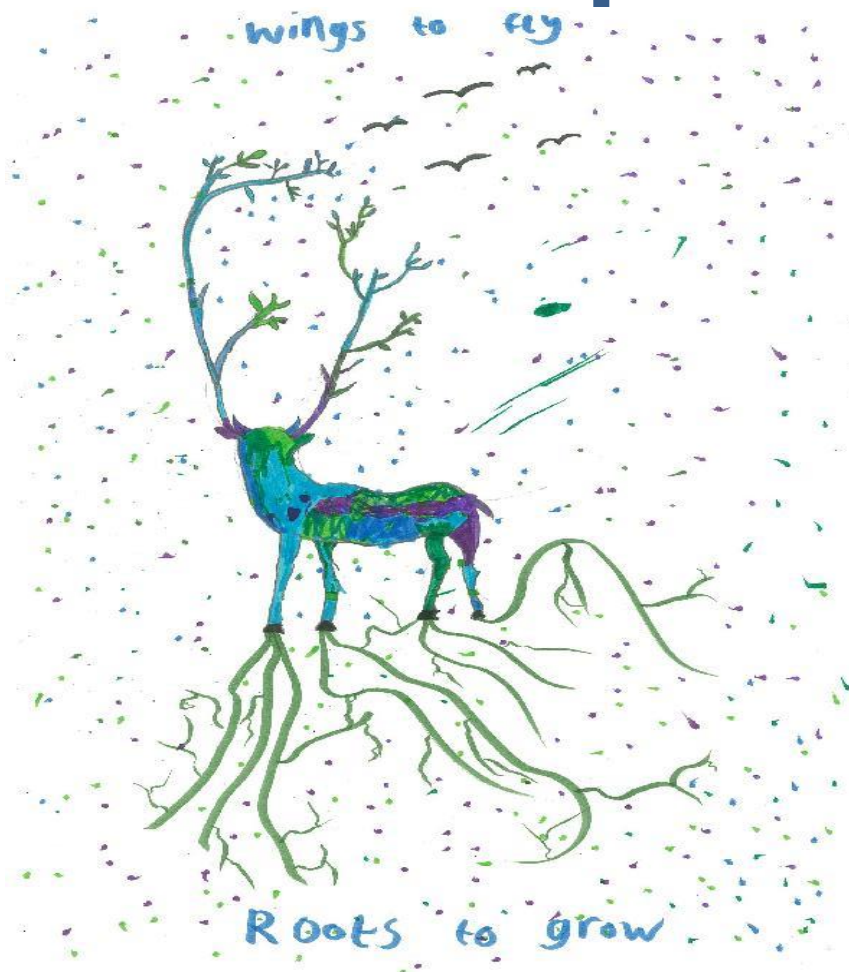




Lairg Primary School



Handbook 2023  
- 2024

**Our address is:**

Lairg Primary School

Lairg

Sutherland

IV27 4DD

<https://lairgprimary.wordpress.com>

**We can be contacted on:**

Tel: 01549 402345

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

Dear Parents/Carers,

This handbook has been planned to give a comprehensive description of the educational provision at Lairg Primary School and also to provide any information required for the welfare of your child.

At our school we respect each other and value everyone's contributions and qualities. We include everyone in our school and listen to what they have to say, encouraging them at all times. We aim to move forward in a positive way, striving to do the best we can.

We have an open door policy and if you need to speak with either myself or our class teacher please contact school. If we are unable to speak with you immediately we shall respond to you as quickly as possible.

We greatly value the support from all our parents, and enjoy working in partnership with you, to provide positive learning experiences for our pupils.

We actively encourage parents to join in with as many areas of school life as they can. If you are interested in coming in to help, in any way, please contact the school.

Please do not hesitate to contact us at the school should you require any further information.

Kind Regards,

*Miss Lesley Morrison*

Cluster Head Teacher

## LAIRG PRIMARY SCHOOL

### Location

Lairg Primary School is situated in the centre of the village of Lairg, Sutherland and is in Highland Council. The school is a non-denominational, mixed primary with a Nursery class within the main building.

### The School Buildings

Lairg Primary is a modern school set in an old building. At one time, the school included a secondary department, but now the whole building is devoted to primary education. Although it may seem to have excess space, every corner is used. Currently there are three classrooms used for primary classes and one room used for Nursery. There is a room called the GP Room where we can spread out for assemblies, Art and Music. One classroom is used as an area base for Support for Learning.

We are lucky to have the facilities to cook dinners on premises and we have a separate Canteen. This building also has a Gym where children have P.E. and sport activities. Concerts are also held in the Gym as the room contains a stage. We have a large playing field which children love to use in summer months particularly but we try to use the outside space as much as possible.


### Organisation

The Nursery is run by two Early Years Practitioners. There is also currently a P1-3 class, a Primary 4/5 class and a Primary 6/7 class. Pupils are in the care of their class teacher. We also have several Pupil Support Assistants who help children with Additional Needs, working on specific work programmes planned by our Support for Learning Teacher who visits school twice per week.

The school is linked with Rosehall Primary School and shares a Cluster Head Teacher. The Head Teacher usually spends three days in Lairg and two days in Rosehall. The cluster has an Acting Principal Teacher who is based at Lairg Primary for much of the week.

**Pupil Roll** There are currently 50 pupils in the Primary School and 11 in Nursery.

## STAFF

Miss L M Morrison	Head Teacher	
Miss E Monaghan	Early Years Practitioner	
Miss M Wilson	Early Years Practitioner	
Mrs G Warburton	Teacher	
Mrs A McRae	Teacher	
Mrs C Gruber	Teacher (part time)	
Mrs Z Livings	Teacher (part time)	
Mrs S MacNeill	Pupil Support Assistant	
Miss T Sutherland	Pupil Support/Kitchen Assistant	
Mrs E Vinni	Pupil Support Assistant	
Miss O'Reilley	Pupil Support Assistant	
Mrs P Sutherland	CCR PE Teacher	
Mr K Whitehead	Support for Learning Teacher	
Miss K MacNeill	Principal Teacher based at Rosehall Primary	
Mrs J Mackay	Clerical Assistant	
Miss O'Reilley	Playground Supervisor/Support Assistant	
Miss G Paterson	Janitor/Cleaner	
Mrs A Matheson	Cook	
Mr S Murray	Piping Tutor	
Mr D Adams	Violin Tutor	
Mr Hamilton	Drumming Tutor	

## What we Believe at Lairg Primary School

### Vision Statement

We work together to create a happy, inclusive learning environment where children are encouraged to develop **“Wings to fly and roots to grow.”**

### Values

Learn, Achieve, Include, Respect, to shape **Genuine** young minds

These values were created through discussions with children, parents and staff surveys and discussion.

### Aims

- To support children to be happy, safe, healthy, responsible successful learners by working with individuals, their families and our school partners
- To foster inclusion, tolerance and acceptance of individuals and their families amongst all members of our school community
- To respect all members of our school community and encourage children to show respect for everyone they meet
- To encourage honesty, openness and positive attitudes amongst individuals

## Getting It Right for Each Child

We work within the Scottish Government's guidelines on '**Getting It Right for Each Child**' (GIRFEC) to support children and their families to ensure children are: -

**Safe...** protected from abuse, neglect or harm

**Healthy...** experiencing the highest standards of physical and mental health, and supported to make healthy, safe choices

**Achieving...** receiving support and guidance in their learning – boosting their skills, confidence and self-esteem

**Nurtured...** having a nurturing and stimulating place to live and grow

**Active...** having opportunities to take part in a wide range of activities – helping them to build a fulfilling and happy future

**Respected...** to be given a voice and involved in the decisions that affect their wellbeing

**Responsible...** taking an active role within their schools and communities

**Included....** getting help and guidance to overcome social, educational, physical and economic inequalities; accepted as full members of the communities in which they live and learn

More information on GIRFEC can be found at: -

<http://www.scotland.gov.uk/Resource/0039/00394308.pdf>

## Discipline

We promote positive behaviour management through praise and reward. Our school 'Golden Rules' are simple and largely a matter of common sense and good manners. They are there to ensure the safety of all of the children and to promote the concept of respect and responsibility.

Our Golden Rules are: -

- *We are gentle.*
- *We are honest.*
- *We are kind and helpful.*
- *We work hard. We listen.*
- *We look after property.*

Sanctions are kept as meaningful as possible and usually involve missing part of playtime or Golden Time and thinking about better behaviour choices. Parents will be informed of persistently unacceptable behaviour and will be asked to visit school to discuss the problem and to find a way forward together.

## Effective Learning & Positive Relationships

Our policy can be found at:

<https://lairgprimary.files.wordpress.com/2019/01/our-vision-for-positive-relationships-at-lairg-primary-school.pdf>

## Bullying

Most children argue and fall out with friends as part of the growing up process. However very, very occasionally a child can take matters further and be very mean to others. We do not tolerate bullying in any form and work in line with Highland Council procedures. We provide a number of opportunities for children to express any worries they may have about other children. Older pupils act as Buddies to younger pupils and each P1 child is given a Buddy to support them at school in their first year. There is a worry box which children can use to let us know about any worries they may have. We always continue to check how things are going even when an issue is resolved. Should you suspect that your child is being bullied at school please inform staff immediately. We investigate any complaints fully and support children following all incidents.

The HC procedures for Bullying can be viewed at: -

<http://www.highland.gov.uk/NR/rdonlyres/8C82D65D-F879-4477-A8A6-80756BCE6D5B/0/antibullyingantiracistprocedureschoolsnew.pdf>

## Exclusion

Should a child's behaviour be considered to put the safety of other pupils or staff at risk then school will follow the Highland Council's Exclusion Policy: -

<http://www.highland.gov.uk/NR/rdonlyres/E9555C05-12EB-421C-8A56-96606BAB5762/0/ExclusionPolicyJanuary2011u.pdf>

## Equality & Diversity

Our policy on Equality & Diversity can be found at: -

[https://lairgprimary.files.wordpress.com/2019/01/lairg-rosehall-promoting\\_diversity\\_and\\_equality\\_policy\\_.pdf](https://lairgprimary.files.wordpress.com/2019/01/lairg-rosehall-promoting_diversity_and_equality_policy_.pdf)

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.

For further information, please see:

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

## Access

The school welcomes pupils with disabilities. The school works in accordance with Highland Council policy on accessibility, to develop access arrangements to the school for pupils, and other members of the school community, with disabilities. We have a disabled toilet and shower facility. There is an access ramp through the front entrance which is suitable for adults and children with mobility difficulties. The back door is also accessed via a ramp.

## Protection of Children

Each child in Highland has a **Named Person** who supports each child to achieve and thrive. For P1 to P7 at Lairg Primary this is **Miss L Morrison**. For Nursery Children this is the Health Visitor assigned to child from a few weeks old.

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

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

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

Copies of Child Protection Guidelines are available from Miss Morrison, the school office or online at:

[http://www.highland.gov.uk/info/1361/childcare\\_and\\_family\\_care/438/child\\_protection](http://www.highland.gov.uk/info/1361/childcare_and_family_care/438/child_protection)

The Cluster policy on Child Protection can be found at:

<https://lairgprimary.files.wordpress.com/2019/01/cluster-cp-policy-jan-2019.pdf>

## Being a Digital Citizen

Children at a young age, now use tablets, mobiles and laptops/Chromebook on a daily basis. We are very conscious of the need to educate our children to use IT appropriately. Usage of IT in school is monitored carefully and filters are used via Highland Council procedures and policies. We also understand it is important to support parents to keep their children safe in this ever increasing world of social media and the internet. Mobile phones and tablets etc. from home should not be brought to school. If a child does bring a device to school, it will be placed safely in the school office until home time and will not be allowed to be used.

More support for parents can be found at: -

<https://www.nspcc.org.uk/preventing-abuse/keeping-children-safe/online-safety/>

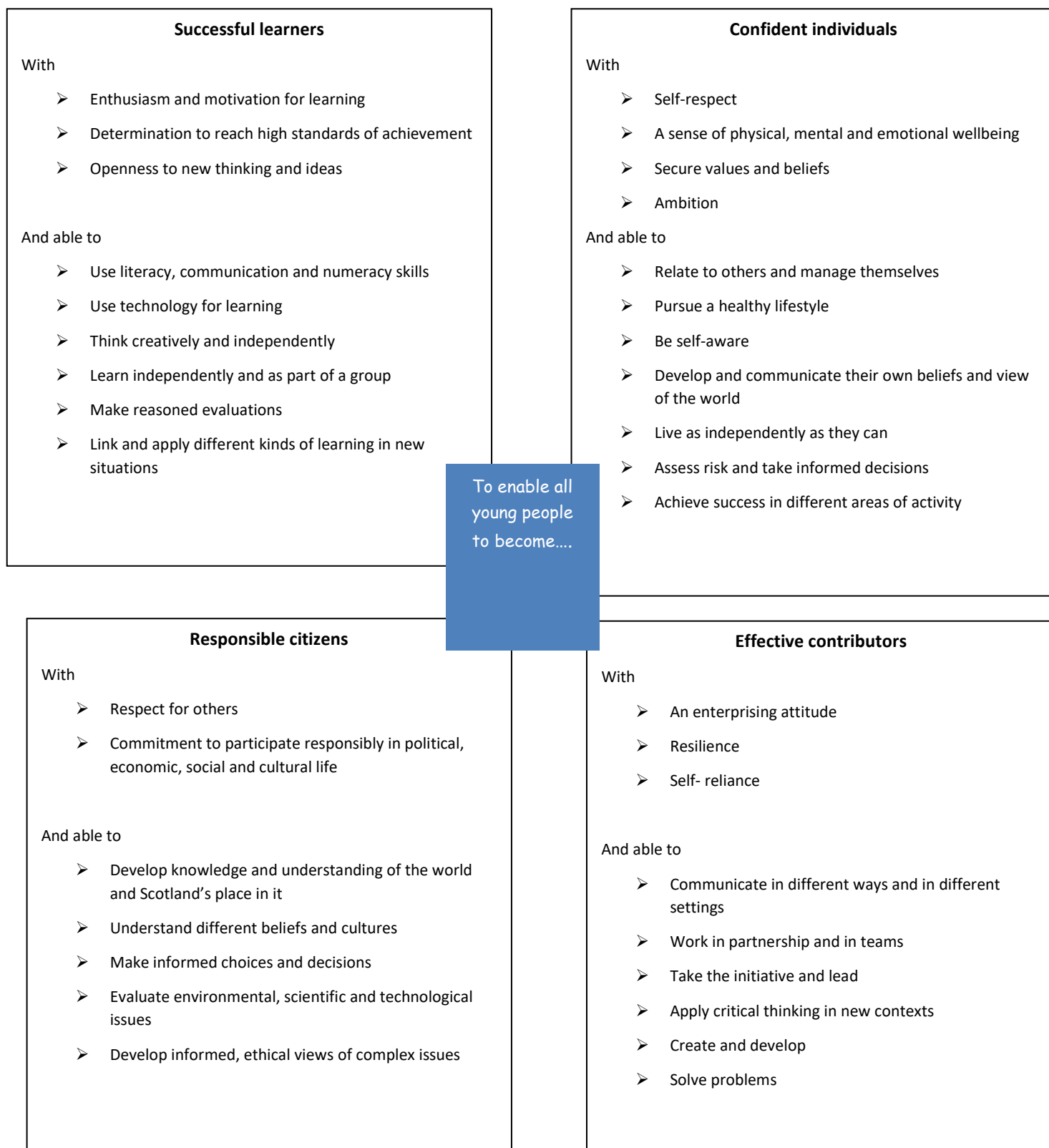
<https://kidscape.org.uk/advice/advice-for-parents-and-carers/internet-safety-and-online-risk/>

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



## The Curriculum

Curriculum for Excellence is the curriculum that is taught in all Scottish schools. The curriculum aims to ensure that all children and young people in Scotland develop the knowledge, skills and attributes they will need if they are to flourish in life, learning and work, now and in the future. These are summed up in the detailed wording of 'Four Capacities'.



Lessons are carefully planned to ensure that the four capacities are taught through a series of experiences. Planning also takes into account what is to be achieved as outcomes from the learning and links to Developing the Young Workforce in terms of developing appropriate skills.

Experiences' and 'Outcomes' are taught through a broad general education covering eight curriculum areas: Languages, Mathematics, Health and Wellbeing, Expressive Arts, Sciences, Social Studies, Technologies and Religious and Moral Education.

Lessons at Lairg fall into several categories: -

- There are also specific subject lessons to teach key skills e.g. a Maths lesson, a P.E. lesson
- 'Interdisciplinary Learning' e.g. a class might study a topic on 'The Rain Forest' which incorporates a series of lessons where the majority of the eight curriculum areas are taught over a number of weeks, at the heart of which is Literacy and Numeracy, along with Health and Well Being. Skills that have been learnt in specific lessons can be practiced in another context in topic work e.g. recording, reading, analysing data in a Maths lesson then interpreting data about temperatures in a lesson on the rainforest. Topics are planned with children so that lessons incorporate children's interests as well as making sure all curriculum areas are covered within a school year. Lessons relating to such issues as ECO, Sustainability and Enterprise Education are also taught within topics.

Learning takes place both in and out with the classroom environment and some topics may involve a visit to somewhere local to further motivate children and stimulate their learning.

More information about Curriculum for Excellence can be found at: -

<http://www.educationscotland.gov.uk/thecurriculum/whatiscurriculumforexcellence>

## Literacy

Talking, listening, reading and writing are all part of language. We provide experiences where a wide range of communication skills can be practised and used in a variety of situations.

Children are given opportunities in most lessons to listen but also equally importantly to talk about their work and to share ideas and opinions. By talking and listening it helps a child to clarify their thoughts and rehearse what they might write. We encourage children to listen to each other also and to appreciate that other children may have a different approach or view.

Each child is supported to learn to read with fluency, accuracy and understanding of material appropriate to their age and personal interest. They are initially taught to read by using 'phonics' – learning the sounds that letters and groups of letters make and then building words by the sounds they see e.g. c a t , sh i p, t ie. They are also taught words that do not follow phonetic patterns. We call these words 'tricky words' and teach them individually.

They are supported to learn the craft of writing for a variety of reasons and for a variety of audiences and to have a wide and varied vocabulary which can be used in discussion and in written communication. Spelling is given importance and both common spelling patterns and tricky words are taught in a variety of ways both formally and informally. Initially phonics are used to build break words down into sounds. Then spelling patterns are taught along with tricky words.

Children are taught French as a second language from P1 and currently Gaelic is taught as the third language from P4-7.

## **Mathematics**

The main areas taught are number, calculations, money, measurement, shape, position and movement, time, information handling and problem solving. We ensure that each child covers a common core of mathematics, that he/she has a wide experience of basic number facts and is able to apply acquired mathematical skills to real life situations. Children will also learn to use calculators and have access to ICT to reinforce their mathematical skills.

Experiences of **Health and Wellbeing** help children to develop the knowledge and understanding, skills, capabilities, and attributes they need for their mental, social, emotional and physical wellbeing now and in the future.

## **Physical Education**

Lessons are taught weekly for approximately 2 hours in total and during the year cover all aspects of P.E. e.g., Gymnastics, Athletics, Games and Swimming.

## **Sex Education**

is supported by the trained teacher. Parents are informed when such lessons are to be taught. Topics on keeping healthy and safe such as Substance Misuse, Internet Safety etc. are taught through special events such as Choices for Life and Safer Highlander as well as within themed work within the classroom.

Much of the experiences and outcomes of **Social Studies** are taught through topics. Children develop their understanding of the world by learning about other people and their values, in different times, places and circumstances. They develop their understanding of the environment, about human achievement and understand changes in society.

## **Sciences**

Sciences are taught through practical work and encourage children to gain curiosity and knowledge for the living, material, and physical world. Thinking is challenged and children are encouraged to work using scientific methods and develop an understanding of scientific language to use in Science lessons and topics.

## **Technology**

Technological sessions are creative, practical and fun! Children develop technological skills through a variety of different projects linked to topics. Through exploration children develop knowledge and understanding of different materials, creating and developing design briefs. Completed projects are evaluated.

## **ICT**

ICT is used extensively in lessons both by the teacher as a teaching tool and by children to practice skills, seek information and to present work in a variety of ways e.g., create a graph, make a piece of music, make a PowerPoint for a presentation on a topic. Children are given individual logins for the school's computer network which is organised by Highland Council. They have access to tablets for Maths practice activities.

## **Expressive Arts**

Each child is encouraged to develop skills, knowledge and understanding to be able to express him/her self-confidently and with a personal sense of achievement in several art forms, e.g. Music, Art and Drama. The subjects are taught by the class teacher and are enhanced through the expertise of visiting experts occasionally.

## **Religious and Moral Education**

We aim to give children knowledge of an awareness of the Christian faith through the study of Bible Stories and Christian values and practices. Children also learn how people from other faiths worship and celebrate. This provides opportunities to discuss and develop an understanding, tolerance, a caring attitude to others and to share interests. Lessons in the context of topic work regularly include moral and social behaviour. The school rules are agreed by the whole school and learning to co-operate is a major feature of each day. We have occasional visits from local church groups such as Church of Scotland and Lairg Christian Fellowship and welcome visitors from other faiths. Parents have a right to withdraw their child from religious observance if they so wish and special arrangements will be made for children not participating in these sessions.

## **Homework**

The school's policy is to provide homework which can be completed in 30 minutes, and which is geared to the needs of individual pupils. Homework normally acts as a means of revision of work done in class, as a reinforcement of class work or as an opportunity to practice a particular process or skill. It also gives the parents the opportunity to see some of the areas of work covered by their children in school and to discuss this with their children. The cooperation of parents in providing a quiet area, free from distraction, for the completion of homework is much appreciated. Homework is issued weekly in the form of a homework diary. This ensures that the parent is aware of the work to be done. Parents are also encouraged to make comments in the homework diary.

## **Enriching the curriculum**

Wherever possible school visits are arranged to enrich and enhance learning. Sometimes we invite specialists; artists, sports coaches, environmental groups and actors into school to help make learning meaningful and fun. At various times during the year parents may be asked to make a voluntary contribution towards trips etc. Although the word voluntary is used, visits are unable to go ahead if parents / carers do not contribute. We do try to subsidise trips through school funds as much as possible. Parents with difficulty paying the full amount should see the Head Teacher. No child is ever prevented from taking part in any activity because of an inability to pay.

## **Extra-curricular Activities**

### **Music**

Children may learn to play chanter, drumming or fiddle. Information about enrolment can be found online at <https://www.highlifehighland.com/music-tuition/>

From session 21/22, the Scottish Government has committed additional funding to allow tuition in Scotland to be delivered free of charge. There will still be a need to purchase music books and occasionally equipment.

### **Clubs**

Clubs are run by volunteers and parents throughout the year. They vary in topic e.g. football, badminton and sports clubs.

## **Sporting Activities**

Children are encouraged to take part in extra-curricular sporting events organised by the Active Sports Coordinator for East Sutherland, High Life Highland. A calendar of sporting tournaments with other schools in the area runs every year. These tournaments are mainly held at Golspie High School.

## **Pupil Power/Voice**

Children are at the heart of Lairg Primary School. We believe that it is important they have their say in school matters. We include their views on what they would like to learn about and how they would like to learn. Groups we have had to represent Pupil Power are:

**Eco Committee** – working on ‘eco’ issues in and around school and in the local community

**JRSO** - Junior Road Safety Officers encouraging others to use roads safely and organise competitions.

**Pupil Council**- meeting to offer opinions on how school can be improved e.g. work on the Golden Rules, themes for corridor displays and lots more!

**Digital Leaders and Play Leaders**

## **Making Progress**

Each child works with their teacher to set individual learning and personal targets. These targets are reviewed regularly. We encourage parents to be involved in supporting their child in working on individual targets and by using Parents Consultation Meetings to discuss a child’s progress with targets.

We track the progress that children are making to ensure that every child is working to the best of his/her ability in Language and Mathematics. We do this by collecting evidence towards our judgements. Usually this includes teacher observations, pieces of written evidence, examples of thematic work, photographs etc. Informal assessment activities are included to provide additional judgements towards the level your child is working within.

Scottish National Standardised Assessments was introduced from Autumn 2017 in Scottish Schools for P1s, P4s and P7s to show progress towards the end of a Curriculum for Excellence level. Results will not be published and are only used to provide further standardised evidence to how a child is progressing and to set targets for learning in class. Records are monitored throughout the year by the Head Teacher. A timetable of Assessments is carried out and used for future planning.

Each child has an Assessment Folder which celebrates their achievements whilst at Lairg including examples of written work, what the child thinks of his/her work including agreed next steps in learning for secondary school, certificates they have gained both in and out of school. Parent views are included in the profile as we very much value your opinions about your child. You know your child better than anyone else!

More information can be found at:

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

## Supporting Children

### Additional Support Needs

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

[http://www.highland.gov.uk/downloads/file/230/highland\\_practice\\_model\\_-\\_delivering\\_additional\\_support\\_for\\_learners](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](http://www.highland.gov.uk/download/downloads/id/11/co-ordinated_support_plan)

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

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

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

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, Miss Morrison.** If your concerns continue, there are several means of resolving difficulties and disputes and information on this can be found at:

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

Further information about how schools support pupils with Additional Support Needs can be found in the appendix to this handbook.

All children will have a Named Person and whom to contact if a parent thinks that a pupil has additional support needs and where to get more information and advice. **Support for Learners Website;** <http://enquire.org.uk/>

There are also Information sheets available at: <http://www.chipplus.org.uk> click on Education.

For further information and support to parents of children and young people with ASN:

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

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

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

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

## Keeping you Informed

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

- Staff communicate to parents/carers through Seesaw. This is a computerised system which immediately informs parents for something they have done in class. Parents can communicate with the teacher also.
- Parent Consultation Meetings are held regularly throughout the year to enable parents to discuss their child's progress.
- You will also have the opportunity to express your opinions about how your child is progressing throughout the year.
- You will receive a written report on your child's progress towards the end of May which will include information on your child's personal progress, how they are achieving compared with children across Scotland in terms of the age and stage they have reached, wider learning opportunities that your child has experienced throughout the session and targets set by the child and teacher for future learning.
- Parents receive regular letters and newsletters about events happening in school.
- We have a school website <https://lairgprimary.wordpress.com>
- We actively encourage parents to express their opinions about school matters. Surveys are sent out regularly as part of school's ongoing self-evaluation process. Findings from the surveys are used to develop the school's improvement plans. We do hope that you use these opportunities to share your views about school so that we can continue to improve the service we provide.
- Occasionally we may hold meetings to explain a particular educational or new school initiative to parents. Please try to attend such meetings. If for any reason you are unable to attend a meeting, but wish to find out more, please contact the Head Teacher.



Parents are welcome to visit school at any time whether or not you have a concern. Should staff have a concern about your child, they may ask to see you to discuss it. You may be asked to attend a meeting to share your views. Together with parents and possibly other people who have a role to play in supporting your child e.g., School Nurse, Speech Therapist, Support for Learning Teacher we shall work closely as a team to focus on positive solutions to any difficulties your child might experience.

## Getting Involved

All parents automatically become members of the Parent Council when their child starts school. Some parents choose to be active members and become involved in supporting the school with things like running after school clubs, fund raising, organising the Christmas Party and other local community events. Meetings are held regularly to plan events and to discuss aspects of school life so that parents' views are included in the school's evaluation of how it can improve further. Currently the following parents have a key role in Parent Council: -

Chair – Ms F Morrison

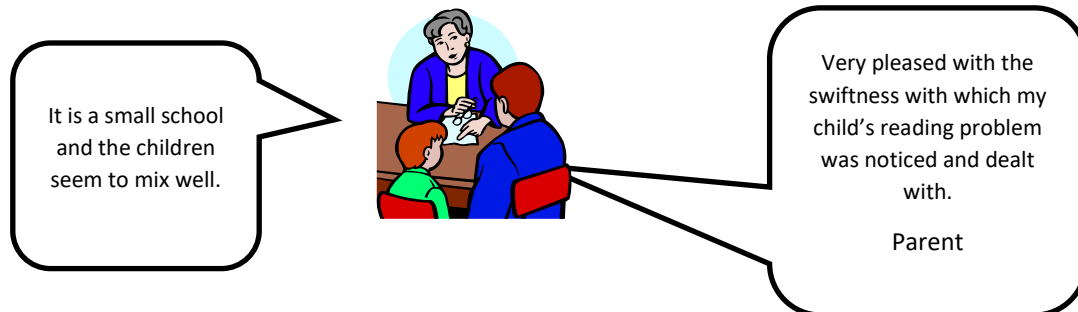
Secretary – Mrs E Vinni

Treasurer – Miss S Macleay

The Parent Council can be contacted via any of the above parents.

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:-

[www.parentzone.gov.uk](http://www.parentzone.gov.uk)



## Getting Started

We follow the Highland Council's admissions policy. All enrolment is now done online at

[https://www.highland.gov.uk/info/878/schools/11/school\\_enrolment](https://www.highland.gov.uk/info/878/schools/11/school_enrolment)

Enrolment dates for starting P1 in August and for Nursery enrolment can be found on the above link also.

## Placing Requests- Parental Choice

Each school serves its own particular catchment area. Pupils whose homes are located in that area will have priority in being allocated a place in the school. However, parents have the right to specify the school in which they wish to place their child. Application must be made to the **Area Education and Learning Manager North Area, Education Offices, Drumbuie, GOLSPIE Tel.01408 635338**

Placing request forms can be obtained from:

[http://www.highland.gov.uk/info/878/schools/11/school\\_enrolment/2](http://www.highland.gov.uk/info/878/schools/11/school_enrolment/2)

## Transport

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 Lairg Primary School they can contact the School Office 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.

## School Uniform

The pupils, parents and staff at Lairg Primary School firmly believe in the benefits of a school uniform. We believe it helps children to develop a sense of belonging and pride in their school and at the same time avoids competition that can arise from fashion and become so expensive. We have selected clothing that we believe is smart, practical, not too expensive, and suitable throughout the year. Uniforms with the school logo can be purchased online from Highland Embroidery.

<http://www.highland-embroidery.co.uk/>

## Uniform

- Dark trousers/skirt/pinafore
- White/pale blue shirt/blouse
- Navy sweater, sweatshirt or cardigan
- Shoes should have low heels and be appropriate for play.

We do not allow high heels or shoes/sandals with no back in them as we do not consider these to be safe for children both inside and on the playground.

**Please help us by writing your child's name on clothing.**

## Physical Education

black slip-on pumps/trainers  
T-shirt /shorts  
PE bag

## Swimming lesson

swimming costume / trunks  
towel  
(long hair should be tied back)

## Jewellery

Children should not wear jewellery in school. Experience has shown that we cannot guarantee their security and they can cause accidents. **If ears are pierced only stud type earrings** should be worn in school. This rule is for reasons of safety.

## Coming and Going

### School Times

Nursery	8-45am – 2-45pm 12noon- 12.45 pm (lunch)
P1-3	9-00am to 12.30pm (Break 10-45am -11-00am) 12.30pm- 1.15 pm (lunch) 1-15pm – 2.30 pm
P4-7	9-00am to 12-30pm (Break 10-45am – 11-00am) 12.30pm- 1.15 pm (lunch) 1-15pm to 3-00 pm

## Attendance

Good attendance is vital if pupils are to achieve their full potential. But if a pupil is absent from school, a parent or guardian **must** phone the school on the first day of absence on the school number 01549 402345 **When returning to school after an absence, the parent or guardian must give a written reason for the time absent.**

If a pupil needs to leave during the school day for an appointment etc, pupils need to bring with them a note from parent or guardian. Where at all possible, medical, and dental appointments should be made out with school hours.

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

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

When parents are considering whether to remove their children from school for a family holiday, they should be aware that such a decision:

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

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

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

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

**Please keep children at home for 48hrs after the last bout of sickness or diarrhoea.**

## Lateness

It is very important that your child arrives at school on time each day. Children who frequently arrive late feel rushed and different from everyone else; this often makes them feel uncomfortable. Children need all the help they can have to feel confident and successful. A calm start to the day really does give children the best starts every day.

In order to keep your child safe, Nursery children and those in P1-3 will only be released from class into the care of a bone-fide adult. Please inform school in good time if another adult or young person is collecting your child. If there are any difficulties, please speak to the school.

Pupils who travel by school bus in P1- 3 who will remain on premises until the buses arrive for pupils at 3pm. Bus children not travelling by bus occasionally must be picked up at 2-30pm with the other P1-3 children.

## Transport

Free transport is provided for all pupils who live more than three miles from the school. In the case of children less than eight years old, the distance is reduced to two miles. Forms are available from the school office to apply for transport. Please see Highland Council's School Transport policy for further details.

## School Closure

We try to keep school open as much as we possibly can when we have adverse weather. Occasionally it is necessary to close school early or not to open school on a particular day for safety reasons.

It is usually possible to give advance warning to parents of early closing. In some circumstances such as power failure this may not be possible, and parents are asked to ensure that pupils know what to do and where to go if dismissed early from school. We shall contact you or your alternative emergency contact number if we need to close school.

**It is crucial therefore that emergency contact numbers are kept up to-date.**

Parents are notified each winter of action to be taken in the event of adverse weather. To enquire about school closures in such times: -

- Please telephone Highland Council messaging service **0800 564 2272**
- Enter school's own pin number when prompted **04 2470**
- **Press option 1 to hear the adverse weather message to find out if school is open or closed**

You can also find information on Highland Council's website: -

<http://www.schoolclosures.highlandschools.org.uk>

Listen to Moray Firth Radio at <http://www.mfr.co.uk>

## Snack Time/Lunch Time

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

### Snacks

The School Cook prepares healthy snacks for morning break on a Monday, Wednesday & Friday. These snacks include toast 15p, a slice of fruit 15p or a whole piece of fruit 30p. We recommend that a child spends no more than 30p per day. It would be helpful if snack money is sent for the week on Mondays in a named envelope.

Any child who dislikes fruit may bring a suitable healthy alternative snack from home for the morning break such as their own fruit, cereal bar (not chocolate), cheese strings, yoghurt. **Treats such as chocolates and sweeties should be left for after school hours and therefore sweets, crisps, chocolate or chewing gum are not encouraged.**

For Snack Time drinks may be brought in but **should not be fizzy or in glass bottles**. The drink should preferably contain little or no sugar.

### Cooked Meals

A two-course meal and drink are available to children at Lunch Time. Meals are of a high standard and are cooked on the premises to recommended nutritional guidelines for a child. The children are offered a choice of meal which is available to be seen at school or on the Highland Council website. We prefer that lunches are purchased on a weekly basis and that dinner money is sent on a Monday morning.

**Currently P1-5 children receive a meal free of charge.** School meals for P6-7 children currently cost £2.30 per day. Money **must** be sent to school in a separate envelope, clearly marked with your child's name and amount enclosed. If your child is absent missed meals are credited. Please inform the school if for any reason your child requires a special diet as this can be provided.

Free meals can be claimed in certain circumstances, for information and an application form please see <http://www.highland.gov.uk/learninghere/schools/schoolmeals/schoolmealsandclothinggrants.htm>

## Packed Lunches

Alternatively, your child may bring a packed dinner from home. You should provide a balanced meal with a drink. **Bars of chocolate, sweets and fizzy drinks are discouraged.**

## Keeping Safe and Healthy

Our policies ensure the health and safety of the children at all times. Parents are kept informed by the class teacher of any problems which have arisen during the day and are telephoned in the case of more serious accidents or illness. All accidents are recorded. Parents are notified of any serious incidents and those involving a knock to a child's head. School will only deal with minor cuts and bruises. We currently have three members of staff who hold a basic first aid certificate.

**Head lice** is a problem in most schools. Please check your child's hair regularly and inform the teacher if you have found live lice. School will then inform the other parents of children in that class to be extra vigilant – no child will be named. Current health advice for dealing with the problem is to apply conditioner to wet hair and use special "nit" comb to comb sections of hair at a time. If you have found lice, this does need to be done regularly for 2 weeks. You will also need to check all other members of the family. Wash all bedding.

The **Health** Service carries out health checks all pupils in P1 and a selective examination of P7 pupils. In both cases, parents are notified in advance and invited to attend when the doctor and nurse visit the school. Further services including eye and auditory tests from the age of five are provided. The Schools Dental Service inspects a small number of pupils annually and advises parents of the treatment their children should have. This treatment may be provided by the Schools Dental Service or by the family dentist. A dental hygienist visits the school to demonstrate dental care to the children. A limited speech therapy service is available.

Parents must inform the school of any medical problem that may affect their children during their school day. Should children become ill in school, parents will be contacted, so that their children may be taken home.

Occasionally a child has a bump or a graze from an accident. Small accidents are treated in school, but more serious injuries would be referred to the doctor's surgery next door and the parent informed immediately.

**Please ensure that the school has up-to-date emergency contact details at all times. If this is a mobile phone number, this must be kept switched on or regularly checked.**

## Medication

Apart from very exceptional circumstances, parents should plan medication timings out with school hours or are able to come to school during the school day to administer prescribed medication. Medicines that are prescribed will only be administered on the basis of an individual health care plan or where agreement is given for specific written instructions provided by the medical practitioner, pharmacist or optometrist or another prescriber. Verbal instructions will not be accepted. Non-prescribed medicines will not be administered by staff in schools under any circumstances.

## 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/>

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.

## 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 found here. Schools have access to Highland Council's Primary Mental Health Worker Service and consultation and advice may be sought if there are concerns that might require more targeted support. Counselling is also available for all pupils from age 10. Information on your school's service can be accessed from your child's guidance teacher. Alternatively, there is a completely confidential, online counselling service called Kooth for children and young people from age 10 that can be accessed here.

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



**Moving On**

The majority of our pupil's will transfer to Golspie High School at the end of Primary 7. There is a transition programme for children in P7 to prepare them for secondary education. Staff from the high school visit our school to get to know the children and staff at Lairg work closely with GHS staff throughout the year to ensure that pupils have a smooth transition to S1. The children in P4-7 have opportunities throughout to attend sporting tournaments which are held at Golspie High School. This helps pupils to become familiar with their surroundings when they move to S1.

Please contact Golspie High School for further information on secondary education:-

Head Teacher – Mr M. Evans

Main Street, Golspie, KW10 6RF

Telephone 01408 633451

Email [golspie.high@highland.gov.uk](mailto:golspie.high@highland.gov.uk)

Alternative visit GHS's website for further information:- <http://golspiehigh.schools.uk.com>

## Involvement in the Wider Community

Children are regularly involved in local, national and international fundraising events and have successfully helped to raise a substantial amount of money over the last few years towards a number of charities.

School encourages links with the local community e.g., a project with the local Lairg Learning Centre, visiting the local windfarm or local businesses. We welcome opportunities to further strengthen links with local groups.

The children in Lairg have the opportunity to take part in a variety of activities out with school such as competitions run by various local groups for 'Light Up Lairg,' Crofters Show, Gala Week and East Sutherland Rotary Club.

## What if something goes wrong?

If a parent has any concerns, they should contact their child's teacher/Early Years Practitioner in the first instance, or the Head Teacher for more serious issues. The school will always endeavour to resolve issues by listening to parents and seeking solutions in partnership with them. Should a situation not be resolved, parents can contact the **Area Education and Learning Manager North Area, Education Offices, Drummie, GOLSPIE. Tel.01408 635338.**

### Support can also be found at

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

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](mailto:public.transport@highland.gov.uk)

Local transport contacts: -

**Angus Munro 07825241925**

**Cameron's Minibuses 07909 911 061 / 01408 621511**

**When we Get it Right**

If you are happy with the school, please tell a member of staff. It is good to know when we have got it right!

**How Well Do We Do?****HMIE's view**

“Children are now more active in their learning. They are keen to discuss their learning and achievements. Children are taking more responsibility for their learning. For example, they have more choice in what they want to read. Children work well together on science investigations and can discuss what they have learned. Attainment in reading and mathematics is now better. Most children are achieving appropriate national levels. There are signs of improvement in attainment in writing but more remains to be done. Children now listen carefully to each other and discuss their ideas with more confidence. Most children now carry out mental calculations more quickly. Staff are now using a wider range of approaches to assess children's learning, particularly in reading, talking, and listening.”

<https://education.gov.scot/inspection-reports/highland>

**Standards and Quality Report**

Our current Standards and Quality report which celebrates our successes and progress from last session and includes our priorities for the future, after consultation with pupils, parents, staff, and the wider community can be found online through the Highland Council website. Please contact the school for a copy.

**School Improvement Plan**

As a result of our discussions with pupils, parents, and staff a School Improvement Plan has been written and begun to be implemented for this session in 2023-2024. The plan is regularly reviewed and updated when necessary at the end of an academic year. Please contact the school for a copy.

**Public Access to Information**

A full list of school policies is available from the school office which can be viewed at any time as well as past and current programmes of study etc.

## Data Protection

### Access to Pupil Records Access to Pupil Records

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

- 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, 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 out with Scottish Government. At all times pupils' rights under the Data Protection Act and other relevant legislation will be ensured.

## Concerns

If you have any concerns about the ScotXed data collections you can email the Head of Schools Analysis at [ScotXed@scotland.gsi.gov.uk](mailto:ScotXed@scotland.gsi.gov.uk) or write to The ScotXed Support Office, Area 2D, Victoria Quay, Leith, EH6 6QQ. Alternative versions of this page are available, on request from the ScotXed Support Office, in other languages, audio tape, Braille and large print

## Equality and Inclusion

For up-to-date information please see:

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

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.

## Employment of Children

The employment of children byelaws regulate the types of occupation in which children under school leaving age may be employed and other conditions of employment. For further information please see: [http://www.highland.gov.uk/downloads/download/19/employment\\_of\\_children](http://www.highland.gov.uk/downloads/download/19/employment_of_children)

**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.**

## HOLIDAY DATES 2023/24

<p><b>Autumn Term</b></p> <p><u>In-service day</u> Monday 14<sup>th</sup> August 2023</p> <p><u>School opens</u> Tuesday 15<sup>th</sup> August</p> <p><u>In-service</u> Monday 11<sup>th</sup> September Tuesday 12<sup>th</sup> September</p> <p><u>School finishes for Autumn break</u> Friday 6<sup>th</sup> October</p>	<p><b>Winter Term</b></p> <p><u>School starts</u> Monday 23<sup>rd</sup> October</p> <p><u>School finishes for Christmas break</u> Friday 22<sup>nd</sup> December</p>
<p><b>Spring Term</b></p> <p><u>School starts</u> Monday 8<sup>th</sup> January 2024</p> <p><u>School closed for February break</u> Monday 19<sup>th</sup> February Tuesday 20<sup>th</sup> February</p> <p><u>In-service day</u> Wednesday 21<sup>st</sup> February</p> <p><u>School finishes for Easter break</u> Thursday 28<sup>th</sup> March</p>	<p><b>Summer Term</b></p> <p><u>School starts</u> Monday 15<sup>th</sup> April</p> <p><u>In-service</u> Monday 2<sup>nd</sup> May</p> <p><u>School closed for May Day</u> Monday 6<sup>th</sup> May</p> <p><u>School finishes for Summer break</u> Thursday 27<sup>th</sup> June</p>