

KINGUSSIE PRIMARY SCHOOL



School Handbook 2025/2026

KINGUSSIE PRIMARY SCHOOL

Ruthven Road
KINGUSSIE
INVERNESS-SHIRE
PH21 1EN

Tel. 01540 661354

Head Teacher: Mrs Isabel Forrest
e-mail: kingussie.primary@highland.gov.uk

Vision, Values and Aims

Our vision is to have a happy, caring and inclusive school. We are working towards our silver award as a Rights Respecting School. Article 29 is at the heart of our ethos, and we strongly adhere to 'the goals of education', which states that; *'education must develop every child's personality, talents and abilities to the full. It must encourage the child's respect for human rights, as well as respect for their parents, their own and other cultures and the environment'* – in other words **'be the best that you can be'**.

At Kingussie Primary School we are:

- Welcoming
- Encouraging
- Enthusiastic

- Cooperative
- Active
- Respectful
- Eco-friendly

We aim to:

- deliver a broad, balanced, stimulating and challenging curriculum
- raise attainment through continuous self-evaluation
- work with parents, partner agencies and the wider community to support children in achieving their potential
- promote an ethos of wellbeing and encourage respect for the natural environment
- provide opportunities for pupils to contribute to the local community and understand its place in Highland, Scotland and the world

School Staff are expected to:

- provide a safe and supportive learning environment
- provide inclusive and engaging learning experiences
- initiate and maintain constructive communication and relationships with all pupils, staff and parents/carers
- promote the skills necessary to be Confident Individuals, Responsible Citizens, Effective Contributors and Successful Learners

Pupils are expected to:

- participate actively in lessons
- take responsibility for their learning
- show respect for themselves, other members of the school community and the school environment

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Parents and Carers are expected to:

- be actively involved in their child's social and academic development
- cooperate with the school to achieve the best outcomes for their child
- support school staff in maintaining a safe and respectful learning environment
- initiate and maintain positive and respectful communication and relationships with school staff regarding their child's learning, wellbeing and behaviour
- contribute positively and attend all meetings concerning their child

Dear Parents and Carers,

A very warm welcome to Kingussie Primary School (KPS)! When your child joins KPS it is the start of a partnership in which home, school and community work together to enable each child to grow and develop in the four capacities, in order to become a confident individual, effective contributor, responsible citizen and successful learner.

Kingussie Primary School and Early Learning Centre (Nursery) provide a nurturing education for children from the age of three up to twelve. Children can have two years in Nursery and then when they start school, they enter P1 until P7, when the next stage after that is High School.

I hope that you find the information contained within this booklet useful. For further information about our current School Improvement Plan and Standards and Quality Report, please refer to our school's Website.

I look forward to greeting you and your child on arrival at Kingussie Primary School.

Please do not hesitate to get in touch if you would like any further information or have any questions.

Yours sincerely,

Isabel Forrest

Head Teacher

Headteacher: Mrs I Forrest
Tel: 01540 661354 (School)
Email: kingussie.primary@highland.gov.uk

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STAFF TEAM

HEAD TEACHER:	Mrs Isabel Forrest
CLASS TEACHERS:	Mrs T Wood – P1-2 Mr A MacLean and Mrs I Forrest – P3-4 Mrs R Ferguson – P5-7B Mrs A Moss – P5-7A Mr I Forrest – CCR Teacher Miss E Killan– Support for Learning Teacher
SCHOOL CLERICAL:	Ms L Dawson
PUPIL SUPPORT ASSISTANTS:	Mrs P Borthwick Mrs M Geddes Mrs J Irvine
NURSERY STAFF:	Mrs M Carswell Ms D Copland Ms L Dawson
CROSSING PATROLLER:	Mrs M Mackintosh
CLEANING OPERATIVE:	Mrs M Mackintosh Mrs L Head
CATERING ASSISTANT:	Mrs L Head
VISITING SPECIALISTS:	<ul style="list-style-type: none">• PIPING• STRINGS• WOODWIND• VOICE

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Our School

Kingussie Primary School is a traditional Highland School, situated in the heart of the village. The school comprises of several stone buildings and boasts extensive grounds, with both grass and tarmac areas, providing a stimulating learning environment for all pupils.

The school is situated just off the High Street at the southern end of the village. The main building, built in 1876, is stone. Later additions are mainly brick, which have been harled. The school has four classrooms, a gym hall, dining room, resource area/library and a General Purpose room, office and staffroom.

As a staff team, we aim to make the school a bright, attractive place in which to work and learn. We recognise that you want the very best for your child and want them to be happy, safe and successful in school. In pursuit of this goal, as a staff team, we work very hard to ensure that **ALL** in the school community receive the very best provision. We set high standards and encourage each pupil to achieve their personal best – ‘to be the best that they can be’ and fulfill their potential. We also aim to help each child develop a real sense of self-worth and personal responsibility. We constantly monitor and evaluate our work and strive for continual improvement in the educational provision that our school offers.



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Staffing

Our current roll enables us to retain a staff team of Teaching Head Teacher and four teachers. We also have a Support for Learning Teacher, for 0.2 days each week. We currently have three Pupil Support Assistants, as well as a Catering Assistant, School Crossing Patroller and two Cleaning Operatives.

Kingussie Primary School runs smoothly thanks to our morning clerical support from Monday to Friday. We have regular visits from the Facilities Management Team, who are based at Kingussie High School.

School Security

We aim to provide a safe and secure environment for our pupils. In order to enter the school, visitors buzz through to our school office - a member of staff goes to the front entrance to meet any guests as they come into school. Please note, our office is staffed between the hours of 8.30am - 12.30pm. Out with these hours, parents are requested to leave a message on the school answerphone.

Enrolment

The school year starts in mid-August and finishes at the end of June or early July. Children who will reach their 4th birthday by the end of February are normally enrolled to start school in August the same year. However, parents may defer entry until the following session if their child is born later than August, especially in the case of a child who is very young, with a birthday falling towards the end of February.

Moving onto Secondary Education

At the end of P7, pupils normally transfer to Kingussie High School. There is a programme of Transition events for children and an information session for parents. It is an important opportunity for pupils to meet other children who will be starting their first year at High School at the same time as them. There are also Enhanced Transition opportunities for children who have additional needs.

Term Dates and Holidays

Term and holiday dates for the coming year can be viewed in the following link
https://www.highland.gov.uk/info/878/schools/32/school_term_dates

In addition, we will regularly give you the dates for events throughout the year, via school bags, email and Face Book posts.

The School Day

Details of the starting, finishing times and breaks are given in the appendix.

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New Pupils

The Head Teacher and staff are delighted to meet parents who are considering moving into the area and who wish to enrol their children.

Parents of children who will be starting school for the first time are invited to enrol the children in late January or early February each year. The dates and times of enrolment are advertised in the local press. In June these new pupils are invited to spend a morning seeing round the school and where possible meeting their new teacher.

Early in your child's first term at school you will have the chance to visit your child's class to see the materials he/she is using and discuss initial progress with the class teacher.

Transfer from Other Schools

It is helpful if records and work from previous schools are available for your child's new teacher so that we can try to ensure that continuity of learning takes place. We also recommend that children should be allowed to settle in over a period of a few weeks. Where a parent has concerns, a meeting can be set up with the class teacher.

Curriculum for Excellence

Curriculum for Excellence is the Scottish curriculum for all children and young people aged 3-18. Kingussie Primary School aims to provide a balanced, flexible curriculum, helping every learner develop knowledge, skills and attributes for learning, life and work. Children at all stages are encouraged to have a say in **what** and **how** they learn and are encouraged to reflect on their own learning, consider their next steps and know what they need to do to improve.

The whole school has responsibility for developing the four capacities within every child, helping them to become:

- Successful Learners
- Responsible Citizens
- Effective Contributors
- Confident Individuals

The curriculum consists of 7 principles:

- Challenge and Enjoyment
- Breadth
- Progression
- Depth,
- Personalisation and Choice
- Coherence
- Relevance
-

There are 8 curricular areas:

- Health & Wellbeing
- Languages and Literacy
- Mathematics and Numeracy
- Science
- Social Subjects
- Expressive Arts
- Technologies
- Religious & Moral Education

Religious Observance (Withdrawal)

Special arrangements will be made for pupils whose parents/carers do not wish them to participate in religious observance.

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The progression through the levels in Curriculum for Excellence are:

Early Level *the Pre-school years and P1 or later for some.*

First Level *to the end of P4, but earlier or later for some.*

Second Level *to the end of P7, but earlier or later for some*

Third/Fourth Level *S1 -S3*

Senior Phase *S4-S6*

Curriculum for Excellence offers personalisation and choice so that learning is more challenging, enjoyable and relevant to each child's needs, strengths and interests. Curriculum for Excellence enables professionals to teach subjects creatively, to work together across the school and with other schools, to share best practice and explore learning together.

You can access further information about the curriculum and supporting your child on the following websites:

[Parentzone Scotland | Education Scotland](#)

Curriculum for Excellence develops skills for learning, life and work to help young people go on to further study, secure work and achieve positive destinations in life. It brings real life into the classroom, making learning relevant and helps young people apply lessons to their life beyond the classroom. It links knowledge in one subject area to another, helping children to understand the world and make connections. It develops skills so that children can think for themselves, make sound judgements, challenge, enquire and find solutions.

Through continuous assessment and review each teacher plans work to ensure that every child is stimulated and stretched to his/her full potential.

To provide for these varying needs, appropriate group, class and individual teaching methods are practised throughout the school.

Homework

Homework provides a link between the work of the school and the home. It helps children revise and consolidate ongoing classwork, develop enquiry skills through research and in some cases formulate ideas and plans for future assignments. As a school we are currently reviewing our approaches to Homework.

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Promoting Behaviour for Learning and Recognising Achievement

Behaviour for Learning values are displayed in the classrooms, playground, hall, canteen and General Purpose room.

Weekly certificates are awarded for demonstrating our school values of being:

- **Welcoming**
- **Encouraging**
- **Enthusiastic**
- **Cooperative**
- **Active**
- **Respectful**
- **Eco-friendly**

Individual and group achievements are recognised and rewarded at our weekly Assemblies.

Our Equalities and Diversity Policy and Positive Relationships Policy can be accessed on our school website. Highland Council's anti-bullying policy can be found here:

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

We promote positive behaviour, good relationships and aim to motivate pupils. We value the health and wellbeing of all children and adults in our school community. Our approach to positive behaviour is restorative, solution focused and nurturing.

Assessment and Reporting

Our aims are to identify the strengths and areas to work on for each child and improve their attainment, confidence and motivation. To this end, we use observations, quizzes, topic assessments, learning conversations etc. to compile information on a child and help identify their next steps. Continuous on-going assessment takes place throughout the school year.

We assess the children more formally in the main subject areas, such as phonics, reading, numeracy and maths and spoken and written language. As children progress through the school, we use a combination of assessment methods to get the best picture possible of a child and their progress. Teachers assess pupils more formally twice yearly and record data on both their academic progress and their attitude and effort in work.

SNSA testing takes place annually for children in P1, P4 and P7. SOFA Testing takes place annually for children in P2, P3, P5 and P6. These are computer based diagnostic tests. The results of these assessment snapshots are analysed by the staff, but it is important to understand that these are only one form of assessment, and we take into account other assessment data when looking at a child's progress.

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Reporting

Learning logs from school are sent home, with a focus on the core areas of the curriculum, Literacy, Numeracy and Health and Wellbeing. Social skills are also shared with parents. An end of year written report is issued to parents in June, summarising a child's progress in relation to what is appropriate for their age and stage. Parent evenings are held annually in November and again in March or May. You may also make an appointment outside of these times if you need to discuss your child's welfare or progress with the class teacher. Please be assured you are always welcome to visit the school at any time if you have any other matter you wish to discuss. Please phone the school office to make an appointment.

Additional Support Needs

Class teachers, in partnership with the Additional Support Needs Teacher monitor the progress of pupils with additional support needs. We follow The Highland Practice Model staged approach to assessing, identifying and supporting additional support needs. Every child has a 'named person' who is responsible for making sure that the child has the right help to support his/her development and well-being. If you have a concern about your child, please contact his or her class teacher in the first instance.

Class Teachers will make the Head Teacher aware of this communication from Parents. Sometimes a Child's Plan may be put in place to help plan, organise, monitor and regularly review a child's progress. Parents and pupils will be involved in these procedures and reviews. More information can be found about Highland Council model for support and child's plan 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

Thriving Families provides information for families. This explains the legislation, the support available and also includes some useful contacts: <https://www.thrivingfamilies.org.uk/>

There are also Information sheets and other resources from Thriving Families available at: [Resources - Thriving Families](#)

Attendance

Parents are responsible for ensuring that their children attend school regularly. Requests for absence for any other reason should be made to the Head Teacher. Authorised absence cannot be given except in exceptional circumstances. A holiday in term time can only be authorised if the request is supported by a letter from the parent's employer stating that by the nature of the occupation,

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holidays are not possible during the normal school holiday period. Otherwise absence for family visits or holidays during term time are normally recorded as unauthorised.

Parents are requested to ensure that their children are punctual at all times. Children who arrive at school late for the start of class are recorded on the **register as 'late'**

If your child is late, he or she will miss out on vital instructions at the start of the day. As a result, these children may develop a reluctance to come to school. This can also happen if children in the early years are frequently collected later than their classmates.

Absence

If your child is unwell, please inform the school by telephone or in person on the first morning of absence. It would be helpful if you would also take the time to inform us when your child is fit and well to be returning to school. For any unexplained absence, we will make contact with families by telephone.

Recommended Dress

At Kingussie Primary School we encourage the wearing of uniform.

Grey or white shirt or polo shirt, grey or black trousers or joggers, red school sweatshirt.

Online orders for school sweatshirts can be made throughout the year.

Dress for PE

White or Red T-shirt, shorts, gym shoes.

All items of clothing should be named, especially gym shoes and wellingtons.

For obvious reasons we actively discourage the wearing of football tops/sports strips during the school day or for PE lessons. Wearing jewellery is not encouraged.

Assistance for the provision of clothing

The authority operates a scheme of provision to ensure that a pupil is sufficiently and suitably clothed to take full advantage of the education provided. Eligibility is related to parental income. Further information on assistance with clothing and eligibility for free school meals for those in P6-7 can be found here: [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)

Meals

All P1 to P5 pupils receive free school meals. School lunches are available daily in the school canteen. Menus are displayed online and sent to parents/carers. There is a choice of main course preceded by soup/fruit or followed by a pudding. For the current price please refer to the appendix. A choice of

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milk, water or fruit juice is available. Bread is provided daily and there is usually a fresh fruit or yogurt option instead of pudding. [School menus | \(highland.gov.uk\)](http://highland.gov.uk)

Transport

Children living within the school catchment area but who live out with walking distance of the local school, by the shortest available route, are eligible to apply for provision of transport. Application forms are available from the Head Teacher.

Adverse Weather Conditions

In the event of a school closure due to adverse weather conditions all Parents/Carers will be notified by the school office, by text, email, and the school Face Book Page.

The Highland Council website also details school closures and can be accessed here:

<http://www.highland.gov.uk/learninghere/schools/schoolclosures/>

Moray Firth Radio also provides winter weather updates with regard to school closures.

Please ensure that the school has an up-to-date contact number for you or details of an alternative address your child can be sent in case of the school having to close early.

It is the responsibility of parents or carers to decide if a pupil should attempt to travel to school, by transport or on foot, in adverse weather conditions. The Education Authority encourages full attendance at school but in severe weather conditions the safety of pupils is much more important.

Medical Care/ 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.

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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. **If a child is sick, they must stay away from school for 48 hours after the last episode.**

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.

Child Protection

All staff receive annual training regarding Child Protection procedures.

Under the terms of Highland Child Protection Committee Inter-Agency Protection Guidelines, Education Service staff must report any concerns 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. **The Head Teacher is the designated Child Protection Officer for the school.**

Further information can be found here:

https://www.highland.gov.uk/info/1361/childcare_and_family_care/438/child_protection

Complaints Procedure

We want to ensure that your child's time with us is as happy as possible. If you are concerned about something that has happened at school or about your child's education, either telephone or call into the school office to make an appointment to see your child's teacher or the Head Teacher. We will talk the difficulty through so that a satisfactory resolution can be reached.

In the event of not reaching a satisfactory resolution, you can contact our Area Education Manager. Our Area Care and Learning Manager (South) is Mrs Fiona Shearer.

She can be contacted at:

Highland Council
ECS Offices
Glenurquhart Road
Inverness
IV3 5NX

Telephone Number: 01463 702799

Or: HC: www.highland.gov.uk/complaints

Or by phoning: 01349 886606

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Parent/Carer Involvement Opportunities

Kingussie Primary has a Parent Council which meets regularly to support the school. The Parent Council deals with current educational issues on how to continually improve the children's education, in partnership with school staff. Events organised by the group are usually to raise funds but some are purely social. The AGM of the Association is held every year at the end of September.

Parent/Carer Volunteers

At various times throughout the year, parents/carers are invited into school as volunteers – this is in recognition of the many skills that parents/carers can bring to the school. This may be arranged through the Parent Council or by contacting the Head Teacher. Sample groups of parents/carers are also consulted about more specific aspects of school life or to represent the parent body on a working party.



School Improvement Information

Throughout the academic session we self-evaluate our progress and encourage children and families to also take part in this process. In term 4 each year we produce a Standards and Qualities Report reflecting on the progress of the session and identifying priorities for improvement the following session. This becomes our School Improvement Plan.

Listed here are some useful website links if you require further information:

Highland Council Website: www.highland.gov.uk

HMie Website: <https://education.gov.scot/inspection-and-review/find-an-inspection-report/find-an-inspection-report/>

Care Inspectorate: www.careinspectorate.com

We do hope that this booklet answers many of your questions about Kingussie Primary School. If there is something else you need to know and think we may be able to help, please do not hesitate to contact the school.

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Appendix Two:

Equal Opportunities

We promote equal opportunities for all pupils at Kingussie Primary, see below links for further information on this subject:

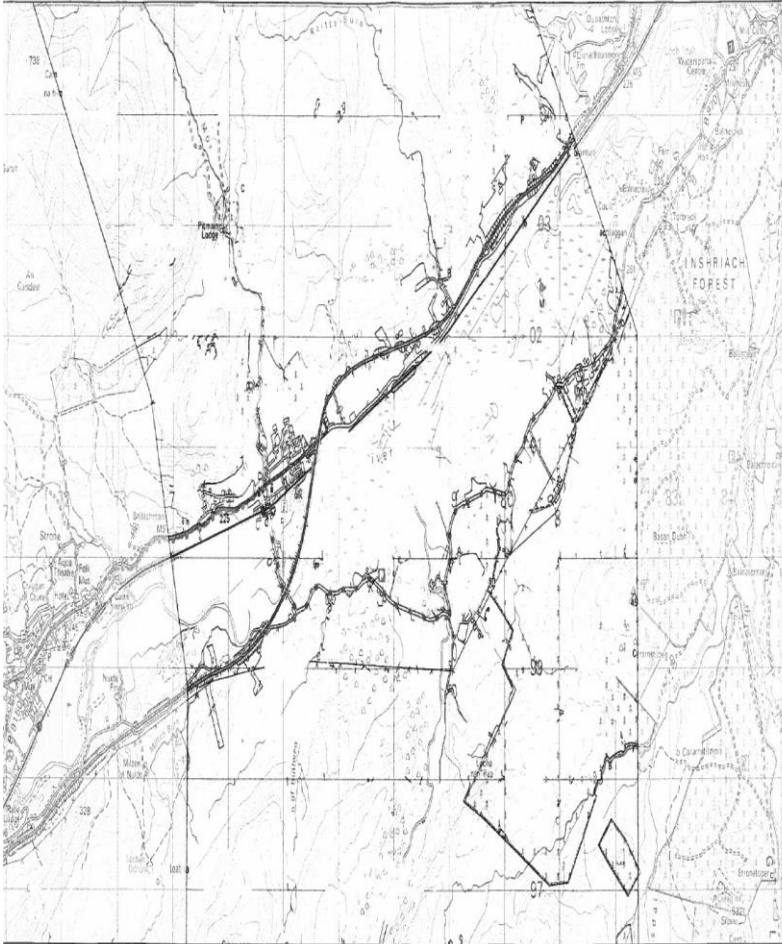
Equality and Human Rights Commission – <https://www.equalityhumanrights.com/>

Highland Council:

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

Appendix Three:

Map of Catchment area for Kingussie Primary School



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