



Thrumster Primary School School Handbook 2026-27



Contact Details

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Thrumster
Caithness
KW1 5SR**

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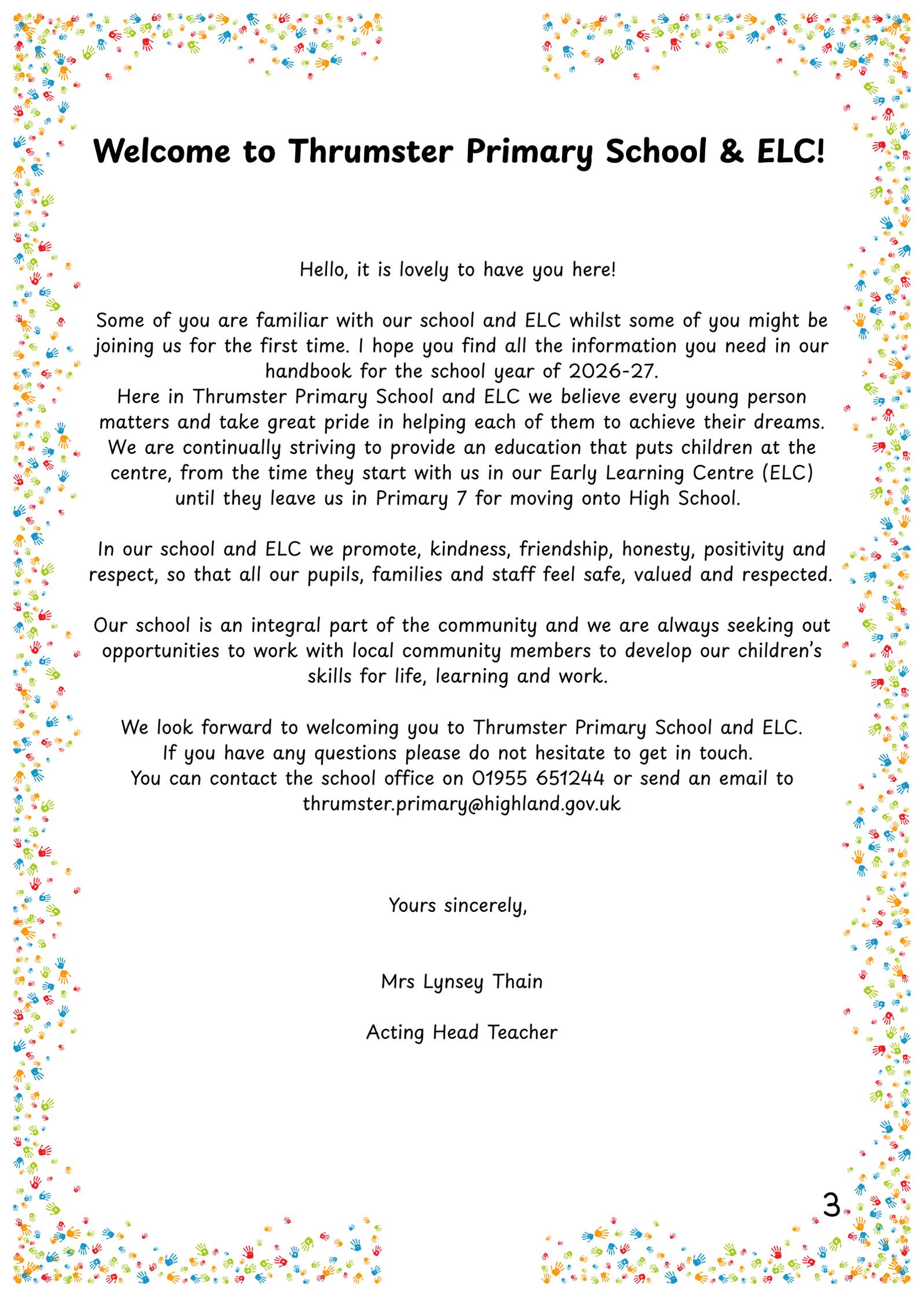
Facebook - Thrumster Primary School & ELC

Head Teacher - Mrs Lynsey Thain (Acting)

School & ELC Role 31 (Nov 2025)

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A decorative border of colorful hands in various colors (red, blue, green, yellow, orange, purple) surrounds the text. The hands are arranged in a pattern that follows the edges of the page, with some hands pointing towards the center.

Welcome to Thrumster Primary School & ELC!

Hello, it is lovely to have you here!

Some of you are familiar with our school and ELC whilst some of you might be joining us for the first time. I hope you find all the information you need in our handbook for the school year of 2026-27.

Here in Thrumster Primary School and ELC we believe every young person matters and take great pride in helping each of them to achieve their dreams. We are continually striving to provide an education that puts children at the centre, from the time they start with us in our Early Learning Centre (ELC) until they leave us in Primary 7 for moving onto High School.

In our school and ELC we promote, kindness, friendship, honesty, positivity and respect, so that all our pupils, families and staff feel safe, valued and respected.

Our school is an integral part of the community and we are always seeking out opportunities to work with local community members to develop our children's skills for life, learning and work.

We look forward to welcoming you to Thrumster Primary School and ELC.
If you have any questions please do not hesitate to get in touch.
You can contact the school office on 01955 651244 or send an email to thrumster.primary@highland.gov.uk

Yours sincerely,

Mrs Lynsey Thain

Acting Head Teacher

Our School Vision, Values and Aims



Vision

In Thrumster Primary School and ELC our vision is:

“Growing our family within our community to empower our learners to be the best they can be.”

*Reviewed June 2023 with pupils, families, staff and partners.

Values

In Thrumster Primary School and ELC our values are:

Respect ~ Friendship ~ Kindness ~ Honesty ~ Positivity

Aims

Joined with our families and community, our aims in Thrumster Primary School and ELC are to:

- Create a welcoming environment, where respect, happiness and empathy are promoted.
- Work together to create a nurturing and inclusive environment to support each individual to reach their potential.
- Use our unique environment and community to provide wide and varied learning experiences.
- Challenge and motivate children in their learning.

Staff in Thrumster Primary School & ELC

Head Teacher

Mrs Lynsey Thain (Acting)

Teaching Staff

P1-4 Class Teachers

Mrs Lynsey Thain, Mrs Claire Sinclair & Miss Lynsey Risbridger

P5-7 Class Teachers

Miss Lynsey Risbridger & Mr Fergus Silverwood

Pupil Support Assistant

Mrs Susan Tucker

ELC Staff

Mrs Donna Anderson, Miss Christina Calder & Miss Gemma Oman

School Clerical

Mrs Sandra Turnbull

Catering Staff

Miss Jennifer Cowie

Janitor

Mr James Munro

Our School Day in Thrumster Primary School



Our school day starts at 9.30am for our P1-7 pupils and finishes at 3pm for P1-3 pupils and 3.30pm for P4-7 pupils.

Children should be dropped off and picked up at the school gate.

Our morning breaktime for P1-7 pupils is from 11am - 11.15am with snack items available from our school canteen. Lunch is from 1pm to 1.45pm. Children can choose to have a school dinner, packed lunch or can go home.

Our ELC day starts at 9.15am and ends at 3.15pm. Children should be dropped off in the ELC garden at the ELC Entrance door. Children do not need to attend the ELC for full time hours.

School Holiday Dates can be found at the following link:

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



Our School

Our School is located in the small village of Thrumster, Caithness on the A99, 4 miles south of Wick.

Our catchment area takes in Thrumster and the surrounding rural areas of Clyth, Ulbster, Sarclet and Tannach.

We always welcome families living outwith our catchment areas who wish their children to attend Thrumster Primary School to visit us and submit an application to the Area Education Office.

The appropriate Placing Request Form can be obtained at the school or from the Highland Council website:

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

The Area Education Manager will then inform families whether a place at the school is available for their child.

Our associated Secondary School is Wick High School, located in the town of Wick.

Head Teacher: Mr S Sandecki
Phone Number: 01955 603333/4

Thrumster Primary School and ELC consists of 2 classrooms, a dining room and an Early Learning Centre, as well as cloakrooms, toilets and school office.



Outside, the children have access to a large grass and tarmac area, a timber trail, a Multi Use Games Surface and a Log Cabin for their use during both class time, free play and break and lunchtimes.

We are also lucky to have a pond and forest area close by our school which we visit on a regular basis to support our outdoor education.



Communication with Families

School & Home Communication

Class teachers regularly update their class blogs with information relating to your children's learning and ways that you can support and reinforce this learning at home on our Just2Easy platform.



We also use J2E to communicate and inform our families about what is happening in school along with posting our newsletters.

If you need to contact your children's class teacher over a non-urgent matter, you can use the messaging tool within the platform. If your matter is important, please contact school in the usual manner to arrange a convenient time for both yourselves and teaching staff to meet and discuss.

Involvement in your child's learning

Over the school year, parents and carers are invited into our school to engage in their children's learning as part of our 'open afternoons'. During these sessions parents and carers can take part in some activities their children engage with in their learning and are also welcome to have tea/coffee and play some games with our pupils in our dining centre.

If you wish to discuss your children's learning in a more formal way, please contact school to arrange a 1-1 appointment.

School Improvement Plan and Standards and Quality Report

Each session we produce a standards and quality report to evaluate our progress and inform our next steps for our School Improvement Plan. Both documents are available for families to read.

Parent Council

We are very lucky to have an active Parent Council who are continually working to improve our school, resources and provide exciting opportunities for our pupils.

We always welcome in new members, please feel free to come along to a meeting!

School Facebook page

We have recently created a new facebook page for school which can be found at:
Thrumster Primary School & ELC.

This is a useful way to share all the opportunities our pupils have been engaging with.

For other useful information for parents on how you can get involved in your child's education, how to support the school, and information on curriculum developments, can all be found on Education Scotland's Parentzone site.

Pupil Involvement

Our school is continually being shaped by taking into account the changes our pupils would like to see. They have opportunities for sharing their ideas and shaping our school through our house teams and committees.

House Teams

When children join our school, they also join a house team and will remain part of this team for their time in Thrumster.

Our House Teams are:



Bruan



Sarclet



Yarrows

Children collect house points on a daily basis. They take part in monthly House Team activities and work in these groups for a variety of other occasions and experiences throughout the year.

Committees

At the beginning of the school year, our pupils choose the committee they would like to be part of for the year ahead.



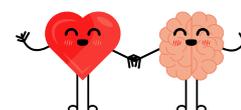
Fun #31s

Our Fun #31 committee is our Children Rights based group. They work together to make sure our school is a safe, fair and exciting place for all our pupils to attend.



JRSO

Our Junior Road Safety Officers work together to promote road safety by empowering pupils to raise awareness of safety issues within their school and local community.



Wellness Warriors

Our Wellness Warriors look after our wellness and promote healthy habits. They also ensure our environment is a healthy and supportive place for our pupils to learn in.

Pupil Profiles



We use our online J2E portfolios to regularly share children's learning and achievements between school and home.

Access codes are given to families from class teachers to enable them to sign up to receive class information and also to see their individual child/ren's progress. Parents are encouraged to comment on their child/ren's learning in a positive manner and to send in information/photos from home to add to their child/ren's portfolios.

We issue an end of session report card in June which gives parents information about how their child is progressing in core curricular areas and where they are in regards to Curriculum for Excellence levels along with 'learning attributes' such as working independently and having confidence.

Teachers can also comment on the other curricular areas and note any particular strengths and areas for developments.

Pupil Behaviour & Bullying

In Thrumster Primary School our ethos is to continually encourage and support our pupils to always be the best version of themselves.

We build this ethos through conversations, being solution focussed and engaging in appropriate programmes to encourage emotional literacy, such as Words Up, Key Messages, Resilient Kids and Rights Respecting Schools and drawing on various partnerships.

We use Class Dojo in school to record house points which are given to pupils when staff see positive behaviour. House points are totalled up at the end of each week during our assembly and our House Team with the most points over a term receive a reward afternoon of their choosing.

We have a Promoting Positive Behaviour Policy in school which is used to ensure our school is a place of mutual respect and trust. We are continually aiming to create a secure and happy environment for pupils and staff and bullying is not tolerated in school.

We ask that parents make us aware as soon as possible if they believe bullying, of any kind, is taking place. We will work with families to find a solution to the problem.

You can view Highland Councils anti-bullying policy here:

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

Our Curriculum



Curriculum for Excellence is Scotland's national curriculum for all children and young people aged 3–18. It aims to give every child the knowledge, skills and confidence they need for learning, life and work.

Through Curriculum for Excellence, children learn in a way that is active, engaging, and relevant to the world around them.

The curriculum is underpinned by their 7 principles of:

Challenge & Enjoyment ~ Breadth ~ Progression ~ Depth ~ Personalisation & Choice ~ Coherence ~ Relevance

The Curriculum covers eight areas of learning: Expressive Arts, Health and Wellbeing, Languages, Mathematics, Religious and Moral Education, Sciences, Social Studies, and Technologies. As well as this, children are also given opportunities to develop their skills for learning, life and work.

More information on how the curriculum is structured can be found here:

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

In Thrumster Primary School, children are taught in multi-composite classes and are always taught at a level that both supports and challenges them and is appropriate to their abilities.

Our goal is to help every child to become a Successful Learner, Confident Individual, Responsible Citizen, and Effective Contributor — giving them the best possible start for the future.

Useful information for parents and how to get involved in your child's education, how to support the school and information on curriculum developments can all be found at Parentzone:

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

The Curriculum for Excellence is structured into levels. By the end of Primary 1, children would be aiming to have achieved Early level, by the end of Primary 4 children would be aiming to have achieved First Level and by the end of Primary 7 children would be aiming to have achieved Second Level. Working in multi composite classes in Thrumster ensures children are always getting the challenge and support they need for their individual needs and learning.

Literacy is vital because it gives children the tools to understand the world around them, communicate with others and express their own ideas clearly. It also builds confidence and supports learning in every other subject.

In Curriculum for Excellence, literacy is separated into 3 main headers:

Reading ~ Writing ~ Listening and Talking.

The teaching of reading begins with children learning phonic sounds and blends in P1.

This input continues until children have a good understanding of these sounds and blends and can use these to support them with sound blending and decoding. We follow the Highland Council Phonic Pathway Progression for the teaching of these sounds.

When children begin reading they are exposed to multiple texts, both fiction and non-fiction, through a range of reading book schemes, including Dandelion Readers, Floppy's Phonics, Ginn Readers, Oxford Reading Tree and Treetops books.

Staff are trained in using Stephen Graham approach to writing and we follow this programme for all our writing inputs from P1 onwards.

All children in ELC and school have daily opportunities for practising their Talking and Listening Skills through activities organised by teachers.

Due to our location, our children are visited by the Wick Library bus each month. This is a wonderful opportunity for them to choose a new book to read in their own time.



We also encourage reading for pleasure through being part of the Accelerated Reading programme and have a goals that children work towards.

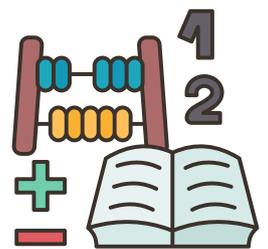
Mathematics & Numeracy

We follow Highland Councils Numeracy progression for all numeracy and mathematics teaching in Thrumster Primary School. This ensures children follow a smooth and coherent learning in their numeracy and maths skills, knowledge and understanding.

Our numeracy and maths learning experiences are activity based, giving children opportunities to get hands on with their learning. Textbooks and workbooks and used to reinforce concepts that have been explored.

Our numeracy and maths teaching is split up into the following 4 groups:

- *Number, money and measurement
- *Shape, position and movement
- *Information Handling
- *Problem Solving involving maths



HEALTH AND WELLBEING

All staff take responsibility for the Health and Wellbeing of our pupils. In our teaching we use a Health and Wellbeing Programme which covers mental/emotional, social and physical health.

Children take part in planned physical education lessons each week. In Primary 4-7, they attend a block of swimming lessons at our local pool in Wick as well as various opportunities provided by our Active Schools Sports Co-ordinator.

We are very lucky in Thrumster Primary School to have large outdoor space at school as well as fantastic outdoor resources in our local community such as a park, a pond and forest area. Teachers plan and carry out learning experiences in these areas for whole school lessons on a regular basis.

Homework



Class teachers will communicate with families and children about homework and the expectations that are set. Homework is only set when it is deemed beneficial to your child's education and learning and is used as a reinforcement tool.

This may consist of phonics, spelling, reading, maths or writing.

In Primary 1-4 homework will be communicated through Homework journals.

Families are encouraged to use the homework journal to communicate with their class teacher around how their child is getting on with work at home.

In Primary 5-7 homework will be communicated through our online platform J2E.

Assessment & Reporting

Here in Thrumster Primary School, we seek to provide information to pupils, parents and staff to assist in the effectiveness of learning and teaching process and in raising attainment.

Teachers will use the assessment process as an evaluative, diagnostic and formative tool to provide evidence of pupil attainment and progress and to inform learning and teaching approaches and pupil targets.

Pupils should view the assessment process as a motivating experience which takes place within the overall context of a supportive school. Pupils should make use of feedback, in all its forms to inform next steps for the improvement of their own learning.

Parents will receive feedback on their child's progress through pupil reports, progress checks, and target setting information.

Pupils will reflect on their progress, achievement and best work on their profiles.

Parents wishing to enquire about a pupil's progress are invited to get in touch with us to arrange a chat.

We also invite families into school for 2 open sessions per year where children share some of the activities they do to explore and learn.



Our Uniform



Our school colours are navy and white and there are a variety of clothing items you can get with our badge embroidered onto them.

Children in the primary school are expected to wear school uniform every day. We encourage pairing our uniform items with smart trousers, skirts and dresses.

Uniform can be ordered from Highland Workwear and InStiches. We would encourage all items belonging to your child to have their name on them as they can often get mixed up!

Children must have a pair of 'indoor shoes' that they can wear in school and ELC.

Many of our ELC children choose to wear our uniform too as it gives them a sense of belonging, but it is not compulsory for pre-school children. Very young children learn by discovery and this can be a messy business, so it is probably wise not to wear 'best' clothes to nursery.



Health Promoting School



As a health promoting school, we encourage pupils, families and staff to think about ways in which they could have a healthier lifestyle. As a school, we encourage families to walk or take part in active travel to school where possible, however recognise the challenges families are faced with, with our rurality, so also suggest 'park and stride' points for parking the car and walking to school within the village.

Our JRSO committee are always looking at ways in which we can make our journeys to school as safe as possible and our Wellness Warriors promote healthy living through fun activities in school for everyone to take part in.

Miss Cowie, our cook, is wonderful and never fails to cook up some delicious lunches for our pupils! Lunches just keep getting better, with better quality food, healthier meals, larger portion sizes and more and better choices.

School Meals for Primary 6 and 7 cost £2.40.

Free meals can be claimed in certain circumstances, for information and an application form please see

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

School Lunch menus can be found at the following link:

https://www.highland.gov.uk/downloads/file/22860/primary_and_early_years_3-choice_menu



Lunches are chosen by the pupils on a daily basis in school, however it is a families responsibility to check through the menu with your child to ensure there is something they will like.

Break time

At break time, children are welcome to bring in a snack from home or they can purchase food from the kitchen.

Available to buy is:

Toast - 15p

Half toasted bagel - 20p

Crackers/Oatcakes & cheese - 20p

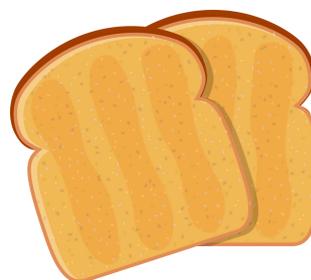
Half piece of fruit - 20p

Full piece of fruit - 35p

Home baking (available 3 times a week) - 25p

Carton of Water - 45p

Cup of Milk - 20p



If a pupil has special dietary needs, please inform the school.

Enrolment and Transitions

Parents are invited to enrol their children each January/February. Advertisements are placed by the local authority in the local press and give details of when and how to enrol.

Children must reach the age of five before the last day of the following February to enrol in P1.



When welcoming new families and children into our ELC, we like to give you plenty opportunities to get to know our setting. Families will be offered some stay and play sessions to help your child get settled before joining us for the start of their time with us. For children who are 3 and over families are welcome to stay or to leave them with us for their taster sessions. Children under 3 must be accompanied by an adult.

As our ELC setting is in school, children have many opportunities to get used to our school and transition is embedded throughout everything we do to make them feel part of the wider school community. Children are involved in house teams, buddy activities and whole school events and outings. When the time comes for them to start their official move into Primary 1, we continue to build on the ongoing transition by adding in visits to their new classroom for them to become familiar with the space.



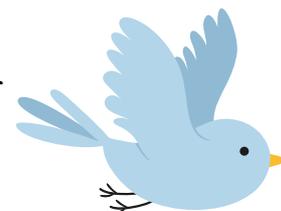
Thrumster is a small school with only 2 classrooms, which means children will spend Primary 1-3/4 in one classroom before moving for P4/7 into another class. We are fortunate that due to our small size, children work together lots throughout the year and are very familiar with each other and the other staff in school, meaning this transition is normally very smooth for all our pupils. During Term 4 children will get more transitions into their new classroom to help with familiarity.

And suddenly it's time for High School. Our feeder High School is Wick High School, located just 4 miles away in the town of Wick.

We recognise that going from a small country school to a large secondary school can be a big step for our pupils and we do everything we can to make this as smooth and supportive as possible. Children take part in a range of activities with pupils from our Associated Schools Group over Term 3 and 4 to build up relationships and a bigger friendship group for going to High School.

During Term 4 our Primary 7s go on a residential trip with other rural country schools in the area. Along with other rural schools we have a familiarisation half day in Wick High School along with 2 full transition days with all Primary 7 pupils.

There are also opportunities for parents/carers of our Primary 7 pupils to meet the Head Teacher, staff and see around school.



Religious and Moral Education

Normally all children will receive Religious and Moral Education but should any parent wish to have their child withdrawn, they are asked to contact the Head Teacher in order that provision may be arranged to withdraw their child.

Pupils celebrate and mark special occasions throughout the year in which many are of Christian beliefs.



Additional Support for Learning

Class Teachers in conjunction with Additional Support for Learning Teachers, monitor the progress of pupils with additional support. The needs of such pupils are generally catered for within the normal curriculum but with specialist advice and support as required. If necessary, a child's plan may be put in place to help plan, organise, monitor and regularly review a child's progress. Parents and pupils will be involved in these procedures and in reviews. More information can be found about the Highland Council model for support and child's plans at:

http://www.highland.gov.uk/downloads/file/230/highland_practice_model_-_delivering_additional_support_for_learners
<https://thrivingfamilies.org.uk/>

Sometimes a Children's Service Worker will be involved in supporting a child. A Children's Service Worker will generally focus on more social and emotional needs rather than issues about the curriculum or classroom learning. They:

- Work in collaboration with the support team in school.
- Work to support families in their own communities.
- Work with individual pupils and small groups - offering a further level of support.

Parents/Carers will always be involved in discussions about any additional support being suggested for their child and any need that may be identified within the school.

We would seek to work in partnership with parents at all times, but sometimes you will have a concern that you don't feel is being addressed, or will want to talk to someone out with the school. Should you have any concerns that your child's additional needs are not being met, you should contact your child's named person in the first instance and/or the Headteacher - Mrs L Thain. If your concerns continue, there are a number of means of resolving difficulties and disputes and information on this can be found at:

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

Parents wishing to enquire about a pupil's progress or have concerns about their progress are invited to get in touch with Mrs L Thain and a meeting can be arranged at a convenient time for both the family and school.



Support for Pupils

Here are some links to useful sites which offer support for your children.

Enquire

The Scottish advice and information service for additional support for learning.

[Enquire - The Scottish advice service for additional support for learning](#)

My Rights, My Say

An advocacy and advice service for young people over 12 with additional support for learning.

[My Rights, My Say](#)

Scottish Independent Advocacy Alliance

An advocacy service to support parents and children.

[Home - Scottish Independent Advocacy Alliance](#)

Scottish Child Law Centre

An organisation providing free legal advice to young people.

[Free Expert Legal Advice | Scottish Child Law Centre](#)

Attendance & Absence

Good attendance is vital if pupils are to achieve their full potential. If a pupil is absent from school, a parent or guardian should phone the school on the first day of absence, on the school number 01955 651244 or send their teacher a message on J2E.

If a pupil needs to leave during the school day for an appointment, parent/carers must contact school and let teachers know.

Where at all possible, medical and dental appointments should be made outwith 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/carers 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.

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

In conclusion, we would ask parents to be aware of these considerations when making decisions on planning holidays during term time. Please see the calendar below to show school term dates for the 2026/27 session.

Highland School calendar 2026/27 Please note - Dates may be subject to change

August 2026							September 2026							October 2026							November 2026												
WK	Mo	Tu	We	Th	Fr	Sa	Su	WK	Mo	Tu	We	Th	Fr	Sa	Su	WK	Mo	Tu	We	Th	Fr	Sa	Su	WK	Mo	Tu	We	Th	Fr	Sa	Su		
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37	31																							50	30								
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17	12	13	14	15	16	17	18	22	17	18	19	20	21	22	23	26	14	15	16	17	18	19	20	30	12	13	14	15	16	17	18		
18	19	20	21	22	23	24	25	23	24	25	26	27	28	29	30	27	21	22	23	24	25	26	27	31	19	20	21	22	23	24	25		
19	26	27	28	29	30			24	31							28	28	29	30					32	26	27	28	29	30	31			

School holidays School days
In-service days

School Improvement

The school was last inspected by HMI in October 2019. Inspection information for the school can be found at;

<https://educationinspectorate.gov.scot/inspection-reports/find-an-inspection-report/?viewResultsFor=schoolsOrganisations&orderAlias=relevance>

Information regarding the school's performance at local and national level can be found at; https://scotland.shinyapps.io/sg-primary_school_information_dashboard/

This year, the schools is focusing on certain key priorities in their School Improvement Plan as follows;

*Curriculum Rationale Refresh

*Outdoor Learning



Mental Health & Wellbeing

Staff will support the emotional development and wellbeing of pupils through formal and informal curricular activities. Any concerns about a pupil's wellbeing can be discussed with the named person.

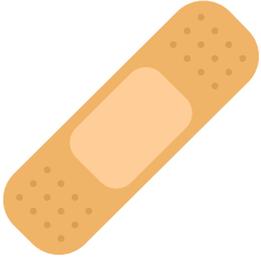
There is a website managed by Highland Council that supports a variety of information relating to mental health and emotional wellbeing that can be accessed [here](#). Schools have access to Highland Council's Primary Mental Health Worker Service and consultation and advice may be sought if there are concerns that might require more targeted support.

Counselling is also available for all pupils from age 10. Information on your school's service can be accessed from your child's guidance teacher.

Alternately, there is a completely confidential, online counselling service called Kooth for children and young people from age 10 that can be accessed [here](#).

Parents would generally be involved in discussions beforehand, however a young person over the age of 12 can ask for support themselves.

Health Care / Accidents and Incidents / Medicine



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

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

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

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

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

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

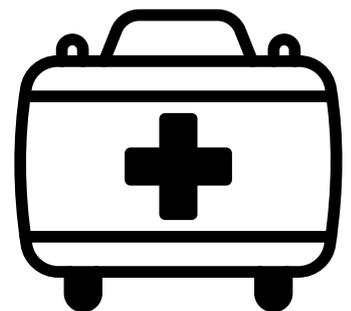
Where appropriate, we will make arrangements for staff providing healthcare to pupils to receive appropriate training from a health professional, or other accredited source in the care they are providing.

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

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

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

·As far as possible prescriptive medication should be given at home by parents/carers. If it is required to be given in school, the medication should be unopen, clearly marked with the directions from the pharmacist and administered as part of an agreed medical protocol.



Emergency Contacts

Any changes to landline or mobile phone numbers, addresses or e-mail addresses need to be communicated to the school immediately so that we can always contact families/emergency contacts in the event of a child becoming ill or if school needs to close due to severe weather, powercuts etc.

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Concerns & Complaints

If parents/carers have any concerns about their child's progress or anything they wish to discuss they should contact the school as soon as possible and make an appointment to talk to the Head Teacher or appropriate Class Teacher or EYP. We will always endeavour to resolve issues by listening to parents and seeking solutions in partnership.

Should a situation not be resolved, parents can contact our
Area Quality Improvement Manager.
Katherine Van Voornveld ~ katherine.wood@highland.gov.uk

Please note that transport is not a school responsibility and any queries should be emailed to school.transport@highland.gov.uk.

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School Policies

We have a range of policies in Thrumster Primary School which we follow. Some of these include 'Learning, Teaching and Assessment', 'Promoting Positive Behaviour' and 'Child Protection'. There can be found on our school website. You can also request an electronic copy or a hard copy by contacting school.

A list of Highland Council authority policies can be found here:

<https://www.highland.gov.uk/info/893/schools-general-information/29/school-policies-procedures-and-guidelines>

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Child Protection

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

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

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

COPIES OF CHILD PROTECTION POLICY GUIDELINES are available from Thrumster Primary School and ELC or on <https://hcpc.scot/wp-content/uploads/2024/09/Highland-Child-Protection-and-GIRFEC-Guidance-2024-FINAL.pdf>

Equality & 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 Thrumster we always, eliminate unlawful discrimination, advance equality of opportunity, and promote good relations.

Activities never 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. Staff and our Fun #31s committee are always ensuring the school has our children at the heart of everything we do.

To find out more about this and the rights for all children in Scotland, you can access information [here](#).



Adverse Weather & School Closures



If school has to close for any reason, families will be updated on our J2E platform as well as our Facebook page. Parents can also listen to MFR to hear school closure updates and visit the Highland Council school closures webpage. This page is updated daily at 8am.

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

The dial-in service has been withdrawn by Vodafone and is no longer available.



Employment of Children

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

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 Thrumster

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.

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

Data Protection / Pupil Records

Access to Pupil Records

The Pupils' Educational Records (Scotland) Regulations 2003 extend to parents the right of access (with certain specific exceptions) to any record held by the Authority in relation to their child. Parents may make application to the Headteacher.

Data Protection Legislation

Information on pupils, parent and guardians is stored on a computer system and may be used for teaching, registration, assessment and other administrative duties. The information is protected by data protection legislation and may only be disclosed in accordance with the codes of practice.

Transferring Educational data about pupils

The Scottish Government and its partners collect and use information about pupils through the Pupil Census to help to improve education across Scotland. This note explains why we need this information, how we use it and what we do to protect the information supplied to us. Further information can be obtained from <http://www.gov.scot/Topics/Statistics/ScotXed>.

Data about pupil preferred routes, preferred occupations and anticipated school leaving date is also collected from S3/S4 to support planning for leaving school. This information is shared with Skills Development Scotland. Further information about 16+ Data can be found here: [16plus Planning | Hi-hope](#)

Data policy

Information about pupils' education is collected through our statistical surveys in partnership between the Scottish Government and Local Authorities through the ScotXed Programme which aims to help schools and Local Authorities by supporting efficient collection, processing and dissemination of statistical information. The Scottish Government then provides analysis of the data to support research, planning, management and monitoring of education services as well as to produce National Statistics publications.

Education data within Scottish Government is managed effectively by secure systems and is exploited as a valuable corporate resource, subject to confidentiality restraints. As part of its data policy, Scottish Government will not publish or make publicly available any information that allows individual pupils to be identified, nor will data be used by Scottish Government to take any actions in respect of individuals. Data is held securely and no information on individual pupils can or would be made publicly available by Scottish Government.

The individual data collected by Scottish Government through the Pupil Census is used for statistical and research purposes only.

Information on why we collect data about pupils and who we share this data with can be found in Highland Council's Privacy Notice which is available here:

https://www.highland.gov.uk/directory_record/1095920/enrol_your_child_at_a_school

Why do we need your data?

In order to make the best decisions about how to improve our education service, Scottish Government, education authorities and other partners such as the SQA and Skills Development Scotland need accurate, up-to-date data about our pupils. We are keen to help all our pupils do well in all aspects of school life and achieve better examination results. Accurate and up-to-date data allows us to:

- Plan and deliver better policies for the benefit of all pupils.
- Plan and deliver better policies for the benefit of specific groups of pupils.
- Better understand some of the factors which influence pupil attainment and achievement.
- Share good practice.
- Target resources better.
- Enhance the quality of research to improve the lives of young people in Scotland.

Your data protection rights

The collection, transfer, processing and sharing of ScotXed data is done in accordance with data protection legislation. We also comply with the National Statistics Code of Practice requirements and other legislation related to safeguarding the confidentiality of data. Data protection legislation gives you the right to know how we will use your data. This note can give only a brief description of how we use data. Fuller details of each individual ScotXed survey, including the purpose of each and the published data, can be found on the ScotXed website

<http://www.gov.scot/Topics/Statistics/ScotXed/SchoolEducation>

Scottish Government works with a range of partners including Education Scotland, Skills Development Scotland and the SQA. On occasion, in order to help meet our aim of improving the life of young people in Scotland, we may make individual data available to partners such as the National Registers of Scotland to carry out research relating to the national population census and also academic institutions and organisations to carry out additional research and statistical analysis to meet their own official responsibilities. Any sharing of data will be done under the strict control of Scottish Government, and will be consistent with our data policy. This will ensure that no individual level data will be made public as a result of the data sharing and that these data will not be used to take any actions in respect of an individual. Decisions on the sharing of data will be taken in consultation with relevant colleagues and individuals within and outwith Scottish Government. At all times pupils' rights under the Data Protection Act and other relevant legislation will be ensured.