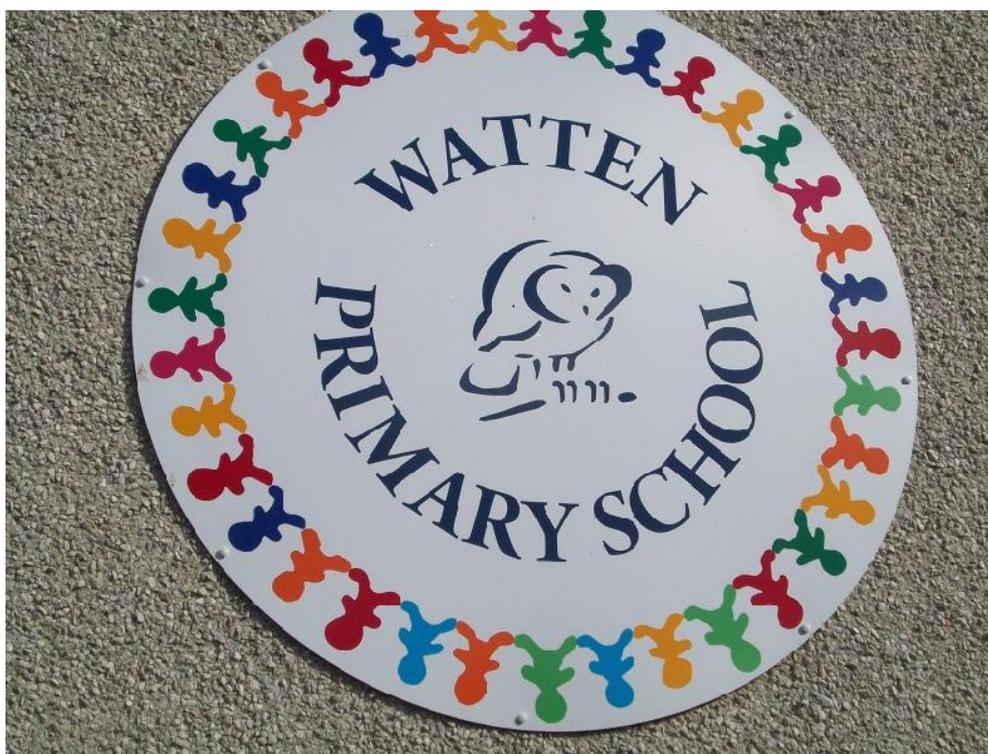


# Watten Primary School Handbook 2026-2027



## *Contact Detail*

Watten  
Wick  
KW1 5YJ

[Watten.primary@highland.gov.uk](mailto:Watten.primary@highland.gov.uk)  
<https://wattenprimary.wordpress.com>

Acting Head Teacher  
Miss Lynne Swanson  
School role - 32 Jan 2025

## *Welcome to Watten Primary School*

The purpose of this brochure is to offer parents information and advice relating to the school and to familiarise them with names and roles of adults with whom their child is likely to come into contact during the school session.

If, after reading this, you have any questions and/or suggestions please do not hesitate to get in touch. We are always looking at ways to improve communication with parents.

Watten School is an integral and important part of the community involving the children in the life of the immediate and wider environment. Just as we attempt to involve ourselves in the community, we make every effort to encourage the community to be involved in the school. We welcome suggestions as to how these links can be further extended.

We appreciate the interest, co-operation and commitment of parents to the education of their children and welcome them along with friends and other interested members of the community to participate in informal functions held in the school and community throughout each session.



Watten Primary School  
Watten  
Wick  
Caithness  
KW1 5YJ

Email : [watten.primary@highland.gov.uk](mailto:watten.primary@highland.gov.uk)

Website- [Watten Primary | Welcome to our school website](#)

Tel: 01955 621 287

Acting Head Teacher Miss L Swanson

## GENERAL INFORMATION

Watten Primary School is a non-denominational rural primary school, with a current school roll of 30 children serving an area of approximately 4 miles in radius from the village of Watten.

Our pupils are currently taught within a P1-3 and a P4-7 composite class.

The school building comprises of 3 classrooms (1 of which is currently used as a teaching and learning room by our Additional Support for Learning teacher, our Pupil Support Assistant and our pupils); our 'grey' room that offers a break out and sensory space for learners; our communal dining room; a PE hall and a large foyer area. Outside, there is an area of tarmac, trees and grass on which pupils play.

There is also a garden area which we encourage pupils to become involved in improving and in which pupils have planted more trees and successfully grown their own potatoes.

Watten Primary is a successful, caring, village primary school where we value our local community and the important part our pupils play in it.

We recognise that Watten Primary School exists in a fast and changing world. We believe we have a key responsibility to equip our young people to take a full place in this changing world where new technologies will daily create new challenges and opportunities. Young people of the future will need many different competencies: to be flexible, to be able to access new skills and knowledge, to take charge of their own learning,

to work in teams, to cope with change, to be assertive and to make the best use of their potential.

### **Vision**

Through our values: *we are guiding and encouraging to believe and achieve*

### **Values**

respect

teamwork

kindness

happiness

hardwork

confidence

### ***Our Aims***

- To provide a safe, nurturing and happy learning environment with wide and varied learning experiences utilising/ making the most of the unique environment.
- To value, respect and include everyone promoting teamwork and skills for life.
- To provide an engaging, challenging and creative curriculum (supporting) enabling all children to reach their potential.
- To develop relationships with children, parents, partners and the community to provide opportunities for all learners to achieve

Reviewed June 2023 (pupils, parents, partners and staff)- Values updated October 2025 with Vision and Aims currently under review.

*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. December 2025.*

*As we strive to ensure all the information you require is included in this handbook, we welcome feedback from parents. If there is something*

*which you need to know and you can't find here, please let us know so that we can improve this handbook.*

## **EQUALITY AND INCLUSION**

Watten is an Equal Opportunities School and as such we strive to ensure our activities eliminate discrimination.

Our Equality and Diversity Policy can be found on our school website.

In summary, our activities in school should ensure that we:  
Eliminate unlawful discrimination, advance equality of opportunity, promote good relations. Activities should not discriminate against any of the following 'protected characteristics' age, disability, race, religion or belief, sex, sexual orientation, gender reassignment, pregnancy and maternity.

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

For up-to-date information please see:

[http://www.highland.gov.uk/info/751/equality\\_diversity\\_and\\_citizenship/313/equal\\_opportunities](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/>

## **COMMUNICATION**

At Watten, we pride ourselves on fostering positive relationships with families and, as far as possible, maintaining an 'open door' approach for parents. We are committed to providing a warm and welcoming school environment and strive to build open and honest relationships with all parents and carers. Parents are welcome to meet with staff or the Headteacher at a mutually convenient time to discuss any matters. If a parent has any concerns regarding their child's welfare at any time, we encourage them to make an appointment with the Headteacher.

Information about your child's learning is shared regularly via Class Dojo.

Termly newsletters and notes home keep parents informed of key events and school news. Each year, we host open afternoons and open assemblies, during which pupils showcase and share their learning with their families.

Throughout the academic year, we seek parental views through questionnaires, open events, and Parent Forum meetings. Regular consultation meetings between staff and parents usually take place twice a year, with additional meetings arranged if required. A written report is sent home in the summer term

## **PARENTS/GUARDIANS/CARERS AS PARTNERS**

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/>

## **PARENT COUNCIL**

All parents are welcome to become members of Watten Parent Council. Meetings are held termly. Current office bearers are:

Chairman	Mr Ben Budd
Secretary	Mrs Sarah Henderson
Treasurer	Mrs Gillian Barnestone
Miss L Swanson	Acting Head Teacher      Tel: 01955 621287 (Present on advisory capacity)

Our Parent Council can be contacted by sending an e-mail to their e-mail address [wattenprimarypc@gmail.com](mailto:wattenprimarypc@gmail.com) or passing a sealed envelope to the school office which will be passed to the Parent Council.

The money raised is controlled by the Treasurer who is appointed annually at the September A.G.M. The accounts are ratified before this meeting.

## **COMPLAINTS**

If you have any complaint about anything pertaining to the school please contact your child's Named Person, Miss Lynne Swanson, Acting Head Teacher in the first instance. You can do this in writing, by telephone or in person, but please call to make an appointment first if you can. Any complaint will be dealt with as quickly as possible. We endeavour to resolve issues by listening to parents and seeking solutions in partnership as we value good relationships with all parents. Should a situation not be resolved, parents can contact Katherine Van Voornveld, Area Quality Improvement Manager, Katherine.wood@highland.gov.uk. Telephone Number: 07345750430

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.

Parentline Scotland is the national helpline providing advice and support for anyone caring or concerned about a child. [www.children1st.org.uk](http://www.children1st.org.uk) tel. 0800282233

## **ENROLMENT and TRANSITIONS (INCLUDING TRANSFER TO HIGH SCHOOL)**

Information and enrolment forms for starting Primary 1 can be found at [www.highland.gov.uk/schoolenrolment](http://www.highland.gov.uk/schoolenrolment)  
For children commencing P1 in August, details of enrolment procedures usually appear in the local press early in the spring term. When enrolling your child for school you should have your child's birth certificate for documentary details. A school handbook will be issued at this time and any questions or queries can be answered.

Children can be enrolled into school during the course of the school year by telephoning the school to arrange a suitable appointment.

The new intake will visit the infant class on mornings in Term 4 May/ June and our P1 teachers will visit the children in Nursery on a regular basis over the course of terms 2 and 3 to support a smooth transition into Primary 1.

The new entrants are admitted at the beginning of the autumn term when they attend school on a full time basis.

For children starting P1 or indeed moving from class to class we strive to make the transition as smooth as possible. We have sessions for children to meet their teacher and their new classmates. This also allows children the opportunity to familiarise themselves with the layout of the classroom. These visits usually happen in term 4.

Transfer at the end of P7 is normally to Wick High School. Transition to Thurso High School involves parent's completing a placing request form. Every effort is made to ensure a smooth transition. Liaison between the Primary and Secondary School is encouraged in accordance with National Guidelines.

There are several opportunities for the primary children to meet some of the Secondary School Staff. At present in the summer term the appropriate guidance staff member visits Watten School to meet P7 pupils.

The P7 pupils are invited to make a half day visit along with their peers from other rural primary schools and they have 2 full day visits to the High School and follow a normal working day timetable before entering Secondary School. Additional visits to view the building and to meet some of the staff can be held before the 2 transition days in June if it is felt that this would be useful.

In the case of children with Additional Support Needs transition arrangements start earlier depending on the child's need.

There is normally a planned session for Parents of P7 pupils at the High School in Term 4.

**ADDRESS:** Wick High School  
Newton Road  
Wick  
KW1 5SA

**Telephone:** 01955 603333/4

**RECTOR:** Mr S Sandecki

## PLACING REQUESTS – PARENTAL CHOICE

Each school serves its own particular catchment area. Pupils whose homes are located in that area will have priority in being allocated a place in the school. However, parents have the right to specify the school in which they wish to place their child. An application must be made to The Katherine Van Voornveld, Area Quality Improvement Manager, Katherine.wood@highland.gov.uk.

Placing request applications are made online at:

[https://www.highland.gov.uk/info/878/schools/887/enrol\\_your\\_child\\_for\\_school/2](https://www.highland.gov.uk/info/878/schools/887/enrol_your_child_for_school/2)

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

Transportation to and from school, for placing request pupils, is a parental responsibility.

If pupils live outwith the school catchment area and their parents wish them to attend Watten School, they can contact Miss L Swanson at the school to arrange a visit.

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

Additional information can be found at

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

N.B. The following information is correct at this time but open to alteration.

See

[https://www.highland.gov.uk/info/878/schools/32/school\\_term\\_dates](https://www.highland.gov.uk/info/878/schools/32/school_term_dates)

for term dates

# Term Dates 2026 - 2027

## 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
32						1	2	37		1	2	3	4	5	6	41				1	2	3	4	45							1
33	3	4	5	6	7	8	9	38	7	8	9	10	11	12	13	42	5	6	7	8	9	10	11	46	2	3	4	5	6	7	8
34	10	11	12	13	14	15	16	39	14	15	16	17	18	19	20	43	12	13	14	15	16	17	18	47	9	10	11	12	13	14	15
35	17	18	19	20	21	22	23	40	21	22	23	24	25	26	27	44	19	20	21	22	23	24	25	48	16	17	18	19	20	21	22
36	24	25	26	27	28	29	30	41	28	29	30					45	26	27	28	29	30	31		49	23	24	25	26	27	28	29
37	31																							50	30						

December 2026							January 2027							February 2027							March 2027										
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
50		1	2	3	4	5	6	2					1	2	3	7	1	2	3	4	5	6	7	11	1	2	3	4	5	6	7
51	7	8	9	10	11	12	13	3	4	5	6	7	8	9	10	8	8	9	10	11	12	13	14	12	8	9	10	11	12	13	14
52	14	15	16	17	18	19	20	4	11	12	13	14	15	16	17	9	15	16	17	18	19	20	21	13	15	16	17	18	19	20	21
1	21	22	23	24	25	26	27	5	18	19	20	21	22	23	24	10	22	23	24	25	26	27	28	14	22	23	24	25	26	27	28
2	28	29	30	31				6	25	26	27	28	29	30	31									15	29	30	31				

April 2027							May 2027							June 2027							July 2027												
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		
15					1	2	3	4	19						1	2	24								28					1	2	3	4
16	5	6	7	8	9	10	11	20	3	4	5	6	7	8	9	25	7	8	9	10	11	12	13	29	5	6	7	8	9	10	11		
17	12	13	14	15	16	17	18	21	10	11	12	13	14	15	16	26	14	15	16	17	18	19	20	30	12	13	14	15	16	17	18		
18	19	20	21	22	23	24	25	22	17	18	19	20	21	22	23	27	21	22	23	24	25	26	27	31	19	20	21	22	23	24	25		
19	26	27	28	29	30			23	24	25	26	27	28	29	30	28	28	29	30					32	26	27	28	29	30	31			

School holidays	School days
In-service days	

## TIMES

THE SCHOOL DAY			
<b>INFANTS</b>			
P1-3	9.00am-12.30pm	lunch break	1.15pm-2.30pm
<b>PRIMARY 4-7</b>			
P4-7	9.00am-12.30pm	lunch break	1.15pm-3.00pm
Mid morning break 10.35-10.50am			

Children are encouraged to bring a water bottle for use in class. There is also water available at interval or lunch for those who provide a non-glass drinking bottle.

Children should not arrive at school before 8.45a.m. Unless they have been asked to do so for a special event.

Children arriving later than 09.05 should press the visitors' button to gain access to the school.

Any parent or other visitors to the school outwith these times will have to press the visitors' call button and wait for the door to be released.

## **LUNCH and BREAK**

Highland Council Catering Team produces a 4 week menu which offers a well-balanced and healthy range of foods. Lunch, which is cooked on the premises, is served in the dining room and supervised by a member of staff. Children may also bring a packed lunch to school. In the interest of safety, drink glass containers are not permitted. We encourage healthy eating in school. Children should not bring fizzy drinks to school and sweet foods should be kept to a minimum.

School lunches cost £2.40 per day.

Copies of the Lunch Menu can be obtained from the school office or they can be found at: [School meals | School meals | The Highland Council](#)

Should you think you may be entitled to free school meals, application forms are available from the school or they can be found at:

[http://www.highland.gov.uk/info/899/schools -  
\\_grants and benefits/10/free school meals and assistance with cloth  
ing](http://www.highland.gov.uk/info/899/schools_-_grants_and_benefits/10/free_school_meals_and_assistance_with_clothing)

Primary 1-5 pupils will receive Free School Meals. More information can be found using the link

[http://www.highland.gov.uk/downloads/file/12301/free\\_school\\_meals f  
rom january 2015 for primary 1 to 3](http://www.highland.gov.uk/downloads/file/12301/free_school_meals_from_january_2015_for_primary_1_to_3)

Children may purchase toast-15p, small piece of fruit 15p, half toasted bagel -20p, crackers/oatcakes and cheese (2) – 20p, home baking – 25p, cup of milk- 20p, bottled water -30p from our cook at break time.

Alternatively, they may bring their own snack and drink. We ask that parent's provide healthy snacks and drinks.

## TRAVEL

Free transport to school is available for children living within the delineated area of the school if they are under eight years of age and live more than two miles from the school or if over eight years of age and living more than three miles from the school. However, they may be expected to walk part of the distance to and from the school transport to a convenient pick-up point. Transport application forms are available from the school or by contacting the Transport Development Officer, Highland Council, Glenurquhart Road, Inverness, IV3 5NX, or [public.transport@highland.gov.uk](mailto:public.transport@highland.gov.uk).

## CLOTHING

Children are expected to wear uniform on a daily basis. This helps develop a sense of identity with the school. We encourage children to wear navy, black or grey trousers or skirts and navy-blue sweatshirts/fleeces/hoodies or cardigans and sky blue polo shirts and T-shirts with the school badge printed on the front. Reversible jackets and woolly hats with the school badge can also be ordered

School uniform can be ordered from

<https://schoolwearnadeeasy.com/collections/watten-primary>, or

Highland Workwear – [www.highlandworkwear.uk/](http://www.highlandworkwear.uk/) or

[www.wicklaundry.clothesrail.co/](http://www.wicklaundry.clothesrail.co/) . Prices are available on these sites.

Pupils are expected to have indoor shoes and suitable clothing for gym and swimming. Indoor shoes and gym shoes should have owner's name clearly written inside, these may be the same pair of shoes for PE as for indoor use. Please ensure your child's name is clearly marked on their clothing and shoes as this helps lost property be returned to its owner.

**Outdoor Clothing-** please provide children with a jacket/coat which is waterproof and warm as the children are outside during the day. Remember the weather can change significantly between 9.00 and 3.00 so it is important to be prepared. Wellie boots are super for winter.

If you are entitled to a clothing grant, application forms are available from the school or you can access the information at [http://www.highland.gov.uk/info/899/schools -  
\\_grants and benefits/10/free school meals and assistance with cloth  
ing](http://www.highland.gov.uk/info/899/schools_-_grants_and_benefits/10/free_school_meals_and_assistance_with_clothing)

## PE KIT

Appropriate clothing would be a cotton T- shirt, shorts/ trackies and trainers or gym shoes. In the interests of safety jewellery is not allowed to be worn during P.E. Children should have a P.E kit in school on a daily basis.

## HEALTH

### Administration of Medicines

The Scottish Government provides national guidance on giving medicines in school. This guidance helps ensure that all children and young people in Highland schools get the healthcare support they need.

Children have the right to good health and to share their views about their healthcare. Plans for each child will take account of medical advice, the child's views, and, when appropriate, their parent's views. NHS Highland, Highland Council and school staff work together to provide the support pupils need.

We will work with pupils and parents/carers to meet healthcare needs in school and make reasonable adjustments where required. Staff who support medical needs will receive training when necessary. Intimate care will be given respectfully and with regard to children's privacy and dignity.

### Medication in School

If your child needs medication during the school day:

Staff can only give medication when parents/carers provide clear written instructions, including:

- the medicine's name
- the dose
- the time it should be given

Wherever possible, medication should be given at home.

Medicine given in school must be unopened, clearly labelled with pharmacist instructions, and part of an agreed medical plan.

Please keep the school updated about any medical conditions your child has, and tell us if anything changes.

Medication may be:

- kept by pupils (e.g., inhalers for older children),
- locked in the school office.
- 

A record is kept of any medication given at school. Parents are responsible for checking that medication kept in school is in date.

Minor injuries are dealt with in school. If a child needs medical attention, we will try to contact parents before taking them to Caithness General Hospital, Wick. Injuries will be reported to parents, and an accident and injury record will be given to parents. A copy of the accident form will be kept in school for recording and auditing purposes.

Health Information and School Nurse

The School Nurse visits occasionally. Primary 1 pupils receive a medical check-up, and parents are informed and invited to attend.

Each September, parents receive a copy of the information held on the school's SEEMiS system. Please check, update and return this so our records stay accurate. Inform the school of any changes to your address, family circumstances or anything that may affect your child.

We also keep emergency contacts for every child—please ensure these are always up to date.

Children who travel by bus or taxi must provide the name and address of someone living near the school who can look after them if the school closes suddenly due to bad weather or transport problems.

## **HEALTH PROMOTING SCHOOL**

As a Health Promoting school we also encourage pupils, staff and parents to think about healthier lifestyles. Healthy living is a regular topic in classes. We value all the activities that make up a healthy and happy community.

## **Mental Health and Wellbeing**

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

## **ATTENDANCE**

Good attendance is vital if pupils are to achieve their full potential.

Schools are required by law to keep an attendance register and therefore parents are required, in line with Highland Council Policy, to contact the school on your child's first day of absence by 9.30am, or by 1.45pm if the absence is for the afternoon only.

As we have a responsibility for the care and welfare of all pupils during the school day, we need to know the whereabouts of absent pupils, in order for us to know they are unable to attend school. If we have not heard from you by 10.30a.m/1.45pm; the school will telephone you to discuss your child's absence.

Children are expected to be punctual and absences should be intimated to the School either by letter or telephone. On return to school children should bring a note, signed by a parent or guardian to explain their absence.

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

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

Medical and dental appointments should be made outwith the school day where possible. When it is necessary for children to be removed during the school for a medical or dental appointment then the school should be advised in advance. Parents must not remove a child from school without informing staff.

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

### **Administration of Medicines**

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

<https://www.gov.scot/publications/supporting-children-young-people-healthcare-needs-schools/>

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

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

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

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

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

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

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

- The name of the medicine, the quantity of the medicine to be given, the time it has to be given.
- As far as possible prescriptive medication should be given at home by parents/carers. If it is required to be given in school, the medication should be unopen, clearly marked with the directions from

the pharmacist and administered as part of an agreed medical protocol.

### **Minor injuries**

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

## **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 or neglect.

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. This might involve information being passed to other agencies without immediate reference to pupils' parents or guardians.

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

More information about Child Protection Procedures within Highland can be obtained from the *Resource Manager, Mrs Linda MacLennan- Shareef, Telephone: 0800 0938100.* Or online at <https://hcpc.scot/wp-content/uploads/2024/09/Highland-Child-Protection-and-GIRFEC-Guidance-2024-FINAL.pdf> -

## **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:

[www.highland.gov.uk/downloads/download/19/employment\\_of\\_children](http://www.highland.gov.uk/downloads/download/19/employment_of_children)

## CLUBS AND ACTIVITIES

### SWIMMING

During the year some children go swimming in Wick Swimming Pool, (this is usually for P4-5 stages but others can be included if they are in the same class). Any child unable to attend swimming lessons through illness must bring a note.

### Lunchtime Clubs

Across the academic year there will be opportunities for children to engage in lunch time activities such as lego club, chess club and comic club. Highlife Highland work closely with our school to provide some further lunchtime activities and games at various points across the academic year.

### Community Clubs

Staff will use Dojo to share relevant information with families about events, clubs and activities in the local area. If you require information about activities please contact the school.

[Active Schools](#) run various events for children and young people out with school hours. More information can be found at [as Active Schools](#).

### **Family Learning and Parent / Carer Voice**

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:

Dojo allows parents and teachers to communicate directly and is used by most parents to keep up to date with their child's progress and to ask quick questions. Teachers use this to share the learning of children with their families as well as let parents know of upcoming events and school news.

**Pupil Profiles** show children's progress in their learning and are stored within the Dojo platform. Children share their learning via this platform with their parents.

**High Quality Assessment Tasks** show key pieces of assessment.

**Shared Learning Opportunities – in terms 2 and 3** there are opportunities for parents to come in to school and share in their child's learning. In term 4 a **Summary Report** is issued near the end of the school year and there is an opportunity to meet teachers. It is a short report which summarises all the information in the Pupil's Profile.

Parents may request to meet with their child's class teacher at any point over the school year.

### **Parent / Carer Voice**

There are many ways parents can share the wider learning and get involved in what is happening in the school.

**School News** – the school uses Dojo to communicate regularly with families. Messages about school and wider community events will be posted for all families to see.

**Parent Council and Parent Forum** - All parents, who have a child in Watten School are part of the Parent Forum and are invited to attend the AGM held each year. The Parent Council is elected from this body and meets regularly throughout the year. If you wish to raise something with the Parent Council, you can contact them using the e mail address [wattenprimarypc@gmail.com](mailto:wattenprimarypc@gmail.com)

**Parent Helpers** are welcomed to support Parent Council organised events and a wide range of other activities run in the school.

**School Website** - <https://wattenprimary.wordpress.com/> gives information for parents

**Excursions** - Opportunities are provided for pupils to take part in as many excursions as possible as part of their education. All excursions are Risk Assessed in advance. Parents are sent details of local excursions and for longer trips, permission return slips are issued.

**Parent / Carer's Opinions** – We try to gather information from parents about the quality of our service, by sending home short questionnaires/gathering views during open sessions and via parent meetings. We also seek your opinion on matters in discussions with your representatives on the Parent Council.

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.

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

## CURRICULUM

A Curriculum for Excellence is based on the values of-

**Wisdom**  
**Justice**  
**Compassion**  
**Integrity**

And the purpose of ensuring pupils become-

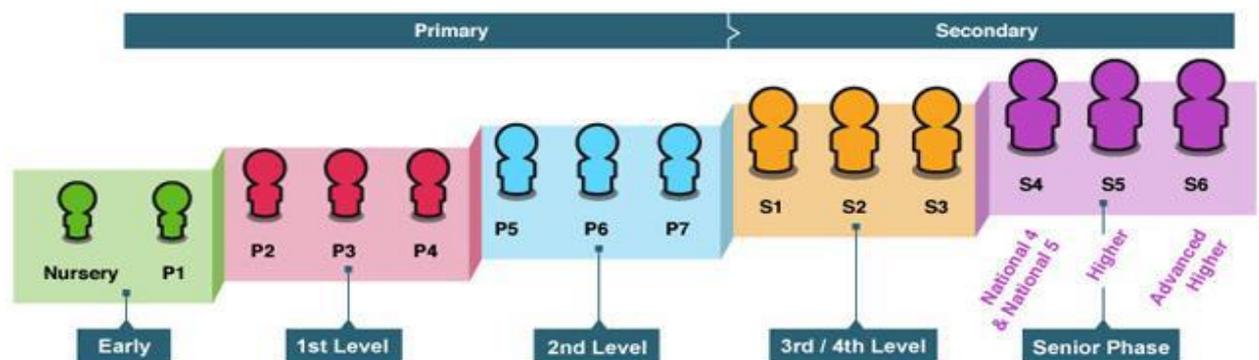
**Successful Learners**  
**Confident Individuals**  
**Responsible Citizens**  
**Effective Contributors**

It is based on the Seven Principles and Eight Curricular Areas

The Seven Principles-	The Eight Curriculum Areas-
<p>All learning must take account of these principles:</p> <ul style="list-style-type: none"> <li>● Challenge and Enjoyment</li> <li>● Breadth</li> <li>● Progression</li> <li>● Depth</li> <li>● Personalisation and Choice</li> <li>● Coherence</li> <li>● Relevance</li> </ul> <p>This is to ensure children's development is useful and meaningful</p>	<p>Containing a range of subjects:</p> <ul style="list-style-type: none"> <li>● Expressive Arts (art, drama, dance and music)</li> <li>● Health &amp; Wellbeing (personal, social &amp; emotional health &amp; PE)</li> <li>● Literacy &amp; English (reading, writing, listening and talking)</li> <li>● Numeracy &amp; Mathematics (Number Work, Problem Solving)</li> <li>● Religious and Moral Education (Religions, values</li> </ul>

	<p>and beliefs)</p> <ul style="list-style-type: none"> <li>• Sciences (understanding our planet)</li> <li>• Social Studies (Scotland and the World: past, present and future)</li> <li>• Technologies (Food, design &amp; computing)</li> </ul>
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Progress levels are banded as follows-



The statements of experiences and outcomes describe national expectations of learning and progression from the early to the fourth curriculum level during the period from early years to the end of S3

Crossing all curricular areas, we try to give the children the skills they need for **Learning, Life and Work**

These include the **Higher Order Thinking Skills** of Remembering, Understanding, Applying, Analysing, Evaluating and Creating.

We also work to develop children's **Personal, Interpersonal, Employability, Leadership, Self-management and Co-operation Skills.**

You can find out more about Curriculum for Excellence using the Parentzone link - <https://education.gov.scot/parentzone/>

When we plan to teach sensitive aspects of learning such as health related topics including relationships, sexual health and parenthood we will inform parents in advance using the usual classroom communication methods.

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

We try our best to make use of the outdoor and local environment as much as possible within the scope of our funding for travel. We welcome visitors into the school to enrich our curriculum.

In P7 we offer the pupils an opportunity to participate in a residential trip to Fairburn Outdoor Centre with pupils from other rural primary schools where the emphasis is on team building and adventurous activities.

There may be a wide range of abilities within each class and consequently children may be grouped as a class, part of a smaller group or as an individual for different areas of the curriculum. All children develop at different rates and we place great emphasis on taking children on from where they are. It follows also that there will be a variety of teaching techniques, whereby a teacher may work with individual or with a group within a class, the whole class or as mixed groupings.

The statements of experiences and outcomes describe national expectations of learning and progression from the early to the fourth curriculum level during the period from early years to the end of S3

<u>Level</u>	<u>Stage</u>
Early	the pre-school years and P1 or later for some
First	to the end of P4, but earlier or later for some
Second	to the end of P7, but earlier or later for some
Third & Fourth	S1 to S3 but earlier for some

As you can see children will not progress from one level to another over one year. Some children will attain a level earlier than stated above. Some for many reasons will not attain the level within these years.

It is important to remember that children progress according to their own ability and needs.

Parents will be informed in advance that sensitive areas of learning such as sexual health and drugs will be taught and will be able to discuss this with their child's class teacher should they wish.

## ASSESSMENT

As a 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.

Class teachers assess work carried out in class on a continuous basis. This assessment process is used as an evaluative, diagnostic and formative tool to provide evidence of pupil attainment and progress and to inform learning and teaching and pupil targets.

We use High Quality Assessments periodically throughout the year which demonstrate breadth of learning which requires the learner to draw on a range of learning from a number of Experiences and Outcomes across different organisers

demonstrate challenge which promote higher order thinking skills

demonstrate application of learning in new and unfamiliar situations.

Pupils should use the assessment process to motivate them in their learning within a supportive environment. This should inform next steps for the improvement of their own learning. Children are involved in self-assessment of their work and reflect on this in regular learning conversations with their teacher.

Children in P1, P4 and P7 undertake the Scottish National Standardised Assessments. For further information, see the website

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

We are continually sharing information with parents throughout the year about your child's learning and progress, and providing opportunities to review their learning and we will also issue a short summary report in June each year.

The open sessions we provide throughout the year are for sharing your child's learning with them and talking to the teacher about this learning.

We issue a summary report on pupils learning in the summer term.

If you have any concerns about their progress, you can contact the class teacher for a short confidential meeting at any time.

## ATTAINMENT

Our school attainment data can be found within our Standards and Quality Report which is on our school website.

Data for schools in Scotland can be found at <https://education.gov.scot/parentzone/my-school/school-information->

[dashboard/](#), however where pupil numbers are small this can affect what is published.

Reports on inspections carried out by Education Scotland Inspectors can be found at <https://education.gov.scot/inspection-and-review/find-an-inspection-report/find-an-inspection-report/>

## **ADDITIONAL SUPPORT**

All children need support to help them learn. Some children require more help than others

Class teachers, in conjunction with Additional Support Needs 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:

[Support for Learners Website  
http://enquire.org.uk/](http://enquire.org.uk/)

Information can also be found at <https://hcpc.scot/wp-content/uploads/2024/09/Highland-Child-Protection-and-GIRFEC-Guidance-2024-FINAL.pdf>

If you think your child may have additional needs please contact the Head teacher. If you would like more information on this subject you can get more information and advice at

[http://www.highland.gov.uk/info/886/schools\\_-\\_additional\\_support\\_needs/1/support\\_for\\_learners](http://www.highland.gov.uk/info/886/schools_-_additional_support_needs/1/support_for_learners)

Sometimes a Children's Service Worker will be involved in supporting a child. They will generally focus on 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.

Highland Council 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 Head Teacher Mrs L Mackay. 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](http://www.highland.gov.uk/info/886/schools_-_additional_support_needs/1/support_for_learners)

For young people with severe and complex needs, there are Enhanced Provisions for pre-school and primary aged pupils in Mount Pleasant Primary School in Thurso and Newton Park Primary School in Wick. Placements may be offered on a full or part-time basis.

For young people with neurodevelopmental/social communication difficulties, there are two SCOPE provisions (Social Communication Provision for Education); one in Miller Academy Primary School in Thurso and one in Noss Primary School in Wick. SCOPE offers support for primary-aged pupils through providing a 'split placement' with the young person's local mainstream school. Through providing targeted, individualised support, this enables young people to access education in their local school.

Applications for specialist provision can be made to the Admissions Group. Parents/Carers can speak with the Named Person or Lead Professional about making the application.

[http://www.highland.gov.uk/downloads/file/230/highland\\_practice\\_mod  
el - delivering additional support for learners](http://www.highland.gov.uk/downloads/file/230/highland_practice_model_-_delivering_additional_support_for_learners)

[Home - Thriving Families](#)

Organisations which provide advice, further information and support to parents of children and young people with ASN are:

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

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

<http://enquire.org.uk/myrightsmysay/>

(c) [Scottish Independent Advocacy Alliance](#), an advocacy service to support parents and children

(d) [Scottish Child Law Centre](#), an organisation providing free legal advice to young people

## **WORKING WITH PARENTS/CARERS/GUARDIANS**

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, Open Sessions, Information on the school website and information shared via 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 and encouraging responsibility are important ways of supporting children's learning. A positive, supportive approach will help to build your child's self-confidence and self-esteem. Talking to them about their experiences will stimulate their interest and encourage them to try new ideas

### **Visits to School**

Parents are always welcome in school to discuss any aspects of their child's educational experience. It is helpful to the smooth running of the school if appointments can be arranged with the school office. Parents should not visit the class teacher during the school day unless this has been pre-arranged.

A security system is in operation and all visitors can access the school by ringing the visitor's bell at the main entrance.

## How Parents Can Support Their Child in School.

Parents are invited to attend a range of school events such as sports day and concerts. The school issues regular news/information letters and strives to keep parents well informed about what's happening in school.

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/>

## PROMOTING POSITIVE BEHAVIOUR

Emphasis is on everyone showing courtesy and respect to each other and being kind and caring.

A verbal reminder of this is usually all this is required but sometimes we need to have a discussion with pupils to support the repair of any harm caused. Exploring how our actions have made others feel and considering how we can make things better and what alternate ways we could have acted.

This school takes a positive approach to behaviour: **we believe in recognising and rewarding good behaviour.**

In some circumstances we may have to call on the support of parents in order to work together on the solution.

Highland Council's behaviour policy will be made available to all parents and anyone who wishes to discuss any aspect of the policy should contact the head teacher.

We do not tolerate bullying in school. All reports of bullying will be investigated and parents of the children involved will be contacted. We follow Highland Council's Positive Relationships and Bullying Prevention Policy and Guidance: bullying- guidance for schools

[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)

Should you have any concerns about your child's well-being please contact the Head teacher Miss L Swanson.

The school has achieved its bronze Rights Respecting Schools award and is working towards gaining our silver award in session 2024-2025.

## **CELEBRATING SUCCESS**

We celebrate success in a variety of ways both within the classrooms and as a whole school.

It can range from academic success in reading, writing, maths and other curricular areas; individual or team sporting success which happen in school or successes in art or music competitions. We actively encourage children to participate in community and charity events which take place in and out of school.

We encourage good manners and good behaviour in and out of school and celebrate when children make improvements in these important features of their development.

Celebrating success in the classroom can be done in a manner of different ways, some examples are

- Positive written or oral comments given to children
- Stickers/ stampers used to reward good work
- Certificates given to celebrate success. These may be presented at assembly.
- Children achieving table points or individual points for good work or good behaviour

Within the school we celebrate success at assemblies, through our wall display and in newsletters which go home to parents.

## **PHOTOGRAPHY PROCEDURES**

Photographs may be taken within school or at school related events for following main purposes:

enrolment/registration  
teaching and learning

assessment  
staff development  
publicity and promotion  
identification and security  
recording of events

The school recognises the issues of child protection and personal privacy around photography and follows Highland Council's Photography Procedures for Schools which is aimed at safe guarding pupils.

Photographs may be taken by school staff, by the press, by commercial photographers or by parents.

It is important to be aware that the press and other media retain the copyright to their photography. Also when class or group photographs are taken by a commercial agency, copyright is retained by the photographer.

Where practical we will strive to allow photographs to be taken by parents and guests at school events. Please note parents are only allowed to post photographs of their own child/children on social media.

Parents will be issued with a form seeking written consent with regard to photography at the time of enrolment. This consent will be valid for their child's time in Watten School unless parents contact the school to change the detail of their consent.

## SCHOOL IMPROVEMENT STRUCTURE

Our School Improvement Plan for session 2024-2025 and a summary of this document can be found on our website at [Watten Primary | Welcome to our school website](#)

## STANDARDS AND QUALITY REPORT

This report has sections to highlight our

- ❖ Vision and Values
- ❖ A summary of what we do well and what we need to work on in each of the Core areas of our practice which are

This document and a summary of it can be viewed at [Parent Information | Watten Primary](#)

Our latest HMIE report can be viewed at

<https://education.gov.scot/inspection-and-review/find-an-inspection-report/find-an-inspection-report/details?id=5110>

## POLICIES

Available from the school:-

- Learning and Teaching Policy
- Anti-Bullying
- Promoting Positive Behavior
- Child Protection Policy
- Equality and Diversity
- Chromebooks- terms and conditions
- ICT- Acceptable use Policy

Highland Council Policies may be viewed at [Search policies and guidance | School policies, procedures and guidelines | The Highland Council](#)

## PUPIL VOICE and SCHOOL ACTIVITIES

Our pupils say that:

- The teachers in Watten School are kind, helpful and supportive.
- Everyone knows everyone
- Everyone is friendly
- The school meals are good.

### Pupil Council

Watten School has a pupil council. This is a group of pupils who meet with the teaching staff to discuss the life of the school and how things could be made better for the pupils. This is the vehicle we use to get the views of the pupils on a range of subjects. Each class from P1-7 has a representative who has the responsibility of gathering the views of the class, take notes at the meetings and sharing the minutes of the meetings.

### Eco Committee

The Eco Committee comprise representatives from P1-7. The committee meet regularly over the year under the guidance of Mrs J Henderson. The committee who have achieved a bronze award from Eco Schools Scotland are now aiming for a silver award.

### JRSO

Our Junior Road Safety officers are pupils from P1-7 and they work with the support of staff to encourage pupils to be aware of their safety. They organise competitions to promote road safety messages.

### FLAG

The Food for Life Action Group are pupils from P1-7 who meet regularly over the course of the year to encourage healthy eating.

### Buddy System

The school operates a buddy system where the older children are encouraged to develop supportive relationships with the younger children, Children engage in buddy activities over the course of the year.

### Sports

Sports day is an annual event organised by children and staff. Parents are invited to attend. Children take part in a variety of sporting events over the year including hockey, football and Highland Games.

Older pupils represent their school in the Rural Schools Highland Games the Rural Schools Sports.

### Educational Visits

Opportunities are provided for children to take part in educational visits and excursions. These vary in type according to the age, stage and studies of the children.

### Caithness Music Festival

Watten Primary participates in the Caithness Music Festival in June every year with each class taking part in a group entry. Children are also given the opportunity to enter solo sections.

### Instrument Tuition

Currently through Highland Council's Instrumental Tuition Service children may have access to tuition for brass or wind instruments or chanter. There is no charge for this tuition.

### **LINKS**

We work closely with Highland Council Active Schools co-ordinator to offer pupils a range of sporting opportunities such as rugby and Highland Games.

Highland Council Ranger Service provide support in the areas of plant and animal lives.

We welcome community members to school events and are keen to participate in community events.

We work closely with our Community Council and support their annual Scotland in Bloom work.

### **LIBRARY**

We are very fortunate to have a library in school thanks to a legacy from the late Miss B. Angus.

The Mobile Library calls at the school every third Wednesday and the children may borrow two books per three weeks.

### **SCHOOL EXPECTATIONS**

School expectations are kept to minimum and exist to ensure the safety of the children and to prevent bullying. We, staff and pupils, agree that bullying, in any form will not be tolerated. Bullying must be reported to the Head Teacher in order that the incident can be investigated and the appropriate action taken.

No child is allowed outside the school grounds at any time, unless with the express permission of the Head Teacher, or to return home for lunch.

We expect everyone to be-

Gentle

Kind and helpful

Honest

Respectful

To work hard

**Absence** - Please ring the school between 8.30am - 9.30am if your child is unable to attend school for all or part of the day. On return to school a note must be brought explaining the child's absence. Any child needing to attend the dentist, optician etc. should try to obtain appointments outside the school hours. However, as this is not always possible it would be appreciated if the school was informed before hand.

Due to recent Government regulations all absences are recorded as either authorised/unauthorised and these figures used to set targets to minimise levels of absence. Absences are recorded as unauthorised when no explanatory note is given to the school.

Taking a child on holiday during school term is now an unauthorised absence. Removing children from school during term is disruptive to the continuity of their education. School holiday dates can be obtained from the school office or can be found at [https://www.highland.gov.uk/info/878/schools/32/school\\_term\\_dates](https://www.highland.gov.uk/info/878/schools/32/school_term_dates)

## **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](#)

## EMERGENCY PROCEDURES & CLOSURES

The previous dial-in phone service to inform parents of school closures has been withdrawn by Vodafone. Instead parents can obtain information on the Highland Council school closures webpage <http://www.highland.gov.uk/schoolclosures>

This is in addition to Class Story on Dojo, that will be used to notify parents of any school closure.

## INCLEMENT WEATHER

In the event of school transport not appearing to uplift children normally provided with transport due to bad weather conditions then these children ought to remain at home. Any parent taking a child to school will be responsible for collecting him/her and should leave a note of where contact can be made should it become necessary to put the child home early. (See Guidelines at end of handbook)

In case of an emergency (e.g. early closure due to inclement weather, accident etc.) the school must have the name and address of someone in the village (if possible) who can be responsible for your child until you yourself can collect him/her.

Parents of children who use school transport will be telephoned before they are sent home to make sure there is actually someone at home. If there is no reply then the child will be sent to their emergency address.

Details of school closures can be found at <http://www.highland.gov.uk/schoolclosures>

We also use Dojo to update families on school closures.

### Appendix 1: Guidelines for Parents/Carers

#### TRAVELLING TO SCHOOL DURING ADVERSE WEATHER

It is the responsibility of parents or carers to decide if a pupil should attempt to travel to school, by transport or on foot, in adverse weather conditions. The Council encourages full attendance at school, but in severe weather conditions the safety of pupils is much more important. Parents and pupils are often concerned that important examinations may be missed, but this should not over-ride good judgement.

**The school updates its procedures for adverse weather closure annually, therefore**

- **parents** should advise schools of an alternative address, as close as possible to the school, which may be used by their children in emergencies

- **the school** will advise parents of normal local arrangements for school transport and any special arrangements in the event of adverse weather
- **the school** will establish a system of communication with parents and local transport operators and ensure that parents are fully informed of any revised arrangements

### The Highland Council website

The Council's webpage <https://www.highland.gov.uk/schoolclosures> will be updated with information for individual schools.

### When weather conditions are poor

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

BBC Radio Highland | Nevis Radio | Lochbroom FM | Moray Firth Radio (<https://hellorayo.co.uk/mfr/>) | Radio Wester Ross

Please do not telephone local Radio for advice but listen to appropriate broadcasts.

### For pupils using school transport

- Parents should note that the final decision on whether it is safe to operate rests with the driver of the school transport vehicle. Therefore there may be occasions on which a school is open but some routes, or parts of routes, are unable to operate.
- Parents should advise their children on how long they should wait at the pick-up point for their transport. This will depend on the prevailing weather conditions and the availability of shelter at the pick-up point. During adverse weather conditions no pupil is expected to wait longer than twenty minutes past the normal "pick-up" time.
- Morning journeys may be delayed by an hour if road conditions are unsafe at the normal journey time but have improved within the hour. Before pupils return to a pick-up point parents should check for

updated messages from their school. Please note that for some routes the transport operator may contact the parent directly.

- Drivers are advised not to drop off children where there is a risk that they may not safely reach home or other place of shelter. This may involve children being taken to an alternative place of safety, agreed in consultation with the school.
- Where parents are concerned about weather conditions at “drop-off” points, they should contact the school as early as possible

**Please note: when weather conditions are poor, parents should ensure that children are met at the “drop-off” point, especially where public service transport is used.**

**Please remember if in doubt, don't send them out.**

## PUPIL RECORDS

### Access to Pupil Records

The school pupil records (Scotland) Regulations 1990 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 Head Teacher.

### Data Protection Act 1998

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 the data Protection Act 1998 and may only be disclosed in accordance with the codes of practice. Further information can be obtained from and the published data, can be found on the ScotXed website <http://www.gov.scot/Topics/Statistics/ScotXed/SchoolEducation>

### 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.

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 - <http://hi-hope.org/directory/listing/16plus-planning>

### **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

### **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.

### Your data protection rights

The collection, transfer, processing and sharing of ScotXed data is done in accordance with the Data Protection Act (1998). We also comply with the National Statistics Code of Practice requirements and other legislation related to safeguarding the confidentiality of data. The Data Protection Act 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 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.gsi.gov.uk](mailto:ScotXed@scotland.gsi.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.

**STAFFING**      **Session 2025- 2026**

**Head Teacher**   Miss L. Swanson (Acting)

**P 4 - 7**              Miss K Omand

**P 1, 2 &3**          Mrs J Henderson

**Additional Support for Learning Teacher**      Mrs H Ellis- Tuesday  
**CCR - ART Teacher**                                      Mrs B Beaumont

**NON TEACHING STAFF**

Pupil Support Assistant              Miss R Gunn  
Pupil Support Assistant              Mrs C Ronald  
Pupil Support Assistant              Ms A Coghill

Clerical Assistant                      Mrs S Turnbull  
Cook    Mrs D Liston  
School Cleaner                          Miss N Jenkins

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