

Stratherrick Primary and Nursery School Prospectus 2025-2026



“Learning together in a Friendly, Fun, Happy and Healthy environment.”

Introduction	Section 1
Personnel	Section 2
Our Vision, Values and Aims	Section 3
Accommodation and Catchment Area	Section 4
Enrolment and Admission Procedures	Section 5
School Day for Primary and Nursery pupils	Section 6
School Meals	Section 7
School Uniform	Section 8
Curriculum	Section 9
Assessment and Reporting	Section 10
Homework	Section 11
Promoting Positive Behaviour	Section 12
Additional Support Needs	Section 13
Attendance/Absence	Section 14
Parents/Guardians/Carers as Partners	Section 15
Parent Council	Section 16
Parental Concerns/Complaints	Section 17
Health and Welfare of Pupils Section	Section 18
Administration of Medicines	Section 19
Adverse Weather Conditions and School Closures	Section 20
Employment of Children	Section 21
Access to pupil records	Section 22
Data Protection Legislation	Section 23
Equality and Inclusion	Section 24
Protection of Children	Section 25
Military Families	Section 26
Transfer to Secondary School	Section 27
Appendix	Section 28
1 - School Holiday dates	

## **1 Introduction**

Stratherrick Primary School, Gorthleck

Inverness

IV2 6UJ

01456 486630

Email : [Stratherrick.primary@highland.gov.uk](mailto:Stratherrick.primary@highland.gov.uk)

Hello and welcome to Stratherrick Primary School. At Stratherrick Primary we strive to ensure that our pupils are keen and motivated; our staff are skilled and dedicated; and our parents are involved and supported to ensure that our children achieve their best.

By working together, we try and install a sense of fun in what we do; pride in what we achieve; respect for each other and our school; and fairness in how we treat each other. We want everyone to become happy and confident, proud of who they are and committed to developing all aspects of their personality.

We provide a warm and nurturing environment in which children are able to enjoy the experience of learning, knowing that we expect everyone to be the best they can be and to work very hard. We celebrate the success of each individual child and encourage everyone to develop into self-confident and self-motivated learners.

We believe that our school plays a vital role helping to ensure that the boys and girls whose education we are privileged to take responsibility for, grow into responsible, confident, effective and successful adults whose lives will be enriched by their experience in school and who will in return enrich the lives of all they come into contact with, both as children and adults.

The people that work in Stratherrick Primary hope that you find this prospectus both informative and interesting and that it gives you a clear indication of what happens in our school. We are confident that you and your family will enjoy it here and your experience of Stratherrick will be positive and fun.

Alan T. Graham, Head Teacher

## **2 Personnel**

**Head Teacher:** Alan Graham

**Class Teachers:** Alan Graham

Jenni Troup (Mon-Wed)

Rachel Pinkerton (Thu-Fri)

**Pupil Support Assistants:** Fiona Kirkland

**Early Years Practitioners:** Dulcie Drummond

Karen Hall

**Clerical Assistant:** Kat O'Donnell

**Support for Learning Teacher:** Craige Bailey (Tuesday am)

**Cook:** Jen Brown

**PE Teacher:** Aiden Hersee

**Active Schools Co-Ordinator:** Hazel Wilson

### 3 Our Vision, Values and Aims

Stratherrick Primary School has a clear vision for developing change that leads to improvements in outcomes for learners. It is a vision based on shared values and robust evaluation of current practice and outcomes. With high expectations, leaders steer the creation and the sharing of the strategic vision, ethos and aims. These inspire and motivate learners, staff and members of the community. Through the use of data, information and opinions, a clear identification of strengths and needs appear where everyone knows the path to success and how it is achieved.

We have also used guidance from A Curriculum for Excellence in developing our values and aims.

#### **Vision Statement:**

"At Stratherrick Primary we are learning together in a friendly, fun, happy and healthy environment"

#### **Values**

Proud pupils being

Respectful and

open to challenges,

Understanding and caring,

Determined to do our best!!

## Aims: to ensure pupils are

**Safe** – to protect us all from danger

**Happy and Healthy** – to look after myself and others

**Active** – to become smarter and stronger and have fun

**Nurtured** to grow and be cared for

**Achieving and Learning**- to always try our best

**Responsible** – To be trusted and someone you can count on

**Respected** – to listen to others and be listened to

**Included** – to be part of our team



#### **4 Accommodation and Catchment Area**

Our catchment area stretches as far as Whitebridge in the west and along to Brin in the east.

Stratherrick School was built in 1977 and replaced three older schools.

The building consists of two classrooms with a shared activity area between them, a large hall with pleasant views over Loch Mhor, a kitchen and a small staffroom. The hall is a multi-purpose space and is used for lunch, P.E., Music and Assemblies.



There is a large playground and grass area. The school raised funds in 2003 to upgrade the grass area and the space is now suitable for ball games and other sporting activities.

The extensive grounds are used for observing plant and bird life and for recording the weather.

The school tyre garden is maintained by the children and parent helpers. Organic vegetables are grown and are then included, by the cook, in the school lunch menu.



We are also really proud of our Eco Schools Green Flag status attained in 2023.

## **5 Enrolment and Admission Procedures**

At the moment our school roll is 16. With 9, 3 and 4 year olds in the nursery.

Enrolments will take place at the end of January for Nursery. Adverts will be placed in the local press and announcements may be made on local radio to alert parents to the enrolment week. Information will also be available at school and nurseries.

Enrolment for nursery is done online by visiting

[What is ELC all about and is it for us? | Enrol your child for early learning and childcare | The Highland Council](#)

Enrolment into Stratherrick PS is usually in February and can be done online by visiting the Highland Council website. Birth certificates need to be checked at enrolment.

[Enrol your child for school | Enrol your child for school | The Highland Council](#)

### **Allocation of Places**

Priority will be given to children who live within the catchment area of the school. Enrolment can be accepted for a child outwith the catchment area dependent upon pupil numbers and teaching complement.

Parents of children enrolling from outwith the school catchment area are required to make a placing request online at

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

Most children have attended Nursery and are keen to start in PI. However, to make the transition as supportive as possible for new entrants they will be invited into the PI classroom for a block of time in June.

Parents who wish to enroll children who are already of school age are most welcome to telephone to arrange an appointment to view the school.

PI pupils attend school for the whole day from August.



## **6 School Day for Primary and Nursery pupils**

### **School day**

#### **MON-THURS**

SCHOOL START TIME 9.00am

MORNING BREAK IS 10.40am - 11.00am

LUNCH STARTS IS 12.30pm – 1.10PM

SCHOOL FINISHES FOR THE DAY 3.25pm

#### **FRIDAY**

SCHOOL START TIME 9.00am

MORNING BREAK IS 10.40am – 11.00AM

SCHOOL FINISHES 12.40pm

### **STRATHERRICK NURSERY**

#### **MON-THURS**

NURSERY START TIME 8.50am

NURSERY FINISHES 3.25pm

#### **FRIDAY**

NURSERY START TIME 8.55am

NURSERY FINISHES 12.35pm

## **7 School Meals**

School lunches can be provided for children and are cooked on the premises.

School meals are available at cost of £2.40. A summer and winter cyclic 3 week menu is issued. Parents are asked to co-operate by ensuring that dinner money and choice leaflets are brought regularly on Monday mornings.

Children in P1-5 are eligible for free school meals and if the family receive certain benefits and/or have low income P6-7 children may also receive a free school meal.

Facilities are available for children to eat packed lunches in school. It should be noted that under Health & Safety regulations, glass bottles or containers are not permitted.

The arrangements for school meals, eligibility criteria for free school meals, how to apply can be found by following the link below.

Application forms for free school meals can be obtained from the school and should be submitted to the Area Education Office.

[School meals | School meals | The Highland Council](#)

Fruit, toast and other products are available to purchase (20p) at break time. This is part of our Health Promotion.

## **8 School Uniform**

The wearing of school uniform is strongly encouraged. A navy blue jumper and dark coloured trousers/skirt is the basic uniform guide. A variety of products bearing the school logo are available, including PE shirts.

Pupils should have two pairs of shoes - one for indoor use and one for outdoor use. Pupils are encouraged to have shorts, t-shirts, socks and soft shoes for P.E.

It would be helpful if children's clothing is labelled clearly as this helps identifying items of clothing.

## **9 Curriculum**

Stratherrick Primary School aims to provide a balanced curriculum that meets the needs of each individual child.

- Expressive Arts
- Health and Wellbeing
- Languages (including French)
- Mathematics
- Religious and Moral Education
- Sciences
- Social Studies
- Technologies

Opportunities for learning are also contained in the informal curriculum which consists of voluntary activities and the attitudes, values and relationships that exist within the school.

Learning in school is facilitated using many different strategies, including investigating, problem solving and discussion. Not every child learns in the same way, so it is important that children experience different teaching styles throughout the school day. Children will work as a whole class, in groups and individually in order that the curriculum meets the needs of each individual.

## **10 Assessment and Reporting**

Assessment is an integral part of the teaching and learning process. Children need feedback and guidance to help them reflect on the quality of their work and to aid them in thinking about their own learning. Teachers need quality assessment information to allow them to help children build on what they know and drive their planning and resource programmes.

Continuous assessment is carried out in the classroom in a variety of ways:

Diagnostic assessment is used to identify any areas where children may be having difficulty.

Summative assessment such as National Assessments is used to confirm a teacher's judgement that a child has attained specific targets.

Formative assessment highlights what needs to be done to take the learning forward. Children understand clearly the criteria for what they are learning and what is expected of them and are given quality feedback on how they might improve. Formative assessment includes an element of self and peer assessment where children compare their own work to the criteria for learning given and also compare each other's work against the criteria and comment in a positive and constructive way.

Highland Council Reports are sent out once a year and there are also two parent/teacher interviews where time is allocated to discuss each child's progress. Throughout the year enquiries about any matter regarding the children or the school are welcomed.

## **11 Homework**

Homework makes a positive contribution to the learning of pupils. Homework tasks will be explained clearly to the children and will always consist of skills that have been already taught.

Homework will be used to consolidate familiar work. Occasionally homework will consist of work that has not been completed in school time. Children may be asked to carry out independent research on a particular topic.

## **12 Promoting Positive Behaviour**

The school promotes co-operation and self-discipline by encouraging good and improving behaviour. The school ensures there are positive relationships between staff and pupils and among pupils themselves. The school has a set of Rules which teach self-respect for others and their property. The rules are displayed around the school and are re-enforced during Circle Time and Assemblies.

Assemblies also are a celebration of success where children's achievements are recognized and rewarded. If in a rare occasion a child was to persist in showing inappropriate behaviour parents would be contacted to aid in resolving the matter.

## **13 Additional Support Needs**

All children need support to help them learn. Some children require more help than others do. We follow The Highland Practice Model staged approach to assessing, identifying and supporting additional support needs. In this model every child has a 'named person' who is responsible for making sure that the child or young person has the right help to support his/her development and well-being.

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

[Policies and guidance - support for learners | Highland Practice Model - delivering additional support for learners](#)

Sometimes a Children's Service Worker will be involved in supporting a child. A Children's Service Worker is often based at the school and will generally focus on more social and emotional needs rather than issues about the curriculum or classroom learning. They:

- work in collaboration with the support team in school
- work to support families in their own communities
- work with individual pupils and small groups • offering a further level of support

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 outwith 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. If your concerns continue, there are a number of ways of resolving difficulties and disputes. Information on this can be found at:

[https://www.highland.gov.uk/info/886/schools\\_additional\\_support\\_needs/1/support\\_for\\_learners](https://www.highland.gov.uk/info/886/schools_additional_support_needs/1/support_for_learners)

Ongoing support arrangements for pupils including pastoral support arrangements can be found here:

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

My Rights, My Say – an advocacy and advice service for young people over 12 with additional support needs

[My Rights, My Say \(myrightsmysay.scot\)](https://myrightsmysay.scot)

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

[Home - Scottish Independent Advocacy Alliance \(siaa.org.uk\)](http://siaa.org.uk)

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

[Free Expert Legal Advice | Scottish Child Law Centre \(sclc.org.uk\)](http://sclc.org.uk)

Highland Council Anti- bullying guidance –

[Policies and guidance - support for learners | Anti Bullying - Guidance for Schools \(highland.gov.uk\)](http://highland.gov.uk)

## **Progress**

Parents wishing to enquire about a pupil's progress or have concerns about their progress are invited to get in touch with the Head Teacher in the first instance.

## **14 Attendance/Absence**

Good attendance is vital if pupils are to achieve their full potential. But if a pupil is absent from school, a parent or guardian should phone the school on the first day of absence, on 01456 486630. When returning to school after an absence, the parent or guardian must give written reason for the time absent.

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

If pupils fall ill during the day, parents are contacted for them to collect their child, therefore it is essential that we have up to date 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 or not to remove their children from school for a family holiday, they should be aware that such a decision:

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

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

<https://www.highland.gov.uk/info/878/schools/32/school-term-dates>

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



## **15 INVOLVING 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.

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
- Progress checks
- Target Setting
- Curriculum events

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. There is a regular school newsletter, which is emailed to parents. If you require a paper copy please let us know. This will also have the latest information for parents.

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 and discussion with the Parent Council and informal discussion with parents.

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/>

## **16 PARENT COUNCIL**

We have an active Parent Council which supports the school through fundraising and holding social events. They have been proactive in helping to achieve the improvements to the accommodation. They hold regular meetings and if you wish an item put on the agenda please get in touch with the Chairperson. Minutes of meetings are sent out to parents by email. To get in touch with the Parent Council parents can contact the chairperson by emailing : [stratherrick.primary@highlandpc.co.uk](mailto:stratherrick.primary@highlandpc.co.uk)

Chairperson: Kirsty Balfour

Secretary: Fiona Mohan

Treasure: Annelise Glew

## **17 PARENTAL CONCERNS/COMPLAINTS PROCEDURE**

If a parent has any concerns they should contact the Head Teacher in the first instance. The school will always endeavour to resolve issues by listening to parents and seeking solutions in partnership. Complaints will be responded to within 48 hours. All complaints will be listened to but in the case of more serious complaints notes will be taken with specific details which will be agreed at the end of the meeting. The HT will then investigate the complaint which may take time depending on the nature of the complaint. Everyone who needs to know about the complaint will be informed but all discussions must remain confidential. Once evidence has been collated and the investigation is completed we will seek to resolve the issue. The HT will meet with the complainant to convey the decision and discuss options for resolving the issue. Depending on the seriousness of the complaint, the HT might ask for assistance from Highland Council managers

to plan and manage this process. The school may seek feedback on the school's handling of the complaint. A form will be sent out to get feedback with the following questions.

- How well did you feel we listened to you?
- How comfortable did you feel about approaching the Headteacher, or other school representatives?
- How happy did you feel with how we resolved the issue?
- Do you think there is anything that we can do to improve our system? Other comments?

Parent may also wish to use this link to Parentline:

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

Should a situation not be resolved, parents can contact the Area Education and Learning Manager, Mrs Fiona Shearer.

Fiona.Shearer@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).

## **18 Health and Welfare of Pupils**

The welfare of all children is of paramount importance to all staff. Staff members are duty bound to report any concerns to the Head Teacher in the first instance.

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

In terms of The Highland Practice Model, Education staff must report such incidents to Social Work Services which can lead to 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 a priority for Education Service staff.

COPIES OF CHILD PROTECTION POLICY GUIDELINES are available online at

[http://www.highland.gov.uk/info/1361/childcare\\_and\\_family\\_care/438/child\\_protection](http://www.highland.gov.uk/info/1361/childcare_and_family_care/438/child_protection)

The school is visited by various allied health professionals eg Speech and Language therapists, school nurse etc.

The school nurse carries out a variety of short assessments with all new entrants during their first year and parents are invited to attend. She also visits the school at regular intervals and is always pleased to discuss with parents' matters which affect children's health and welfare.

The school dentist visits the school annually to examine P1 and P7 children's teeth. Individual results are reported back to parents. As part of our Health and Wellbeing programme, all pupils brush their teeth in the afternoon. Parental permission must be granted for this.

The nursery children take part in the tooth brushing programme which involves them in daily tooth brushing after lunch.

The local police officer will also visit the school to talk to the children.

We plan to provide the healthiest possible environment for all. Some key components of the Health Programme are Healthy Eating, Road Safety and promoting Keeping Active. This year the children hope to participate in various cross-country running events, activities organised by the active schools co-ordinators and participate in the Junior Leaders Scheme!

## **19 ADMINISTRATION OF MEDICINES**

National Guidance on the Administration of Medicines in Schools has been issued by the Scottish Government.

<https://www.gov.scot/publications/supporting-children-young-people-healthcare-needs-schools/>

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

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

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

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

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

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

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

The name of the medicine, the quantity of the medicine to be given, the time it has to be given.

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

### **Minor injuries**

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

### **Mental Health and Wellbeing**

Staff will support the emotional development and wellbeing of pupils through formal and informal curricular activities. Any concerns about a pupil's wellbeing can be discussed with the named person. School have access to Highland Council's Primary Mental Health Worker Service and consultation and advice may be sought if there are concerns that might require more targeted support. Parents would generally be involved in discussions beforehand, however a young person over the age of 12 can ask for support themselves.

## **20 Adverse Weather Conditions and School Closures**

You can also access the highland school closure website on: for school closure information.

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

We also update our Facebook page regularly if we are closing.



## **21 Employment of Children**

The employment of children byelaws regulates the types of occupation in which children under school leaving age may be employed and other conditions of employment. For further information please see:

[https://www.highland.gov.uk/downloads/file/16000/guidance for employing children](https://www.highland.gov.uk/downloads/file/16000/guidance%20for%20employing%20children)

## **22 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 Head Teacher.

## **23 Data Protection Legislation**

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

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

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

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

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

### **Data policy**

Information about pupils' education is collected through our statistical surveys in partnership between the Scottish Government and Local Authorities through the ScotXed Programme which aims



to help schools and Local Authorities by supporting efficient collection, processing and dissemination of statistical information. The Scottish Government then provides analysis of the data to support research, planning, management and monitoring of education services as well as to produce National Statistics publications.

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

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

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

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

### **Why do we need your data?**

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

- o plan and deliver better policies for the benefit of all pupils
- o plan and deliver better policies for the benefit of specific groups of pupils
- o better understand some of the factors which influence pupil attainment and achievement
- o share good practice
- o target resources better
- o 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.

## **24 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](#).

## **25 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 Alan Graham or online at:

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

## **26 Military Families**

Our school welcomes and supports families, their children and young people from Forces families: serving, veteran and reservists.

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. 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 veteran and reservist families as well as those currently serving. There is a dedicated Highland

Council Military Liaison Group (MLG) which has been formed to promote and ensure equality and equity for your children and young people in their education.

Visit the Highland Council Armed Forces Website for lots of helpful information and support

<https://www.highland.gov.uk/info/886/schools - additional support needs/833/armed forces - support for families and schools>

Please get in touch with your child's named person or the Head Teacher if you have any concerns.

### A Welcome to Your Children and Young People

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

## **27 TRANSFER TO SECONDARY SCHOOL**

Pupils from Stratherrick PS transfer to Inverness Royal Academy for secondary education. As pupils reach primary 7, efforts are made to ease the transition from primary to secondary education, through a number of exchange visits involving both pupils and staff and information exchange between staffs. The Royal Academy also organises meetings for parents in January and also in June.

For further information contact:

INVERNESS ROYAL ACADEMY, Culduthel Rd, Inverness IV2 6RE. TEL: 01463 667800

**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.**

## **Appendix Section 27**

### **School holiday dates**

#### **2024 holidays**

- February break - 19 February and 20 February
- In service day - 21 February
- Easter holidays - 29 March to 12 April
- In service day - 2 May
- May Day - 6 May
- Summer holidays - 28 June to 16 August
- In service day - 19 August
- In service day - 16 September and 17 September
- October holidays - 14 October to 25 October
- Christmas and New Year break - 23 December to 3 January

#### **2025 holidays**

- February break - 17 February and 18 February
- In service day - 19 February
- Easter holidays - 7 April to 21 April
- May Day - 5 May
- In service day - 2 June
- Summer holidays - starts 4 July