 16 who is known to the child and the staff. Children must be signed in and out every day. Please inform staff of any changes to regular arrangements.

South Lodge Nursery Aims:

We are committed to providing a high-quality education for all our pupils by:

- Providing a safe, happy, well-resourced environment for pre-school children
- Providing a broad range of appropriate experiences for children through play activities
- Delivering pre-school education experiences in line with a Curriculum for Excellence (CfE) and evaluating our provision in line with “How Good is our Early Learning & Childcare.”
- Meeting the National Care Standards for Early Education and Childcare
- Offering parents/carers opportunities to become involved in their child’s progress and development and to regularly inform them of such
- Arranging appropriate professional development and training for all staff

Play

The early years of children’s development are very important. We recognise, value and build on the learning that has already taken place within the family and the community.

Play is natural to children and valued by Nursery staff as a means of extending children’s skills, interests and experiences.

The Nursery provides a setting where constructive play encouraged by staff working as a team, is enhanced with the aid of carefully selected materials and equipment.



Children are offered a wide range of activities, each with an underlying educational purpose



Play...:

- Is activity based learning which stimulates the brain and body
- Provides pleasure and enjoyment which motivates children to persevere, problem solve and concentrate for longer periods of time
- Helps build self-confidence and develops physical, mental and co-ordination skills
- Allows children to tackle new experiences in a non-threatening situation
- Helps children develop their awareness of social interactions and an understanding of how to relate to others
- Provides opportunities for sensory experiences that are the foundation of intellectual development
- Enables children to mimic adult behaviour and develop an understanding of the skills and knowledge required in the adult world
- Provides a wide range of opportunities for developing their language and numeracy skills

Clothing:

You are more than welcome to dress your child in the South Lodge uniform colours however in the Nursery this is not compulsory. Children are best dressed in easy fitting clothes as there are always messy activities on offer. All children must bring a pair of suitable indoor shoes (gym shoes are ideal) and an outdoor jacket.

Illness:

If your child seems unwell, please keep him/her at home. Please let us know by telephone if your child will not be attending nursery. If your child becomes unwell during the session we will contact you by telephone. If we cannot get you then we will ring your emergency contact number. It is important to keep us informed of any changes to your contact details.

Absence from Nursery:

If your child is to be absent, please phone the school on 01349 852521. We also have a dedicated absence line (option 2) where you may leave a message for nursery.

Vaccinations:

Are your child's vaccinations up to date?

Children attending Nursery have more opportunities to come into contact with infections so it is important to make sure that they have been fully immunized. Contact your health visitor or GP for further advice



Nursery Activities:

The following activities are available in the Nursery on a regular basis:

- | | | |
|-------------------------|-----------------------|---------------------------|
| - Books and Stories | - Songs and rhymes | - Energetic physical play |
| - Craft activities | - Jigsaws and games | - Computer activities |
| - Interest/Nature table | - Musical instruments | - Dressing up |
| - Play dough | - Role play | - Sand and Water play |
| - Writing table | - Construction toys | - Small world activities |
- (train sets, dolls house etc)

Profiling and Reporting

We understand that parents and families want to have access to information that allows them to form a clear understanding of how their child is progressing, and the information they need to help them play a key role in their child's education

Throughout the year all staff are involved in recording the children's progress and involvement in nursery activities, through discussion, written observations and by building up examples of work and photographs. This information is saved in your child's profile on Seesaw. Your child's profile is a record which captures the key stages of their learning and development. You are encouraged to look at your child's profile on a weekly basis to keep up to date with what your child is learning about in nursery.

Over the course of your child's time in nursery your child's key worker will set learning targets with the help of your child, we ask that you support your child with their target at home.

Nursery staff also document children's progress by using developmental overviews, this information is also stored in their profile. Please access this information as and when you wish. Should you have any queries or concerns please speak with your child's key worker.

Formal written reports are provided at the end of children's pre-school year and shared with P1 teachers.

Snack

As part of learning about healthy eating, children are involved in choosing and preparing a small healthy snack in accordance with our Healthy Eating policy. All children take part in setting the tables and clearing away. Snacks for the week are listed on the "Weekly Plan" on the parent notice board. Milk, water, fruit and /or vegetables are offered every day. Staff sit with the children during snack providing positive role models for table manners and sharing, and opportunities for developing language and conversation skills.

As a Nursery, we feel it is important to provide a variety of snacks for our children. We do not charge for these, however, if you would like to donate towards Nursery funds then all monies go to supporting children in the Nursery.



If your child has any allergies or requires a special diet, please let us know.

Parents & School in Partnership:

Parent/carers are always welcome in the Nursery and throughout the year there will be formal and informal opportunities for you to visit the Nursery. Parent consultations are provided in the Spring Term to discuss your child's progress with the Nursery staff. However, if you are concerned about anything, or just want a chat about your child, please do not hesitate to talk to us. Once children are settled in the Nursery, we welcome parents as helpers, especially on walks and outings, or sharing particular talents such as music, arts and crafts!!

PEEP Sessions

peep supporting parents and children to learn together

We recognise that parents make a real difference to their child's development.



The Peep Learning Together Programme offers an effective way of helping parents and carers to improve their children's life chances, by making the most of everyday learning opportunities – listening, talking, playing, singing and sharing books and stories together.

Peep helps to support children to make the most of their opportunities, by becoming confident communicators and active learners, ready for school.

Throughout the year we invite South Lodge parents and children to join PEEP sessions. Information is available in the South Lodge Early Learning & Childcare Suite and at the school reception.

Positive behaviour:

In order to encourage positive behaviour we expect the children to follow similar “golden rules” to those in the Primary School.

- Do be gentle • Do not hurt people's feelings
- Do not hurt anyone • Do listen to people
- Do be kind and helpful • Do not interrupt

Please take time to discuss these with your child. We look forward to working with you in partnership for the benefit of your child.

Transition to Primary 1:

To prepare Nursery children for life in the Primary school, a programme of planned activities with the infant classes in terms 3 and 4 enable the children to become familiar with the classroom, other children and the Primary 1 teacher.

Comments and Complaints:

We hope that you and your child will enjoy your time in South Lodge Nursery. Please talk to nursery staff about any concerns or queries you may have. The nursery is registered and regularly inspected by the Care Inspectorate. If you have any concerns regarding the care service you are receiving then please contact the Head Teacher first.

If you are still not satisfied, you may contact: Care Inspectorate, 1st Floor, Castle House, Fairways Business Park, Inverness, IV2 6AA, Tel: 01463 227630.

The Nursery Curriculum:

South Lodge Nursery works in line with the Scottish Curriculum for Excellence (CfE) Early Level Experiences and Outcomes and Framework Guidelines for Children aged 3 to 5 years.

The aim of early education is to help young children to think, become confident, aware, creative and caring with the ability to communicate and relate to their environment and people in it.

In our Nursery we aim to develop and broaden the range of children's experiences in order for them to become "responsible citizens, successful learners, confident individuals and effective contributors," (the four capacities of the CfE). We aim to foster an excitement for school life but also for the children to be confident and capable throughout life.

A typical Nursery school day is a busy, enjoyable and valuable educational experience.

Literacy:

Nursery staff look at the teaching of reading and writing in an informal way. Children become used to seeing their names printed on their pictures or at snack table or on their coat peg. Labelling, having books for reference and story-telling allow children to become used to the printed word. Through making the connections between spoken, written and printed word, children develop their readiness to learn to read.

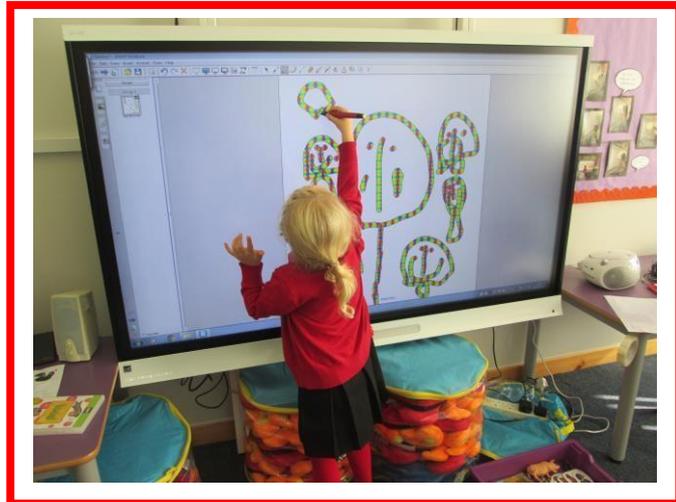


Numeracy:

Opportunities arise for the teaching of Numeracy quite naturally in the daily routine in Nursery. Children are always sorting, matching, selecting and ordering things as they play with materials such as sand, water, bricks and gluing materials. Children also develop early computing skills through using the computers, cameras and programmable toys.

Knowledge of the World:

We help children to become confident and caring towards others and curious about the world around them. This is vital to all other aspects of the children's learning. We build on the language the child has acquired from home and endeavor to extend the range of children's language experience through listening, talking and early reading and writing skills. Staff are sensitive to individual needs and recognise that young children vary greatly in their language abilities. Therefore appropriate planning is carried out with the Speech and Language Therapist and the Additional Support Needs Teacher.



It is important to use the child's own interests and knowledge as a starting point for developing learning. Children are encouraged to be curious and ask questions. A range of skills are developed through investigating, observing, questioning, designing and problem solving.

Health and Well Being:

Children are encouraged to develop an increasing awareness of what their bodies can do, allowing control and confidence to grow during active and energetic play sessions. Play activities help children to develop increasing control of fine movements of their fingers and hands. In turn this will allow them greater opportunities to develop the skills needed to take care of themselves e.g washing and dressing.



