

Bun-sgoil Ghàidhlig Inbhir Nis



Leabhran na Sgoile 2020/21 *School Handbook 2020/21*

Bun-sgoil Ghàidhlig Inbhir Nis
Sir Walter Scott Drive
Slackbuie
INVERNESS

01463 725980

bsgi@highland.gov.uk
<https://bunsgoilghaidhliginbhirnis.wordpress.com>

Am Faoilleach/January 2020

A phàrant chòir

Fàilte oirbh gu Bun-sgoil Ghàidhlig Inbhir Nis!

We welcome your child to Highland Council's first dedicated, purpose-built Gaelic school and hope that he/she will be happy and enjoy his/her time with us.

In Gaelic medium education we aim to give your child access to a rich and thriving culture and also to develop your child's cognitive abilities and provide another window to the world through second language learning. One of the prime purposes of education is to make our young people aware of the values on which Scottish society is based. Young people therefore need to learn about and develop these values. The curriculum is an important means through which this personal development can be encouraged. We are also on a Rights Respecting Journey at BSGI which we aim to work towards as an approach to our ethos as a school.

We aim to see children as individuals and strive towards providing a range of activities in which they can succeed. This is done through focusing classroom practice on the child and around the four capacities of A Curriculum for Excellence, so that we aim to develop successful learners, confident individuals, responsible citizens and effective contributors.

An extremely important aspect of school life at Bun-sgoil Ghàidhlig Inbhir Nis is the good relationship that exists between the school, the parent body and the community. The parental input we receive from parents is greatly valued. Our school family is made up of pupils, staff, parents and the wider community we serve and I am very happy to welcome you into this family.

I encourage you to contact us at the earliest, through the school office (Telephone: 01463 725980), if you wish to visit the school, receive any further details or to discuss any concerns which you may have about your child's education. Alternatively, you can visit our website at bunsgoilghaidhliginbhirnis.wordpress.com where our school information is updated on a regular basis.

Having recently celebrated ten years since we opened the doors to children, we aim to continue to work in close partnership with you, so that your child may reach his/her fullest potential at Bun-sgoil Ghàidhlig Inbhir Nis.

Mrs Lena Walker

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Bun-sgoil Ghàidhlig Inbhir Nis
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BUN-SGOIL GHÀIDHLIG INBHIR NIS, 2020-2021

Bun-sgoil Ghàidhlig Inbhir Nis opened for pupils in August 2007 and provides Gaelic Medium Education to children through nursery and primary stages. The building has ten classrooms and associated communal space, with two rooms designated for nursery education. The school hall is multi-purpose, and is available for community use. The car park and drop-off point has been designed to ensure the safe free flow of traffic.

The roll in the session 2019-20 is 243 children in Primary 1 to 7, with 70 three and four year old children registered for nursery provision this session. A separate nursery prospectus gives further information. Our Early Level, Sgoil-àraich and Primary 1 provision, is provided in our extension which is located across from the main BSGI building.

The school accepts pupils from the Inverness area, and does not have a specific catchment area at present.

The following information is, at the time of writing, up to date. School life, however, changes throughout the year. Any changes which occur will be transmitted to parents through the School Newsletters which are sent out regularly during the school year.

Parents are encouraged to look for information on the school website, and in children's school bags. Class room updates are shared via the dojo app and termly overview sent by each teacher every term. Additionally the school office should be informed of any changes to home circumstances and contact details.

Parents wishing an appointment with the Head Teacher or a member of staff are asked, if possible, to telephone in advance. Meetings with class teachers are best arranged for a time after 3.30pm, as all teachers have a full teaching timetable, and an appointment system helps to minimise any unnecessary class disruption.

An ethos of Gàidhlig language and culture is fundamental to our curriculum rationale and our vision values and aims. We promote this through our partnership with different organisations such as Fèis na h-òige, Fèisean nan Gaidheal, BBC and Gaelic partners at Highland council as well as after school clubs, Gaelic events in the community and local and national events.

CUNNTAS BARANTAIS AGUS AMASAN NA SGOILE / *School mission statement and aims*

Vision - To encourage our pupils as Gaisgich Òg na Gàidhlig / Gaelic Ambassadors who are proud to be bi-lingual learners through the medium of Gaelic.

Values – Coimhneas – Kindness Dòchas – Hope Spòrs – Fun Deònach – Eager/diligent

A school community where everyone is valued and we engage with our wider community
A climate of positive behaviour and respect for all

Aims – Create a climate of Gaelic language and culture
Ensure our curriculum enables all learners to fulfil the purposes of the Curriculum
– Confident Individuals, Successful Learners, Responsible Citizens and Effective Contributors
Motivate children through stimulating learning experiences,
celebrating achievements and personal successes

A' BROSNAHADH MODH MATH / *Promoting positive behaviour*

All children are encouraged to behave responsibly, to treat adults and other children with respect and to take a pride in themselves and their school surroundings.

Staff will help the pupils to reflect on their behaviour, and make changes if required, using the positive relationship strategies and with an emphasis on restorative solution focused and nurturing approaches.

Please see the following link for more information [Support for Learners Website](#)

LUCHD-OBACH NA SGOILE / *School Staff*

Acting Head Teacher	Mrs Lena Walker
Acting Depute Head Teacher	Mrs Ashley Bartlett
Principal Teacher	Mrs Michelle Nicholson
Childcare Manager	Mrs Evelyn Murray (Peripatetic to the Inverness Royal Academy ASG)

P1A	Mrs Ashley Bartlett / Mrs Gwen Bowie
P1B	Mrs Marion Gray
P2	Mrs Janice MacIver-Boag/Mrs Mairi Sadler
P2/3	Miss Joanne Murray
P3/4	Mrs Iona MacKenzie
P4	Ms Sine MacKenzie / Mrs Alison MacLeod
P5	Mrs Dawn Morgan / Mrs Michelle Nicholson
P6	Mrs Lorna Smith /Mrs K Scott (Mrs Margaret Jack covering maternity leave)
P6/7	Mr Iain-Murdo MacMillian
P7	Mrs Roya MacLennan
ASN Teacher	Mrs Michelle Nicholson Thursday all day and Friday until 12pm.

CCR Teachers and Visiting Tutors

PE	Mr Ian Dunbar and Mr MacKay(Tuesdays for P4 – 7)
Strings Tutor(P4-7)	Ms Mhairi MacKinnon
Piping Tutor(P4-7)	Ms L Hay
Brass Tutor (P4-7)	Mr Mark Bell
CCR Teacher (P4-7)	Mrs Alison Bowie
Drumming (P4-7)	Mr Martin O Parka

Early Years Practitioners Mrs Tracy Mackintosh (Senior), Mrs Margaret MacIntyre, Mrs Katie MacDonald, Ms Fiona Bernardi(Senior), Mrs Fiona Purdie, Mrs Katie Sanderson, Ms Seonag Gillies, Mrs Alison Macdonald, Miss Lauren Nicolson, Mrs Shona Cook

Pupil Support Assistants Mrs Anne MacLaren, Mrs Morag Ann MacLeod, Mrs Chirsty Nicolson, Mrs Mary Jane Williamson, Mrs Joan Sutherland, Miss Katie Webber, Mrs Clare MacLean

After-school Care Staff Mrs Catherine Peteranna, Mrs Mairi Smith, Mrs Mairi Wetton

Clerical Assistants Mrs Liz Stuart, Mrs Lynn Riddle

CLÀRADH / Enrolment procedures

During January and February the Education Authority places a notice of procedures for the enrolment of pupils into Primary 1 and Nursery. Children who will have reached their fifth birthday by the following February are eligible to start school in August. Parents are invited to make appointments during the designated week to meet the Head Teacher /Childcare Manager and enrol their child. At this time there will be an opportunity for discussion, and parents will be given any advice or help required. There will be meetings and visits to school for both parents and children before they start in Primary 1 and Nursery.

Sgoil-àraich Clàradh / Enrolment Enrolment for Early Learning and Childcare takes place in February/ March each year. Enrolment guidance and forms can be found online at:

https://www.highland.gov.uk/info/878/schools/11/school_enrolment

All 3 and 4 year olds are entitled to funded Early Learning and Childcare. Forms are available from the school office for parents to complete if they wish to purchase additional hours. Please note a charge will be made per session in line with current childcare fees. Parents will be expected to make a commitment for an agreed number of hours per week. Further information can be found on the Highland Council website:

<http://www.highland.gov.uk/learnignhere/EarlyLearningandChildcareandpre-school/>

BRACAIST & CLUB AN DÈIDH NA SGOILE / Breakfast club & after-school care (term-time only)

Breakfast Club is available from 0805 to 0845 (Monday to Friday) - further information is available on request.

After School Care is available from 1500 to 1745 (Monday to Friday) - further information is available on request.

LATHA NA SGOILE / The school day

Start of school day	0915
P1 – P7 morning break	1100 – 1115
P1 – P3 Lunch	1230 – 1330
P4 – P7 Lunch	1300 – 1345
End of School Day P1 – P3	1500
End of School Day P4 – P7	1515

Nursery pupils have flexible hours - sixteen hours of nursery care is government-funded, and parents can choose to self-fund additional hours during the week to suit family circumstances.

FRITHEALADH / Attendance

Children are expected to be on time for school, as lateness causes disruption to classes. If children are persistently late this will be recorded.

Attendance at school is a legal requirement and parents will be contacted if a pupil's attendance is causing concern. In some instances, cases will be referred to the Highland Council's Care & Learning Team.

Parents and guardians must contact the school as soon as possible if their child is absent from school or nursery. If we have not heard about the reason for a child's absence by 10.00 we try to contact the child's home by telephone. If no contact can be made, a record will be noted. If the child is still absent after three days and no contact can be made with parents, guardians, or given emergency contacts, details have to be forwarded to the Education Office.

Parents must inform the Head Teacher, in writing, of any planned absence from school and give full information of the exact time, dates, and reason for absence.

The annual school calendar can be found here:

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

TINNEAS TRON LATHA/*Illness during the school day*

If pupils feel ill in school, or are hurt at break-time, we will contact the parents immediately. Parents are requested to be aware of up-to-date NHS advice about vomiting bugs. If a pupil appears to require urgent medical treatment and we are unable to establish contact with the parent or the emergency number we will take the pupil to Raigmore Hospital Casualty Dept. Someone from school will accompany the child and the office will continue attempting to contact the parents. It is, therefore, very important that parents keep the school informed of their emergency contact details.

CONALTRADH / *Contacting the school*

Parents who have any concerns regarding the education and associated well-being of their child; or any concerns about the school should contact the Head Teacher in the first instance. There are occasions when the school is unable to open, or has to close early without notice to parents. This can happen, for example, in the case of a sudden, severe weather or power cuts. To facilitate informing all parents as quickly as possible, it is important that the school has the most recent contact details for all families.

Parents have access to more information through the school's website; notes/letters in school bags; class overviews; school website; school social media pages; e-mails and texts.

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

If a parent has any concerns they should contact their child's Named Person in the first instance, the Head Teacher of 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 Area Care and Learning Manager Fiona Shearer on 01463702880.

LUCHD-TADHAL / *Visitors*

Parents are welcome to visit by appointment but, in the interests of security, are asked to call at the office before proceeding to other parts of the school. BSGI follows the Highland council school entering and exiting procedures and all visitors to the school must wear a school badge and sign in at reception.

COMHDHAIL / School Transport

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.

Pupils attending Bun-sgoil Ghàidhlig Inbhir Nis are eligible for free school transport if the following conditions apply:-

- They live at least 2 miles away from the school and are under 8 years of age
- They live at least 3 miles from the school

Parents can obtain an application form and any other information they may require from the school office. At the end of each school day pupils can be collected from the supervisor at the school gates. Pupils using school transport gather in the school hall, and are supervised to their transport. It is very important that the school is informed of any changes for the end of the day, and that children are met at the school gates on time.

AODACH SGOILE / School Uniform

We strongly promote the wearing of school uniform and welcome parental support for our dress code. The proverb “an t-ionnsachadh òg an t-ionnsachadh bòidheach” (young learning is lovely (effective) learning) has been adopted as the school’s logo. Sweatshirts, polo shirts, fleeces, reversible jackets and hats, all with the school logo, may be purchased from the School Uniform shop in Academy Street, Inverness.

NB All items of clothing and footwear (indoor and outdoor) should be labelled with a pupil’s name.

Girls

Black/Grey skirt/trousers
Purple Polo shirt
Green sweatshirt
Green fleece
Purple/Green Reversible jacket

Boys

Black/Grey trousers
Purple polo shirt
Green sweatshirt
Green fleece
Purple/Green Reversible jacket

Primary 7 (School uniform as above. Pupils are also welcome to wear items below as part of their transition preparation for secondary school)

Black skirt/trousers White shirt/polo shirt Black V-neck pullover School Tie

AODACH Lùth-Chleasachd / PE Kit

Shorts, T-shirts and gym shoes/trainers are required for PE. These should be kept in school during the week. Long hair should be tied back for PE and no jewellery should be worn. PE kits can be left in school during the school week as all children have at least two hours of PE each week.

RUDAN LUACHMHOR / Valuables

Pupils are responsible at all times for their own valuables, including jewellery. Money should never be left in bags or pockets where they are left unattended. Please note that the use of mobile phones is not permitted within the school environment. Parents wishing children to have access to a mobile phone after school should be aware that mobile phones must be handed in to the class teacher/school office at the beginning of the day and collected at the end of the school day. We discourage children from bringing toys and special personal possessions into school unless requested for class discussion.

DÌNNEARAN SGOILE / School Meals

- School lunch costs £2.40 per day and payment for the week (or month/term) can be paid in advance each week or, alternatively, payments can be made online
- Children in primaries 1-3 are entitled to free school meals
- The application form for Free Meals & Clothing grant for the forthcoming academic year is available on-line or from the school office <http://www.highland.gov.uk/info/899/schools-grants> and benefits/10/free school meals and assistance with clothing
- <http://www.highland.gov.uk/downloads/file/6432/primary> school menu

BOCSAICHEAN BIDHE & UISGE / Lunch-boxes & Chilled Water

In order that certain standards of health, hygiene and safety are maintained, the following recommendations have been issued by the Authority:-

- All food must be carried in a semi-rigid container with a secure lid, e.g. 'Tupperware', ice-cream container or similar. Containers and lids should be clearly marked with the name of the pupil.
- Glass bottles or containers are not permitted under the Health & Safety Regulations.
- Vacuum flasks containing hot liquid are not permitted because of the danger of scalding.
- Aerated drinks in cans or bottles are not permissible because of the obvious dangers these present.

Chilled drinking water is available at the school and all children should bring their own water bottle which can be filled daily.

AS DÈIDH NA SGOILE / Extra-curricular activities (clubs run on various terms)

Diluain / Monday	Highland Dancing, Singing, Athletics, Coisir & seinn
Dimàirt / Tuesday	Shinty, Club na h-òigridh Gàidhlig
Diciadain / Wednesday	Karate, Drama, Hockey
Diardaoin / Thursday	Basketball, Orienteering
Dihaoine / Friday	Basketball,
Disathairne / Saturday	Football

Additional clubs may be run throughout the school year and some clubs run for summer term only.

POILEASIDHEAN NA SGOILE / School Policies

School policies are available for parents to read upon request.

CO-IONANNACHD CHOTHROMAN / *Equal opportunities*

Bun-sgoil Ghàidhlig Inbhir Nis is an Equal Opportunities School and conforms to the wishes of the Equal Opportunities Commission, and:-

- Aligns itself with the Education Service's Anti-Racist and Multi-Cultural Guidelines for Primary and Nursery Schools (May 2007)
- For up-to-date information please see:
- http://www.highland.gov.uk/info/751/equality_diversity_and_citizenship/313/equal_opportunities
- 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.

Poileasaidh Dìon Chloinne / Child Protection Policy

All educational establishments and services must take positive steps to help children protect themselves. Programmes of health and personal safety are central to the curriculum and should have in place a curriculum that ensures that children have a clear understanding of the difference between appropriate and inappropriate behaviour on the part of another person, no matter who. We work with the Safe, Strong and Free group to support this aim.

Schools must create and maintain a positive ethos and climate which actively promotes child welfare and a safe environment by:

- Ensuring that children are respected and listened to
- Ensuring that staff are aware of child protection issues and procedures
- Establishing and maintaining close working relationships and arrangements with all other Agencies to make sure that professionals collaborate effectively in protecting children.

From time to time incidents within the school setting which cause concern and could indicate that a child is suffering from some form of abuse. Should any member of staff have concerns regarding the welfare or safety of any child they must report these concerns to the Head Teacher.

In the terms of Highland Council Child Protection Committee Inter-agency Protection Guidelines, Education Service staff have to report incidents to Social Work Services which can lead to a joint Social Work/Police investigation. Confidentiality is superseded by the Council's Protection Guidelines. All agencies involved in child protection regard the welfare of children as paramount and this will be their priority. A copy of the Child Protection Policy is available, on request, from the Head Teacher.

More information about Child Protection procedures within Highland can be obtained here: <http://hcpc.scot/>

OIDEACHADH / Curriculum

Children who gain most from their education are those whose parents support their efforts along the way. By doing this they encourage the correct attitude to school and work together with the teacher for the benefit of each child. Statistics inform us that 87% of a child's education is influenced by the home. Bun-sgoil Ghàidhlig Inbhir Nis implements the Scottish Curriculum for Excellence which is designed to help pupils become Confident Individuals, Responsible Citizens, Successful Learners, and Effective Contributors.

<p><i>Successful Learners</i></p> <p>with</p> <ul style="list-style-type: none"> • enthusiasm and motivation for learning • determination to reach high standards of achievement • openness to new thinking and ideas <p>and able to</p> <ul style="list-style-type: none"> • use literacy, communication and numeracy skills • use technology for learning • think creatively and independently • learn independently and as part of a group • make reasoned evaluations • link and apply different kinds of learning in new situations 	<p><i>Confident Individuals</i></p> <p>with</p> <ul style="list-style-type: none"> • self-respect • a sense of physical, mental and emotional wellbeing • secure values and beliefs • ambition <p>and able to</p> <ul style="list-style-type: none"> • Relate to others and manage themselves • Pursue a healthy and active lifestyle • Be self-aware • Develop and communicate their own beliefs and view of the world • Live as independently as they can • Assess risk and take informed decisions • Achieve success in different areas of activity
<p><i>Responsible Citizens</i></p> <p>with</p> <ul style="list-style-type: none"> • respect for others • commitment to participate responsibly in political, economic, social and cultural life <p>and able to</p> <ul style="list-style-type: none"> • develop knowledge and understanding of the world and Scotland's place in it • understand different beliefs and cultures • make informed choices and decisions • evaluate environmental, scientific and technological issues • develop informed, ethical views of complex issues 	<p><i>Effective contributors</i></p> <p>with</p> <ul style="list-style-type: none"> • an enterprising attitude • resilience • self-reliance <p>and able to</p> <ul style="list-style-type: none"> • communicate in different ways and in different settings • work in partnership and teams • take the initiative and lead • apply critical thinking in new contexts • create and develop • solve problems

The curriculum enables pupils to encounter a range of learning experiences through which they will engage in different kinds of knowledge, skills, and thinking. It is designed to provide a structure which encourages children to grow in depth of knowledge, understanding, and skills. This will also encourage pupils to develop socially and personally to give robust foundations for further learning. Our curriculum takes account of local circumstances and local and national advice. It leaves scope for teams and individual teachers to introduce well-considered innovations to meet the needs of all learners.

We develop and review our curriculum on a regular basis, involving all staff in the process and taking account of the views of our learners and parents. In doing so we aim to meet the needs of all learners, offer opportunities for choice and specialisation, where appropriate. Our curriculum rationale is available on our school blog.

Within the curriculum all children are entitled to experience:-

- 4 capacities 'Responsible Citizens, Confident Individuals, Effective Contributors, Successful Learners'
- A coherent curriculum from 3 to 18
- A broad general education, including well-planned experiences and outcomes across all the curriculum areas.
- Opportunities for developing skills for learning, skills for life, and skills for work
- Opportunities to achieve through appropriate personal support and challenge

The school curriculum includes a variety of experiences, and the following aspects:-

- **Curriculum areas and subjects**
Languages and Literacy
Mathematics and Numeracy
Health & Wellbeing
Social Studies
Expressive Arts
Religious and Moral Education
Sciences
Technologies
- **Interdisciplinary Learning**
The curriculum includes opportunities for learning experiences which over-arch several subject areas and themes.
- **Ethos and Life of the School**
The starting point for learning at Bun-sgoil Ghàidhlig Inbhir Nis is a positive ethos, and a climate of respect and trust based upon shared aims and values across the whole school community.
- **Opportunities for Personal Achievement**
Pupils are offered opportunities for achievement and success in all aspects of the life of the school. They are encouraged to share their out-of-school achievements and experiences. This helps build confidence, resilience and motivation in all aspects of learning. Parents are asked to encourage children to share children's' wider achievements.
- **Supporting Gàidhlig Learning at Home**
There are a range of supportive initiatives for supporting Gàidhlig language acquisition at home. We encourage parents who do not speak Gàidhlig, to attend our Gàidhlig weekly classes. There is a website

www.gaelicforparents.com and apps such as GOGAELIC and DUOLINGO to support and encourage a positive relationship with the language for you and your child/ren.

TAIC IONNSACHAIDH / *Additional support needs*

Although all staff have a responsibility to support children with Additional Support Needs. The school has access to an Additional Support Needs Teacher for a day and a half who works with teachers to give advice and support to groups and individual pupils who require multi agency meetings and long and short term targeted support. Children sometimes benefit from individual tuition, and this support may take place out with the usual classroom environment for short periods of time during the week. Other agencies may work in partnership with school staff to support pupils with their learning, or offer advice relating to any barriers that prevent children from reaching their full potential.

All children need support to help them learn. Bun-sgoil Ghàidhlig Inbhir Nis follow The Highland Practice Model staged approach to assessing, identifying and supporting children with additional support needs. In this model, every child has a 'named person' who is responsible for making sure that the child or young person has the right to support his/her development and well-being.

Parents who have a concern about their child in nursery or primary school should contact their child's class teacher or the head teacher. Sometimes a Child's Plan may be put in place to help organise, monitor and regularly review a child's progress. Further information can be found at:

<http://www.highland.gov.uk/learning/supportforlearners/generalguidance/planning> and www.chpplus.org.uk

COMHAIRLE NAN SGOILEARAN / *Pupil Involvement*

Pupil achievements are recognised through awarding of certificates for good behaviour and achievements in class and throughout the school. A house system encourages team working and a positive school ethos. A trophy (donated by the Highland Council's Gaelic Committee to commemorate the opening of the school) is presented to the winning house at the end of each school session.

Children from P1 to P7 have opportunities to be involved in the way our school is run. Pupils take part in a variety of committees – the Pupil Council, Eco Committee, digital leaders, Library Committee, Rights Respecting group, house captains, Junior Road Safety officers. These committees change according to the focus of the school, and give pupils opportunities to develop skills such as confidence, communication and negotiation. They provide the opportunity for pupils to communicate their feelings to teachers and staff as well as influence decisions that are made. Pupils in P6 and P7 are given added responsibilities as Pupil Monitors and Buddies.

MEASADH, CLÀRADH AGUS PÀIRTEACHADH / *Assessment and reporting*

BSGI has an Assessment Model which is linked to an Assessment Calendar throughout the school session.

Assessment is the means of collecting information which allows teachers, pupils and parents to form a fairly accurate picture of what a child is actually achieving in relation to expectations of achievement. Conclusions for next step teaching will be drawn from this comparison. Teachers assess progress in a number of ways. These include watching pupils work, discussing their work with them, engaging them in dialogue regarding their learning and progress, as well as setting special Key Assessment Tasks.

As a school we use a system of continuous profiling and reporting, where we will provide you with a variety of opportunities to be involved in your child's learning and to provide feedback throughout the year. Recorded Learning conversations and Key Assessment Tasks will take place termly and will make up your child's profile or

Learning Journey. Children will engage with their teacher on activities recorded in their profile regularly during each term. You will be invited in to school each term when your comments and suggestions will be valued. Parents are welcome to make an appointment to visit the school to discuss any matter which is causing them concern.

Assessment and Reporting

Please see national sources of information on arrangements for assessing and reporting pupils' progress and planning future learning.

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

- End of year Progress and Performance report to parents on pupil progress in curriculum, achievement and future learning.
- Termly opportunities for parents to discuss pupil progress during parent teacher meetings, open afternoons, stay and play sessions, class learning visits where pupil profiles are shared.
- Class termly overview will share planned learning for each term to encourage parents to discuss learning at home
- Formal Learning Conversations tracking pupil's engagement and key targets in learning will be shared every term.
- Key Assessment task/s will be completed and shared with parents every term with an opportunity for pupils to self-assess, record pupil voice with reflections on own learning and share with parents and record parent voice.
- Pupil profiles record personal All About Me, Learning Conversations, Key Assessment Tasks, Learning Log and Targets, Latest and best pieces of work, wider achievements with WOW certificates, Skills for Learning, Life and Work and an individual log of school vision, values and aims and what they mean for our pupils.
- Health and Wellbeing - SHANARRI – pupils will track their own reflections using a Shanarri Wheel and log activities they have engaged with as part of their next steps.
- Arrangements at time of transition can include enhanced transition to primary 1 from sgoil-àraich, planned onery sessions where sgoil-àraich and P1 pupils learn with each other within a planned context for learning. Visual social stories and Pupil Passports are used to support pupils who benefit from an enhanced transition. Pupils will visit their new classroom and teacher, in term 4, when possible. Teachers will meet to discuss transition at key milestones and track attainment data with profiling data. Within the Early Years, an Early Years Developmental Overview is followed from sgoil-àraich through to P1.
- *Please see National sources of information on Education Scotland website and on the following link*
[Highland Curriculum for Excellence information](#)

DAIMH LE PÀRANTAN / *Partnership with parents*

The school values parental co-operation and support, and we shall strive to continue strengthening relationships with parents by involving them as fully as possible in their child's learning, and in the wider life of the school.

We appreciate the support given by our Parent Council, plus the input by our parent helpers who assist with extra-curricular activities, school trips and practical activities during the school day.

Possibly the most important thing a parent can do is take an active interest in their child's progress at school by encouraging hard work and by stressing that what is learned at school is useful and relevant.

Links to Highland Council policies can be found here [Authority Policies](#)

LEASACHADH NA SGOILE / *School Improvement*

Please see our school blog for our latest Standards and Quality Report.

For Session 19-20 our focus is on:

Numeracy and Mathematics -

- Create a whole school approach to the learning and teaching in Numeracy and Mathematics and introduce attainment tracking systems to allow analysis of data to improve pupil outcomes

Learning for sustainability

- Creating a Whole School Approach to LfS that is robust, demonstrable and evaluated and supported by leadership at all levels

Health and Wellbeing

- *Embed language of Shanarri with pupils, Pupil Profiling –Tracking of Shanarri indicators and impact of interventions*

Further information available on the following links

- **Education Scotland Parentzone School information Dashboard**
<https://education.gov.scot/inspection-reports/highland>
<https://education.gov.scot/parentzone/my-school/school-information-dashboard/>

COMHAIRLE NAM PÀRANT / Parent Council

Each parent/guardian of children in school is automatically a member of the Parent Forum. Representatives from the Forum then volunteer to serve on the Parent Council supporting the school – fundraising, and actively encouraging all parents to work in partnership with the school to enhance pupil learning and educational experiences in order that all children can become successful learners, confident individuals, responsible citizens and effective contributors.

Please contact Garry Main (Chair), or Rev Alasdair MacLeod (Secretary) for further information.

OBAIR DACHAIGH / Homework

Homework mainly consists of re-enforcing work which has already been done in school – in particular, reading, writing and spelling of common words, reading for enjoyment, number facts and practice.

FOGHLAM ÀRD-SGOILE / Secondary Education

Although Inverness Royal Academy is the recommended secondary school for Gaelic medium pupils, parents are at liberty to opt for the Secondary School of choice, with certain conditions. Official letters regarding transfer arrangements are sent to each family in January.

Local Secondary Schools:

School	Rector	Telephone
Inverness Royal Academy	Mr Nigel Engstrand	01463 222884
Charleston Academy	Mr C O'Neill	01463 234324
Culloden Academy	Dr J Vance	01463 790851
Inverness High	Mr J Rutter	01463 233586
Millburn Academy	Mr J Krall	01463 233573

Arrangements for Transfer to Secondary School

- Liaison meetings are held between the Primary and Secondary teachers
- Secondary teachers visit Bun-sgoil Ghàidhlig Inbhir Nis
- The pupils themselves are invited to visit the relevant Secondary School
- Children who have additional support needs are given extended opportunities to visit their new school

DROCH SHÌDE / Adverse Weather – Winter Weather Details

It is the responsibility of parents/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.

During spells of inclement weather the school will not open if:-

- The roads are difficult – although the main road may be reasonably clear, the bus contractors have single-track routes off the main road, which are often not ploughed or gritted. Bus contractors are not prepared to take risks when young children are involved.
- If there has been a lengthy interruption to the power supply overnight and the school heating system has not been able to heat the school for the morning.

Announcements on School Closures or alterations to transport arrangements will be made on the Council's Telephone information service, on Moray Firth Radio or alternatively check the Highland Council or school website. <http://www.schoolclosures.highlandschools.org.uk/>

How to use the Council Information Service

- 1 Dial Highland council's access number **0800 564 2272**
- 2 Enter BSGI's Pin Number – **043280**
- 3 You will hear the school's name
- 4 You will be taken to the main menu where you will be given four options
- 5 Press **1** to hear the school's message about adverse weather.

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 unopened, 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 always be contacted and you may be advised to collect your child from school.

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

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 Head Teacher.

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 policy

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

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

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

Information on why we collect data about pupils and who we share this data with can be found in Highland Council's Privacy Notice which is available here: https://www.highland.gov.uk/directory_record/1095920/enrol_your_child_at_a_school

Why do we need your data?

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

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

Your data protection rights

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

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

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

Concerns

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

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.