

2025/2026



School Handbook Leabhran na Sgoile



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WELCOME / FÀILTE

Mallaig Primary and Nursery Schools are proud to provide educational provision either through the medium of English or Gaelic.

Parents can choose to enroll their children in either department from Nursery stages. The current roll in our English medium is 7 and the current roll in our Gaelic medium nursery is 4.

At present, we have 2 English medium classes and 2 Gaelic classes with a total current roll of 63.

Our Aims

Our aim at Mallaig Primary is to provide a happy and caring, inclusive environment, where your children will be able to develop their love of learning. We strive to provide a high-quality learning experience for all children, ensuring they are motivated, challenged, supported to achieve their full potential and prepared for future learning opportunities and personal development.

Our values include Responsibility, Respect, Resilience, Creativity, Curiosity and Compassion.

The school, which is situated near the centre of the village, was built in 1981, is housed in attractive premises, and is of semi-open plan design. There are four class bases, a multi-purpose hall with adjacent canteen, music room/GP Room and small support room. The school is non-denominational and has a current roll of 74 including nursery children. The English Medium serves the catchment area of Mallaig village. The Gaelic Medium catchment extends to The Irine Burn, Roshven and Ranochan.

The English and Gaelic nurseries are an integral part of our school community and are situated adjacent to the school hall with easy access to all facilities including the Primary 1 classrooms.

This handbook contains important information about our school. However, all information can be obtained from the school upon request and/ or should be read in conjunction with documents available to view on the Highland website [Highland Council School Policies](#)

The School Improvement Plan (SIP), aims and objectives and Standards and Quality Statement are available on request or can be accessed on our Mallaig 3-18 School Website [Mallaig 3-18 Schools](#)

Mallaig Primary School is part of a 3-18 cluster with Lady Lovat Primary, Inverie Primary School and Nursery and Arisaig Primary and Nursery and Mallaig High School. The management structure has a Head Teacher, Depute Head (Secondary) and Depute Head (Primary). Management of our Primary stages is further supported by four Principal Teachers.

SCHOOL MISSION STATEMENT / AITHRIS-RÙIN NA SGOILE

Our mission is to provide a nurturing, inclusive, and stimulating environment where children from nursery through primary school can thrive. We are dedicated to fostering a love of learning, curiosity, and creativity in every child, while promoting their personal, social, and emotional development. Our school is committed to:

Inspiring Learning: We deliver a broad and engaging curriculum that challenges each child to achieve their full potential, laying the foundation for lifelong learning.

Inclusivity and Respect: We celebrate diversity and ensure that every child feels valued and respected, cultivating empathy, kindness, and collaboration in our school community.

Personal Growth: We support the holistic development of each child, encouraging responsibility, resilience, and confidence, while ensuring they feel safe, happy, and supported.

Partnership with Families:

We believe that strong partnerships with parents, carers, and the community are essential to creating a positive and enriching learning experience.

Preparing for the Future: We equip our pupils with the skills, knowledge, and attitudes they need to become responsible, respectful, and engaged citizens in a changing world.

Together, we are dedicated to ensuring that each child's journey through our school and nursery is a joyful, meaningful, and rewarding experience.

STAFFING/LUCHD-OBACH

Management			
Head Teacher Ceannard: Ms Pamela Watt		Depute Head Teacher (Primary) Leas-Cheannard (Bun-sgoile): Mrs. Deirdre Beck	
Class Teachers		Luchd-teagaisg	
Mrs Gemma Subryan (EM)	Mr Ruaridh Cameron (EM)	Mrs. Hana MacNeil Miss Clare Wood (GM)	Mr Dougie Beck (GM/PT) Miss Clare Wood
Mrs Morag Fothergill (CCR)	Mr Dan West (CCR)	Miss Clare Wood (EM)	Mrs Laela Winkelmann (ASN Teacher)
Nursery – English Sgoil-àraich Bheurla		Nursery – Gaelic Sgoil-àraich Ghàidhlig	
Early Years Practitioners		Early Years Practitioners	
Mrs. Jennifer MacDonald	Miss Anna Fairbairn	Mrs. Lawly MacLeod	Miss Jennifer MacPhee
Nursery Manager: Ms Pamela Watt			
Support Staff Luchd-obrach Taice			

Mrs Christina Coull (PSA)	Mrs Angela MacKay (PSA)	Mrs. Alison Biddulph (PSA)	Mrs Avril Trotter (Clerical Assistant)
Miss Sarah Powell (PSA)			
Cleaning and Catering Glanadh agus Solarachd			
Miss Liah MacKail (Facilities Management)	Mrs. Shelagh Eddie (Dining Room Supervisor)	Mrs. Margaret Kennedy (Head Cook)	Mrs. Adele Griffin (Canteen Assistant)
Mrs Jennifer MacKnight (Canteen Assistant)			
Visiting Specialists Speisealaichean Tadhlaich			
PE/CCR: Mrs. Morag Fothergill	String and Piano Instruction: Mrs Rebecca Lawrie	School Sports Coordinator: Mrs. Pam MacDonald	
Brass: Ms Heather Hook	Sradagan: Miss Lauren Byrne Miss Megan MacLeod		
Area Care and Learning Contacts Riochdairean Roinn an Ionnsachaidh agus a' Chùraim			
Mhairi MacDonald- Acting Area Manager 07918 842021		Mrs. Kirsty Clark- Collaborative Lead officer	
Chaplains Seaplainean na Sgoile			
Rev Stanislaw Pamula The Presbytery, Morar		Rev. Stewart Goudie The Manse, Mallaig	
Parent Council Comhairle nam Pàrant			
Chairpersons:	Treasurer:	Secretary:	School Representative:
Mr. Darren Blower	Mr. Ross MacPherson	Miss Melanie Poduschnik	Mr Dougie Beck

GENERAL INFORMATION / FIOSRACHADH COITICHEANN

ORGANISATION OF THE SCHOOL DAY / LATHA NA SGOILE

Individual class teachers organise their school day in a manner which best suits the needs of their individual classes, operating within an agreed framework and planning a balanced range of activities over a specific period of time. All classes also have planned times with the visiting PE teacher. String and Piano Instruction, Brass, Chanter and Guitar Instruction is also available to our pupils.

SCHOOL DAY / UAIREAN NA SGOILE For 24/25

	PRIMARY/BUN-SGOIL:				NURSERY/SGOIL-ÀRAICH:		
	OPEN	BREAK	LUNCH	CLOSE	2023/2024	OPEN	CLOSE
Infants (P1-3)	09.00	10.30 – 10.50	12.20 - 13.15	14.45	English	08.30	14.30
Juniors (P4-7)	09.00	10.30 – 10.50	12.20 - 13.15	15.15	Gaelic	08.30	14.30

ENROLMENT/ CLÀRADH

An enrolment week, which is generally in early February, is advertised in the local press and social media. Any parent seeking a place for their child in the school is invited to contact the Head Teacher to arrange a visit.

PLACEMENT REQUESTS AND PARENTAL CHOICE / IARTASAN-SUIDHEACHAIDH AGUS ROGHAINN PHÀRANT

Each school serves its own particular catchment area, although the catchment for Gaelic medium pupils extends to the same boundaries as Mallaig High School, excluding the Small Isles and Knoydart, and are entitled to transport within that area. Pupils living in the catchment area will have priority in being allocated a place in the school. Parents living out-with the catchment area, wishing to enroll their child, should complete a placement request form (link below) and send it to the Area Manager. 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. Placing request applications are 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.

NEW ENTRANTS / SGOILEARAN ÙRA

Most new entrants will have attended our nursery and therefore be fully familiar with both the layout of the building and general school arrangements. Initially, in August, we spend time getting to know the children and ensuring that they adapt to the new routine.

HOLIDAY DATES / SAOR- LÀITHEAN

A calendar with details of holiday dates and regional closures is issued to all families at the start of the session. Details of holidays and in-service dates can also be found on the Highland council website here:

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

Please note these are subject to change.

OCCASIONAL AND EMERGENCY ARRANGEMENTS / DÙNAIDHEAN A BHARRACHD NO ÈIGINNEACH

When the school has a planned early closure, parents will be informed in good time in a newsletter. In the event of an emergency closure, children will not be allowed to leave the premises unless a satisfactory arrangement has been made by us, so that we know the child will be in the care of an elected adult.

In adverse weather conditions please check the Highland Council Website at <http://www.highland.gov.uk/schoolclosures>

We will also post updates on our School Dojo.

The local radio stations will also broadcast closure information.
BBC Radio Highland and BBC Radio nan Gàidheal:
6.30 a.m. 12.30 p.m. 7.30 a.m. 4.30 p.m. 8.30 a.m. 5.30 p.m.
Highland Council Website will also provide up to date closure information
<https://www.highland.gov.uk/schoolclosures> www.highland.gov.uk

SCHOOL UNIFORM / AODACH NA SGOILE

We believe that wearing of school uniform promotes a sense of community and contributes to an inclusive atmosphere where pupils can focus more on learning than concerns about their clothing.

Sweatshirts and polo-shirts with the school logo may be purchased online. Please contact the school office for details of suppliers.

The following items are recommended:

Grey or white shirt/polo shirt

Grey or maroon jumper/cardigan/sweatshirt

Grey/Dark skirt/trousers/pinafore/culottes Maroon/grey striped tie

Indoor footwear, i.e. soft-soled (for Nursery only)

PE Kit: shorts/t-shirt and pumps/light trainers

We ask that, items of clothing are clearly labelled, especially in the case of school sweatshirts, with the pupil's name and class. We do not permit the wearing of football shirts or jeans.

The Highland Council Clothing Grant is available for those parents who claim certain benefits. If you think you may be entitled to the grant, application forms are available from the school office or local service point. Or by following this link:

[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)

ATTENDANCE / LÀTHAIREACHD

ATTENDANCE/ABSENCE

Good attendance is vital if pupils are to achieve their full potential. Poor attendance not only affects short-term academic performance but also has long-term consequences for future prospects.

If a pupil is absent from school, a parent or guardian should phone the school on the first day of absence 01687462420 office number. Please leave a message if no answer.

Permission to leave during the school day: If a pupil needs to leave during the school day for an appointment, a parent or guardian should email school in advance or phone the school. Pupils must report to the school reception when they leave and report back again when they return. Where at all possible, medical and dental appointments should be made out with school hours.

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

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

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

- will result in a significant loss in classroom experience and disruption to learning.
- will result in a pressure to 'catch up' on missed work by pupil.
- could impact on the learning of the class, if the teacher has to provide additional support to help the pupil catch up
- will affect school attendance records and efforts to raise standards of attendance.

National guidance dictates 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

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

SCHOOL TRANSPORT / CÒMHDHAIL-SGOILE

Gaelic Medium Pupils living out with 2 miles of the village of Mallaig are to be transported by service bus/ taxi. If your child is absent from school for any reason, please contact the transport provider before 8.00am. Applications for transport can now be made online at

https://www.highland.gov.uk/info/878/schools/12/school_transport or from the school office upon request.

Further information is available here:

https://www.highland.gov.uk/downloads/file/209/school_transport_policy

TRANSITION / GLUASAD DON ÀRD-SGOIL

Transition at the end of primary stage is normally to Mallaig High School, Mallaig, PH41 4RG, Telephone 01687 462107. Primary and Secondary staff work in collaboration to ensure that all pupils, particularly those with additional needs, have a smooth transition. Prior to transfer, pupils will have the opportunity to participate in a transition programme, when they learn about the routines of the High School, meet subject teachers and experience a range of activities designed to support the academic, social and emotional adjustment of moving to Secondary.

PROMOTING POSITIVE BEHAVIOUR / GIÙLAN

A high standard of behaviour is expected of all pupils while on the school premises and we have strategies in place to reward such positive behaviour, such as house points, pupil of the week and term awards and Star Awards, which can be issued by any member of staff. We have 4 school houses to which the children are appointed and can be awarded points throughout the month. These are; Blaven, Larven, Roshven and Cuillin. Children are expected to uphold our school values and adhere to our agreed code of positive behaviour.

Our Code of Positive Behaviour

1. Respect Everyone

Be kind, polite, and respectful to others at all times.
Listen when others are speaking and wait your turn.
Use polite words like 'please,' 'thank you,' and 'excuse me.'

2. Be Safe

Follow all school rules to keep everyone safe.
Walk calmly in hallways and classrooms.
Use equipment and materials carefully and as instructed by teachers.

3. Be Kind and Include Others

Treat others the way you would like to be treated.
Help classmates if they're struggling and be a good friend.
Welcome everyone to join games and activities.

4. Show Responsibility

Take care of your belongings and respect others' belongings.
Complete tasks and assignments on time and to the best of your ability.
We all mistakes! They're proof we're trying and great teachers!

5. Keep Our School Clean and Tidy

Throw rubbish in the bin and pick up after yourself.
Respect school property, keeping classrooms and playgrounds neat.
Help look after our environment, indoors and outdoors.

6. Try Your Best

Be willing to try new things, even if they seem hard.
Focus on your work and give your full effort in everything you do.
Celebrate your achievements and those of others.

Helpful links; Highland Council Anti-bullying Policy / Promoting Positive Behaviour

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

Commitment to equality and diversity:

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

THEFT/DAMAGE TO PROPERTY / MÈIRLE/MILLEADH AIR SEILBH PHEARSANTA

The Highland Council does not provide cover for loss of personal property so money and valuables should not be left in cloakroom areas. Parents of any pupils who damage another's property e.g. bicycles, will be contacted immediately.

PUPIL COUNCILS / COMHAIRLEAN NAN SGOILEARAN

At the start of each new session pupils elect to serve on the Pupil, Learning, Gaelic, Digital, JRSO, School Values and Eco Councils. Council members contribute invaluable input in many areas. All pupils are involved in a committee.

EXTRA-CURRICULAR ACTIVITIES / TACHARTASAN TAOBH A-MUIGH NA SGOILE

There are a range of activities available to pupils in the local area which are highlighted in a 'What's On' leaflet compiled by our school sports coordinators and issued via email and Dojo at the start of each term with updates sent as they occur.

Occasionally, funding is provided by external agencies to support Gaelic language development, such as Bord na Gàidhlig. At Mallaig Primary School, we endeavour to provide opportunities for Gaelic Medium pupils to access a wide range of experiences in Gaelic, enriching their attainment at different levels. We also aim to ensure that our English Medium pupils have similar opportunities, where financially viable.

HEALTHCARE / CÙRAM-SLÀINTE

Parents are asked to inform the school if their child is suffering from any condition that may require individualised treatment or care. This information will, of course, be treated as confidential.

Staff will only administer medication when there is clear written guidance and written permission from the parents.

National Guidance on the Administration of Medicines in Schools has been issued by the Scottish Government available on this link: [Supporting children and young people with healthcare needs in schools: guidance - gov.scot \(www.gov.scot\)](https://www.gov.scot/resources/consultation-papers/cgp/2016/06/Supporting-children-and-young-people-with-healthcare-needs-in-schools-guidance)

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.

The school will only deal with minor cuts and bruises, these will be cleaned and a plaster applied, if necessary. All head injuries (minor or major) will be reported directly to parents/ guardians and information will be recorded. Staff will also contact parents/ guardians should they be concerned about any other injuries. Ticks: current advice is that ticks should be removed swiftly. Parents will be contacted in the first instance and encouraged to attend to this task, however, if this is impractical we will seek permission for a member of staff to remove the tick.

We are a 'Health Promoting School' and encourage children to bring along healthy options for snacks and to drink plenty water throughout the course of the day. We have also re-established our Healthy Tuck Shop and this is run as an enterprise by the P4-7 pupils.

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 Head Teacher. Highland Council's website, Wellbeing Highland, supporting a variety of information relating to mental health and emotional wellbeing, can be accessed [here](#). Our schools have access to Highland Council's Primary Mental Health Worker Service. This provides consultation and advice for concerns which 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 class 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.

SCHOOL MEALS / BIADH-SGOILE

These are cooked on the premises and are available in the school dining room at the current rate. The menu works on a 4 weekly Rota system, offering a good range of healthy options. A copy of this menu is posted on the wall in the dining room, children are issued with a copy and it is also available to view online; https://www.highland.gov.uk/downloads/download/9/school_menus

P1-5 pupils are entitled to free school meals. Where a child has paid for a full week's meals and is absent for a day or more, credit will be given. We would ask parents to pay for dinners at the beginning of the week. Current cost of a school meal is £2.30. This is reviewed annually, and parents will be informed of any increases as they arise. Water or milk is available free of charge. Provision is made for those taking packed lunches and they can be stored in a specially allocated fridge until lunchtime for freshness.

Where a pupil requires a special diet, please inform us and the matter can be discussed with the cook-in-charge. Parents in receipt of certain benefits are entitled to free school meals for their children and should seek the necessary forms of application from the school office.

[PARENT INFORMATION/FIOSRACHADH DO PHÀRANTAN](#)

Parents are encouraged to become involved in the life of the school and the school operates an open-door policy.

The Head Teacher is usually available to meet with parents on Monday, Tuesday and Thursday mornings. (Happy to make alternative arrangements if these times don't suit.) Class teachers can be contacted via Dojo messaging or email. Where you think it would be helpful, we are happy to arrange face to face meetings. We will endeavour to respond to your queries / concerns as soon as possible.

We recognise the importance of a positive home-school partnership. Parents are invited to become involved in the Parent Council and in whole-school events, such as end of term assemblies and school trips. We communicate with parents using a variety of methods such as newsletters, formal and informal meetings, workshops, assemblies, phone calls, Class Dojo and emails.

We hold open afternoons which allow parents to visit the school and discuss learning and teaching with their child/children. School reports are issued once a year and regular updates about class learning are posted on Class Dojo Class Story and individual Portfolios.

Parents' Meetings are held twice a year to update parents on pupil progress. We provide termly overviews of expected teaching and learning outcomes to inform parents of the curriculum. We encourage parents to support learning at home and communicate with us throughout the year using Class Dojo. We ask for parents' views through google questionnaires and Parent Council meetings and we encourage parents to contribute their opinions.

All parents are invited to make an appointment to see the Head Teacher/Depute Head or Class Teacher if there is a matter they wish to discuss. However, if there are any issues with our service please contact the Head Teacher in the first instance and, if this does not provide you with a satisfactory solution, you may wish to contact; Mhairi MacDonald (Area Manager) who is based at Fingal Centre, Portree 07918 842021.

Further information and guidance, should you have any concerns regarding the welfare of children in general, can be found at the following website:

<http://www.children1st.org.uk/what-we-do/our-services/search-our-services/parentline-scotland/about-parentline-scotland/>

PARENTS/GUARDIANS/CARERS 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.

We are keen to keep parents informed regarding their child's progress. This includes:

- Parents' evenings
- Progress checks
- Target Setting

We recognise that parental support is key to the educational success of our children. Taking time with them, discussing work, practising language, helping them manage their homework and encouraging responsibility are important ways of supporting children's learning.

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

Parental information is obtained from questionnaires issued online and from Parent Council.

Parent Council

The Parent Council is open to all parents of children at the school and nursery and we strongly encourage parents to become involved. At present the meetings are online and are held termly. Any parent who wishes to raise an issue for the Parent Council to consider can do so by contacting the Parent Council Mallaig.primary@highlandpc.co.uk

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/>

POLICE LIAISON OFFICER / OFIGEAR-CEANGAIL A' PHOILIS

An excellent relationship exists in this area with regular contact being made. Talks are given on road safety, care with fireworks and any other general pertinent advice.

SCHOOL SECURITY / DÌON-CHLOINNE

A security system is operational in the school. Main entrances will be locked while classes are in operation and access will be gained by ringing the doorbell at Office/Reception area. Infant entrance will be opened at break time, lunchtime and at the end of the day. If you are aware that your child will be coming to school late as a result of doctor's appointments etc., it would be useful to continue the present policy of telephoning to let us know. Fire regulations and policies are in operation.

All Highland Council staff now have ID badges, which must be worn at all times. School staff and Highland Council employees are easily recognised with the green badges. Contractors (yellow) and Visitors (red) will also be given appropriate badges, and are expected to sign in and out of the premises.

CHILD PROTECTION / TÈARAINTEACHD NA CHLOINNE

The safety and well-being of every child is our top priority. We are committed to providing a safe, secure, and nurturing environment where all pupils can learn and

thrive. Our school follows strict child protection policies in line with national guidelines to ensure that children are protected from harm, abuse, and neglect. All staff members are trained in child protection procedures and know how to identify and report concerns. We work closely with parents, carers, and external agencies to safeguard the welfare of our pupils, and we ensure that any concerns are addressed promptly and effectively.

Our designated Child Protection Coordinators are Pamela Watt and Deirdre Beck. More information about Child Protection Procedures within Highland can be obtained from [Highland Child Protection Committee - Highland Child Protection Committee \(hcpc.scot\)](http://www.hcpc.scot)

ACCESS TO PUPIL RECORDS/COTHROM AIR DÀTA SGOILEIR

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

Data Protection Legislation

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

Transferring Educational data about pupils

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

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

<http://hi-hope.org/directory/listing/16plus-planning>

Curriculum

CURRICULUM FOR EXCELLENCE / CURRAICEALAM AIRSON SÀR-MHATHAIS

The Curriculum for Excellence is divided into 3 levels within the primary school

1. Early level..... Nursery and Primary 1
2. First level Primary 2,3,4
3. Second level Primary 5,6,7

Curricular Areas

We study the following curriculum areas and plan using the experiences and outcomes linked to each area. The children work through the different levels based on their ability and progress is closely monitored. All staff have a responsibility for Health and Wellbeing/Literacy/Numeracy.

We involve the children as much as possible when planning their learning and ensure they

understand what they are learning and why in each lesson.

Literacy and English:

Listening and talking

This area is developed in a variety of ways at each stage of the school and is inter-linked with the other elements of language work.

Reading

Following the principles of the Highland Literacy Progression our reading is split into 4 key areas:-

- Core reading session 3-4 times per week using a variety of levelled material
- Reading for enjoyment at home and in class
- Reading for information
- Writer's Craft

Writing

Pupils are taught personal, imaginative and functional writing from P1-7. We will continue to follow "Talk for Writing" – a highly structured approach to developing literacy skills.

Numeracy and Mathematics:

Number, Money and Measure Shape position and movement

Maths and its impact on the world Information Handling

Problem solving and the relation of maths to realistic and meaningful situations are taught

throughout the school, alongside daily mental maths activities.

Health and Well Being:

- Mental, social, physical and emotional well being
- Planning for choices and change
- Relationships, sexual health and parenthood
- Physical Education, physical activity and sport
- Food and health
- Substance misuse

Physical Health explores physical factors in relation to our health and looking after ourselves e.g. exploring changes in the body, identifying ways of crossing the road safely and recognizing the harmful effects of smoking, alcohol, solvents and illegal drugs.

Emotional Health explores emotions, feelings and relationships and how they affect our mental wellbeing e.g. learning to share and care for others and reflecting on experiences and ways of dealing with problems, e.g. loss, bullying, drug misuse.

Social Health explores the interaction of the individual, the community and the environment in relation to health and safety e.g. dealing with litter, practicing personal safety strategies and exploring ways of helping the school to be a health promoting school.

PE: All classes participate in two weekly P.E. lessons. All our P1-7 classes have an hour of PE with our PE teacher and a further hour with their class teacher.

Pupils should have appropriate gym kit i.e. tee shirt, shorts and gym shoes. No football colours should be worn and items must be labelled.

All our pupils attend blocks of swimming lessons. The school works closely with the Active Schools Co-ordinator who provides a wide range of sporting opportunities throughout the year.

We request that each pupil brings a water bottle to school each day as part of our healthy living programme.

Science

- Sciences Planet Earth
- Forces and Electricity
- Materials
- Biological systems

Social Subjects:

- People, past events and societies (HISTORY)
- People in society economy and business (ENTERPRISE)
- People, place and the environment (GEOGRAPHY)

Technologies:

- Technological developments in society
- ICT to enhance learning
- Computing science contexts for developing technological skills and knowledge
- Food and textiles contexts for developing technological skills and knowledge

Expressive Arts: includes these four areas of study

- Art and Design
- Drama
- Dance
- Music

Languages

In accordance with National Guidelines, we follow the 1 + 2 programme for teaching languages. The first language taught is English, French is taught daily/weekly as the second language throughout the year and the third language we teach is Gaelic.

This is achieved through the provision of a wide range of activities including games, songs, role-play and story-telling as well as direct teaching of simple vocabulary and language structures.

Religious and Moral Education: is an integral part of our curriculum and encompasses three areas:

- Christianity
- World Religions
- Development of beliefs and values

In Term 4, our pupils undertake learning in Health and Wellbeing, which includes sensitive aspects such as relationships, sexual health, parenthood and drug awareness (substance misuse). Parents are invited to view the Sexual Health programme prior to commencement in Term 4 on the RSHP website <https://rshp.scot/>

We will run a parental information session at the end of Term 3 to outline the coverage and groupings for this aspect of the Health Programme. Any concerns can be discussed with Head Teacher/Depute-Head.

Religious Instruction and Observance

Mallaig Primary School is committed to fostering an inclusive environment that respects the diverse beliefs and values of our community. Religious instruction and observance are provided in line with the Highland Council's guidance, promoting understanding and respect for various faiths and worldviews. Parents who wish to exercise their right to withdraw their child from religious instruction or observance should contact the Head Teacher. Alternative arrangements will be made to ensure that pupils continue to receive meaningful and inclusive learning experiences during these times

Extra-Curricular Activities – dance, football, gymnastics and shinty, take place after school hours.

Parents can access further information regarding the Curriculum for Excellence from national websites – <https://education.gov.scot/parentzone/> and <https://education.gov.scot/learning-in-scotland/>

Assemblies

Weekly assemblies are led by either the Head Teacher or pupils. We share our learning, celebrations and promote our values.

Copies of our school policies are available on request.

SUPPORT FOR PUPILS / TAIC DO SGOILEARAN

Provisions made for pupils with additional support needs:

Class/Subject 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:

https://www.highland.gov.uk/info/886/schools_additional_support_needs/1/support_for_learners

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 do not feel is being addressed, or will want to talk to someone out with the school. Should you have any concerns that your child's additional needs are not being met, you should contact your child's named person in the first instance and/or the Head Teacher (acting), Ms Pamela Watt. If your concerns continue, there are a number of means of resolving difficulties and disputes and information on this can be found at:

https://www.highland.gov.uk/info/886/schools_additional_support_needs/1/support_for_learners

Additional links and services:

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

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

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

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

ASSESSMENT & REPORTING/MEASADH AGUS AITHRIS

In Scottish primary schools, assessment plays a vital role in supporting children's learning and development. Assessment is used to measure pupils' progress across the curriculum and inform teaching practices. The approach is largely formative, meaning it focuses on identifying strengths and areas for improvement which inform next steps. Our teachers use a variety of methods, including observation, questioning, discussions, and more formal tasks like written work, to gather evidence of learning.

In Primary 1 pupils undertake the Emerging Literacy Assessment in both English and Gaelic in the first term. Feedback is an essential part of the process, encouraging self-reflection and goal-setting among pupils. Overall, assessment in Scottish primary education is designed to be ongoing, supportive, and holistic, fostering both academic attainment and personal growth. National assessments, such as the Scottish National Standardised Assessments (SNSA) and Scottish Online Formative assessments (SOFAS) are used at key stages to provide further insight and help inform our planning.

Data on the school's performance can be found at:

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

DATA PROTECTION / TÈARAINTEACHD DÀTA:

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

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

Concerns

If you have any concerns about the ScotXed data collections you can email the Head of Schools Analysis at ScotXed@scotland.gsi.gov.uk 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

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.

COMPLAINTS AND REQUESTS FOR SERVICE

If a parent has any concerns they should contact their child's Named Person in the first instance, Ms Pamela Watt (Head Teacher), or Mrs. Deirdre Beck (Depute Head Teacher).

The school will always endeavour to resolve issues by listening to parents and seeking solutions in partnership. Should a situation not be resolved, parents can contact the Area Education and Learning Manager, Mhairi MacDonald on 07918 842021 Please note that transport is not a school responsibility, and any queries should be addressed to the Transport Development Officer, Highland Council, Glenurquhart Road, Inverness, IV3 5NX, or public.transport@highland.gov.uk.

Disclaimer: Although the information included in this handbook is deemed correct at the time of printing, it is possible there will be changes from time to time affecting a matter or matters mentioned within this document. Updated Oct 24

