

# Macdiarmid Primary School

Handbook



2025-2026



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## **Contact Details**

Macdiarmid Primary School

Carbost

Skeabost

Portree

Isle of Skye

IV51 9PD

Tel: 01470 532229

e-mail: [macdiarmid.primary@highland.gov.uk](mailto:macdiarmid.primary@highland.gov.uk)

## **Welcome**

Dear Parent/ Carer,

A very warm welcome to Macdiarmid Primary School.

This handbook is intended to inform you of our values, aims, organisation and the work we do in school. We hope that you will find this booklet both useful and informative, that it will encourage and enhance your involvement in the partnership between home and school and that you will share our values.

Macdiarmid Primary School is a non-denominational two teacher school within the community of Skeabost. We are a cluster partnership with Edinbane Primary. We aim to provide a happy and welcoming atmosphere, in which all children will learn and be able to equip themselves for life outside the school environment.

Kind regards

Roisin Cameron, Head Teacher  
Macdiarmid and Edinbane Primary Cluster

## **Useful Names and Addresses**

### **Area Care & Learning Manager, Education, Education and Learning– Ross, Skye and Lochaber**

Ms Mhairi MacDonald

The Fingal Centre

Viewfield Road

Portree

Isle of Skye

IV51 9ET

Tel: 07918 842021

[mhairi.macdonald3@highland.gov.uk](mailto:mhairi.macdonald3@highland.gov.uk)

### **Executive Chief Officer for Education and Learning**

Derek Brown

[chiefexecutive@highland.gov.uk](mailto:chiefexecutive@highland.gov.uk)

### **ASN Officer**

Lorna Hall

[Lorna.Hall@highland.gov.uk](mailto:Lorna.Hall@highland.gov.uk)

01478 614899

## School Times

### Nursery:

Monday-Friday 9.00-3.00

### P1-4:

Session 1	9.00-10.45
Break	10.45-11.05
Session 2	11.05-12.15
Lunch	12.15-1.20
Session 3	1.20-3.00

### P5-7:

Session 1	9.00-10.45
Break	10.45-11.05
Session 2	11.05-12.40
Lunch	12.40-1.20
Session 3	1.20-3.00

## **Visitors to the school**

All visitors are required to enter the school by the front door in the main building. A Controlled Door Entry system operates at the Front Entrance Door. There is a sign-in book for visitors and contractors and all visitors must wear an authorised lanyard issued by the school office.

## Term Dates

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

## Enrolment

Parents wishing to enrol their children for the new session should watch local press (The West Highland Free Press newspaper/online notifications) for advance notice of enrolment date.

In the Highland Council Area this is usually in January or February. Parents should then contact the school to make arrangements for enrolment, or follow instruction to enrol online.

On entry parents will be asked to give consent to various aspects of school life e.g. trips, photos, e-mail, internet, Twitter etc.

## **PLACING REQUESTS – PARENTAL CHOICE**

Each school serves its own particular catchment area. The delineated area for Macdiarmid primary extends from Glenhinnisdal to Knott, including Peiness/ Garalapin. 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 Care & Learning Manager, Education, Education and Learning**, Mhairi MacDonald.

Placing request can be made online at:

[Enrolment in a school outside your catchment area | Enrol your child for school | The Highland Council](#)

Transportation to and from school, for placing request pupils, is a parental responsibility.

If pupils live out with the school catchment area and their parents wish them to attend Macdiarmid Primary School, they can 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 special schools will be referred to the Additional Support Needs Tribunal.

## **Nursery Admission 2025-26**

3 Year Olds-Three year olds are eligible for funding from Highland Council as



follows:-

<u>Third Birthday</u>	<u>Funding From</u>
1 March – 31 August	August
1 September – 31 December	January
1 January – 28 February	April

#### 4 Year Olds

Pre-school children are fully funded by Highland Council.

Children are able to start Nursery a day after their second birthday, the current charge per session is £5.05 per hour until they are eligible for a funded place.

Birth Certificates need to be checked at enrolment.

#### **School Nurseries – English Medium**

Those enrolling should all live within the catchment area of the school.

There are however certain circumstances in which an enrolment could be accepted for a child out with the catchment area. These are:-

- 1) No school nursery provision in the child's own area.
- 2) When the parent has domestic or work arrangements that you judge are reasonable grounds for granting a place in your nursery e.g. the child is regularly cared for during the day by a relative or child-minder who lives in your area.

In allocating places priority should always be given to children in the catchment area for Macdiarmid.

**NB** Enrolments should not be accepted for children on the basis that a placing request is to be made for them in your school for next year when they enter Primary1. In this instance they would still be expected to access their local primary school nursery.

### **School Nurseries – Gaelic Medium**

Enrolments may be accepted for children from any catchment area that does not have Gaelic nursery provision.

### **Partner Centres**

Those enrolling should be from areas where there is **no school nursery provision** unless:

- 1) The child is being provided with day care of 4 hours or more per day in your centre.
- 2) The child is regularly cared for by a relative or childminder who lives in your area.
- 3) Partner Centres offer Gaelic medium provision that is not available at the school nursery.
- 4) The parent has some other domestic or work arrangement which you judge to be reasonable grounds for granting a place e.g. the parent requires provision split between two centres to fit in with work patterns.

**NB** Enrolments should not be accepted for children on the basis that they are to submit a placing request next year for the child to attend the school in your area. In this instance they would still be expected to access their **local** primary school nursery.

Please ask us for details of partner centres.

### **Admission to P1**

Admission to Primary 1 is arranged by enrolling your child at the school. There is one intake of pupils, in August each year. These children are usually five years of age by the end of the following February. Proof of birth date is a requirement of enrolment.

The children's ages range between 4 and 12, from P1-P7.

## **Staff**

Mrs Roisin Cameron	Head Teacher
Miss Jennifer Hardman	Principal Teacher
Miss T Lancaster	Principal Teacher (Maternity Leave Cover)
Mrs L Salter	Class Teacher P4-7
Miss T Lancaster	Class Teacher P1-3
Miss Jennifer Hardman	Class Teacher P1-3
Mrs C MacKinnon	Class Teacher P1-3 (Maternity Leave Cover)
Mrs A MacVicar	Class Contact Reduction (CCR) teacher- Art
Miss Sandy MacPhee	Nursery Management & CCR
Mrs K Masson	Early Years Practitioner
Mrs C Hastings	Early Years Practitioner
Miss S Gillies	Early Years Practitioner
Mrs S MacInnes	Pupil Support Assistant and Care & Welfare Auxiliary
Mrs C MacLeod	Clerical Assistant
Mrs A Gillies	Pupil Support Assistant (Supply Cover)
Mrs M Gillies	School Meals
Miss F Gillies	School Cleaner
Mr I Finlayson	Piping Instructor
Mrs R Llewlyn-Porter	Fiddle Instructor
Mr A MacKenzie	Youth Music Initiative Instructor
Mrs S Ross	Active Schools Coordinator

## **School Roll**

School: 24 (P1-4: 12, P5-7: 12)

Nursery:8

## **Communication**

Our aim is to continue positive and supportive relationships between school and home. The Head Teacher welcomes parents' enquiries and will be happy to arrange interviews and meetings with the class teacher when necessary.

There is an open communication policy in school which means that you may contact school at any time if you have anything you wish to discuss.

Parents' newsletters will be issued through email or a paper copy. Apart from being a means of conveying necessary information to parents, the newsletters are intended to give a picture of the ongoing life of the school.

Regular parental questionnaires are distributed and the results are conveyed to parents.

Macdiarmid Primary has an active Parent Council which addresses many issues of importance to the school. Whilst any issues relating to the staff and children should be addressed by the Head Teacher directly, the Parent Council has an important role to play in promoting home/school links. Parent Council meetings are open to all parents.

Parent Council email address: [macdiarmid.primary@highlandpc.co.uk](mailto:macdiarmid.primary@highlandpc.co.uk)

Parent Council consult with school staff to make decisions about priorities for spending money raised by Parents. An audit is carried out by an accountant each summer and accounts are available to all Parents. We are extremely grateful for parental support as it enriches the life of the School in many ways.

We would like to continue to extend a welcome to other family and local community members to our school and other events, as it is essential that our school plays an active role in the wider community.

We will communicate with you regularly in a range of ways including:

- Open afternoons (twice a year)
- Parents' evenings (at least twice a year)
- Parent workshops
- Learning logs
- Newsletters
- Emails
- Class Dojo
- Phone calls
- School bag mail

## **School Meals**

School meals are free for P1-5. P6-7 school meals cost £2.40 per day. Please send lunch money for the week ahead to the school office by Monday. Payment can be in cash, or cheque made payable to Highland Council.

Some pupils in P6-7 are eligible for free school meals.

[Free school meals and assistance with clothing | Free school meals and assistance with clothing | The Highland Council](#)

Our lunches are prepared and delivered by Portree High School.

## **Uniform and Ethos**

Macdiarmid is a welcoming, positive school with high standards of education and behaviour. Pupils are encouraged to be caring, polite and respectful. Pupil's achievements both in and out of school are celebrated regularly, both at class and whole school level.

School uniform is recommended and encouraged. The wearing of uniform adds to the sense of community in our school.

**Please ensure all clothing is clearly marked with your child's name.**

The uniform comprises:

School sweatshirt or cardigan, blue or white polo shirt and dark trousers/shorts/skirt.

Footwear: All children should have have a pair of soft shoes/plimsolls for indoor use.

PE: Children must bring shorts, jogging trousers/leggings and trainers depending on the activity. PE days will be indicated by the class teacher.

Financial assistance with school uniform costs can be applied for at:

[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)

## **Yellow Jackets**

Your child will be provided with a reflective jacket after the October holidays. This promotes road safety and your child is encouraged to wear the jacket when travelling to and from school, as well as when walking or cycling at home. During the Easter term you will be asked to wash and return the jacket.

## **Playtime Snacks**

Children are welcome to bring a snack for playtime from home. School policy asks that children do not bring fizzy drinks or sweets to school. A small stock of spare snack is kept in school in the event that a child arrives at school without snack for any reason.

## **Absences**

If your child is unable to attend school, it is essential that you let us know by 9.15am on the day of absence, in accordance with Child Protection procedures. When returning to school after an absence, the parent or guardian must give written reason for the time absent. This enables us to record the reason for your child's absence accurately, as required by law. An absence without a written note will be recorded as unauthorised.

If your child needs to attend a medical appointment during school hours, please inform the class teacher in writing. Where at all possible, medical and dental appointments should be made out with school hours.

It should be noted that parents must request the permission of the Head Teacher if there is a need to remove a child from school during term time.

If your child falls ill during the day, you will be contacted to collect your child, therefore it is essential that we have up to date day time contact numbers and emergency contact numbers for all pupils.

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

- Will result in a significant loss of 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,
- Will affect school attendance records and efforts to raise standards of attainment,
- Under the guidance issued at a national level, most family holidays will be coded as unauthorised absence; only in exceptional cases will the absence be recorded as authorised.

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

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

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

### **School Closures/Adverse Weather Arrangements**

When known in advance, parents will be informed of planned early closures. Should an emergency closure become necessary you will be contacted to ensure that someone will be at home to await your child. An emergency contact number **must** be left with the school.

#### **Adverse Weather Conditions**

Please refer to the circular issued from Highland Council on Advice to parents in Adverse Weather Conditions – November 2023. We issue this annually to parents around November time each year and this advice is usually contained in Newsletters. Should the weather be severe, we will delay opening the school until roads have been gritted etc.

You may also access this information through the Highland Council Website. Details are issued in November each year.

If the weather appears to be inclement in the morning (e.g. ice and snow, or high winds), the school may make the decision to open one hour later, at 10a.m. Please ensure you check the school facebook page/school transport messenger group/emails/Highland Council Website before setting out.

#### **The Highland Council website**

The Council's webpage <https://www.highland.gov.uk/schoolclosures> will be updated with information for individual schools.

#### **Major Incident in the School**

If a major incident occurred in the School (e.g. a fire) the children will be evacuated from the building and taken to Skeabost Hall to await collection by an adult. The Education Office would endeavour to contact parents by telephone.

In accordance with Highland Council policy, we have a major incident plan in place. The aim of this plan is to set out the initial arrangements for dealing efficiently and effectively with a major incident involving school pupils and/or staff. The plan is not designed to meet the routine, day-to-day incidents which can affect a school's normal functions and resources, such as school closure or loss of public utilities. A major incident for the Highland Council is one which threatens or causes one or more of the following:

- Serious disruption to normal life
- Death or injury to numbers of people
- Extensive damage to property
- Contamination of the environment

### **Fire Precautions**

Fire Drill Notices are displayed throughout the building and Fire Drill Practices are held at least once a term. Fire alarms and fire exits are checked on a regular basis.

### **Administration of Medicines**

Parents must inform the school of any relevant information relating to the need to administer medication to their children. In some cases, parents may ask that a member of staff administers prescribed medication to your child (e.g. antibiotics, inhaler, painkiller). Parents must ensure that any medicines are sent to school in their original packaging including the dispensing label clearly stating the child's name and the dose. We require written permission to administer the medication to your child. A medical protocol from your GP or consultant must be provided for any long-term medical needs. If your child requires medicine to be administered during school time, you are required to complete the form at the link below.

[Administration of Medicine.docx](#)

### **First Aid**

Most staff have a one-day Emergency First Aid certificate. If your child becomes injured or unwell, we will administer first aid in order to preserve life, promote recovery and prevent the condition worsening. If your child has a head injury, you will be informed either by telephone or by a head bump form. If your child has a penetrating injury (e.g. splinter, tick) we cannot remove this, but we will contact you immediately. All first aid incidents are recorded in a log book. You will be contacted if there are any concerns about the wellbeing of your child.

### **Transitions**

All pupils are invited to attend an induction prior to starting Nursery, a new class or secondary school. The Nursery works closely with the infant class all year to aid transition from Nursery to Primary 1. Close links are maintained between the P1-4 and the P5-7 class to aid transition from Primary 4 to Primary 5. Primary 7s have the opportunity to attend many events, including a residential trip, with other Primary 7 classes to help develop social links and the Primary 7 children attend several induction days at Portree High School in June. Further arrangements are made to support any learners who may have additional needs to make a successful transition.



Our Associated School Group is Portree High: this means that our children will transition to Portree High School after their final year in Primary 7.

Portree High School  
Viewfield Road  
PORTREE  
IV51 9ET

01478 614810

portree.high@highland.gov.uk

<http://www.portreehigh.highland.sch.uk/>

## **Homework**

Homework is issued at the discretion of teachers; the amount and variety of this may depend on a number of factors, i.e. the time of year, topics being covered etc. We are very aware that many of our pupils attend extra-curricular activities several nights a week and have limited 'down time' between school, travel and these extra-curricular activities.

Reading is given daily in P1-3. Independent home reading is strongly encouraged in P4-7. We would suggest 20-30 minutes of independent, daily reading for all pupils from P4 upwards.

Where additional homework is issued, children should be able to complete tasks independently within 20-30 minutes. All work issued for completion at home should consolidate what has already been covered in school. Should you require any support with homework tasks or have any questions about this, please contact your child's class teacher or the head teacher directly.

## **Book Club**

Macdiarmid uses Scholastic Book Club. You will periodically receive a catalogue, and if you wish to place an order you can do so online or by returning the paper order form to school.

## **Library Facilities**

We work in partnership with Portree Library and enjoy visits to and from the library. Pupils in Nursery and Primary 1 receive Book Bug packs every November, and children in Primary 2 and 3 receive a Read, Write, Count pack. The library van visits the school every third Wednesday. The children can borrow books using the school library card or with their own card.

## **Swimming**

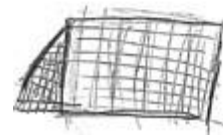
Children in Primary 1-7 take part in swimming lessons as a weekly or fortnightly block at Portree High School.

## **After School Activities**

Our pupils have the opportunity to take part in a variety of activities run by parent volunteers. For information on any of these, please see school newsletters or contact the school office.

## **Macdiarmid in the Community**

We strive to make a range of positive and educational links with the local community by creating learning partnerships to promote skill development and creativity.



## **Macdiarmid's Aims and Vision**

Macdiarmid Primary School seeks to provide a stimulating and caring environment in which each pupil can develop his/her own innate abilities.

Pupils are encouraged to develop a positive attitude to work and play, and to show respect and consideration for others, both within the school and in the wider community.

Within the school, we offer an environment in which learning will develop through a variety of teaching methods. For example: class, group and individual teaching, catering for a range of abilities.

### **School Aims:**

1. Our children should enjoy their educational opportunities in a secure environment which promotes life-long learning, encourages creativity and ambition and allows each child to achieve their individual potential.
2. Provide learning and teaching experiences using the Curriculum for Excellence that will allow children to become responsible citizens, effective contributors, successful learners and confident individuals through the development of the curriculum principles.
3. Foster self-discipline, develop independence and responsible attitudes in children to raise their awareness of their role in the wider community, including promoting individual health, well-being and a positive attitude to recreation and leisure.
4. Provide a learning environment which is adaptable and relevant to the changing needs of the 21<sup>st</sup> century.
5. Foster a sense of identity and pride in the school and its environment.
6. Encourage and enhance parents' involvement in the partnership between home and school working together to develop links with the Parent Council as well as other agencies in the wider community.
7. Ensure that all children, parents and staff feel welcome, valued and respected as individuals by promoting an ethos of equal opportunities and inclusion for all.
8. Encourage and support all staff to engage in Continuing Professional Development by accessing staff training opportunities and operating as valued team

members in the delivery of the National Priorities as well as local and authority led developments.

**Vision Statement:**

We strive to ensure our learners reach their full potential in a caring, happy and fun environment.

**School Vision**

**Happy, Achieving, Team**

**School Values**

**Respect, Empathy, Self-belief, Positivity, Effort, Creativity, Teamwork**

**Aim**

**Our Vision and Values are at the heart of everything we do.**

Macdiarmid Primary School Values

What do we value at Macdiarmid?

Respect

Empathy

Self- Belief

Positivity

Excellence

Creativity

Teamwork



## **School Improvement**

Here at Macdiarmid we believe that self-evaluation is key to improving our school. We are constantly evaluating our practice and planning next steps.

To see Macdiarmid's main achievements over the last 12 months and improvements in standards in literacy, numeracy and health and well-being:

Please refer to the Standards and Quality Report: you can ask for a copy from the office or from the Parent Council.

Our plan for improvement of the school's performance is also contained in the School Improvement Plan. Our most up to date standards and quality report and School Improvement Plan can be found on our website - [Macdiarmid Primary School \(google.com\)](#)

Education Scotland Inspection Reports can be found at:

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

## **History of Macdiarmid School**

Macdiarmid School was built in 1893, having originally been situated at Borge. Money was bequeathed by Donald Macdiarmid. His bequest of £1,025 sterling was “to establish an English school for the education of the poor people of my native parish”. The money was deposited with the Rev. Coll MacDonald.

Hugh Budge was the first headmaster of the school in Borge. Mr Budge retired in 1891 and was succeeded by a Lewis man who was the first headmaster of the present school built in 1893. According to the 1891 Census, however, Mr Budge’s immediate successor was William Morrison, also from Lewis.

Macdiarmid Primary is a non-denominational, equal opportunities school catering for nursery children and children from P1 to P7. Macdiarmid and Kensaleyre Schools amalgamated in August 1998 when Kensaleyre School was closed down.

The present building was refurbished and extended during session 1999-2000, with the extension having been formally opened by Councillor Andrew Anderson, chairman of Highland Council Education committee, on 22<sup>nd</sup> June 2000.

The main building comprises two classrooms, one nursery classroom and a G.P. / dining room, which also serves as a P.E. facility; it also has a staffroom, a school office and separate cloakroom areas; these toilet facilities are for the use of all the primary children.

In January 2011 the P4-7 class moved into the new demountable. This is a great asset to our school.

In 2017 the nursery classroom was extended to include a new toilet block.



## **Parent Council**

Parent Councils are a vital part of the life of the school. It is well known that children achieve more if their parents/carers are actively involved in their learning. Funds raised by the parent council go towards items that are not covered by the School Fund but do help to enrich the children's overall experience at school. Fundraising is therefore part of what we do, but it is not all about fundraising. The role of the Parent Council is to support the school and provide a forum for parents and carers to express their views, get involved, share ideas and discuss anything pertaining to education. Parent Councils do not get involved in individual matters relating to pupils, families or school staff, however, it may be possible to draw a general issue for consideration by the Parent Council from a specific concern, without making reference to that concern.

At Macdiarmid Primary School & Nursery we have a small but dedicated group of volunteers, who endeavour to represent the whole parent population. We recognise that for many and varied reasons, not all parents are able to attend all the meetings and we always welcome new members. There is no need to hold a formal office, but your opinions, skills and ideas are needed. If you can attend the meetings, you will be made very welcome. Meetings take place once per term in the evening, usually in the second week of each term, and last about one hour. These are currently held virtually through "Google Meet". Mrs Cameron, Head Teacher, is present at all the meetings and discussion and information sharing is very informal. Minutes, agendas and Google Meet links are emailed to all parents, via the school, with the agenda going out a few days before each meeting. If you would like anything added to the agenda, whether able to attend or not, please contact me as soon as possible at the start of each term.

Kirstie MacLeod, Parent Council Chairperson

macdiarmid.primary@highlandpc.co.uk

## **Pupil Councils**

All children are involved in one of our councils: Pupil Council, Wellbeing Council and Eco Council. They meet regularly and being part of a council enables all children to have a strong voice and have their views valued.

### **Mission Statement from Macdiarmid Pupil Council**

"The Pupil Council is for pupils. We say ideas to see if we can try to make the school better. We share ideas and try to do these ideas to make the school a fun place, letting pupils decide what we want and need. There is a lot of chatting and debating for our lovely school. We have a Pupil Council shop where we sell different things to raise money.

## **Health Checks**

Pupils receive a health check in Primary 1. Macdiarmid is a Child Smile school and has regular visits from dental nurses who lead discussions around dental hygiene, support the Nursery and P1-4 class with tooth brushing and apply fluoride varnish twice a year (parental consent must be given for fluoride varnishing).

Parents should keep the school informed of any relevant details concerning their child's health.

## **Parents/Guardians as Partners**

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

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

- Parents' evenings
- Open afternoons
- Class Dojo
- Learning logs
- Profiles and reports

The support of parents in their children's education is key to the success of young people. Taking time with them, discussing work, practicing language, helping them manage their homework and encouraging responsibility are important ways of supporting children's learning.

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

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

We operate an open-door policy here at Macdiarmid and welcome your thoughts and comments at any time.

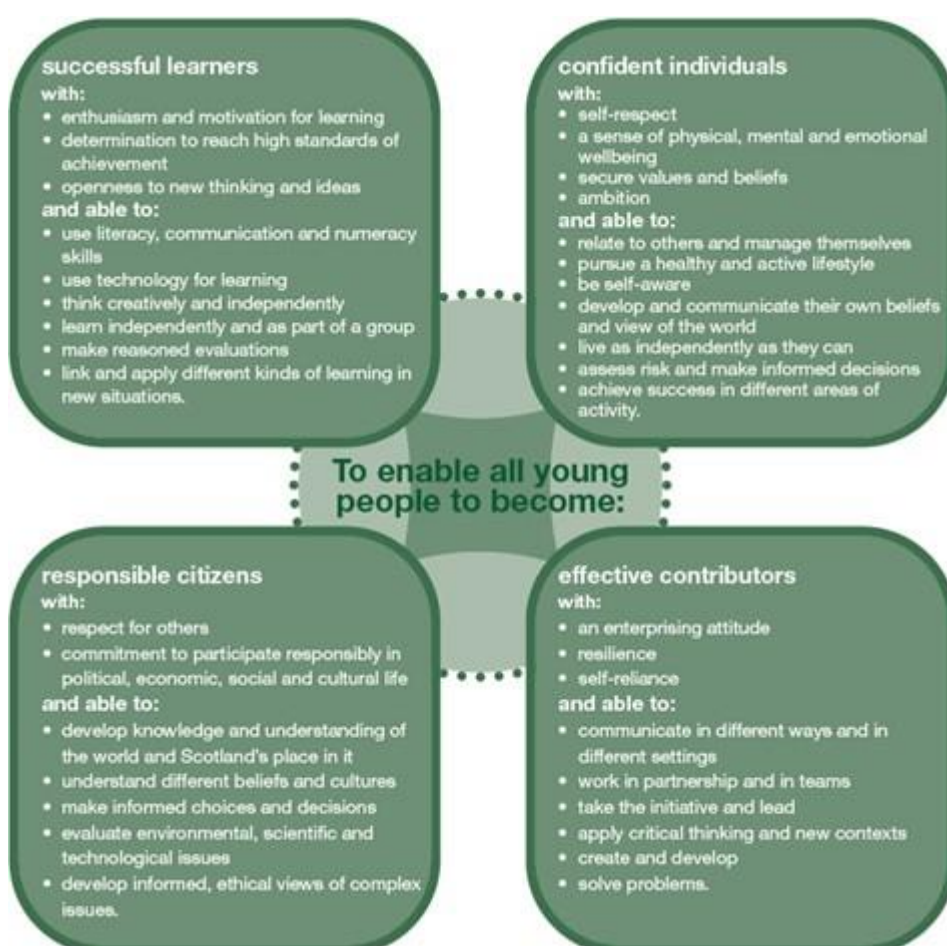
Useful information for parents and how to get involved in your child's education, how to support the school, information on curriculum developments can all be found at Parentzone:

<https://education.gov.scot/parentzone/>

## **Teaching and Learning**

A Curriculum for Excellence aims to ensure that all children and young people in Scotland develop the knowledge, skills and attributes they will need if they are to flourish in life, learning and work, now and in the future.

The Curriculum for Excellence wants all young people to become:



## **Literacy**

Our learners need skills in literacy to be effective learners across the curriculum. Therefore literacy is at the forefront of learning . We use a variety of strategies including Jolly Phonics, Emerging Literacy, Words Up, Wraparound Spelling and the Highland Literacy Project. Please see the following links for useful parent information on literacy learning.

## **Numeracy and Mathematics**

We plan and track learning in Numeracy and Maths through the implementation of the Highland Numeracy Progression. We develop children's numeracy skills in knowledge and strategy. We use a range of strategies and resources and children are aware of their targets and are involved in setting next steps in their learning.

Learning in mathematics enables our learners to:

- develop a secure understanding of the concepts, principles and processes of mathematics and apply these in different contexts, including the world of work
- engage with more abstract mathematical concepts and develop important new kinds of thinking
- understand the application of mathematics, its impact on our society past and present, and its potential for the future
- develop essential numeracy skills which will allow me to participate fully in society
- establish firm foundations for further specialist learning
- understand that successful independent living requires financial awareness, effective money management, using schedules and other related skills
- interpret numerical information appropriately and use it to draw conclusions, assess risk, and make reasoned evaluations and informed decisions
- apply skills and understanding creatively and logically to solve problems, within a variety of contexts
- appreciate how the imaginative and effective use of technologies can enhance the development of skills and concepts.

## **Health and Wellbeing**

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

At Macdiarmid Primary School, we understand the importance of keeping parents informed about sensitive aspects of learning. Topics such as relationships, sexual health, parenthood, and drugs awareness are introduced as part of the Curriculum for Excellence in an age-appropriate and sensitive manner.

Parents will be informed in advance when these subjects are scheduled, including details of the content and delivery. We value parental input and will provide opportunities to discuss any concerns or questions during scheduled meetings or via direct communication

with the class teacher.

Parents wishing to view the materials used can request access through the school office.

Learning in health and wellbeing ensures that children develop the knowledge and understanding, skills, capabilities and attributes which they need for mental, emotional, social and physical wellbeing now and in the future.

Macdiarmid School is a Health Promoting School and we continually aim to build on this.

We aim to foster a positive attitude to recreation and leisure.

The School Sport Field is located a short distance away from the school and is used for coaching organised games and sports. School sports are held annually.

## **Sciences**

The sciences framework provides a range of different contexts for learning which draw on important aspects of everyday life and work.

Learning in the sciences will enable our learners to:

- develop curiosity and understanding of the environment and my place in the living, material and physical world
- demonstrate a secure knowledge and understanding of the big ideas and concepts of the sciences
- develop skills for learning, life and work
- develop the skills of scientific inquiry and investigation using practical techniques
- develop skills in the accurate use of scientific language, formulae and equations
- apply safety measures and take necessary actions to control risk and hazards
- recognise the impact the sciences make on my life, the lives of others, the environment and on society
- recognise the role of creativity and inventiveness in the development of the sciences

- develop an understanding of the Earth's resources and the need for responsible use of them
- express opinions and make decisions on social, moral, ethical, economic and environmental issues based upon sound understanding
- develop as a scientifically-literate citizen with a lifelong interest in the sciences
- establish the foundation for more advanced learning and future careers in the sciences and the technologies.

### **Social Studies**

Learning in the social studies will enable our learners to:

- develop my understanding of the history, heritage and culture of Scotland, and an appreciation of my local and national heritage within the world
- broaden my understanding of the world by learning about human activities and achievements in the past and present
- develop my understanding of my own values, beliefs and cultures and those of others
- develop my understanding of the principles of democracy and citizenship through experience of critical and independent thinking
- explore and evaluate different types of sources and evidence
- learn how to locate, explore and link periods, people and events in time and place
- learn how to locate, explore and link features and places locally and further afield
- engage in activities which encourage enterprising attitudes
- develop an understanding of concepts that stimulate enterprise and influence business
- establish firm foundations for lifelong learning and for further specialised study and careers.

### **Technologies**

The technologies framework provides a range of different contexts for learning, including the themes across learning; learning for sustainability, global citizenship, enterprise that draw on important aspects of everyday life and work.

The framework develops knowledge, skills, attributes and capabilities around 13 key concepts/significant aspects of learning in the technologies.

- Awareness of technological developments (Past, Present and Future), including how they work.
- Impact, contribution, and relationship of technologies on business, the economy, politics, and the environment.
- Using digital products and services in a variety of contexts to achieve a purposeful outcome
- Searching, processing and managing information responsibly
- Cyber resilience and internet safety
- Understanding the world through computational thinking
- Understanding and analysing computing technology
- Designing, building and testing computing solutions
- Food and textile technologies
- Designing & constructing models/products
- Exploring uses of materials
- Representing ideas, concepts and products through a variety of graphic media
- Application of Engineering

Within each of the key concepts/significant aspects of learning learners will develop and demonstrates

- knowledge and understanding of the key concepts in the technologies
- curiosity, exploration and problem solving skills
- planning and organisational skills in a range of contexts
- creativity and innovation
- skills in using tools, equipment, software, graphic media and materials
- skills in collaborating, leading and interacting with others

- critical thinking through exploration and discovery within a range of learning contexts
- discussion and debate
- searching and retrieving information to inform thinking within diverse learning contexts
- making connections between specialist skills developed within learning and skills for work
- evaluating products, systems and services
- presentation and communication skills.
- awareness of sustainability

### **Religious and Moral Education**

Learning through religious and moral education enables our learners to:

- recognise religion as an important expression of human experience
- enables me to:
- learn about and from the beliefs, values, practices and traditions of Christianity and the world religions selected for study, other traditions and viewpoints
- independent of religious belief
- explore and develop knowledge and understanding of religions, recognising the place of Christianity in the Scottish context
- investigate and understand the responses which religious and non-religious views can offer to questions about the nature and meaning of life
- recognise and understand religious diversity and the importance of religion in society
- develop respect for others and an understanding of beliefs and practices which are different from my own
- explore and establish values such as wisdom, justice, compassion and integrity and engage in the development of and reflection upon my own moral values
- develop my beliefs, attitudes, values and practices through reflection, discovery and critical evaluation



- develop the skills of reflection, discernment, critical thinking and deciding how to act when making moral decisions
- make a positive difference to the world by putting my beliefs and values into action
- establish a firm foundation for lifelong learning, further learning and adult life.

Our learners learn about all religions and in doing so develop respect and tolerance of others.

### **RELIGIOUS OBSERVANCE, Withdrawal**

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

### **Languages**

Learning a new language encourages children and young people to broaden their horizons as they explore the language and its associated culture. The study of language plays an important role in all language learning and the development of literacy skills. At Macdiarmid, we follow the 1+2 Language initiative: a Scottish Government initiative that wants all children to learn at least two languages during their time in primary school. This means that Language 1 is English, Language 2 (French) is taught through immersion strategies from Primary 1 onwards and Languages 3 (Gaelic and British Sign Language) are taught from Primary 5-7.

### **Skills for Learning, Life and Work**

1. The development of skills is essential to learning and education to help young people to become successful learners, confident individuals, responsible citizens and effective contributors. The skills and attributes which children and young people develop should provide them with a sound basis for their development as lifelong learners in their adult, social and working lives, enabling them to reach their full potential.
2. All children and young people are entitled to opportunities for developing skills for learning, life and work. The skills are relevant at all stages of learning.
3. The skills should be developed across all curriculum areas, in interdisciplinary studies and in all the contexts and settings where young people are learning. They have been embedded into the Curriculum for Excellence Experiences and Outcomes. It is important to recognise and reflect the important role of parents and carers in influencing young people.

4. Progression in skills is signposted in the Experiences and Outcomes. This will help practitioners to ensure that as they progress through the levels, learners build on, extend and apply similar skills developed at previous levels.

5. Curriculum for Excellence is firmly focused on the learner. Opportunities to develop skills may be offered in different ways appropriate to learners' needs. The opportunity to engage in active learning, interdisciplinary tasks and to experience learning in practical contexts is important in enabling all children and young people to develop, demonstrate and apply a wide range of skills.

6. It is important that children and young people are aware of, and understand, the value of the skills that they are developing. Adults, practitioners and learners should reflect together on their progress in the range of skills that they consider to be important in their learning, lives and work.

7. The assessment process should help children and young people to understand why skills are important, reflect on how they are developing their skills, identify the next steps in their skills development and understand how the skills they have acquired can be used across the curriculum and in their lives in and outside the classroom or establishment.

8. Every child and young person is entitled to support to enable them to gain as much as possible from the opportunities to develop their skills which Curriculum for Excellence can provide. Timely provision of support to meet individuals' needs will enable children and young people to effectively engage with opportunities for skills development.

9. Curriculum for Excellence can best be delivered through partnership working. All establishments should work with partners and share a common understanding and language around skills development and application. Together, they should plan and deliver learning and other experiences which meet the needs of individual children and young people.

## **Planning**

Teachers plan for learning across the curriculum in a variety of ways. Children are involved in the planning process from Nursery to Primary 7. Quality Assessment Tasks are used regularly and allow teaching and learning to be planned, delivered and evaluated by teachers, children and parents.

Teaching and learning is planned and delivered using the Curriculum for Excellence Experiences and Outcomes. To see these, please visit

[Curriculum for Excellence | Education Scotland](#)

## **Assessment and Reporting**

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

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

Pupils should 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 learning logs, class dojo, parent evenings. key assessment tasks, pupil reports and target setting information.

Parents wishing to enquire about a pupil's progress are invited to get in touch with Mrs Cameron (01470 532229 [Roisin.Cameron@highland.gov.uk](mailto:Roisin.Cameron@highland.gov.uk) )

A pupil report is issued once a year, during the summer term.

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

## **Support for Pupils**

### **Support for Learners Website**

All children will have a Named Person and who to contact if a parent thinks that a pupil has additional support needs and where to get more information and advice.

[Support for Learners Website:](#)

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

There is a Pupil Support Assistant or an Early Year Practitioner supporting the pupils, in the playground, at break and lunch times.

(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) <https://www.siaa.org.uk/> an advocacy service to support parents and children.

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

**Additional Support Needs**

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

[http://www.highland.gov.uk/downloads/file/230/highland\\_practice\\_model\\_-\\_delivering\\_additional\\_support\\_for\\_learners](http://www.highland.gov.uk/downloads/file/230/highland_practice_model_-_delivering_additional_support_for_learners)

<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 (Mrs Cameron) in the first instance. 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](http://www.highland.gov.uk/info/886/schools_-_additional_support_needs/1/support_for_learners)

Please see the following links to organisations specified by Scottish Ministers which provide advice, further information and support to parents of children and young people with ASN

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

(c) <https://www.siaa.org.uk/>, an advocacy service to support parents and children

(d) <https://sclc.org.uk/> Scottish Child Law Centre, an organisation providing free legal advice to young people.

## **School Policies**

School policies are available on request from the school office. Highland Council policies can be accessed here:

[https://www.highland.gov.uk/info/893/schools - general information/29/school policies procedures and guidelines](https://www.highland.gov.uk/info/893/schools_-_general_information/29/school_policies_procedures_and_guidelines)

### **Highland Council's anti-bullying policy**

[https://www.highland.gov.uk/downloads/file/19358/anti\\_bullying - guidance for schools](https://www.highland.gov.uk/downloads/file/19358/anti_bullying_-_guidance_for_schools)

## **Getting it Right for Every Child**

Getting it Right for Every Child (GIRFEC) is the Scotland-wide approach that looks to support and safeguard children's wellbeing.

GIRFEC provides professionals and agencies with a consistent approach to assessing and planning for children's wellbeing. It aims to put the child at the centre of the process and to work closely with families. There might be a time when several different agencies are required to properly support you and your child and GIRFEC provides a framework for coordination and appropriate information sharing.

### **Eight Wellbeing Indicators**

GIRFEC uses 8 wellbeing indicators to assess the wellbeing of a child. These wellbeing indicators are Safe, Healthy, Achieving, Nurtured, Active, Respected, Responsible and Included (SHANARRI). There are no specified levels in these areas that your child has to reach, but professionals will use the indicators to assess if there are any challenges for your child. People working with your children will then focus on these areas to deliver a positive difference with the child at the center.



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

## **Promoting Equality and Diversity - Policy Statement**

Our children and young people live in a diverse society in 21<sup>st</sup> century Scotland. Macdiarmid Primary School is committed to creating an environment for the whole school community that demonstrates shared values of inclusion, equality, fairness and respect.

Our school recognises and celebrates difference within a culture of respect and fairness and aims to meet the needs of every child in line with the principles of Getting it Right for Every Child (GIRFEC).

We work together with our children and young people, families and staff to ensure that inclusion and equality are part of all our activities. Our policy aims to:

- Promote positive attitudes and behaviours towards equality and diversity
- Promote understanding of equality and diversity through the school curriculum and ethos
- Help the school to meet these aims and fulfil our legal obligations

We are committed to meeting the statutory duties of the Equality Act 2010 and this policy includes information about how we will comply with our duties and provides guidance about our approach to promoting equality and diversity.

We recognise that these duties also reflect international human rights standards as expressed in the UN Convention on the Rights of the Child, the UN Convention on the Rights of People with Disabilities, and the Human Rights Act 1998.

We also have equality commitments to our staff under the Highland Council HR policies. This policy and associated guidance will be reviewed every 3 years.

## **Positive Relationships & Bullying Prevention Policy**

Bullying can exist in all schools and all of us working with young people need to challenge behaviour and attitudes which lead to bullying before incidents arise. When incidents do arise, it is important there are proper procedures to ensure the appropriate action is taken. The purpose of this policy and the linked procedures and guidance is to ensure we follow a consistent approach as laid down in the Highland guidance to:

- Establish and maintain a safe environment, free from threats or fear or harassment, so each pupil can achieve their full potential
- Manage in a systematic fashion any incidents of bullying
- Enable our school community to develop emotional literacy where positive relationships are maintained within and out with school
- Assist the school in fulfilling our obligations under the relevant legislation to pupils, parents/carers and staff

At Edinbane Primary School we will work to the policy, guidance and procedures for tackling any form of bullying behaviour as laid out in the 'Highland Education Positive Relationships and Bullying Prevention Policy, Guidance and Toolkit'.

[PPR\\_Framework\\_and\\_Guidance\\_2021 \(5\).pdf](#)

## **Behaviour**

All classes are encouraged to always follow the basic principles of the traditional 'Golden Rules', both in the classroom and playground.

The United Nations Convention on the Rights of the Child (UNCRC) is increasingly used to support our approach to behaviour management; children understand that with their rights come responsibilities.





## **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.

## **Data Protection Legislation**

Information on pupils, parent and guardians is stored on a computer system and may be used for teaching, registration, assessment and other administrative duties. The information is protected by data protection legislation and may only be disclosed in accordance with the codes of practice.

## **Transferring Educational data about pupils**

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

## **Data policy**

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

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

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

Information on why we collect data about pupils and who we share this data with can be found in Highland Council's Privacy Notice which is available here: [https://www.highland.gov.uk/directory\\_record/1095920/enrol\\_your\\_child\\_at\\_a\\_school](https://www.highland.gov.uk/directory_record/1095920/enrol_your_child_at_a_school)

## Why do we need your data?

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

- Plan and deliver better policies for the benefit of all pupils.
- Plan and deliver better policies for the benefit of specific groups of pupils.
- Better understand some of the factors which influence pupil attainment and achievement.
- Share good practice.
- Target resources better.
- Enhance the quality of research to improve the lives of young people in Scotland.

## Your data protection rights

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

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

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

## Concerns

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

## **Equality and Inclusion**

For up-to-date information please see:

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

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

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

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

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

## **Protection of Children**

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

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

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

COPIES OF CHILD PROTECTION POLICY GUIDELINES are available from the Head Teacher or online at

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

## **Military Families**

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

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

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

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

#### A Welcome to Your Children and Young People

Children and Young People from Armed Forces families in Highland have co-produced a ‘Welcome’ specifically for your Children and Young People moving into Highland. Click these link to view: [Primary 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](#)

### **Complaints Procedure**

If you have any concerns, please contact Roisin Cameron in the first instance.  
01470 532229/ [Roisin.Cameron@highland.gov.uk](mailto:Roisin.Cameron@highland.gov.uk)

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 the Interim **Care and Learning Manager – Ross, Skye and Lochaber**

Ms Mhairi MacDonald  
The Fingal Centre  
Viewfield Road  
Portree  
Isle of Skye  
IV51 9ET  
Tel: 07918 842021

[mhairi.macdonald3@highland.gov.uk](mailto:mhairi.macdonald3@highland.gov.uk)

Please note that transport is not a school responsibility and any queries should be addressed to the Transport Development Officer, Highland Council, Glenurquhart Road, Inverness, IV3 5NX, or [public.transport@highland.gov.uk](mailto:public.transport@highland.gov.uk).

#### **Link to Parentline:**

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

## **Equality and Diversity Policy**

A copy of this is available from the school office on request.

## **Disclaimer**

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.