

# Achiltibuie Primary



## School Handbook

2025 – 2026

Achiltibuie Primary School  
Achiltibuie  
By Ullapool  
Western Ross  
IV26 2YG

[Achiltibuie.Primary@highland.gov.uk](mailto:Achiltibuie.Primary@highland.gov.uk)  
01854 622267

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## Letter from the Head Teacher



Achiltibuie Primary School  
Achiltibuie, By Ullapool  
Western Ross  
IV26 2YG

Dear Parents and Carers,

On behalf of my team, welcome to our school community! We are delighted that you have chosen to enrol your child Achiltibuie Primary School, we are very much looking forward to welcoming you into our school.

I hope that this handbook provides you with answers to any questions you have about our School and Early Learning Centre. If you have any unanswered questions or would like more information about anything, please do not hesitate to get in touch with myself.

The information in this handbook is correct as of December 2024. Changes in circumstances after the time of printing may impact on the accuracy of the information included, such as staffing, school roll etc.

Kindest Regards,

*W. Stephen*

Mr. William Stephen  
Acting Head Teacher  
Achiltibuie Primary School & ELC  
Lochinver Primary School & ELC

[William.Stephen@highland.gov.uk](mailto:William.Stephen@highland.gov.uk)

## School Information

**Address:** Achiltibuie Primary School & ELC  
Achiltibuie  
By Ullapool  
IV26 2YG

**Telephone:** 01854 622267

**Email:** Achiltibuie.Primary@highland.gov.uk

**School Website:**

<https://sites.google.com/ullapoolhigh.org.uk/achiltibuie/home>

<b><u>Staff:</u></b>	Cluster Head Teacher	William Stephen (Acting)
	P1-7 Class Teacher	Judy Mckenzie
	NCCT Teacher	Daibhidh Lees
	Early Years Practitioner	Mairead Last
	Support Worker	Gabriela Ross
	Pupil Support Assistant	<b>Vacant Post</b>
	Clerical Assistant	Isebail Muir
	Cook	Emma Mackenzie
	Cleaner	Carl Quist

**Present Roll:** Primary School: 8 ELC: 2

**School Hours:**

Mon – Thurs: 8:45 am until 3:15 pm.  
Friday: 8:45 am until 12:45 pm.

**School Breaks:**

Morning Break: 10:30 am until 10:50 am.  
ELC & P1-3 Lunch: 12:15 pm until 1:15 pm.  
P1-4 Lunch: 12:30 pm until 1:15 pm.

## History of our School

Situated in a remote, coastal, crofting community 25 miles North West of Ullapool, our school provides a friendly, hard-working and stimulating environment where children, their parents and members of the community feel welcome and valued. This ethos, combined with a wide-ranging curriculum delivered by dedicated staff helps the children develop into confident individuals, responsible citizens, effective contributors and successful learners.

School uses the original building from 1872, with some extensions added to accommodate more spaces. The present building consists of a classroom, general purpose room, kitchen and dining area, school office, and an early learning centre.

Outside there is a play equipment area to the back of the school and a small flat area for ball games etc. A small grassed area is fenced off to create a gardening and eco area, where pupils grow shrubs, flowers and vegetables.

During the academic session 2024/25 we are working with our estates officer and other partnerships within the community, to upgrade parts of the school to suit the growing community.

## Visions, Values and Aims

### Our School Vision:

*Our vision is to develop students who are successful learners, confident individuals, responsible citizens, and effective contributors and to create a culture of ambition and achievement for all*

### Our School Values:

*Safe, Respectful, Inclusive & Fun*

### Our School Aims:

Both Achiltibuie & Lochinver Primary Aims to support our emotional, physical, spiritual well-being by making sure that everyone is:

**Safe, Healthy, Achieving, Nurtured, Active, Respected, Responsible and Included**

## Absence from School

Good attendance is vital for pupils to help them achieve their full potential. If a pupil is absent from school, a parent or carer should make contact with the school on the first day. This can be done by calling, emailing or by sending a message on seesaw.

For longer absences please contact the head teacher to make them aware – [William.Stephen@highland.gov.uk](mailto:William.Stephen@highland.gov.uk)

If a pupil was to fall ill during the school day, we would make contact by telephone to ask for your child to be collected. Therefore, it is essential that we have the most up to date contact numbers and emergency contact details.

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 or not to remove their children from school for a family holiday, they should be aware that such a decision:

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

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

### School Term Dates

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

## Access to Pupil Records

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

## Administration of Medicines

National Guidance on the Administration of Medicines in Schools has been issued by the Scottish Government. <https://www.gov.scot/publications/supporting-children-young-people-healthcare-needs-schools/>

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

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

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

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

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

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

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

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

## **Adverse Weather – School Closures**

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

This is in addition to the Highland Council website being updated. We aim to let you know of closures as soon as possible through Seesaw. An official text message will also be sent to the learner's main contact.

If the school was to close during the school day, we would message all parents and also make arrangements for you to be contacted by phone.

## **Assembly/Religious Observance**

The school has regular assemblies where we celebrate the successes and achievements of our school community. We value all religions, cultures and beliefs and welcome visitors from different religions to our assemblies. If you do not wish your child to take part in religious observance, please let us know. Alternative arrangements shall be made.

## **Assessment and Reporting**

As a school, we seek to provide information to pupils, parents and staff to assist in the effectiveness of learning and teaching process and in raising attainment.

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

Pupils should view the assessment process as a motivating experience which takes place within the overall context of a supportive school. Pupils should make use of feedback, in all its forms to inform next steps for the improvement of their own learning. Parents will receive feedback on their son or daughter's progress through pupil reports, progress checks, and target setting information.

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

### **Progress**

Parents wishing to enquire about a pupil's progress are invited to get in touch with William Stephen (Head Teacher).



We currently have two parents evening per academic year usually one before the October holidays, and another before the Easter holidays. End of year report cards will be sent out in June.

## **Bullying**

The school is fully committed to eliminating any bullying which takes place. Staff in the school attempt to foster in children, both through teaching and in social situations, the value of fairness and respect and the idea that the feelings and wishes of every child are equal importance. Bully can be defined as wilful, conscious desire to hurt, threaten or frighten someone else. If bullying occurs, the incident will be taken very seriously, and action will be immediate. Pupils and parents are encouraged to let staff know immediately if a problem occurs, so that early intervention can take place.

All incidents of bullying are recorded, actioned and monitored.

Please click on the link below to view our policy:

[Positive Relationships and Bullying Prevention Policy and Guidance](#)

## **Complaints and Requests for Service**

If a parent has any concerns they should contact their child's Named Person in the first instance:

William Stephen (Head Teacher)  
[Willam.Stephen@highland.gov.uk](mailto:Willam.Stephen@highland.gov.uk)  
07350 379828

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:

Mhairi MacDonald (Area Education and Learning Manager)  
[Mhairi.MacDonald3@highland.gov.uk](mailto:Mhairi.MacDonald3@highland.gov.uk)  
07918 842021

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).

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

## Curriculum throughout the School

The Curriculum for Excellence aims to achieve a transformation in education in Scotland by providing a coherent, more flexible and enriched curriculum from 3 to 18. The curriculum includes the totality of experiences which are planned for children and young people through their education, wherever they are being educated.

In Achiltibuie and Lochinver we follow national guidance on what to teach. We believe that children learn best when they are motivated, challenged and can see the relevance in what they are learning. The Curriculum for Excellence has eight distinct subject areas but there is an expectation that subject material will be delivered in a cross-curricular manner where this is appropriate. Your child will therefore encounter some subject matter being taught in discreet ways, whilst other material may form part of a topic that covers a range of subjects.

The 8 curricular areas within the Curriculum for Excellence are:

- Mathematics and Numeracy
- Literacy and Languages
- Health and Wellbeing
- Social Studies
- Sciences
- Technology
- Religious and Moral Education
- Expressive Arts

We aim to develop our pupils into successful learners, confident individuals, responsible citizens and effective contributors.

Curriculum for Excellence Levels provide a very broad indication of how children progress in their learning from ages 3 to 18. Expected levels of progression are as follows:

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

### **Learning and Teaching**

Every school day is different depending on the activities and events happening that week. However, we use the Curriculum for Excellence for planning our lessons and strive to be successful teachers by using the following principles from young people within the Highland council, all teachers aim to be respectful, open, aspirational, assertive, encouraging, enthusiastic and humorous. Teachers work with a mixture of groups and individuals on a day-to-day basis. Each term we use inter-disciplinary topic planning to ensure the children partake in a range of experiences

and are engaged. Further information on the curriculum can be found using the link below:

[Curriculum for Excellence | Education Scotland](#)

Termly teaching overviews can be found on the school website.

### **Mathematics and Numeracy**

The teaching of mathematics includes Number, Money and Measure. Share, Position and Movement. Problem-Solving and Information Handling.

We use TeeJay Maths & White Rose Maths, supplemented by a bank of teacher-prepared materials which relate to real life situations. Learners work through a variety of activities from early years to become familiar with appropriate mathematical vocabulary. We use websites such as Sumdog, and Topmarks Maths to reinforce mathematical concepts.

We ensure that our practice is up to date by working closely with the Numeracy Support Officer and participating in appropriate training. We follow the Highland Numeracy Progression and have assessment procedures in place using the Highland Diagnostic Assessments.

### **Literacy and Languages**

Literacy is fundamental to all areas of learning. Language development in the school includes the four elements of reading, writing, talking and listening.

**Talking** experiences include exploring sounds, patterns, rhythm, rhyme to be able to communicate effectively with others. This includes taking turns to talk and being able to respond to others.

**Listening** experiences include the development of listening and attention skills, phonological awareness, listening for information and listening to follow instructions.

**Reading** consists of core reading sessions 3-4 times per week, reading for enjoyment, reading for information and the sharing of class novels, poems, and short stories to develop a love of literacy and extend vocabulary.

**Writing** is a current focus for improvement through the implementation of Talk for Writing across the school. Handwriting begins with mark-making and when ready, letter formations are taught. From P3, the children are taught to join their handwriting. Spelling is an ongoing focus, through the use of wraparound spelling approaches.

### **Modern Languages**

Learning another language allows pupils to explore other cultures and to extend their global citizenship. We teach include French, Gaelic and BSL. All stages are involved and work at their own level and we teach through a wide range of activities including

songs, games, role-play and direct teaching of simple vocabulary and language structures.

### **Health and Wellbeing**

Health and Wellbeing is central in ensuring our young people develop physically, emotionally, socially, and mentally. Learning in health and wellbeing ensures that children and young people develop the knowledge and understanding, skills, capabilities and characteristics which they need for mental, emotional, social and physical wellbeing now and in the future.

Learners enthusiastically participate in weekly PE sessions with a specialist teacher from Ullapool Highschool, who comes and covers class teachers non-contact time.

We follow the plans as suggested by the Highland council for the relationship aspect of the programme. We also ensure we try to take a nurturing approach in the school and involve the children in a wide range of activities to teach them how to keep themselves and others safe.

An annual Sports Day is organised in the summer term and senior pupils represent the school at various interschool sports events throughout the year. We are able to provide swimming lessons for all pupils at the Lochbroom Leisure Centre in Ullapool.

### **Religious and Moral Education**

Pupils will learn about the wide range of beliefs in Scotland, they will also study the major world religions as well as beliefs that lie out with religious traditions. Within this process, pupils will engage in the search for meaning, value and purpose in life. The teaching of RME is accomplished through regular bible stories, songs, hymns, discussion aided by personal research and textbooks. A cyclic programme is available to provide a variety of topics. Christian festivals are included when a programme of work is planned. Festivals & Celebrations from the six main religions are integrated into topic work where appropriate.

We hope to give pupils an awareness and understanding of the beliefs, values and practices of Christianity and in particular the life and work of Jesus. Tolerance and understanding of the diversity of other faiths and their beliefs will assist in counteracting prejudice and discrimination in our society. Religious and Moral Education is therefore an essential part of every child or young person's educational experience. RME has a statutory position in Scottish Education.

Pupils may be withdrawn from Religious Observance at their parents' request.

### **Expressive Arts**

The Expressive Arts include experiences in art and design, drama, dance and music.

**Music:** All learners are encouraged to enjoy listening, creating and performing music. Learners may use the school instruments or bring in their own. Throughout the year we have music input from an instructor, provided by Feis Rios, this is part of the Youth Music Initiative. The younger learners also get the opportunity to take part in Kodaly- both in blocks throughout the year. Pupils will be given opportunities to play instruments from P1. Practice in school and particularly at home is to be encouraged. We try to link musical activities into our classwork. We also plan musical / dramatic presentations within our annual programme. Chanter or drumming Instruction is offered weekly to pupils from P4 upwards. Pupils have a record sheet to aid regular practise. Extra-curricular music lessons are available in accordion & whistle.

**Art and Design:** learners work within the school's curricular programmes incorporating aspects of Art & Design within the levels. Planned opportunities are provided for pupils to work with a variety of materials and techniques. The main aim is that pupils can express their ideas freely.

**Drama:** Learners are encouraged to link up their learning experiences by free expression through imaginative play acting, miming, debating or just dressing up. Older pupils may choose to write short plays within topic or language work then having the opportunity to stage it for the other learners.

**Social Studies, Sciences & Technology:**

Much of this work will be approached through topics and will be taught in an integrated way. In all such studies, we are concerned not only with factual content but also with the development of skills, ideas, and attitudes through which real understanding is achieved and which will form the basis for future study. We aim to develop enterprising attitudes and skills and we encourage curiosity, independent thinking, and positive attitudes to entrepreneurship.

**Informing Parents About Sensitive Aspects of Learning:**

At Achiltibuie Primary School, we understand the importance of keeping parents informed about sensitive aspects of learning. Topics such as relationships, sexual health, parenthood, and drugs awareness are introduced as part of the Curriculum for Excellence in an age-appropriate and sensitive manner. Parents will be informed in advance when these subjects are scheduled, including details of the content and delivery. We value parental input and will provide opportunities to discuss any concerns or questions during scheduled meetings or via direct communication with the class teacher. Parents wishing to view the materials used can request access through the school office.

### Data Protection Legislation

Information on pupils, parent and guardians is stored on a computer system and may be used for teaching, registration, assessment and other administrative duties. The

information is protected by data protection legislation and may only be disclosed in accordance with the codes of practice.

### **Transferring Educational data about pupils**

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

Data about pupil preferred routes, preferred occupations and anticipated school leaving date is also collected from S3/S4 to support planning for leaving school. This information is shared with Skills Development Scotland. Further information about 16+ Data can be found here:

[16plus Planning | Hi-hope](#)

### **Data policy**

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

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

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

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

[https://www.highland.gov.uk/directory\\_record/1095920/enrol\\_your\\_child\\_at\\_a\\_school](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](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.

## **Education Maintenance Allowances (EMA)**

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

In session 2025/2026 pupils born between 1 March 2006 and 30 September 2009 can receive payments from August 2025. Pupils born between 1 October 2009 and 28 February 2010 can receive payments from January 2026. Further information on full eligibility criteria and the online application process can be obtained from the school. Please see link below:

[Education Maintenance Allowances \(EMA\) –](#)

### **Employment of Children**

The employment of children bylaws 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)

### **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)

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

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

Eliminate unlawful discrimination, advance equality of opportunity, promote good relations. Activities should not discriminate against any of the following 'protected characteristics' age, disability, race, religion or belief, sex, sexual orientation, gender reassignment, pregnancy and maternity.

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

<https://www.gov.scot/publications/statutory-guidance-part-2-uncrc-incorporation-scotland-act-2024/pages/3/>

### **Health Promoting School**

As a Health Promoting school we also encourage pupils, staff and parents to think about healthier lifestyles. Healthy living is a regular topic in classes. We have a School Travel Plan which promotes safe and healthy routes to school. Staff take part in health promotion activities. We value all the activities that make up a healthy and happy community. School Meals cost £2.40 for learners and just keep getting better,



with better quality food, healthier meals, larger portion sizes and more and better choices.

If a learner has special dietary needs, please inform the school. Free meals can be claimed in certain circumstances, for information and application form please see:

[Free school meals and assistance with clothing](#)

### **Lunchtime Choices**

With lunches being cooked directly in the school by Emma. We are able to offer one hot choice per day to learners. The current menu can be found here:

[School menus | Primary and Early Years single choice Menu](#)

More information on school meals, and also the eligibility criteria for free school meals can be found here:

[School Meals](#)

### **Mental Health and Wellbeing**

Staff will support the emotional development and wellbeing of pupils through formal and informal curricular activities. Any concerns about a pupil's wellbeing can be discussed with the named person. There is a website managed by Highland Council that supports a variety of information relating to mental health and emotional wellbeing that can be accessed [here](#).

Schools have access to Highland Council's Primary Mental Health Worker Service and consultation and advice may be sought if there are concerns that might require more targeted support. Counselling is also available for all pupils from age 10.

Information on your school's service can be accessed from your child's guidance teacher. Alternately, there is a completely confidential, online counselling service called Kooth for children and young people from age 10 that can be accessed [here](#).

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

### **Military Families**

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

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

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

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

### A Welcome to Your Children and Young People

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

[Primary School Welcome](#) | [Secondary School Welcome](#)

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

### **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.

### **Parent Council**

Achiltibuie Parent Council Chair:	Lizzie Williams
Email:	Achiltibuie.Primary@highlandpc.co.uk

In Achiltibuie Primary we have a supportive and strong Parent Council. As a group we meet once per term to discuss improving outcomes for our pupils, planning events, and collaborating on school improvements, and discussing any current concerns.

We really value and welcome parents’ involvement in our school and are keen to work with you to help us give your child the best education and learning experience. The Scottish Schools (Parental Involvement) Act 2006 is seen as a key step in improving parents’ involvement in their own child’s education and in the wider work of the school. All evidence shows that when parents, carers and other family members are actively involved in supporting their child’s education, children’s achievement and general experience of school are better.

As a member of the Parent Forum:

- You can ask the school for advice and information on your child's education and how you can support this.
- You will have the opportunity to come along to meetings and to feed in your ideas in other ways.
- You can also help choose the Parent Council for your child's school – this is a group of parents who represent the views of parents in the school.

The type of things a Parent Council could get involved in includes:

- Supporting the work of the school
- Gathering and representing parents' views to the Head teacher, education authority and HMle
- Promoting contact between the school, parents, pupils, providers of nursery education and the local community
- Fundraising
- Organising events
- Being involved in the appointment of senior staff

### **Parents as Partners**

We believe that much of the strength of the school lies in the positive relationships between staff, pupils and their parents. These relationships must be nurtured by a healthy exchange of information between teachers and pupils, between home and school. We always welcome parental interest in the welfare of our pupils. Whatever the nature of the issue, you can be assured of our help.

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

- Face-to-face Parent Evenings
- Stay and Play Sessions
- Child Plan Meetings
- Learning Targets for Literacy & Numeracy
- Communication through seesaw

The support of parents in their children's education is key to the success of young people. Taking time with them, discussing work, practicing language, helping them manage their homework and encouraging responsibility are important ways of supporting children's learning. If you have any questions regarding supporting your child at home, please reach out to the class teacher – who will be able to assist.

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

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

A Parent Council is a group of parents selected to represent all parents of children at the school. Any parent who wishes to raise an issue for the Parent Council to consider can do so by contacting either Lizzie Williams.

Useful information for parents and how to get involved in your child's education, how to support the school, information on curriculum developments can all be found at Parentzone: <https://education.gov.scot/parentzone/>

### **Protection of Children**

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

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

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

COPIES OF CHILD PROTECTION POLICY GUIDELINES are available from William Stephen or online at:

[Getting it Right for Every Child & Young Person in Highland: Interagency Practice Guidance & Child Protection Procedures 2024](#)

### **Pupil Council**

Due to school roll size, we have amalgamated groups within the school (Pupil Council, Eco Group & Junior Road Safety Officers). Often learners will meet with the Head Teacher to discuss school issues and developments. Members bring requests and suggestions to put forward.

During each meeting an action plan is created during collaboration.

### **School 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. Applications are made to the Area Education and Learning Manager Mhairi MacDonald. Placing request applications are made online at: [https://www.highland.gov.uk/info/878/schools/887/enrol\\_your\\_child\\_for\\_school/2](https://www.highland.gov.uk/info/878/schools/887/enrol_your_child_for_school/2)

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 either Achiltibuie or Lochinver Primary they can contact William Stephen 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 Policies

Authority wide policies can be found on the Highland Council website:

[School policies, procedures and guidelines](#)

Early Learning and Childcare specific polies can be found within the ELC Highland website:

[ELC Highland Policies](#)

## School Transport

Your child may be eligible for free school transport if they are:

- Under 8 and live more than 2 miles from school
- 8 or over and live more than 3 miles from school
- Have a medical condition or additional support needs that affects mobility
- Would have to walk a route which is considered by us to be unsafe for children to walk, even when accompanied by an adult

Note that transport is not necessarily be provided door-to-door and there may be a requirement to meet transport at a pickup point.

Applications for school transport can be done online through the Highland Council website here:

[Apply for School Transport](#)

Or If you contact the school office we can provide you with a paper copy of the application form.

## School Uniform

School dress code is important to the school, and we encourage children to take pride in their appearance as well as pride in the school. We have a school sweatshirt or fleece that you can order online from:

[Myclothing.com](http://myclothing.com)

We would always expect children to wear their uniform during school outings, and trips.

## Standards and Quality Report

Our school's Standard and Quality report is available on our website or by clicking below:

[Achiltibuie Primary - Information for Parents](#)

Achiltibuie Primary and ELC were visited by Education Scotland in June 2019. The Inspection feedback can be viewed by following the link below:

[Achiltibuie Primary School | Inspection Report | Education Scotland](#)

Our School Improvement Plan was developed through consultation with staff, learners and parents. Please view and read our plans by following the links below:

[Achiltibuie & Lochinver - School Improvement Plan 2024/2025](#)

## Support for Learners

All children need support to help them learn, and, at times, some children require more help than others. We follow The Highland Practice Model staged approach to assessing, identifying and supporting 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 help to support his/her development and well-being.

If you have a concern about your child in primary school please contact your child's class teacher in the first instance or the 'named person', who will usually be the head teacher. Sometimes a Child's Plan may be put in place to help organise, monitor and regularly review your child's progress. If you wish to find out more about The Highland Practice Model, the Child's Plan, or Additional Support Needs within the Highland Council, you can access further information at:

<http://www.highland.gov.uk/info/886/schools - additional support needs>

<http://forhighlandschildren.org/>

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

Support for Learners Website and further information on:

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

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

(c) Scottish Child Law Centre, an organisation providing free legal advice to young People

We aim to make effective provision for pupils with additional support needs by meeting pupils' individual needs and helping pupils to make the best use of their abilities and educational opportunities. Children who have additional support needs require sympathetic and flexible teaching. The class teacher, parents, and school community need to foster a sense of understanding, support and encouragement.

Parents of children with additional support needs will be consulted at an early stage in the consideration of their child's difficulty. If the assessment of a child by the Educational Psychology Service or Speech and Language Service is deemed necessary then the parent will be consulted prior to referral.

Sometimes a Children's Service Worker will be involved in supporting a child. A Children's Service Worker visits the school regularly 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

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 the Head Teacher. If your concerns continue, there are a number of means of resolving difficulties and disputes and information on this can be found at:

[Additional support for learning | Additional support for learning | The Highland Council](#)

## **Transitions**

### **Transitions into Primary 1**

With an ELC based within both of our schools. Learners have regular contact and experiences with primary pupils over their pre-school years. Usually on days where Primary 7 are attending their induction days at High School all new entrants to the school would be invited in.

The usual timetable will be discussed with parents before any transition events.

If you are moving into our school catchment area with a school age child, you are very welcome to contact the Head Teacher if you wish to come along to our school for a visit prior to enrolling.

### **Transitions to Secondary School**

On completion of all primary stages, pupils will normally transfer to:

Ullapool High School,  
Mill Street,  
Ullapool  
IV26 2UN

Head teacher: Caroline Boyd  
Email: [Ullapool.High@highland.gov.uk](mailto:Ullapool.High@highland.gov.uk)  
Telephone: 01854 612078  
Website: <http://www.ullapoolhigh.highland.sch.uk>

All Primary 7 learners from Achiltibuie & Lochinver Primaries and surrounding Primary Schools will get the chance to attend and/or host several social activities. Which include visits from high school students and school staff, two days visiting Ullapool High together, and also attending a three-day residential trip at Fairburn Outdoor Activity Centre. Parents of P7 learners will be fully informed of all transfer arrangements.

Bus transport is provided each day for learners to and from the High School.

Some pupils benefit from an extended transition programme to support their move to High School. This programme is usually developed in collaboration with the pupil, family, current school team and the Support for Learning team at the high school.



