



Crossroads Primary School Handbook

Session 2025 - 2026

Highland School calendar 2025/26

Please note - Dates may be subject to change

August 2025							September 2025							October 2025							November 2025										
Wk	Mo	Tu	We	Th	Fr	Sa	Su	Wk	Mo	Tu	We	Th	Fr	Sa	Su	Wk	Mo	Tu	We	Th	Fr	Sa	Su	Wk	Mo	Tu	We	Th	Fr	Sa	Su
32					1	2	3	37	1	2	3	4	5	6	7	41			1	2	3	4	5	45						1	2
33	4	5	6	7	8	9	10	38	8	9	10	11	12	13	14	42	6	7	8	9	10	11	12	46	3	4	5	6	7	8	9
34	11	12	13	14	15	16	17	39	15	16	17	18	19	20	21	43	13	14	15	16	17	18	19	47	10	11	12	13	14	15	16
35	18	19	20	21	22	23	24	40	22	23	24	25	26	27	28	44	20	21	22	23	24	25	26	48	17	18	19	20	21	22	23
36	25	26	27	28	29	30	31	41	29	30						45	27	28	29	30	31			49	24	25	26	27	28	29	30

December 2025							January 2026							February 2026							March 2026										
Wk	Mo	Tu	We	Th	Fr	Sa	Su	Wk	Mo	Tu	We	Th	Fr	Sa	Su	Wk	Mo	Tu	We	Th	Fr	Sa	Su	Wk	Mo	Tu	We	Th	Fr	Sa	Su
50	1	2	3	4	5	6	7	2				1	2	3	4	6							1	10							1
51	8	9	10	11	12	13	14	3	5	6	7	8	9	10	11	7	2	3	4	5	6	7	8	11	2	3	4	5	6	7	8
52	15	16	17	18	19	20	21	4	12	13	14	15	16	17	18	8	9	10	11	12	13	14	15	12	9	10	11	12	13	14	15
1	22	23	24	25	26	27	28	5	19	20	21	22	23	24	25	9	16	17	18	19	20	21	22	13	16	17	18	19	20	21	22
2	29	30	31					6	26	27	28	29	30	31		10	23	24	25	26	27	28		14	23	24	25	26	27	28	29

April 2026							May 2026							June 2026							July 2026										
Wk	Mo	Tu	We	Th	Fr	Sa	Su	Wk	Mo	Tu	We	Th	Fr	Sa	Su	Wk	Mo	Tu	We	Th	Fr	Sa	Su	Wk	Mo	Tu	We	Th	Fr	Sa	Su
15			1	2	3	4	5	19					1	2	3	24	1	2	3	4	5	6	7	28			1	2	3	4	5
16	6	7	8	9	10	11	12	20	4	5	6	7	8	9	10	25	8	9	10	11	12	13	14	29	6	7	8	9	10	11	12
17	13	14	15	16	17	18	19	21	11	12	13	14	15	16	17	26	15	16	17	18	19	20	21	30	13	14	15	16	17	18	19
18	20	21	22	23	24	25	26	22	18	19	20	21	22	23	24	27	22	23	24	25	26	27	28	31	20	21	22	23	24	25	26
19	27	28	29	30				23	25	26	27	28	29	30	31	28	29	30						32	27	28	29	30	31		

School holidays
In-service days
School days

Dunnet
 By Thurso
 KW14 8XP
 01847 851629

crossroads.primary@highland.gov.uk



Crossroads Primary School Handbook

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WELCOME TO OUR SCHOOL



Dear Parent,

I would like to welcome you to Crossroads Primary School, which has the most beautiful location! Our school is the most northerly on the British mainland and has wonderful views looking onto Dunnet Head and the Pentland Firth.

Here at Crossroads Primary, we serve the villages of Brough, Scarfskerry, Mey, Barrock and also Dunnet Head. We currently have 17 children on our school roll, 7 of whom are in our Early Learning Centre. Our Early Learning Centre, which is housed in its own building in our school grounds, caters for children from 2 years of age until school age.

Our Staff

Our school is presently a single class school. Mrs Mackay teaches part time. I am a Teaching Head Teacher so I'm in the classroom for part of each week too. However, our fantastic clerical, Mrs Hunt is available in the office to take a message, or you can email me. When I am not teaching the class the pupils are taught by Mrs Mackay.

In school, Miss H Budge and Ms C Will are our Pupil Support Assistant and they do a great job of supporting our children in their learning.

Our school and grounds

Our school is a rural school, which consists of two large classrooms, two multi-purpose learning areas called the 'Rainbow' and 'Millennium' Rooms, a large hall / dining room and a kitchen. There are also cloakrooms and toilets. The walled playground contains a large tarmac area with a shelter and large field which is used as a football pitch. There is also a garden area with a willow bower, timber trail and picnic benches. In 2022 we were excited to have our new Outside Classroom constructed with support from our Parent Forum.

Our school has had connections with the nearby Castle of Mey for many years and to this day, our school receives a large Christmas cake in December from HRH, King Charles.

Where possible we try to support our local village hall. Our school, along with our very supportive Parent Forum, holds events there, such as Craft Fayres, Concerts, 'Family Games Nights' and 'Car Boot Sales', to which the whole community is invited.

Learning

Although we are a small school, we work very hard to provide our children with a Curriculum for Excellence, ensuring that their educational learning experiences are topical, varied, child led, fun, active, cross-curricular and outdoors whenever possible. We are a Rights Respecting School and where possible embed Children's rights into our curriculum.

Our School Family

Our children are at the heart of everything we do, as are our parents, who work very closely with us, to support us in developing and moving our school forward.

Our Parent Forum is very positive, active and supportive of our school and I would encourage you to please come along to our meetings.

We look forward to welcoming you into our school,

Lynne Swanson

Lynne Swanson, Acting Head Teacher.





Our Vision

The pupils are:

- Ready to learn
- Respecting their right to learn and that of their peers
- Safe – respecting their right and that of their peers to be safe
- Kind

Our Values

All of the children, parents and staff worked together to create our vision statement, which we have linked to the UNCRC Rights of the Child and logo.

Learning is the heartbeat of our school where **EVERYONE**-

Everyone (*Article 2*)

Values

Each other and shows

Respect to them and their views (*Articles 12 and 13*)

You will always be welcomed to (*Article 22*)

Our school, where our children learn about

New things through active, fun interesting and outdoor learning

Educational experiences. (*Articles 28 and 29*)

School Aims

Crossroads Primary School has a happy atmosphere and we endeavour to provide a secure, nurturing, yet stimulating environment, in which children can learn in an active and cross-curricular way and where parents feel very welcome and part of our school family.

At Crossroads Primary, we aim to -

1. **Provide learning activities and experiences that motivate our children** and equip them with the knowledge and skills to meet future challenges.
2. **Encourage our children to take an active interest in their own learning.**
3. **Monitor children's progress and maximise levels of achievement and attainment** by ensuring that tasks are relevant and appropriate to each of them, enabling their smooth progression through levels detailed in Curriculum guidelines.

4. **Encourage them to treat others with patience, respect and thoughtfulness** and become **active and enterprising citizens**.
5. **Recognise and celebrate the success of each child** on their individual merits within and out-with school through using praise, certificates and awards.
6. **Promote positive behaviour** in school and have high levels of respect for one another.
7. Continue to **build resources** to support cross-curricular learning.
8. **Continue excellent links** with our local playgroup to ensure smooth transition into P1, with other primary schools and our local community and to promote primary/secondary liaison to ensure smooth transition from our primary school to Thurso High School.
9. Keep parents informed of children's progress and to **recognise parents as active partners** who have a valuable contribution to make to their children's education and to the life of our school.
10. **Encourage all staff to engage in regular self-evaluation** and **provide appropriate opportunities for continuing their professional development**.

(Our vision statement is currently under development)

Useful Addresses and Telephone Numbers

Crossroads Primary School

Miss Lynne Swanson
Head Teacher (Acting)

Dunnet

By Thurso

Telephone Number :- 01847 851629

E-mail: crossroads.primary@highland.gov.uk
lynne.swanson@highland.gov.uk

School Website: <https://sites.google.com/thursohigh.org.uk/crossroads-primary/crossroads-home>

Area Education Manager - North
Mhairi MacDonald
07918 842021

Thurso High School
Head Teacher – Mrs H Flavell
Ormlie Road
THURSO
Caithness
Telephone Number:- 01847 893822

Dentist Unit, Dunbar Hospital Tel: 01847 894322

School Nurse - J Ross
Caithness House
WICK
Caithness
Telephone Number:- 01955 608124

Parent Forum

All parents are invited and encouraged to come along to our Parent Forum meetings. There is a lovely atmosphere at these and the parents work well together to support us.

Useful contacts

Mr Dylan Macdonald – Chairperson
crossroads.primary@highlandoc.co.uk

School Telephone Number – 01847 851629

Staffing

Staffing depends upon the number of children attending the school in September. During session 2024 -25, the school will be staffed as follows -

Miss L Swanson	Acting Head Teacher
Mrs N Mackay	Class Teacher
Mrs L Hunt	Clerical Assistant
Mrs J Holland	Cook
Ms P Weston	Cleaner
Miss H Budge	Pupil Support Assistant
Ms C Will	Pupil Support Assistant

It is important to note that changes in the number of children in our school can result in staff changes and the above, while correct at the time of printing, may change before the start of the new session.

Enrolment

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 Manager. Placing request forms can be obtained online from

http://www.highland.gov.uk/info/878/schools/11/school_enrolment/2

Please note that transportation to and from school, for placing request pupils, is a parental responsibility.

If children live out-with the school catchment area and their parents wish them to attend Crossroads School, please contact the school to arrange a visit.

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

Crossroads School runs a programme of transition visits for pre-school children and holds an information session for parents. This is done in co-operation with our feeder Early Learning Centre – Scallywags. The children come over to the school each day for lunch throughout the year and also are invited to join in many of the school activities.

Parents are invited to enrol their children each January/ February for Primary One in August. Advertisements are placed by the local authority in the local press and give details of when this will be and how to enrol. To enrol in Primary One a child should have reached the age of 5 by the last day of the following February.

Parents wishing to enrol children during the session should phone or call at the school to get information and make arrangements for admission and/or a visit to the school beforehand if they wish.

When pupils have completed primary 7 at Crossroads School they transfer to Thurso High School to continue their education at secondary level.

Transport

New entrants to the school at any stage must make a formal application to the transport officer if transport is required. Transport will only be provided for children living within the school's catchment area. Any child under 8 years of age who lives 2 miles or more from the school and any child over 8 who lives 3 miles or more from the school is entitled to free transport, however they may be expected to walk to a convenient pick up point. Concessions are sometimes made for those living within these distances but the decision lies with the Transport Officer. Schools have no control over who has entitlement to a seat on the bus.

Transport forms must also be completed for Primary 7 children leaving our school to go to Thurso High School. All children travelling by school transport are expected to behave well on the bus. This is essential for safety reasons.

Tuck Shop

Our cook runs a tuck shop at morning interval at which she sells a selection of toast and fresh fruit.

The prices are as follows: toast 15p, ½ fruit 25p, fruit 40p, ½ bagel 20p, crackers and cheese 20p, 150ml milk 20p.

School Meals

School meals are provided for children. They are cooked here on our premises and follow the Highland Council primary school menu. Menus are normally available in advance and are supplied twice yearly as well as being displayed in the dining hall.

All the children in P1-5 are entitled to a free school lunch every day.

The current cost of a school lunch is £2.40 per day or £12 per week. It is helpful if your child can book and pay for their lunches a week in advance. Children taking meals on odd days should pay on these days and any credits can be carried forward to the following week, should your child be absent after ordering.

Within Highland council we promote healthy choices and our Menu choices get better and better. If a pupil has a special dietary requirement, please speak directly to the school.

Free school meals and clothing grants are available to all pupils whose parents receive Income Support or Job Seekers Allowance. Application forms are available online [https://www.highland.gov.uk/info/899/schools -
grants and benefits/10/free school meals and assistance with clothing](https://www.highland.gov.uk/info/899/schools-_grants_and_benefits/10/free_school_meals_and_assistance_with_clothing)

Children wishing to bring packed lunches also eat in the dining hall. Packed lunches must be carried in suitable boxes and glass bottles are **not** permitted. Can you please also ensure that your child does not bring fizzy drinks to school. Drinking water is available in the classrooms and at lunchtimes. If we can request that children do not bring items containing nuts in packed lunches due to allergies.

Uniform

Children are encouraged to wear school uniform every day. Our school uniform consists of a jade green sweatshirt or cardigan and red or royal blue polo shirt, each with the school logo embroidered on it. Royal blue or red fleeces are also available

The logo was designed by a former pupil and features an Oystercatcher on the grass as each spring we have a pair of them, who nest on our Flower Beds and rear their young.

Our uniform is now available from Highland Work Wear which is a local firm and you can order online from them, please visit www.highlandworkwear.com and click on: Primary school and you will find Crossroads there. Alternatively, uniforms are also available from: www.myclothing.com and the school earn 5% commission on any orders that are placed.

The school has a collection of second hand uniforms that families are welcome to use.

All children **must** bring shoes for indoor wear and **should** have a **gym kit** consisting of shorts or sports trousers and a t-shirt. If we can request that gym shoes do not have black soles as they mark the floor. When the weather is fine, children will need suitable trainers for outdoor use

All articles of clothing **must have the child's name clearly labelled**. We are sorry but we cannot accept responsibility for any items of clothing which go missing. A lost property box is located in the school hall. Parents are welcome to pop into school at a suitable time to look for lost items.

PUPIL CARE & WELFARE

Absence of Pupils

Parents must inform the school by telephone of the reason for their child's absence on the first morning of absence **before 9.30am**. A written note **must** be sent in on the child's return to school.

In accordance with Highland Council policy, if a parent fails to contact the school before 9.30am we are obliged to phone parents to find out a reason for their child's absence.

Day 1 The school will endeavour to make contact with the parents or carers to request a reason for absence. If no contact can be made then this is noted by the school.

Day 2 The school will make further attempts to contact the family or carer by telephone, text or email.

Day 3 If no contact has been established by the third day then a member of staff will attempt to arrange a home visit to check the situation. If a satisfactory explanation cannot be given then the police may be contacted and the matter treated as a missing person alert.

Permission to leave during the school day: If a pupil needs to leave during the school day for an appointment etc, pupils need to bring with them a note from a parent or guardian. Pupils must report to the school reception and 'sign out', if returning the same day, they must report again to the reception and sign in. Where at all possible, medical and dental appointments should be made outwith 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 day time contact numbers and emergency contact numbers for all pupils.

Parents who wish to take a child on holiday during term time must request permission from the Head Teacher. If parents have no control over the dates of annual leave, permission is possibly granted. **It should be noted that holidays taken during term time are recorded as unauthorised absence.** .

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

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

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

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

Parents should note that should a child regularly be absent from school without notification the school is required to forward relevant details to the Area Education Manager.

Homework will not be given to children going on holiday / absent due to illness, although every effort will be made to ensure that they 'catch up' on their return to school.

Unexpected School Closure/ Adverse Weather plans

Due to our rural location there may be times when it is considered unsafe for pupils and staff to travel to the school. We endeavour to make these decisions before 8.00 am whenever possible to allow you to make alternative arrangements.

In any event pupils using school transport should never wait longer than twenty minutes beyond the normal "pick up" time for school transport.

It is rare but also sometimes necessary to close the school at short notice because of bad weather or power failure. Every precaution is taken to ensure that parents are informed. Parents have the responsibility during periods of severe weather to ensure that they or an emergency contact are available to take messages and to be prepared to take children home.

Parents should ensure that the school is informed immediately of any **change of address or phone number of either parents or emergency contacts**.

Details of our closure procedure are sent out regularly on our newsletters.

In the event of school closure for adverse weather conditions, parents should check the Highland Council School closures webpage on <http://www.highland.gov.uk/schoolclosures>

In addition to this information will also be posted on the School Dojo site and Community Facebook page as soon as possible.

Where there are local power cuts, the staff endeavour to contact all families via telephone.

Information on school closures is also given out at regular intervals on Moray Firth Radio on 102.5FM.

Playground

Children are expected to play outside at morning and lunchtime breaks unless the weather is unsuitable. They really benefit from the time they spend playing in the fresh air. If your child requires to stay in for any of these times, please let us know.

Promoting Positive Behaviour

In Crossroads School, we aim to create a positive ethos where children are rewarded for good behaviour and feel valued and cared for. We have high expectations for behaviour and self-regulation is our ultimate goal for the children. The children are taught about their emotions and how to deal with them in appropriate manners.

All members of staff deal with any negative behaviour when it occurs. If it is felt necessary, the child may be asked to speak to the Head Teacher. She will discuss the behaviour with the youngster, and they will work out a plan to try to reduce the likelihood of future incidents occurring.

The parent may be contacted depending on the severity of the incident. Often there are one-off incidents, which are a learning experience for many children who never repeat their actions again. In incidents of repeated challenging behaviour, parents are always contacted to see how we can work together to support the youngster.

The school's Bullying and Positive Relationships Policy is shared with parents. The children have also worked together to create their own version of some of the policies. A paper copy of this can be requested from the school office. The policies are listed on this Padlet website. <https://padlet.com/louisehunt1/nl0436gj32bqichs>
The children have created their own version of the policies which are also on the padlet.

Data Protection

Any information you have supplied to the school or any information gathered from or about pupils will be used only for the purposes for which it was provided and any relevant procedures following from this. This data will be maintained in accordance with the Data Protection Act and will not be passed onto any other organisation without your prior approval unless this is a legal requirement. (Please see appendix 1 for more detailed information)

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.

Health

It is essential that parents inform the teachers of any particular medical condition that a child may have / develop. (e.g. allergies, epilepsy, diabetes, asthma etc.) The School Nurse carries out a routine medical examination of all children in P1 and screening of P7 children is also carried out. Children throughout the school who have noticeable hearing/sight defects can be referred and parents can attend these appointments.

Staff from Dental health NHS, visits the school once a year to check pupils teeth in P1 and P7. Parents are sent letters before these checks take place to give their permission. This is purely a check-up and no treatment is given.

In case of accidents at school requiring medical help, this is immediately sought and the parent contacted. In the case of minor accidents (scrapes, bumps and cuts) school staff will ensure that these are cleaned and a plaster applied if appropriate. If there is a known allergy to plasters please inform us. If your child has a vomiting bug the NHS Guidelines recommend that you keep your child at home for 48 hours from the last vomiting episode. This helps to stop the spread of the outbreak.

Administration of Medicines

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

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

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

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

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

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

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

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

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

Minor injuries

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

Mental Health and Wellbeing

Staff will support the emotional development and wellbeing of pupils through formal and informal curricular activities. Any concerns about a pupil's wellbeing can be discussed with the named person. 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 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.

Drug misuse

In line with Highland Council Policy, the school will record and report all instances of drug misuse or suspected drug misuse on school premises.

Fire Safety

Fire drills are held in school each term to familiarise staff and children with the procedures to be followed in the event of a fire. Lockdown drills are held annually to teach the children how to respond if there is an issue in the vicinity of the school.

Major Incident

In the event of a major incident involving the evacuation of children from the school, pupils and staff will leave the school building using the existing fire procedure. They will then be transported by bus to the Northern Sands Hotel, Dunnet. Parents will be informed by telephone and through use of the telephone messaging system and MFR. Children will be allowed to go home when permission is received from the police and contact has been made with parents.

Permission to leave during the school day

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

If a child falls ill during the day, parents are contacted for them to collect their child, therefore it is **essential** that we have up to date day time contact numbers and **emergency contact numbers for all children**.

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

Transition

During the summer term all P7 children pay a two day visit to Thurso High School. They take part in a normal timetable at the High School and meet staff. An evening meeting for parents is also arranged prior to transfer. Primary/Secondary liaison between the local High School and the feeder primaries is very good with primary and secondary teachers meeting throughout the year to ensure that a smooth transition for each child is achieved. Some youngsters benefit from an extended transition and when this is likely to be the case Thurso High Staff are invited to meetings early in Primary 7, or for some youngsters even at the end of Primary 6. It may be that they have an additional visit to Thurso High earlier in the Primary 7 year and may also be given the chance to join a Transition group and meet other youngsters. Thurso High School provides pupils with transitioning activities through a Google classroom, this allows pupils to gain a sense of secondary school life prior to physical transitions. Staff work closely with families of children with Additional Support needs to ensure that transition is planned carefully to best meet the needs of their child.

Complaints Procedure

We hope that you and your child's experience at Crossroads School is a very positive one and we welcome any suggestions you may have.

However, if you feel you have a concern or a reason to complain, then please contact the school office to make an appointment with the Head Teacher.

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 Manager, 07918 842021.

Further support:

Parentline: <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

CURRICULUM FOR EXCELLENCE

Technology to assist learning

Throughout the school we encourage the use of technology to support learning. Some activities are posted in the Google Classroom to allow links to videos and interactive resources to be viewed. Whilst there is no expectation that children will work when off school all the Google Classroom will sometimes have tasks that children can complete if they are required to isolate but are fit to work.

We value parents and carers' views on their children's learning. As such, we use Pupil Profiles on Dojo to share their progress with families. Adults are encouraged to comment on their children's work, and where relevant to discuss it with them.

Welcome to Primary 1

P1 children will join the other children in the classroom, where learning through play and active learning are promoted. P1 children will be given daily opportunities to play together to help them develop their use of language in readiness for learning to read. Singing and saying rhymes, clapping out syllables, discussions, reading and telling stories, news times and dramatic play will help to further develop this. Children are active in their learning from the start of P1 and will have daily opportunities to play sorting, matching and counting games.

As a parent you are a most important and valued part of our teaching team. Your encouragement and praise are most important to your child, so please show an interest in their work and spend time reading with and to them.

A Curriculum for Excellence

Our aim is to follow a 'Curriculum for Excellence' to ensure that your child is active in their learning which is cross-curricular, interesting, fun and outdoors whenever possible.

The curriculum areas in 'A Curriculum for Excellence' are: Expressive Arts (Art & Design, Music, Drama and Dance), Health & Wellbeing (which includes PE), Language, Mathematics, Religious and Moral Education, Sciences, Social Studies and Technologies. As well as subject areas the skills that your child develops throughout their education are designed to support them in further learning, in life and then in work.

Children are taught as a whole class, group or on an individual basis, so that they progress at a speed and in a manner suited to their levels of ability. There is particular emphasis on collaborative learning, which encourages children to discuss their learning and make choices together, each child accepting responsibility for the choices their groups make. In Crossroads School, we often have whole school activities e.g. when preparing for a fundraising event, which allows the children to share multi-stage learning experiences and acquire skills and knowledge in 'real life' and active learning situations.

A stimulating learning environment is provided in both classrooms with the best use being made of all the resources available. We are also very fortunate to have lots of outdoor space in which the

children also learn. The emphasis is on the children being active in their learning and getting opportunities to self-evaluate how well they did and how they can further improve.

As part of our Curriculum, we welcome visitors into our school to enhance the learning of our pupils. We value real life experiences, and when possible will take our pupils on learning trips outwith the school.

Further information about the Curriculum for Excellence can be found at <https://education.gov.scot/curriculum-for-excellence/>

Maths and Numeracy

The children will be encouraged to be active in their learning of maths and numeracy. The learning will be delivered using contexts whenever possible, so that it has real life meaning for them and can be related to the world outside of the classroom.

It is important that children become quick and accurate in mental calculation. You can help at home by spending time working on counting, addition and subtraction number facts and later in a child's mathematical development, multiplication tables. Practise really does make perfect!

Literacy

We take a developing approach to literacy, especially in the early years, and we use the Council's Emerging Literacy materials to support this.

Reading is so very important to enhance all children's learning. At the early stages, please do read to your child regularly. Look at the pictures and talk about what might happen next or which picture or character they like the best and why. Encourage your child to read fiction and non-fiction books and magazines about their interests, etc.

Both our classrooms have libraries and we also have a large library in the 'Rainbow Room', which contains a wide range of fiction and non-fiction books. In addition, the Mobile Library visits school every three weeks and offers a wide choice of reading books for the children to choose from.

At Crossroads Primary, we promote the 'Highland Literacy Project' for reading which uses a variety of texts to help the children to learn about reading and different types of writing too. All new parents are given a booklet with information about what this involves.

Children are encouraged to write for a variety of purposes. Much written work is related to 'topic' or Social Studies. Children are encouraged to develop skills needed for the future: taking notes, looking up in reference books, recording data etc. A high standard of handwriting and spelling is encouraged and we aim to teach spelling systematically by giving the children groups of words with similar letter patterns.

Children are encouraged to listen and respond to adults and other children. When possible, we encourage opportunities for the older children to support the younger children in their learning. They have opportunities to take part in group and class discussions as well as giving talks to the class.

Social Studies

Our teachers work with the children to select topics for our children to learn through and enjoy. We aim to make the children aware of their immediate environment and progressively of the wider world and to appreciate their own heritage and that of other cultures. At the start of each topic, the teachers lead a

discussion with the children, during which they ask them what they would like to learn about within that topic, which often proves very interesting! They revisit this at the end of the topic to evaluate what they have learned.

Religious & Moral Education

At different times of the year we visit our local church to mark certain religious events. We also welcome our school chaplain into school to join us for assembly. We do recognise the right of every parent to withdraw their child from RME activities, so please do get in touch with the Head Teacher if you wish to do this.

A Curriculum for Excellence requires us to give the children an awareness of other world religions as well as Christianity and we hope to teach respect, tolerance and understanding of others points of view and beliefs.

Expressive Arts (Music, Art, Dance and Drama)

Whenever possible, Expressive Arts learning activities will be linked to our topics. We are very fortunate in that our children benefit from sessions with Feis Rois. These sessions focus on traditional Scottish music and song. Our pupils also participate in Kodaly lessons - music with a focus on rhythm, pitch and tempo.

There are opportunities in the classroom for role-play and imaginative play. Our children are also encouraged to dramatize their core reading books or to re-tell the story through drama. Children also take part in drama and dance workshops when these are available and several theatre groups, including Eden Court, have visited our school.

At the end of the Christmas Term the children usually perform a school show or organise and sell at our Christmas Fayre, to which family, friends and our wider community are invited.

Health and Wellbeing

As stated in a 'Curriculum for Excellence' - "the mental, emotional, social and physical wellbeing of everyone within a learning community should be positively developed by fostering a safe, caring, supportive, purposeful environment that enables the development of relationships based on mutual respect".

Health and Wellbeing are the responsibility of all the adults within the school and healthy eating and an active lifestyle are promoted at all times.

Our pupils follow a programme which includes mental/emotional, physical and social wellbeing as well as ensuring that the children have regular opportunities for physical activities. Parents are informed on the class newsletters or dojo of any sensitive topics which are going to be covered in Health e.g. drug education, relationships and sex education.

PE is taught by our class teachers. Weather dependant, some sessions take place outside, making use of our extensive playing field and large selection of equipment. All children should have a PE kit consisting of shorts or sports trousers, a T-shirt and suitable footwear. Swimming is also part of our PE programme with all pupils having a block of lessons during the year.

Assessment

Our class teachers are continually assessing our children's progress. If they notice that a child is having difficulties, they would discuss this with the Head Teacher and Additional Support Needs Teacher, who would

invite the parents in for a discussion about this. The staff may then complete a Form 1 and a copy of this would be sent home to the parents for their information. This would detail how the school is supporting their child.

'Curriculum for Excellence' details desired levels of learning and progression from the early to the fourth curriculum level, during the period from the preschool year to the end of S3.

The experiences and outcomes of a 'Curriculum for Excellence' are set out in lines of progress in learning. Progression is indicated through curriculum levels, which are explained in this table -

Level	Stage
Early	The preschool 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 and Fourth	S1 to S3, but earlier for some. The fourth level broadly equates to SCQF level 4.
Senior phase	S4 – S6 and college or other means of study.

As part of our ongoing assessment model pupils will experience a range of assessments when in school. Throughout the year our children will complete a number of High Quality Assessments that will be shared with you. We would appreciate it if you could take the time to read these assessments before returning them to the school with a comment noted on them. Staff will use their own observations along with assessment data to inform them of where your child is in their learning.

Progress & Achievement

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.

Parents wishing to enquire about a pupil's progress are invited to get in touch with the class teacher. Progress will be shared with parents during parent appointments in November and May.

Further information on national assessment and achievement can be found:

Additional Support for Learning

All children need support to help them learn. 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. In Crossroads Primary School, the named person is the Head Teacher, unless otherwise stated.

If you have concerns about your child and their progress, please contact your child's class teacher in the first instance.

There are times when a Form 1 or a Child's Plan may be put in place to help organise, monitor and regularly review a child's learning and progress. Parents would be informed of and actively involved in the writing and reviewing of this. They would also attend the meetings.

If you wish to find out more about The Highland Practice Model or the Child's Plan you can access more information at:

http://www.highland.gov.uk/downloads/file/230/highland_practice_model_-_delivering_additional_support_for_learners

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

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

Sometimes a Children's Service Worker will be involved in supporting a child. A **Children's Service Worker** 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 and/or Miss Swanson. If your concerns continue, there are a number of means of resolving difficulties and disputes and information on this can be found at:

http://www.highland.gov.uk/info/886/schools_-_additional_support_needs/1/support_for_learners

Further information and support for parents can be found at the following sites:

(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

Equality and Inclusion

For up-to-date information please see:

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

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

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

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

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

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 online at

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

SCHOOL ACTIVITIES

Pupil Committees

In Crossroads pupils have the opportunity to be involved in a range of activities. Currently our older pupils are out UNCRC Rights Ambassadors. Working with staff, the ambassadors review our school's approaches to the UNCRC curriculum and plan how to drive learning in this area forward.

All pupils take an active role in school committees. Currently, the school has three committees. The Pupil Council. Digital Leaders. Eco Group. The children selected these 3 groups as priorities for the school.

Sporting Activities and Events

An annual sports day is held during the summer term to which our parents, friends and pre-school children are invited. Each year children have the opportunity to experience the school's Highland games.

Throughout the year, there are many sporting events organised by the Active Schools Coordinator. These include Badminton, Yoga, Rugby and Martial Arts. There are often follow up sessions which allow the children to meet other children from different schools in inter school competitions and tournaments, as well as using their skills to have great fun.

After School Club Activities

Our senior children have the opportunity of joining the badminton club in Dunnet Hall which is run by members of the local community. We encourage our children to attend competitions in any sports when selected. Several of our children are members of the Thurso Swimming Club. Children have the opportunity to join groups in Castletown including youth club, martial arts and football club.

The school runs blocks of after school clubs during the school term. Pupils choose what clubs they would like to see run in their school and the staff run them for the pupils. Parent volunteers are welcome to support school clubs (subject to a suitable PVG check).

Swimming

All children attend swimming lessons at Thurso Swimming Pool for a block of time each session. Swimming tuition is provided free, but a charge has to be made for transport. The cost of transport is reviewed annually based on the pupil numbers. If possible garments which are easily taken off and put on should be worn on these days to avoid too much time spent dressing. If a pupil is not swimming for any reason, **a note must be sent into school.**

PARTNERSHIP WITH PARENTS

Parental Involvement in Learning

Class Dojo will be used regularly to keep parents informed of school events, notifications and individual learning achievements.

The Head Teacher will keep you informed of events through termly newsletters which also shares what the children will be learning during the term in literacy, maths and numeracy, topic, health and wellbeing and any other events due to happen during the term. In addition to providing information, they may also ask for ideas and resources from you to support some learning.

Discussion and practice of reading, along with phonics practice is the only homework given in the early stages. Children benefit greatly from the interest taken in their reading progress and the time you spend with your child discussing books read is invaluable. This helps develop reading skills, vocabulary and comprehension. By practising their phonic skills at home, you are supporting them in developing their reading skills too.

At any stage a pupil should not expect to spend more than half an hour on homework on any evening and P1-P3 should find a quarter of an hour sufficient. We tend to forget that children have, in fact, been very busy learning during the school day and need their leisure time too.

Older pupils are encouraged to complete their weekly spelling homework. Each pupil should also try to complete at least 15 minutes of reading per day. Children are welcome to borrow books from the library in school.

We have a school website where we share some information <https://sites.google.com/thursohigh.org.uk/crossroads-primary/crossroads-home>

We also use our closed group Facebook Page and a community Facebook page, for sharing immediate information such as school closures or information about groups that the children may be interested in that we have been asked to share to parents/carers.

We love having parent helpers in the school to assist with tasks such as photocopying, laminating, filing, mounting work etc. If you wish to be involved in this, please let us know. Alternatively, if you have any skills or hobbies which you feel would interest our children, please contact the Head teacher to discuss ideas for activities. For example, chess, gardening, football, sewing, drama, art and craft, music and spinning, etc.

We also will from time to time as if parents are available to accompany the children on trips and outings. We really appreciate when you give up your time to do this.

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/>

Communication with Parents

At Crossroad's our door is always 'open' to parents. We pride ourselves on our warm and welcoming school environment and we endeavour to build open and honest relationships with all of our parents' and carers'.

Parents are welcome to meet with staff or the Headteacher to discuss any matters necessary, at a suitable time. If a parent has any concerns regarding their child's welfare, at any time, we would encourage them to make an appointment with the Head Teacher.

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

Termly newsletters and notes home keep parents informed of key events and school news.

Each year we host open afternoons and open assemblies. During these events pupils showcase and share their learning and school work with their families.

Throughout the academic year, we seek parental views through questionnaires, open events and at Parent Forum meetings.

Usually regular meetings for consultation between staff and parents take place twice a year and more if required with a report being sent home in the summer term.

Parent Forum

Our School benefits greatly by having a very supportive and hard working Parent Forum. Our meetings are held regularly throughout the year and we hope that you will be able to come along to these. The Parent Forum is very active in fundraising which has assisted us in purchasing resources which we could not otherwise afford.

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.

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](#)

Standards and Quality report

A Standards and Quality Report is produced each session. It reviews the performance of the school over the previous session and identifies areas for development in the new session. This is shared electronically with parents, and a paper copy is available on request. Our website has copies available.

As part of our school improvement journey, we continually reflect and review to ensure that we are continually improving the quality and standards of our educational provision. This year we are developing our approaches to literacy, pupil profiling and children's rights. As well as wider developments, our Pupil Equity fund is being used to ensure targeted interventions for our pupils who need additional support to reach their goals and targets. We pride ourselves in ensuring that we continually strive to improve the educational experience for our children. Our reports can be found at:

https://sites.google.com/d/1t8RVXTMPYssqprv5LqJLgYYk7HX2N06n/p/1IR29Nrty_KamStM0MdHP_6B5UjCqPnhG/edit

Further, National information about our school can be found at <https://education.gov.scot/inspection-and-review/find-an-inspection-report/find-an-inspection-report/>

<https://education.gov.scot/parentzone/my-school/school-information-dashboard/>

HIGHLAND COUNCIL POLICIES

Highland Council has a range of policies on their website relating to the education of your child.

These can be found at https://www.highland.gov.uk/info/893/schools_-_general_information/29/school_policies_procedures_and_guidelines

Highland Council Child Protection Policy

From time to time incidents may 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. Information may be passed on without immediate reference to a pupil's parents or guardians and 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 online at www.highland.gov.uk

CROSSROADS PRIMARY POLICIES

Crossroads Primary has a range of policies relating to the curriculum and the manner in which it is delivered. These are available on request from the school office and online

<https://padlet.com/louisehunt1/nl0436gj32bqichs>

Equality and Diversity Policy

At Crossroads Primary School we believe that everyone should have the chance to develop and meet their potential in all areas of the curriculum and beyond. We seek provide education tailored to the needs of the child as an individual irrespective of wealth, gender, race, nationality, faith or disability. A copy of our school policy is available on request from the office.

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 by laws 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

Photographs

In line with Highland Council's guidelines –

- A child's photo will only be included in newsletters, in the local press, on our school Facebook page, etc, if their parent has signed the generic consent form thus giving written permission for this. (completed as part of enrolment)
- Parents are only permitted to post photographs of their own child(ren) on social media.
- Commercial Agencies, the Press and any other media, retain copyright of all photographs that they take, e.g. – school or class group photos taken by School Photographers.

Mobile Phones

In line with Highland Council Policy, Children are not allowed mobile phones at school. In exceptional circumstances of a parent needing a child to have a mobile phone at school it must be handed to a staff member during the school day.

STRUCTURE OF OUR SCHOOL DAY

Primary 1-7 } 9.00am – 10:45am
Tuck is served at morning interval.
 11am - 12.30pm
Lunch is served in the dining hall.
 1.15pm - 3.00pm
 (Our P1-P3 bus pupils can join our 'Stay and Play' session from 2.30 - 3.00pm)

SCHOOL CALENDAR

Parents are strongly urged to book family holidays during the school holidays and not to interrupt their child's education by taking holidays during term time.

Highland School calendar 2025/26

Please note - Dates may be subject to change

August 2025							
WK	Mo	Tu	We	Th	Fr	Sa	Su
32					1	2	3
33	4	5	6	7	8	9	10
34	11	12	13	14	15	16	17
35	18	19	20	21	22	23	24
36	25	26	27	28	29	30	31

September 2025							
WK	Mo	Tu	We	Th	Fr	Sa	Su
37	1	2	3	4	5	6	7
38	8	9	10	11	12	13	14
39	15	16	17	18	19	20	21
40	22	23	24	25	26	27	28
41	29	30					

October 2025							
WK	Mo	Tu	We	Th	Fr	Sa	Su
41			1	2	3	4	5
42	6	7	8	9	10	11	12
43	13	14	15	16	17	18	19
44	20	21	22	23	24	25	26
45	27	28	29	30	31		

November 2025							
WK	Mo	Tu	We	Th	Fr	Sa	Su
45						1	2
46	3	4	5	6	7	8	9
47	10	11	12	13	14	15	16
48	17	18	19	20	21	22	23
49	24	25	26	27	28	29	30

December 2025							
WK	Mo	Tu	We	Th	Fr	Sa	Su
50	1	2	3	4	5	6	7
51	8	9	10	11	12	13	14
52	15	16	17	18	19	20	21
1	22	23	24	25	26	27	28
2	29	30	31				

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

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

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

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

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

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

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

School holidays
 In-service days

School days

Whilst the information in this handbook is considered to be true and correct at the date of publication, changes in circumstances after the time of publication may impact on the accuracy of the information. December 2024

APPENDIX 1

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.

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

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

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

Concerns

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

Transferring Educational Data about Pupils

The Scottish Government and its partners collect and use information about pupils 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.

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 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

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 the Scottish Government through the Pupil Census is used for statistical and research purposes only.

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

https://www.highland.gov.uk/directory_record/1095920/enrol_your_child_at_a_school

Why do we need your data?

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

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

Your data protection rights

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<http://www.gov.scot/Topics/Statistics/ScotXed/SchoolEducation> legislation will be ensured.

Concerns

If you have any concerns about the ScotXed data collections you can email the Senior Statistician, Peter Whitehouse, at **Peter.Whitehouse@scotland.gsi.gov.uk** or write to The ScotXed Support Office, Area 1B, 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.

L Swanson
Head Teacher (Acting)

The information in this handbook was accurate at the time of going to press. The appendices will be updated each session and these will be provided for all parents. The handbook will be given out to the parents of all

P1 entrants and to the parents of any pupil who joins the school during the session. It will be available in school for inspection by any other parent and any parent specifically requesting a copy will be provided with one. The most up to date version will also be online through the Highland Council website.