

Tain Royal Academy School Handbook 2026 - 2027

TRA



School Term Dates – information can be found here

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

Please note - Dates may be subject to change

Highland School calendar 2026/27

November 2026						
WK	Mo	Tu	We	Th	Fr	Sa Su
45						1
46	2	3	4	5	6	7 8
47	9	10	11	12	13	14 15
48	16	17	18	19	20	21 22
49	23	24	25	26	27	28 29
50	30					

October 2026						
WK	Mo	Tu	We	Th	Fr	Sa Su
41				1	2	3 4
42	5	6	7	8	9	10 11
43	12	13	14	15	16	17 18
44	19	20	21	22	23	24 25
45	26	27	28	29	30	31

September 2026						
WK	Mo	Tu	We	Th	Fr	Sa Su
37		1	2	3	4	5 6
38	7	8	9	10	11	12 13
39	14	15	16	17	18	19 20
40	21	22	23	24	25	26 27
41	28	29	30			

August 2026						
WK	Mo	Tu	We	Th	Fr	Sa Su
32						1 2
33	3	4	5	6	7	8 9
34	10	11	12	13	14	15 16
35	17	18	19	20	21	22 23
36	24	25	26	27	28	29 30
37	31					

March 2027						
WK	Mo	Tu	We	Th	Fr	Sa Su
11	1	2	3	4	5	6 7
12	8	9	10	11	12	13 14
13	15	16	17	18	19	20 21
14	22	23	24	25	26	27 28
15	29	30	31			

February 2027						
WK	Mo	Tu	We	Th	Fr	Sa Su
7	1	2	3	4	5	6 7
8	8	9	10	11	12	13 14
9	15	16	17	18	19	20 21
10	22	23	24	25	26	27 28

January 2027						
WK	Mo	Tu	We	Th	Fr	Sa Su
2					1	2 3
3	4	5	6	7	8	9 10
4	11	12	13	14	15	16 17
5	18	19	20	21	22	23 24
6	25	26	27	28	29	30 31

December 2026						
WK	Mo	Tu	We	Th	Fr	Sa Su
50		1	2	3	4	5 6
51	7	8	9	10	11	12 13
52	14	15	16	17	18	19 20
1	21	22	23	24	25	26 27
2	28	29	30	31		

July 2027						
WK	Mo	Tu	We	Th	Fr	Sa Su
28				1	2	3 4
29	5	6	7	8	9	10 11
30	12	13	14	15	16	17 18
31	19	20	21	22	23	24 25
32	26	27	28	29	30	31

June 2027						
WK	Mo	Tu	We	Th	Fr	Sa Su
24		1	2	3	4	5 6
25	7	8	9	10	11	12 13
26	14	15	16	17	18	19 20
27	21	22	23	24	25	26 27
28	28	29	30			

May 2027						
WK	Mo	Tu	We	Th	Fr	Sa Su
19						1 2
20	3	4	5	6	7	8 9
21	10	11	12	13	14	15 16
22	17	18	19	20	21	22 23
23	24	25	26	27	28	29 30
24	31					

April 2027						
WK	Mo	Tu	We	Th	Fr	Sa Su
15				1	2	3 4
16	5	6	7	8	9	10 11
17	12	13	14	15	16	17 18
18	19	20	21	22	23	24 25
19	26	27	28	29	30	

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WELCOME TO TAIN ROYAL ACADEMY

Fàilte gu Acadamaidh Rìoghail Bhaile Dhubhthaich

Tain Royal Academy is a rural state comprehensive secondary school, located in the north of Scotland. We have a pupil roll of around 500 and a staff of around 60. At Tain Royal Academy our values – **Trust, Respect** and **Ambition** - are central to our work. All young people are allocated to a House Group - Duthus, Garrick or Struy.

We try and make extensive use our social media channels such as Facebook and our school website to communicate with parents/carers and share the many successes of our young people. We welcome feedback on how we can do this even better!

We trust your child will have an enjoyable and successful time in the school. Please remember that if you have any concerns, the first point of contact will be your child's Guidance Teacher. Our Senior Management Team (Depute Head Teachers and Head Teacher) will also be available to support you. Your child will have a Year Head – one of our Senior Managers – and again, this would be a good contact to have. We will always endeavour to serve your child and yourselves to the best of our ability. If you have any questions, please get in touch.

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This handbook will provide the basic information required by parents and carers and will emphasise our desire to create an ethos in which we both support and challenge all pupils to realise their potential in every aspect of school life. We expect young people to be **respectful, responsible, and ready to learn**. We emphasise the importance of establishing a purposeful, working atmosphere where pupils feel safe, valued and secure. In doing so, we recognise that we are involved in a partnership with parents, carers, and the wider community. We cannot achieve our aims without your support, and it is in that spirit that we invite you to enrol your child at our school.

Parts of this handbook are currently under review; they will be updated once confirmed as we take account of our move the new school building during 2026.

We trust your child will have an enjoyable and successful time in the school. We will always endeavour to serve your child and yourselves to the best of our ability. If you have any questions, please get in touch.

Contact Details:

Tain Royal Academy Head Teacher: Mr Darren Jarvie
Address: Scotsburn Road
Tain
IV19 1PS
Telephone Number: 01862 892121
Absence Number: 01862 890900
Email: tainroyal.academy@highland.gov.uk
Website: www.tainroyalacademy.org.uk
(our website is currently under review)

Our Current Roll

Tain Royal Academy: The current school roll is 487 pupils

S1	S2	S3	S4	S5	S6
95	95	88	91	67	51

Our projected roll for 2026-2027 is 520

Associated School Group

Tain Royal Academy accepts pupils from our associated school group primaries:

Craighill Primary School, Tain	<i>(soon to merge in new school)</i>	01862 892663
Knockbreck Primary School, Tain	<i>(soon to merge in new school)</i>	01862 892272
Inver Primary School, Inver		01862 871431
Tarbat Old Primary School, Portmahomack		01862 871536
Hilton of Cadboll Primary School, Hilton		01862 832272
Hill of Fearn Primary School, Fearn		01862 832257
Gledfield Primary School, Ardgay		01863 766580
St Duthus School		01862 894142

NB: The catchment area for the provision of Gaelic Medium Education is currently under a statutory review process.

Our History

Ar n-Eachdraidh

Although most of the handbook looks to the future, it is only right that we acknowledge our debt to the past.

As you might expect in a town with a long ecclesiastical history, Tain has been an important educational centre for many centuries. There are references, for example, to an “old” schoolhouse adjacent to the Collegiate Church of St Duthus in the late 16th century.

Tain Royal Academy owes its origins to a meeting in Richardson’s Coffee House in London on June 6th 1800 when a number of “noblemen and gentlemen” resolved to establish an Academy in their home area. Funds were raised and a Royal Charter was granted in 1809 establishing the right to build the first Academy on the Scottish mainland north of Inverness. A rector and an assistant were charged with the teaching of “reading and writing the English language, grammatically and correctly, the Latin and Greek languages to such as require it, Arithmetic, Book-keeping, Algebra, Geometry, Navigation, and the elements of Fortification and Gunnery.” By the time the school opened in 1813 the staff had doubled to four and the curriculum had extended to include natural philosophy, mathematics, geography, drawing, French language, history and elocution. The school ran into financial difficulties in the 1840s but a public appeal was launched with subscriptions payable in locations as far apart as Jamaica and Bombay and TRA survived this setback to flourish once again.

Other schools existed in Tain during the 19th century but after the 1872 Education Act only TRA and the Parochial School (now Knockbreck Primary School) survived. TRA continued as a fee-paying school run by directors until the 1918 Education Act when it was taken over by Ross and Cromarty County Council. In 1937 both local schools united.

By the time Rev Robert Begg compiled an entry for the Third Statistical Account in the 1950s it was evident that there was considerable dissatisfaction with the state of the buildings, the overcrowded classrooms “and, most lamentable of all, a total lack of playing fields”. Rev Begg noted that a site for a new school had been identified on the Burgage Farm between Scotsburn Road and Hartfield Road but added, “When it will materialise no man knows.”

A new school did materialise in the next decade and was opened in 1969 with an extension added in 1978 as the school roll rose to 840. The school is determined to maintain the excellence which has always been the hallmark of Tain Royal Academy.

Our School Values and Aims

Our values are: “Trust, Respect and Ambition”

We all aim to:

- create a welcoming environment where everyone feels included and valued
- encourage a mind-set where everyone can develop individually and grow academically
- develop an attitude of resilience and responsibility for today AND tomorrow
- have high expectations of ourselves and others and aspire to achieve these
- work together for the betterment of everyone, in our school and in our community



Meet the Staff

Coinnich an Luchd-obrach

We are fortunate at TRA in having an able and enthusiastic staff (teaching and support), committed to providing a challenging, relevant educational experience at all stages.

The senior management team - Mr Darren Jarvie, Mrs Sarah Paterson (Depute Rector) and Mrs Jacqueline Marshall (Depute Rector) - share a wide range of responsibilities. Remits are reviewed regularly and adjusted to ensure individuals develop a breadth of experience.

Central to these responsibilities are the links established with subject departments through regular attendance at departmental meetings. Faculties are led by Faculty Leaders who are responsible for the smooth running of the departments.

Each year the departments prepare Improvement Plans which build on current strengths and aim to further improve the provision within the resources available. The link SMT member has a key role in partnership with the faculty leader in monitoring and reviewing the work of the department including, of course, the implementation of the Improvement Plan.

Guidance and Support for Learning Teachers play an important role in helping pupils through their time in Tain Royal Academy. The role of Guidance and Support for Learning staff is explained in Section 3.

The teaching process is very effectively supported by pupil support assistants, music instructors, school technicians and our librarians.

The smooth running of the school is ensured by office staff led by Business Support Officer, Mrs Lesley Sutherland. Our Janitorial, Canteen and Cleaning staff are employed by Highland Council Facilities and Fleet Management Service, with our Facilities Assistants and Cleaning Staff led by Mr Brian Ross (Area Supervisor FM) and our Canteen staff led by Mrs Emma Holloway (Cook in Charge).

We enjoy partnership working with:

High Life Highland / Tain Royal Academy Community Complex - Kelly Skinner

Skills Development Scotland - Julie Mackay

Children's Service Worker - Brenda Cattanach

Youth Development Officer - Rob Parkes

Youth Support Officers - Kats MacLeod

DYW School Coordinator - Pamela Comery

Teaching			
SLT	Mr D Jarvie, Head Teacher Mrs S Paterson, Depute Head Teacher Mrs J Marshall, Depute Head Teacher		Social Subjects: Geography History Modern Studies RMPS Mr L Naunton (PT) Miss K Milne Mr N Moir Mr L Murray Mrs R Mackay (<i>Part Time</i>) Dr M Marten
Guidance	Mrs L Humble Mrs K Clasper Mrs A Taylor		Home Economics Mrs E Beaton Mrs S Robertson & Mr J Appleton ForYouTraining
Support for Learning	Miss C MacDonald (<i>Acting PT</i>) Mrs J Maclellan (<i>Part Time</i>) Mrs A MacLennan (<i>Part Time</i>) Miss K Morris (<i>Part Time</i>) Mrs J Pope		Mathematics Mrs A Hodgkinson (<i>Acting PT</i>) Mr Vignesh Mr A Bell Mr P Hodgkinson Miss A Mackay
Art & Design	Mr A Douglas (PT) Mrs M MacDonald (<i>Part Time</i>) Ms C Smeets (<i>Part Time</i>)		Modern Languages Mrs S Beavitt (PT) Mrs V Minty
Biology	Mr S Stein Miss R Andrew (<i>Part Time</i>)		Music Mrs S MacLeod (PT) Mrs F Thomson
Business	Mrs A MacLennan		Physics Mr A Hawkins (PT) Mrs J Mann (<i>Part Time</i>)
Chemistry	Mrs V Schleiter (PT)		Physical Education Mr C Pope Mrs G Geens (<i>Part Time</i>) Mrs K Wood (<i>Part Time</i>) Miss E Maxwell
English	Ms A Morrison (PT) Miss C Thornton (<i>Part Time</i>) Miss K Mills Ms L McAteer		
Gaidhlig	Mr K MacKenzie Mrs H Souter (<i>Part Time</i>)		Technical Mrs L Moir (<i>PT</i>) Mr T Agnew (<i>Part Time</i>) Mr M Di Carlo (<i>Part Time</i>)
Non-Teaching			
Office Team	Mrs L Sutherland (BSO) Mrs M McDermid (Admin) Mrs N Allan (Clerical) Mrs M McKinney (Clerical)		Pupil Support Assistants Mrs L Fraser Mrs A Fulton Mrs L Ross Mrs F McNeil Mrs M Ross Mrs S Cowper Miss R Matheson Mrs E Allison Miss A Smith Mrs A Hughan
Positive Relationship Instructors	Mrs S Smith Mrs L Macfarlane		
Librarians	Mrs J McLelland <i>Vacancy</i>		
School Technicians	Mr G Robbins (Science) Mr D Munro (Technical) Mrs F Lake (Home Economics)		Music Instructors Mrs D Ross Mr M Bell Mr N Matheson Ms L Bolton Mr R Hamilton
Facilities Management	Mr B Ross Mr A Ross Mr M MacKinnon Mr G Murdoch <i>Vacancy</i>		

School Routine

The school day begins for pupils with a 5-minute registration period. School closes at 3.40pm Monday to Thursday and 1.15pm on a Friday.

Tain Royal Academy ~ School Week Structure				
Registration 8.50-8.55am				
Monday - Thursday		Fridays		
Period 1	8.50-9.40am	Period 1	8.50-9.40am	
Period 2	9.40-10.30am	Period 2	9.40-10.30am	
Interval	10.30-10.45am	Interval	10.30-10.45am	<i>Canteen is open 5 days a week at break time</i>
Period 3	10.45-11.35am	Period 3	10.45-11.35am	
Period 4	11.35-12.25pm	Period 4	11.35-12.25pm	School Finishes at 1.15pm on Friday
Period 5	12.25-1.15pm	Period 5	12.25-1.15pm	
Lunch Break	1.15-2.00pm	<i>Canteen is open 4 days a week for lunch and Grab & Go on Fridays</i>		
Period 6	2.00-2.50pm	School finishes at 3.40pm Mon-Thu		
Period 7	2.50-3.40pm			

(Our school day is currently under review for next session as we plan to move to the new campus)

Assemblies

Throughout the school year we hold assemblies every other week for every year group. We also invite school chaplains.

These are often rotated so that class attendance is not significantly affected.

House System

All pupils are assigned a house. Throughout the year there is a variety of house activities and events.

Our houses are **Duthus** **Garrick** **Struy**

SCHOOL DRESS CODE

School Uniform consists of:

a) White or Black shirt with School tie worn around the collar, or

b) School Embroidered Logo Polo Shirts

Any of the following can be worn with shirt/tie or school logo polo shirt -

- Plain black jumper, plain black hoodie or cardigan
- School Embroidered Logo jumper or cardigan
- School Embroidered Logo Hoodies

Together with Black school trousers/leggings or skirts for girls and black trousers for boys. Skirts are to be in a traditional style and of a respectable length (knee length or very close to).

Unacceptable are:

- Blue or Grey Denim or ripped jeans
- Leggings with logos/stripes/colours
- Very short or tightfitting skirts are not suitable for a working day in the school environment.
- Coloured sweatshirts

Items of school dress, including white shirts, jumpers and cardigans and skirts and trousers are widely available in supermarkets and other shops at very competitive prices. They are much cheaper than fashion items of clothing.

Our Embroidered Logo Hoodies, Polo Shirts, Jumpers and Cardigans are available to purchase from [MacGregor's School Wear](#) in Inverness or at [Tain Print and Embroidery](#).

Please contact the school via your child's Guidance Teach regarding possible support for uniforms. This is in complete confidence.

Physical Education Kit

PE kit is essential for all pupils. There will be times when classes will be working outside in inclement weather and therefore, for health and hygiene reasons, pupil's kit should be a complete change of clothing. Pupils forgetting kit will borrow school PE kit. School Embroidered Hoodies should not be worn for PE. Please contact the school via your child's Guidance Teacher regarding possible support for uniforms. This is in complete confidence.

Inside Kit	Outside Kit
<i>Trainers (non marking)</i> <i>Shorts/Joggers</i> <i>T-Shirt</i>	<i>Outdoor Trainers</i> <i>Shorts or Joggers</i> <i>T-Shirt, Sweatshirt or Jumper</i>

ATTENDANCE/ABSENCE PROCEDURES

In addition to registration, attendance is taken on a period-by-period basis. For more details, please contact the school.

Every day is important at school. Please ensure that your child attends as required by in Scottish Law.

ABSENT: We strive to achieve 100% attendance for all young people. Please enable us to help you, by informing the school in advance of any absences and by reinforcing the late sign-in procedure with your child. **Your child's access and progress is affected when not attending.** (see below) By law, any lateness or absence needs to be clarified by a written note, text reply or email.

Like many schools across Scotland, we have use 'Groupcall' which securely sends SMS messages to parents/carers and allows replies. We will contact you if your child has not registered and you have not been in touch with us to let us know why. If your child is going to be absent from school, there are several ways in which you can notify us.

- Telephone the school absence line 01862 890900 leaving a message stating the pupil's name, class and the reason for the absence
- e-mail TRAabsence@highland.gov.uk with pupil's name, class and the reason for the absence

To have accurate records kept at all times it is essential that you notify the school of any changes to mobile telephone numbers or addresses.

LATE: If pupils are late, they MUST sign in at the school reception. If you know your child is going to be late, please let us know by telephone or email as above or give your child a note or appointment card to take in with them on the day.

APPOINTMENTS: Parents/Carers can notify the school office via the absence line voicemail or email (as above). Alternatively, pupils who have a note for an appointment, please place the note in the box at reception before registration. It is emphasised to pupils that they must not leave school without signing out at the school reception.

Patterns of attendance are monitored and actioned by Guidance and Senior Staff. Sanctions may be applied as required.

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.

ILL IN SCHOOL: If pupils take ill in school, they should report to school reception staff who will triage them – first aid, medicine required or arrange for them to go home. Where at all possible, it is expected that pupils will be taken home at the earliest opportunity. In the case of a medical emergency, a school first aider will be involved. **Pupils should not contact parents directly themselves and ask to leave the school without seeing a member of the support staff.** NB: Please ensure that the school is informed about any specific medical conditions.

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

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 several 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 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 parents' 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 their health care 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 sources in the care they provide.

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

If your child requires medication, please note that this will only be administered by staff when a completed form has been returned from a parent/carer, providing:

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

MOBILE PHONE AND OTHER ELECTRONIC DEVICES: Mobile phones, iPods etc. must be switched off when the bell rings at the start of the school day and at the end of interval/lunchtime. If a phone goes off in class time, pupils will be asked to put their device in their bag or in the mobile phone box in class. If pupils fail to do this, a text message will be sent home to parent/carers. **If a pupil has a mobile phone with a camera, this must not be used to make sound recordings of, or to photograph, by still or video image, pupils, staff or others within the school or within the school grounds.**

EDUCATION MAINTENANCE ALLOWANCE: If you are 16 to 19 years old, in a school or college, and come from a low-income household you may be eligible to receive financial assistance in the form of an Education Maintenance Allowance.

An EMA is a weekly payment worth up to £30 for pupils who are planning to stay on at school after their leaving age. They must complete a learning agreement at school for a minimum of 21 learning hours per week.

In session 2026/2027 pupils born between 1 March 2007 and 30 September 2010 can receive payments from August 2026. Pupils born between 1 October 2010 and 28 February 2011 can receive payments from January 2027. Further information on full eligibility criteria and the online application process can be found [here](#).

EMPLOYMENT OF CHILDREN INFORMATION: 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:

http://www.highland.gov.uk/downloads/download/19/employment_of_children

HOLIDAYS WITHIN TERM TIME: 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;
- will affect school attendance records and efforts to raise standards of attendance;
- will affect progress and attainment.

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

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

MILITARY FAMILIES Our school welcomes and supports families, their Children and Young People from Armed Forces families: Serving, Reservists and Veterans.

We understand some of the challenges that mobility of service life can bring, and we look forward to working with you to ensure a smooth transition for your Child/Young Person coming into or moving on from our School or Early Years setting. Please get in touch with us as soon as you can so we can work with you to ensure the transition is effective.

Highland Council have proudly committed to the Armed Forces Covenant and as such support our Armed Forces community. There is a dedicated Highland Council partnership, The Military Liaison Group (Education), often referred to as “The MLG” which has been formed to promote and ensure the equity and equality for your Children and Young People within an educational context.

Visit the Highland Council [Armed Forces Families Website](#) for lots of helpful information and support for both families and Educators. The [Enrolment page](#) may be particularly helpful.

A Welcome to Your Children and Young People

Children and Young People from Armed Forces families in Highland have co-produced a ‘Welcome’ specifically for your Children and Young People moving into Highland. Click these links to view: [Secondary School Welcome](#)

Please get in touch with your child’s named person or the Headteacher if you have any concerns or if you would prefer, contact the MLG (Education) lead [here](#)

RELIGIOUS OBSERVANCE, Withdrawal Arrangements will be made for pupils whose parents do not wish them to participate in religious observance. Please contact your child’s Guidance Teacher or Year Head.

Keeping in Touch with the School

Each August we issue all pupils with a Pupil Data Form. It is hugely important that parent/carers review the form, make any changes as necessary and return the form to school as soon as possible. This ensures we hold the correct details for your child and yourself.

Please provide your email address on your Pupil Data Form as this is the school’s preferred method of sending letters and information home.

If your details change at any time during the year, please let us know by letter, by email tainroyal.academy@highland.gov.uk or telephone 01862 892121.

We have our website www.tainroyalacademy.org.uk and we will use the Twitter feed and Facebook to keep you updated on school news.

However, we are equally keen to hear from parents and would encourage you to contact either the relevant guidance teacher or a member of the senior management team if there are any issues you wish to discuss with us. **Please do not hesitate to contact us.**

PARENTS/GUARDIANS/CARERS AS PARTNERS

We believe that much of the potential strength of the school lies in the building of 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.

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

- Parents' evenings
- Progress checks
- Target Setting
- Course choice/ Options evenings
- Information on the school website

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

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

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

A member of the Senior Management team is in school for all parents' evenings for parents to contact with any issues.

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/>

We arrange a parents' evening for each year group annually. This is an important opportunity to meet the staff who teach your child and to find out firsthand about the progress being made. Staff value these meetings and welcome the chance to establish contact with parents.

Where parent/carers are separated and information is to be shared with both, please ensure that the school is made aware.

Our Year Heads are:

S1 and S3 – Mrs J Marshall

S5 and S6 – Mr D Jarvie

S2 and S4 – Mrs S Paterson

Our Guidance Team are:

Mrs K Clasper is Guidance Teacher for Duthus Classes 1D, 1E, 2D, 3D, 4D, 5D

Mrs L Humble is Guidance Teacher for Garrick Classes 1G, 2G, 3G, 4G, 5G and 6B

Ms A Taylor is Guidance Teacher for Struy Classes 1S, 2S, 3S, 4S, 5S and 6A

At Tain Royal Academy we use an online booking system for parents evening. This can be accessed by parents/carers directly to make their own appointments, for each subject/teacher they wish to see during the Parents Evening.

If you are unable to access the booking system at the time of your child's parents evening, please contact the school reception on 01862 892121 or email tainroyal.academy@highland.gov.uk and appointments can be made on your behalf.

BOOKING ONLINE Go to <http://www.parents-booking.co.uk/tain>

**NOTE* You need to type this address into your website browser's 'address bar'.*

OR go to the homepage of the school website: www.tainroyalacademy.org.uk

Online tutorials are available on our school website!

TAIN ROYAL ACADEMY PARENT COUNCIL

Comhairle Pàrant Acadamaidh Rìoghail Bhaile Dhubhthaich

Your parent council is run by volunteers who want to help ensure that every pupil at TRA reaches their potential. Our current office bearers are:

CHAIR ~ Morven Fioretti

VICE CHAIR ~ Kirsteen Reekie

TREASURER ~ Susan Green

SECRETARY ~ Susie Mackay

With your support our role is to represent the views of parents and work with the school to encourage improvement in the experiences and achievements of our children.

If you have any questions or would like to get involved, please contact the Parent Council at tainroyalacademypc@gmail.com or by post at:

TRA Parent Council,

c/o Tain Royal Academy

Scotsburn Road

TAIN

Ross-shire

IV19 1PS

Health Promoting School

As a Health Promoting school, we encourage pupils, staff and parents to think about healthier lifestyles. Pupils are encouraged to set Health Targets. Healthy living is a regular topic in classes. We have a School Travel Plan which promotes safe and healthy routes to school. Staff take part in health promotion activities. We value all the activities that make up a healthy and happy community.

Lunchtime Choices

Our school canteen is open to all staff and pupils at break times and lunchtimes. Pupils are welcome to eat packed lunch in the canteen area. S1 pupils are not permitted out of school at lunchtimes. It is a parent's responsibility for pupils S2-S6 who decide to go out with school grounds at lunch time.

Our Canteen

In the canteen School Meals cost £2.65 for pupils and just keep getting better, with better quality food, healthier meals, larger portion sizes and more and better choices. If a pupil has special dietary needs, please see [Special diet and nutrition | School meals | The Highland Council](#) so arrangements for alternatives can be made.

The Highland Council operates a 'Cashless Catering' system. The cashless system for school meals helps reduce queueing and provides anonymity for those receiving free school meals. Pupils no longer pay cash for their meals at the point of sale; they add money to their meal accounts via revaluation units sited in the front hall opposite reception and in the canteen. Pupils who are entitled to free school meals will have the Free School Meal allowance added to their account daily. Pupils can add further money to their meal account should they wish to. Pupils receive credit on their account which they can use during break and lunchtime in the canteen. For further details please see: [Pay for School Meals](#)

Free meals can be claimed in certain circumstances, for information and application form please see [School meals | School meals | The Highland Council](#)

EXTRAS!

Barrachd!

A wide range of extra-curricular provision at Tain Royal Academy is available.

We are particularly fortunate in having excellent music instructors who work closely with teachers to provide pupils with first class tuition and opportunities to play in the school and regional orchestras. Gizzen Briggs, the traditional music group have recorded several CDs and are a legend in the locality and further afield.

School ceilidhs and dances are always popular, not just with the pupils but also with parents who can be confident of the level of supervision which applies at school functions.

The school has well established inter-house competitions in a wide range of activities, e.g. table-tennis, badminton, basketball, football, hockey, swimming and much, much more. We are keen to see as many pupils as possible taking part in these competitions as we believe they add significantly to pupils' enjoyment of school life.

A variety of Gàidhlig medium activities are also available including Film-G, as well as the annual trip to the BT Deasbad national debating competition. Additional trips such as to Sabhal Mòr Ostaig Gàidhlig college, careers fairs and theatre further enhance pupils experience of language and culture.

We are fortunately to have chess, Warhammer, games, dance and lots of other clubs running at the moment.

Throughout the year there are trips and excursions to theatres, exhibitions, films, sporting events, conferences, universities and colleges. Our sports team travel the length and breadth of Scotland. Foreign travel is also offered, for example in trips to France, Belgium and Poland

Please be aware that all these activities are run by staff on a voluntary basis to enhance the quality of pupils' educational experience.

 Extra Curricular Activities at Tain Royal Academy 

	Monday	Tuesday	Wednesday	Thursday	Friday
Lunchtime	Chess Club Geog 1	Global Citizenship Geog 1	Art Club Art Dept	Band Jam Music Room 2	
	S1 Dance PE	S1 STEM club Lab 2	S1 Badminton Games Hall	S1 Dodgeball Games Hall	
	Polish Language Club (L2S) Room 5	Tain Panto Group Music Dept	Card Games Room 13	Wider Achievement Kats (HLH) Room 7	
		Wider Achleiment Kats (HLH) Room 7			
Afterschool		Touch Rugby (S1-3) Astro			
	Senior Football (3.45 - 4.45) Astro	YouthBox (4-5) Youth Cafe	Warhammer 40,000 Room 16	Junior Football (3.45 - 4.45) Astro	Orchestra Assembly Hall
	Junior Orchestra (6-6:45) Gizzen Briggs 7-8:30 Assembly HallS	Rugby (3.45 - 4.45) Astro	Girls Football (3.45 - 4.45) Astro		Friday Night Footy (7-8) TRACC

SCHOOL TRANSPORT

Comhdhail Sgoile

To be eligible for free school transport if they are:

- 8 or over and live more than 3 miles from school
- Have a medical condition or additional support needs that affects mobility
- Would have to walk a route which is considered by us to be unsafe for children to walk, even when accompanied by an adult

https://www.highland.gov.uk/info/878/schools/12/school_transport

We liaise closely with all the main contracted transport providers on day-to-day matters of concern. However, responsibility for the provision of transport for pupils who live more than three miles from the school lies with Highland Council and any queries about routes and contracts should be addressed to Transport Officer, Transport Coordination Unit, Highland Council Headquarters, Community Services, Glenurquhart Road, INVERNESS, IV3 5NX or email public.transport@highland.gov.uk

Pupil safety is our major concern. **Seat belts must be worn by all travelling on school transport.** Parental support in stressing the importance of remaining seated while the bus is in motion and doing nothing to distract the driver would be appreciated. We ask senior pupils to monitor behaviour on the buses and we encourage drivers to report any instances of misbehaviour. Where pupils do not respond to warnings, we remove their right to travel on the bus until we receive guarantees about future behaviour.

Adverse Weather – School Closures

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

The school will also share on social media and email home regarding school closures, etc.

TRANSFERRING TO TAIN ROYAL ACADEMY

A' tighinn gu Acadamaidh Rìoghail Bhaile Dhubhthaich

Transition from Primary School

Most new pupils transfer from our associated primary schools: Craighill, Edderton, Gledfield, Hill of Fearn, Hilton of Cadboll, Inver, Knockbreck and Tarbat Old. Gàidhlig medium education is provided for pupils transferring from Gàidhlig medium units at Craighill and Bonar Bridge primary schools.

For many pupils it is an exciting time, but we realise that there can also be a great deal of apprehension. To help allay these fears, one of our depute rectors accompanied by colleagues from Guidance and Support for Learning, will visit all the local primary schools during P7 year to meet pupils and answer their queries.

Parental concerns are not forgotten in this process either. Following the Primary 7 Transition Week in June, you will be invited to attend an evening meeting at the Academy when any queries you may have will be answered.

For pupils transferring from other schools, there are well established routines to make pupils feel at home in their new school including allocation of guides and buddies.

Moving into the area

If you are seeking a place for your child in Tain Royal Academy, please contact the school to arrange a meeting with depute rector responsible for enrolment.

Placing Requests

Each school serves its own catchment area. Pupils whose homes are 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. Application must be made to the Area Care and Learning Manager. Placing request applications are made online at: https://www.highland.gov.uk/info/878/schools/887/enrol_your_child_for_school/2

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

If pupils live out with the school catchment area and their parents wish them to attend Tain Royal Academy, they can contact Mrs Marshall 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.

Leaving School

We will strive to ensure that all pupils leaving school have a positive destination.

During their time at Tain Royal Academy all pupils will participate in a planned programme of careers education delivered by a range of staff including PSE teachers, school librarian and representatives from Skills Development Scotland. At key stages such as option choice decision-making, most staff will be involved in making recommendations or giving general advice. We rely on the good links between home and school to ensure that through open dialogue, the most appropriate decisions for individual pupils are made.

There have recently been significant changes in the operation of Skills Development Scotland in terms of working in schools and the overall emphasis is now on career planning. The strategic aim of Skills Development Scotland and DYW is **to equip individuals with the skills to make well-informed, realistic career decisions throughout their working lives**. Specialist careers staff can offer services in various ways that will allow the pupil flexibility while helping Careers to differentiate levels of service according to need:

- **high priority** pupils are those identified as not likely to make a smooth transition from school to further/higher education, training or employment.
- **medium priority** are those not at risk but nevertheless requiring career planning support;
- **low priority** are pupils able to self-help.

Ms Julie Mackay, the school's careers officer, is based in the school 2-3 days per week, and works closely with the guidance team to provide effective careers advice. Pupils also have access to a well-stocked careers section in the library.

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

Support for pupils leaving school, including career guidance, financial advice, further education, post 16+ learning choices. How to access further information locally e.g. Jobcentre Plus. [Hi Hope; Job Centre Plus; UCAS; Skills Development Scotland -Apprenticeships –](#)

Parents should spend time with their child looking at the world of work website: <http://www.myworldofwork.co.uk/>

Information about local opportunities is listed on the hi-hope.org website to support 16+ planning. [16plus Planning | Hi-hope](#)

SUPPORT FOR PUPILS

Taic do Sgoilearan

Pastoral Support

Although pupil guidance is a whole school responsibility, specific responsibilities for the personal, curricular and vocational guidance of pupils are devolved to a promoted Guidance Team. Normally, all pupils will have the same Guidance Teacher until they leave school so that one person keeps an overview of each individual pupil's progress. Where possible, all members of the same family share the same Guidance Teacher which should make it easier for parents to establish and maintain links with the Guidance Team.

Guidance staff also deliver the school's Personal and Social Education programme covering topics such as sex education, substance misuse, careers options etc. Each senior pupil is supported by an academic mentor. Any parent wishing to see the materials used should contact the Guidance Team.

Our Guidance Team are:

Mrs K Clasper is Guidance
Teacher for Duthus Classes
1D, 1E, 2D, 3D, 4D, 5D

Mrs L Humble is Guidance
Teacher for Garrick Classes
1G, 2G, 3G, 4G, 5G and 6B

Ms A Taylor is Guidance
Teacher for Struy Classes 1S,
2S, 3S, 4S, 5S and 6A

All children will have a *Named Person* and within secondary schools, the Named Person is their Guidance Teacher.

We have a Children's Service Worker, Mrs Brenda Cattanach, who works within our school and works in collaboration with the support team in school, supporting families in their own communities and working with individual pupils and small groups - offering a further level of support

The School Nurse Team based in Alness visit the school and are available for consultation with pupils. We also work with the immunisation team from Inverness who carry out immunisations.

Please be aware that the rights of a young person are such that parents do not always need to be informed of partner agencies working with a young person. Where specific concerns are raised, school staff are required to follow appropriate child protection procedures.

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, 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 deemed competent can ask for support themselves.

Support for Pupils

The school provides for pupils with a range of additional support needs. In mainstream classes, support for pupils with additional support needs is provided by the Support Department. Support teachers work with pupils in class, alongside subject teachers and cooperate with subject departments to produce learning materials suitable for pupils of all abilities. Support is provided for a range of subjects mainly in S1 and S2 but extending to S3 and into the Senior Phase, S4-S6. Changes to support arrangement in comparison to what may exist in primary school are common. These should be discussed in child plan meetings during P7.

A small number of pupils require a reduced mainstream curriculum, according to their individual needs. These pupils spend varying amounts of time in the tutorial base of the Support Department, where the teaching focuses on basic language and number work, as well as social and life skills. This allows these pupils to work at an appropriate pace in preparation for work at their National Courses in S4.

Some pupils in the school have Additional Support Needs. Their needs are met by the school in liaison with an Educational Psychologist and parents. If you feel that your child may have Additional Support Needs, you should contact Miss Catherine MacDonald, Principal Teacher, Support for Learning.

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

http://www.highland.gov.uk/download/downloads/id/11/co-ordinated_support_plan

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 Depute Rector, Jacqueline Marshall. If your concerns continue, there are several means of resolving difficulties and disputes and information on this can be found at:

https://www.highland.gov.uk/info/886/schools_-_additional_support_needs/

Please contact the school should you have any questions about this act in relation to the education of your child.

For further information please see 2009 Additional Support for Learning Act:

<http://www.legislation.gov.uk/asp/2009/7/contents>

For advice and support to parents of children and young people

Thriving Families [Home - Thriving Families](#) Operate in the Highlands of Scotland, our charity serves families who are doing their best to support children with Additional Support Needs (ASN). We offer a range of services, including one-to-one support, online group support, volunteering and peer support opportunities, monthly information sessions, and access to relevant resources.

My Rights, My Say – an advocacy and advice service for young people over 12 with additional support needs <http://enquire.org.uk/myrightsmysay/>

[Scottish Independent Advocacy Alliance](#) SIAA is the national intermediary organisation supporting, promoting and advocating independent advocacy across Scotland

[Free Expert Legal Advice | Scottish Child Law Centre](#) provide free and confidential legal advice about Scots law relating to children and young people.

Children 1st help to support all children and their families in local communities across Scotland. <https://www.children1st.org.uk/help-for-families/parentline-scotland/>

CHILD PROTECTION

Dìon Chloinne

From time-to-time incidents can occur within the school setting which causes concern and could indicate that a pupil is suffering some form of abuse or neglect. Mrs Jacqueline Marshall, Depute Rector, is the school's Designated Child Protection Coordinator.

In terms of Highland Child Protection Committee Inter-Agency Protection Guidelines, Educational Services 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 can be obtained from the emailing CP.Admin@highland.gov.uk or *online* at <https://hcpc.scot/>

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

THE CURRICULUM

An Curraicealam

Broad General Education (BGE)

The Broad General Education for our pupils runs from P1 right through to S3 where the focus of our youngsters' development is as much skill based as it is knowledge based. Tasks are structured so that pupils are aware through the learning intentions and success criteria that they receive from teachers what skills are being practised and what content is being learned in each lesson. Pupils will be assessed against levels which will be monitored for each subject so that we can give help where it is needed, and extension work as required. We want the pupils to develop academically and socially and will provide them with as many opportunities to achieve this as possible.

There are naturally some differences in the way pupils are taught between primary and secondary. For instance, the pupils being taught by one teacher each day to being taught by up to seven teachers in a day. Moving from class to class around the school in secondary as opposed to generally staying in the one classroom in primary. Through our Transition Programme we will endeavour to make the change from primary to secondary as seamless and enjoyable as possible for the pupils.

The subjects the pupils will be following in S1 and S2 are set to provide as broad a curriculum as possible: English, Mathematics, Science, Languages (including Gaelic learners), History, Geography, Modern Studies, Home Economics, Technology, ICT, Music, Art, Wider achievement, Religious and Moral Education, Personal and Social Education and Physical Education.

Around Christmas time S2 pupils will be asked to choose to specialise in each curricular area. For example, they could choose either History or Geography from social subjects. There are some subjects that the pupils will be required to take such as Maths, English, PE, RME and PSE. This is to allow pupils to have what the government papers call specialisation and choice; but we do have a feature in the option form which will allow pupils to take more than one subject from a couple of our curricular areas such as science.

Around February S3 pupils will be asked to complete an options form to decide what subjects they will be taking along with English and Maths; which they will have for five periods a week. Pupils also have the option of completing some subjects at UHI North or UHI Inverness. This allows pupils to select subjects they feel suit them better, for example there is Automotive Skills or Hair and Beauty, so a whole range of option choices are made available to them.

In S5 and S6, pupils will again make choices and this time they will be required to choose five subjects which they will have for six periods a week. Pupils will have the choice of also selecting a more vocational course which will also be run by UHI North or UHI Inverness including a number of foundation apprenticeships.

Further information is available from Education Scotland

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

How pupils develop skills for learning, life and work

Pupils develop these skills through a broad curriculum and partnerships with Skills Development Scotland, DYW, Youth Development Officers, the YMCA and our alternative curriculum for learners facing barriers. These opportunities include employability programs, vocational pathways and activities that promote literacy, numeracy and health and wellbeing both in and beyond the classroom.

Improving standards in literacy, numeracy and health and wellbeing

We coordinate termly 14+ and 16+ meetings to ensure the right professionals support improved outcomes. Curriculum mapping and moderation with upper primaries also strengthens transition in literacy and numeracy. Furthermore, partner agencies play a key role in delivering literacy, numeracy and health and wellbeing across our curriculum. Core business, however, is high quality learning, teaching and assessment which is a focus for one of our collegiate groups this year.

Closing the poverty-related attainment gap

Our PEF funding supports targeted interventions and our alternative curriculum offer. Learning often takes place away from mainstream classrooms and is linked to the world of work, helping to motivate learners and provide meaningful experiences.

Foghlam tro mheadhan na Gàidhlig/Gaelic Medium Education

Gaelic is offered to pupils in both in Gaelic medium and Gaelic learner. All pupils in S1 and S2 are to take either of these subjects depending on their experience of the language. At the end of S2 pupils can then opt to take Gaelic further, again as either Learner or medium and again depending on their experience. In the senior phase there is progression to take National courses and Higher in both versions of Gaelic. HE is delivered through the medium of Gaelic as is Geography for both S1 and S2.

There are many extracurricular activities for all pupils of Gaelic, whether they be Gàidhlig or Gaelic pupils. Film G is an activity where pupils take part in a short film competition, which is a national event and was won by TRA in 2012 and 2017. Gaelic medium pupils can take part in the Youth Theatre competition at Eden Court every year where they create their own script and act on stage in the theatre in front of other school pupils from the highlands. We have pupils participate in the mod and this is arranged through the school. We also send pupils to the debating competition in Stornoway to compete and have enjoyed success in the past with this. Pupils in S2 can attend the annual Gaelic Careers event to learn a bit about the many opportunities for work that comes from having knowledge of the Gaelic language. Gaelic medium pupils are encouraged to volunteer at Gaelic book bug in Tain public library and any other events in the community that involve Gaelic input.

ASSESSMENT & REPORTING

Measadh agus Ag Aithris

Teachers use a wide range of assessment techniques to identify pupils' strengths and weaknesses in their learning and, in response, to review courses and teaching approaches to meet pupils' needs. Prelims are held in January for S4, S5 and S6. National and Higher exams are undertaken in May and June and there are SQA assessment requirements ongoing throughout the school year depending on the subject.

Progress update reports are issued 3 times a year to inform parents/carers of their child's progress, behaviour, effort and homework with an invitation to contact the school should they have any concerns. After receiving a progress report every young person will also have a learning conversation with their learning mentor to discuss their progress, the targets they have set in subjects and how they are going to achieve these targets. If a young person is not achieving their potential or on track following a progress report then we would look to intervene with a meeting with the pupil, parents, SMT and/or Guidance and take appropriate action.

There is also an opportunity to meet teachers at parents' evenings. We value these contacts and would encourage you to take the opportunity to discuss your child's progress with classroom teachers. However, you do not have to wait for a parents' evening if you have any concerns. If you contact a member of SMT or your child's guidance teacher, a "report check" will be done and reported back to you by phone or by letter. If any issues are identified which need further discussion, an interview can be arranged in the school at a mutually convenient time.

Additional information in the form of booklets (also available online) is issued before courses are chosen for S3, S4, S5 and S6 and there will be an opportunity to find out more at arranged options evenings

Further Information is available from:

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

[Highland Curriculum for Excellence information](#)

[Support for Learners Website](#)

My Rights, My Say – an advocacy and advice service for young people over 12 with additional support needs <http://enquire.org.uk/myrightsmysay/>

HOMEWORK

Obair-Dachaigh

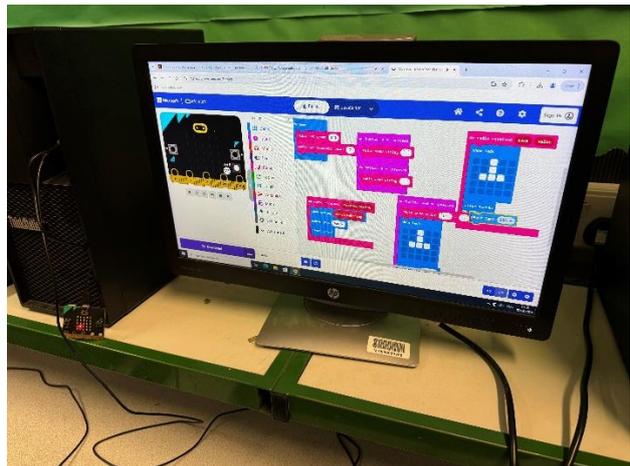
To Be Reviewed

Learning is not confined to the classroom and studying at home can help encourage a habit of lasting benefit to pupils. Homework provides pupils with opportunities to develop further interests in particular subjects and may take a variety of forms: project work; completion/consolidation of class work; home reading; formal written exercises; practical/physical exercises; preparation for class talks; redrafting written work; researching; reviewing notes; watching and reporting relevant television programmes.

Parental interest in homework is encouraged. In particular, parents can help by ensuring that: time is set each evening for homework; where possible, a quiet area is identified; checking homework planners issued by the school; checking work is done to the highest possible standard. In school we will emphasise the importance of homework and ensure that it is worthwhile and relevant. Success in external exams is built on work done in school and at home and your support in ensuring that homework is done on time and to the best of the child's ability, is essential in achieving that success.

The School Homework Policy is on the school website. Many teachers offer supported study at lunchtimes and after school. There is also an after-school study club on Thursday from 3.45 – 4.45pm. It's a great opportunity if pupils find it easier to study in school and/or would like to use the school resources. All pupils are welcome and late bus passes are available.

If a pupil fails to do homework, a lack of effort form will be issued. This should be taken home, signed by parent/carer and returned along with homework the next day. If homework and form are not returned PT of the subject involved will contact home.



POSITIVE RELATIONSHIPS POLICY

Under Review Session 25-26

Poileasaidh Deagh Cheanglaichean

Our Positive Relationships Policy aims to bring a consistency of approach across the school and is based on explicit, realistic expectations, backed by a clear, structured set of sanctions. The expectations are as follows:

We expect pupils to:

- 1 Arrive on time with the necessary books and equipment.
- 2 Listen carefully and follow instructions at first time of asking.
- 3 Ask for help when unsure.
- 4 Hand homework in on time and present it neatly.
- 5 Follow all safety rules.
- 6 Show consideration for others and their property.
- 7 Not eat or drink in class with the exception of bottled water.
- 8 Mobile phones should be switched off during and in between lessons so as not distract pupils and also to protect staff.

We expect teachers to:

- 1 Arrive on time and not leave the class unnecessarily.
- 2 Keep an accurate register of attendance for each class.
- 3 Ensure that work is set at an appropriate level to meet the needs of all pupils.
- 4 Plan to meet the needs of learners in each class.
- 5 Have high expectations of pupil work and behaviour.
- 6 Use praise appropriately.
- 7 Be consistent in the application of sanctions.

Highland Council's Anti Bullying Policy is available here

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

BUDDY SYSTEM

Siostram Budaidh

All first-year pupils are assigned a fourth-year pupil who acts as a “buddy” while the pupils settle into the routines of a secondary school. The buddies are all volunteers who go through a short training programme and liaise closely with guidance staff, particularly in the first few months of term. Apart from helping solve problems and providing a listening ear, seniors organise social events and outings as part of the scheme.

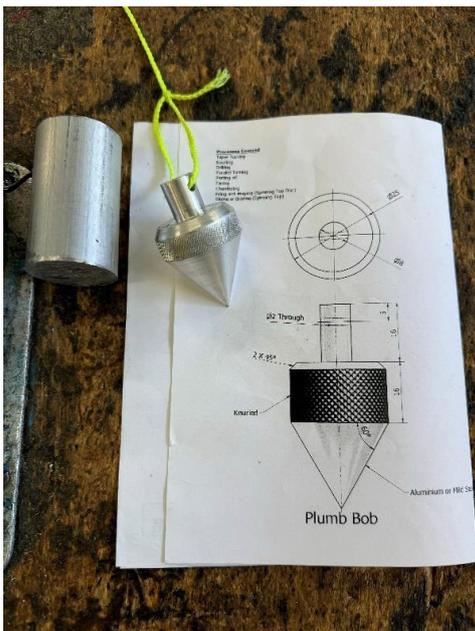
PREFECT SYSTEM *Under Review Session 25-26*

Siostram Prefect

Our S6 pupils apply for posts as subject prefects in August each year. Prefects negotiate time to carry out their responsibilities which provide an excellent opportunity for personal and social development. While the prefects develop skills of communication and teamwork, and gain confidence in using personal initiative, the younger pupils enjoy the activities and events which prefects organise. Some prefects also work alongside younger pupils in classes as part of the process of helping them settle into their new learning environment. For the seniors this is also a very useful learning experience.

PUPIL COUNCIL

We have an active Pupil Council with representation from every year group and a Senior Leadership Pupil Team focused on departmental priorities and school improvement. These groups ensure pupil voice influences decisions and improvement planning.



COMPLAINTS

If a parent has any concerns they should contact their child's Named Person in the first instance, (Guidance Teacher in a secondary school) or the Senior Leadership Team for more serious issues. These are known as stage 1 complaints and aim to be resolved in school. Where this is not possible or appropriate the complaint is logged with the Highland Council Complaints Resolution Team. These are often investigated by staff from out with the school.

The school will always endeavour to resolve issues by listening to parents and seeking solutions in partnership. Should a situation not be resolved, parents can contact the Area Quality Improvement Manager (AQIM) for Dornoch, Tain and Alness.

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.

Partners

At Tain Royal Academy we are proud to work in partnership with the following individuals/organisations/companies/businesses:

Partner agencies that support team work closely with to support pupils:

- ◆ Care and Learning Social Work Dept.
- ◆ Childrens Service Workers
- ◆ Educational Psychologists
- ◆ Primary Mental Health Worker
- ◆ School Nursing Team
- ◆ Youth Action team
- ◆ Youth Development Officer *Highlife Highland*
- ◆ Youth Support Officer *Highlife Highland*
- ◆ Police Scotland
- ◆ Women's Aid

Pupil Equity Funding partners

Providing opportunities and support:

- ◆ Fyrish Gymnastics - Parkour
- ◆ Growing2gether
- ◆ Many Routes - Forest Schools
- ◆ Youth Support Officer *Highlife Highland*
- ◆ Broomhill Riding Centre

Developing Our Young Workforce

DYW / Careers Education and pathways:

- * Skills Development Scotland
- * DYW Inverness & Central Highland
- * DYW North Highland
- * Barnardo's
- * Enable

Work Experience Partners

- ◆ Smart Media
- ◆ Stepping Stones
- ◆ Metalwork UK
- ◆ Tain Tyre and Auto
- ◆ Johnston and Farrell
- ◆ Morgan and Sindall
- ◆ Made in Tain
- ◆ John Scott, Fearn Farm
- ◆ For You Training
- ◆ Anta
- ◆ Tesco

In our PSE Classes:

- * Stewart Ivory Foundation
- * Aspire North
- * Waverley Care
- * Rasash
- * Driving Ambition
- * Youth Highland
- * CAAST
- * NHS Highland
- * The Job Centre

P7 DYW Transition Project

- * Anta
- * Tesco
- * Morrisons Construction
- * Bank of Scotland
- * Skibo castle
- * Ankerville Nurseries (also foundation apprenticeships)

Colleges: to offer schools link courses, Foundation Apprenticeships, Modern Apprenticeships and Degree Modules: UHI North, West and Hebrides and UHI Inverness

Our Local School Chaplains : Andrew Fothergill, Alasdair MacAulay, Andrew Macleod, Marie Macleod and Graham Nutt

Tain Royal Academy Parent Council

Our Local Councillors: Connie Ramsay, Laura Dundas and Maureen Ross

We work with lots of local Charities and businesses for YPI Youth Philanthropy Initiative and S6 Leadership Class - these include The Highland Hospice, The Archie Foundation, Woman's Aid, MFR Cash for Kids, Alzheimer's Scotland, Mikeysline, SCBU and many more.

HEALTH & SAFETY MATTERS

Cùisean Slàinte & Sàbhailteachd

Throughout their time at Tain Royal Academy we impress on the pupils that health and safety does indeed matter. The following issues are highlighted in the homework planner issued to all pupils and are emphasised throughout the session.

Smoking/Vaping	Not permitted or acceptable on any Highland Council Premises.
Corridors & Stairs	Keep to the left and do not run down corridors. On stairs keep to the left and do not push as a slip here could lead to serious injury.
Car parks/cycling	Pupils must not take short cuts through the car parks and all cyclists must dismount when they come through the school gates.
Buses	Pupils are expected to always wear seat belts, travel on the correct bus, always carry their bus pass and do nothing that will distract the driver. Pupils who misbehave may lose the right to travel on school transport for a period of time.
Snowballing	Grit and ice can cause serious injuries and for that reason snowballing is not allowed anywhere near the school gates, paths, doorways and the tarred areas of the school.
Out of School	Parents are responsible as to whether pupils leave the school grounds at lunchtime. Pupils who are out of school grounds at any time, including lunchtime, must not do anything which puts at risk the health and safety of fellow pupils or any member of the public with whom they come in contact.
Anti-social Behaviour	Any form of anti-social behaviour e.g. smoking, spitting, swearing, physical/verbal aggression will not be tolerated.
Alcohol/Substance Misuse	Alcohol and drug possession, consumption or use whilst travelling to and from school or in the grounds, or on any school trip is not permitted. The consequence for any form of alcohol or substance misuse, whether during the school day or at a school function, is exclusion from school.
School Trips	When pupils are on a trip or foreign visit all the visits usual school expectations and sanctions apply.
Chewing Gum	Pupils should not chew gum whilst in any class.

School Improvement

The school has undergone significant change over the past three years and is now entering a period of stability with the current Senior Leadership Team. While attainment currently sits below our Virtual Comparator and national averages, **raising attainment and achievement is our number one improvement priority this year.**

Standards and Quality Report

Tain Royal Academy's Standard and Quality report is available on our [website](#)

What is the Standards and Quality Report?

This report provides an evaluation for the overall quality of educational provision within our school. It shows positive aspects of our provision and highlights areas which the school is planning to improve.

Each evaluation is supported by evidence from the past school session. This evidence is generated in a planned and systematic way throughout the year. This session we have used a wide range of approaches including:

- Classroom observations, formal and informal
- Data analysis
- Discussion between Senior Management Team and Faculty Leaders
- Feedback
- Sampling pupil work
- SQA results

Improvement Plan

Our 2025-26 School Improvement Plan can be shared when requested.

This year our key priorities are:

- Raising Attainment and Achievement
- Developing a Positive Culture and Ethos

HMIe report

Following a visit of the Highland Council Quality Improvement Team, in association with Education Scotland, a report with their findings is now published. The most recent review visit took place in January 2018.

A copy of the full inspection information is available from [Education Scotland](#)

DATA

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

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?

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:

- o plan and deliver better policies for the benefit of all pupils
- o plan and deliver better policies for the benefit of specific groups of pupils
- o better understand some of the factors which influence pupil attainment and achievement
- o share good practice
- o target resources better
- o enhance the quality of research to improve the lives of young people in Scotland

Your data protection rights

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

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

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

Concerns

If you have any concerns about the ScotXed data collections you can email the Head of Schools Analysis at ScotXed@scotland.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.

Equality and Inclusion

For up-to-date information please see:

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

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

In summary, our activities in school should ensure that we:

Eliminate unlawful discrimination, advance equality of opportunity, 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](#).

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.

Several sections will need to be updated on transfer to the new school building.