

# Bun-sgoil Ulapuil

## Ullapool Primary School

Leabhar-làimhe na Sgoile | School Handbook  
2025-2026



Sràid a' Chìdhe | Quay Street

Ulapul | Ullapool

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

[www.ullapoolprimary.wordpress.com](http://www.ullapoolprimary.wordpress.com)

01854 612535

## Fàilte bhon Cheannard | Head Teacher's Welcome

Welcome to Ullapool Primary School. I hope this handbook will give you some background information and a flavour of the rich experience awaiting your child at Ullapool Primary. We are proud to offer a Curriculum for Excellence in both Gaelic and English medium classes for nursery children from 2 years of age through to Primary 7. We value children as individuals and we work with them to build their confidence and skills as developing and responsible citizens. We encourage pupils to contribute to the life of their school and local community and to reflect on issues pertaining to the wider world. We consider that education is very much a partnership between home and school and look forward to working with you to help your child realise his/her potential. We have a very active and supportive Parent Council which makes a significant contribution to the work of the school. We are very much a community school and feel that one of our strengths is the close relationships we have with all our local partners.

I look forward to welcoming you to Ullapool Primary School. Please contact our school office on 01854 612535 to make an appointment to visit.

Mrs Ashley Bartlett, Acting Head Teacher

Fàilte gu Bunsgoil Ulapuil. Tha mi 'n dòchas gun toir an ro-shealladh seo fiosrachadh agus blas de na tha a' feitheamh air do phàisde tro 'n fhoghlam a gheibh iad ann am Bunsgoil Ulapuil. Tha sinn moiteil an Curaicealam -Mhathais a' thabhainn an dà chuid, ann am Beurla agus ann an Gàidhlig d' chlann bho aois dha bliadhna gu ruige clas a' seachd. Aig an aon àm 's tha sinn ag aithneachadh luach gach neach, tha sinn ag obair cuide riutha airson am fèin- creideas agus na sgilean aca a' bhrosnachadh gum bith iad nan saoranaich ciallach. Tha sinn a' toirt misneachd dhaibh a cur ri beatha na sgoile aca, a' choimhearsnachd ionadail agus ris an saoghal anns an fharsaingeachd. Tha sinn den bheachd gu 'eil foghlam a' tachairt le co-oibreachadh eadar an sgoil agus an dachaigh agus tha sinn a miannachadh obrachadh cuide riut airson 's gun dèan do phàisde cho math 's na tha nan comas aca a' dhèanamh. Tha Comhairle Pàrant againn a tha èasgaidh agus taiceil, a tha a' toirt co- thabhartas ri obair na sgoile. Se Sgoil Falainn a tha ann am Bunsgoil Ulapuil, a cuir air adhart Cothrom na Fèinne airson gach neach.

Tha mi a' coimhead air adhart ri fàilte a chur romhad ann am Bunsgoil Ulapuil. Cuir fòn gu oifis na sgoile, 01854 612535, airson àm fhaighinn airson tadhail air an sgoil againn.

A' Bh-uas Ashley Bartlett, Ceannard Eadar-amail

### An Sgoil Againn | Our School

The original school was built in 1929 to provide both primary and secondary education. Gaelic Medium classes were first established at Ullapool Primary in 1993 and continue to be an integral and vital part of our school today. In 1999 Ullapool High School relocated to a new building and in the same year our Gaelic and English nurseries opened. Ullapool Primary School was refurbished in 2004 and again in 2016 resulting in the bright and spacious building and new infant and ASN facilities. In 2019 we inaugurated our wonderful purpose-built nursery building.



### Uairean Fosglaidh | Our School Hours

08.55-10.25	Class time	13.05-14.35	Class time
10.25-10.45	Breaktime	14.35-15.05	Infant breaktime
10.45-12.15	Class time	15.05-15.35	Class time
12.15-13.05	Lunchtime	<b>School closes at 13.05 on Fridays</b>	

### Àireamhan Sgoile | Our School Roll

At the time of writing at November 2024, our School Roll sits at 117 pupils and our Nursery Rolls sit at 31 children.

English Nursery	14	Gaelic Nursery	17
English P1-7	47	Gaelic P1-7	70

### Cìnn-làithean | Our School Term Dates

2025		2026	
Summer Holidays	4 July – 17 August	February Break	16 – 17 February
In Service Day	18 August	In Service Day	18 February
In Service Days	15 - 16 September	Easter Holidays	3 – 20 April
October Holidays	13 – 24 October	May Day	4 May
Christmas & New Year	24 Dec – 7 January	In Service Day	7 May

## Luchd-obrach na Sgoile | Our School Staff

Head Teacher	Mrs Ashley Bartlett	Learning Support	Miss McSweeney
English P12 English P345 English P567	Miss Booth Miss Mackay Mrs Mason	Gaelic P12  Gaelic P34 Gaelic P56 Gaelic P67	Miss Nicolson Miss MacDonald Miss MacNeil Miss Macleod Miss Mackenzie Miss Mason
English Nursery Practitioners	Vicky Mackenzie Kirsty Urquhart	Gaelic Nursery Practicioners	Annabel Maclean Catriona Weston
PE Teacher	Miss Law	Active Schools	Ben Bruce
Pupil Support Assistants	Margaret Maclean Dorothy Marr CJ MacDonald Aga Lintern Christine Hamilton Sue Mackenzie Anna Rushforth	Music Tuition	Rhona Sutherland Lynsey Bolton Dj McIntosh Angus Binnie
CCFM	Dave Murphy	Clerical	Alison Brinkler
Canteen Staff	Adele Fisher Lorna Macleod	Cleaning Staff	Irene Richardson Kate Marsh

## Fiosrachadh Clàraidh | Enrolment Information

### Seachdain Clàraidh | Enrolment Week

Enrolment for P1 takes place during January with nursery enrolment being held in February. Enrolment applications can be found on the Highland Council website. Enquiries from families moving into the area during the school year are welcomed. Please phone our office, in advance, to make arrangements to visit the school.

### A' Lorg Àite Do Phàistean | Placing Requests

Each school serves its own particular catchment area. Pupils whose homes are located in that area will have priority in being allocated a place in the school. However, parents have the right to specify the school in which they wish to place their child. Application are made to the Area Education and Learning Manager and requests made online at: [https://www.highland.gov.uk/info/878/schools/887/enrol\\_your\\_child\\_for\\_school/2](https://www.highland.gov.uk/info/878/schools/887/enrol_your_child_for_school/2) 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.

### Foghlam tro Mheadhan na Gàidhlig | Gaelic Medium Education

Our Gaelic medium classes offer the same curriculum as the rest of the school, taught through the medium of Gaelic. Pupils are immersed in Gaelic during Primary 1 and Primary 2 to develop fluency. Reading and writing in English begins in P3. By P7 pupils in Gaelic medium classes are equally fluent in English and Gaelic, including reading and writing. Almost all children in our Gaelic medium classes come from non-Gaelic speaking homes. As it is advantageous for children to hear some Gaelic in the home, it is helpful if parents learn some basic Gaelic phrases to use at home. Please ask to visit our Gaelic classes where you can see the classes in action and speak to our staff. We are also happy to introduce you to other parents who can tell you about their experience of Gaelic Medium education.

While some families choose Gaelic Medium for their children, all our pupils access Gaelic each day in the class. All our teachers are becoming familiar with Gaelic as we embrace 'The 1+2 Language Initiative' promoted by the Scottish Government. Ullapool Primary has chosen Gaelic as the first foreign language pupils learn starting in Nursery. This promotes a sense of community and a shared pride in our school and local culture. Children in upper stages begin to learn French in P5 before transferring to Ullapool High School.

### Dìnnearan Saora agus Feumalachdan Bidhe | Free School Meals and Special Dietary Requirements

Children P1-P5 receive Free School Meals from the Scottish Government. More information about the Highland Council 'Free School Meal' programme for all pupils, including P6 and P7 can be found on their website:

[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)

If your child requires a special diet for school meals, please apply via the Highland Council website [https://www.highland.gov.uk/info/878/schools/9/school\\_meals](https://www.highland.gov.uk/info/878/schools/9/school_meals)

Our Breakfast Club starts in November 2024 and will be open to children in receipt of Free School Meals; children of parents that require morning childcare and to P7 pupils. We hope to offer this to more pupils in 2025.

### Còmhdhail Sgoile | School Transport

All pupils who reside over three miles from the school and all pupils under eight years of age who reside over two miles are eligible for school transport. Pupils are required to behave in a sensible manner on school transport and if not, pupils may be requested to arrange alternative transport home. For more information about school transport, please visit the Highland Council website.

### Teaghlaidhean an Airm | 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.

## Frithealadh agus Làithean Far na Sgoile | Attendance and Absences

Good attendance is vital if pupils are to achieve their full potential. If a pupil is absent from school, a parent or guardian should contact the school on the first day of absence, by either telephoning 01854 612535 or emailing [ullapool.primary@highland.gov.uk](mailto:ullapool.primary@highland.gov.uk). 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.

## A' Fàgail na Sgoile tron Latha | Permission to leave during the school day

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

## Saor-làithean tron Teirm | Holidays during term time

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 [www.highland.gov.uk/info/878/schools/32/school\\_term\\_dates](http://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 Headteacher.

## Slàinte agus Mathas | Health and Wellbeing

Should I keep my child off school?			
Yes			
Illness	Until...		
Common Cold/Flu	they no longer have a high temperature and feel well enough to attend and partake in the school day.		
Diarrhoea/Vomiting	48 hours from the last episode		
Chickenpox	at least 5 days from the onset of the rash and until all blisters have crusted over		
Impetigo	their sores have crusted and healed, or 48 hours after starting antibiotics		
Measles	4 days after the rash appeared		
Mumps	5 days after the swelling started		
Scabies	they've had their first treatment		
Scarlet Fever	24 hours after starting antibiotics		
Whooping Cough	48 hours after starting antibiotics		
No			
Hand, Foot & Mouth	Head Lice	Threadworms	Glandular Fever
Tonsillitis	Slapped Cheek	Conjunctivitis	

Please be aware these are only guidelines, if your child is unwell please do not send them to Nursery as we they will not be able to stay if they are unable to participate. Please also be mindful as several of these illnesses are dangerous to vulnerable children/adults. If pupils fall ill during the day, parents are contacted for them to collect their child, therefore it is essential that we have up to date day time contact numbers and emergency contact numbers for all pupils.

### Riaghailtean Co-cheangailte ri Leigheas | 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/>

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.

It is essential that you inform the school of anything affecting the health and well-being of your child so that we can offer the best possible care. You will be asked for this information at enrolment. Please also inform the school of any changes within your child's home circumstances as teachers are then better placed to consider the needs of the child during periods of change.



### Slàinte-inntinn agus Sunnd | Mental Health and Wellbeing

Staff will support the emotional development and wellbeing of pupils through formal and informal curricular activities. Any concerns about a pupil's wellbeing can be discussed with the named person. There is a website managed by Highland Council that supports a variety of information relating to mental health and emotional wellbeing that can be accessed here. Schools have access to Highland Council's Primary Mental Health Worker Service and consultation and advice may be sought if there are concerns that might require more targeted support. Counselling is also available for all pupils from age 10. Information on your school's service can be accessed from your child's guidance teacher. Alternately, there is a completely confidential, online counselling service called Kooth for children and young people from age 10 that can be accessed here. Parents would generally be involved in discussions beforehand, however a young person over the age of 12 can ask for support themselves

## Luachan agus Feallsanachd na Sgoile | Our Values and Visions

Our Values	
<p>We are caring</p> <p>Tha sinn còir</p>	<p>We care about the people around us as well as our environment, locally and globally</p> <p>We support each other and look after each other</p> <p>We are friendly to everyone and friends with those we want to</p> <p>We make each other smile and are kind</p>
<p>We are creative</p> <p>Tha sinn cruthachail</p>	<p>We celebrate and value difference in each person</p> <p>We celebrate achievements</p> <p>We make links in our learning and are curious about the world [beyond our immediate experience]</p> <p>We seek inspiration from the best</p>
<p>We join in with our community</p> <p>Tha sinn nar pàirt den choimhearsnachd</p>	<p>We work with and learn with members of our community and use our local area.</p> <p>We learn in Gaelic, and about the culture and heritage of the Highlands and Scotland</p> <p>We are part of a wide, diverse group of people, of diverse heritages and languages</p> <p>We belong to a local, national and global community</p> <p>Learning is based on real life situations</p>
<p>We have ambition</p> <p>Tha àrd-amasan againn</p>	<p>We always try to do our best</p> <p>We are determined to do well and to help everyone flourish</p> <p>We strive to overcome challenges</p> <p>Our learning enables to participate as citizens</p> <p>We motivate and are motivated</p>
<p>We take action</p> <p>Tha sinn gnìomhnach</p>	<p>We take responsibility for our learning, our behaviour, and our community / school</p> <p>We contribute to actions locally, nationally, and globally</p> <p>We try and make our school, our locality, and the world a better place by what we say and do</p> <p>We become increasingly independent and responsible.</p>

## Plana Leasachaidh na Sgoile | School Improvement Plan

As required by the Scottish Government, Ullapool Primary produces a School Improvement Report Plan each year. This plan outlines developments and timescales that the school will be undertaking over the current and future sessions. This document will have parental input and reflect the views of all the stakeholders in the school and community. A parent survey and a focus group will give all parents the opportunity to comment on and help shape the work of the school. Copies of the School Improvement and Standards and Quality Report can be found on our website:

[School Improvement Plan](#)   [Standards and Quality Report](#)

## Poileasaidhean agus Gearanan | Policies and Complaints

### Na Poileasaidhean Againn | Our School Policies

1. Please contact the school office to make an appointment to see your child's teacher if there is a matter you wish to discuss. We are always happy to help. Alternatively, an appointment can be made with the Head Teacher.
2. Pupils are expected to always do their best, and to treat others with respect both within and out with school.
3. The school is keen to work in partnership with parents to support the development and wellbeing of the whole child.
4. All pupils are required to be punctual and regular in attendance. Parents are asked to ensure that their children do not arrive in school before 8.45 a.m. There is no adult presence in the playground before this time.
5. If your child is not well and will not be attending school, please let the office know by 8:45am. On returning to school after an absence, pupils should bring a letter from his/her parent or carer, giving the reason for and the duration of the absence.
6. Pupils are expected to wear our Fairtrade school sweatshirt, along with school trousers/skirts/dresses or shorts. Pupils should bring a pair of 'indoor shoes' to help keep the school floors clean. They should have a pair of trainers, shorts/sports trousers for PE. Pupils who do not have a PE kit cannot take part. We expect pupils to come to school in weather appropriate clothing, including waterproof jackets and shoes. If you require assistance with clothing, please contact the school for assistance.
7. All property/clothing should be named. Money and valuables should not be brought to school unless absolutely necessary and must not be left in cloakrooms but may be handed to members of staff for safe keeping. School cannot accept responsibility for lost articles of clothing, valuables, books or other property belonging to pupils. Any unnamed items are kept in lost property for a short time and regularly posted on the Parent Council Facebook group to help identify.
8. Please check your child's school bag each day for, homework and notes from the class teacher.
9. All Newsletters and letters (where possible) are sent via email. Please ensure your details are held in the school office. The Parent Council Facebook group is also a convenient way to notify parents of any upcoming events and we recommend joining if possible.
10. No pupil may leave the school premises without the permission of the Head Teacher and must report to the school office both on leaving and returning.

11. Pupils in P1-3 should be collected from the school gate at 3.35pm, either by their parent or another named adult. P4-7 pupils are dismissed from the school building.
12. All children who travel on the bus will be sent to the hall at the end of the school day. They will be escorted to the busses by a member of staff. Please ensure your child is aware in the morning if they are getting the school bus or not.
13. We ask that school books and Chromebooks (where applicable) remain in good condition. Where damage occurs, parents may be asked to pay for a replacement. Any pupil causing deliberate damage to school property or equipment may lose privileges and parents asked to pay the cost of repairs.
14. Mobile phones and electronic games are not permitted in school. Where a pupil brings a phone to use after school, it must be handed in at the office for safe keeping.
15. While at school and on the way to and from school, pupils are expected to be considerate and have due regard to the rights and safety of others. Hi-Viz jackets are available from the office and are allocated to P1 pupils in Winter.
16. Highland Council policy prohibits smoking within the school grounds.

### Poileasaidhean an Ùghdarrais | Authority Policies

Highland Council policies can be viewed on their website:

[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)

### Gearanan | Complaints

If a parent has any concerns they should contact their child's Class Teacher in the first instance, or the Head Teacher for more serious issues. 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.

### Co-ionannachd agus Ion-ghabhaltas | Equality and Inclusion

For up-to-date information please see:

[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)

[www.gov.scot/publications/guidance-presumption-provide-education-mainstream-setting/pages/1](http://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.

### Dìon Cloinne | 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 Information are available from the School Office or online at [www.hcpc.scot/wp-content/uploads/2024/09/Highland-Child-Protection-and-GIRFEC\\_Guidance-2024-FINAL.pdf](http://www.hcpc.scot/wp-content/uploads/2024/09/Highland-Child-Protection-and-GIRFEC_Guidance-2024-FINAL.pdf)

## Sgoilearan agus am Pàrantan | Our Pupils and Our Parents

### Tachartasan as Dèidh na Sgoile | Activities and Extra Curriculum

Pupils have the opportunity to participate in a wide range of term time activities including weekly music tuition, term time swimming lessons, inter house sporting events, bikability, Kodaly, Feis Rois and YMI. During lunchbreaks, there are a wide arrange of both teacher led and pupil led activities including Art Club, Drama Club, Dance Club and Sports Club.

### An Curraicealam | Our Curriculum

The school follows the Highland Literacy Progression. Starting with Emerging Literacy and following with Steps to Success children follow a progression developing skills from Nursery to P7. The Highland Literacy Progression engages pupils in reading from a variety of different genres. Pupils work in small groups, and carry out follow-up activities by themselves or with the teacher. Parents can play their part by encouraging children to read at home and by showing their own enjoyment in reading. In the Gaelic Department, the phonic structure of the language is taught from the onset within a Gaelic immersion enviroment. Thereafter (ususally around P3) reading is carried out as in the English classes.

In order to write successfully, pupils learn about sentence construction, punctuation, spelling and grammar. At the early stages, writing will be based on the child's own experience. At upper stages children are introduced to a variety of writing forms - letter writing, reports, note taking etc. Both handwriting and keyboard skills are developed as pupils progress through the school. Children learning Gaelic will learn in a similar manner however, as they are learning the Gaelic language in the first instance, their writing may develop at a later stage but by the time they reach the middle of the school, their writing will be at a similar level to their counterparts in the English medium classes.

The school uses concepts and materials from Highland Numeracy progression. Children are encouraged to work with concrete materials until essential concepts are established. Pupils are taught to think logically, to understand number language, to appreciate pattern in number, to recall basic number facts and to be aware of the part mathematics play in ordinary, everyday living. In the Early Stages, pupils learn about the concept of number and how it is made up. Pattern and the sequence of number is taught. The emphasis is on activities and written algorithms are only a small part of number work. In the Middle Stages, emphasis is placed on the consolidation of previous learning and importance is placed on the understanding of place value. Addition, subtraction, multiplication and division are taught mentally and used in problem solving where real life applications give pupils meaningful contexts for their new found skills. Written calculations follow after concepts are developed. Number work in the Upper Stages expands into more complex real life contexts, giving the children the opportunity to apply their skills and knowledge.

Throughout, emphasis is given to concepts, mental agility and application to the real world. Paper and pencil methods follow once pupils have established a sound

understanding of number. The principle of moving from using concrete materials to learning to image numbers in your head and then being able to conceptualise them has been proven to work most effectively in learning and retaining new ideas. We therefore use this methodology throughout the school when introducing new concepts as recommended by the Highland numeracy progression. The school also encourages children to develop appropriate problem solving skills in mathematics, which are relevant to everyday living.

Teachers plan a range of cross curricular projects throughout the year building on children's interests and each term parents are invited to contribute ideas and skills. The Highland Council Curriculum overview is followed to ensure coverage of all areas over a three year cycle. At Early Stages projects are centered on the everyday experiences and events in the life of the child e.g. My Family, My School and lead to more advanced projects in the Upper Primary. Pupils investigate their local environment, their own country and the wider world. Pupils consider the impact of pollution, conservation, global citizenship and Fairtrade in the world and are encouraged to form their own opinions and take action backed up by information and reason.

Through projects, pupils begin to appreciate how various skills are inter-connected. For example a project on food might include Geography, Language, Maths and Science. Projects will reflect the pupils' interests and are carefully planned by teachers to include the development of skills such as:

- Research - using books, maps, diagrams, fieldwork and the internet.
- Recording - taping, videoing, writing, making maps, graphs, diagrams etc.
- Interpreting Experiences - observing purposefully and thinking critically.
- Relationships - co-operating and working with others.
- Developing informed attitudes – backing up opinions with research and understanding.

Children and young people should feel happy, safe, respected and included in the school environment. All members of staff and pupils have a responsibility to promote positive behaviour and lifestyles within the classroom and wider school community. Particular aspects of health and wellbeing are addressed through focused programmes in class e.g. food and health, PE. with an emphasis on better movers and better thinkers and the daily mile improving children's health and attitudes.

At Ullapool 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.

Ullapool 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.

### **Modhan | Positive Behaviour**

The school promotes positive behaviour using praise, encouragement and house points as incentives. Children are keen to receive praise and rewards for good behaviour. The school complements the work of parents to help the child make good choices at home, in school and in the community. In general, the behaviour of pupils throughout the school is very good.

Pupils are allocated to one of our 3 houses: Stac Pollaidh, An Teallach, and Suilbheinn. House points promote achievement and reward effort in all aspects of school life. House points are totaled each week and announced in assembly. House captains are elected each year and take a lead role in sporting events.

Sports trophies and individual endeavor awards are presented at our end of year assembly in June to which parents are invited.

Occasionally pupils may require additional support to address their behaviour or attitude. Where pupils behavior gives cause for concern:

1. In most cases a member of staff will speak with the pupil to help him/her address the problem. On occasions the Head Teacher may be involved.
2. Pupils may lose privileges
3. If the problem is of a more serious nature, parents will be contacted and asked to come to meet with staff to discuss the way forward and where appropriate, support put into place.
4. In extreme cases a pupil may be excluded from school for a period of time.

Staff expect high standards of behaviour from pupils in and out of class. Where it is felt necessary, the school will contact parents to discuss their child's behaviour. Staff presume parents wish to be informed if their child's behavior gives cause for concern. Teachers also appreciate hearing from parents where a pupil is struggling at home so that we can discuss ways in which home and school can work together to support the child.

### **Burraidheachd | Bullying**

If you think your child is affected by bullying please get in touch with your child's class teacher in the first instance, to discuss the matter and agree what steps the school can take to support your child.

[www.highland.gov.uk/downloads/file/19358/anti\\_bullying\\_-\\_guidance\\_for\\_schools](http://www.highland.gov.uk/downloads/file/19358/anti_bullying_-_guidance_for_schools)

[www.children1st.org.uk/help-for-families/parentline-scotland](http://www.children1st.org.uk/help-for-families/parentline-scotland)

### **Sgoilearan agus Pàrantan an Sàs anns an Sgoil | Pupil and Parental Involvement**

All Primary classes receive homework on a regular basis from Monday to Thursday. This may consist of an activity, written work, reading or research.



Through setting homework we aim to:

- Encourage independence and good learning habits,
- Consolidate work taught in school and therefore raise attainment levels,
- Provide specific opportunities for parents to support their child's learning.

The time given to homework will vary according to the age/stage of the child and the task itself. However, infants should spend no longer than 20 minutes on homework. Sometimes unfinished class work may be sent home and in addition to normal homework.

If homework is not done pupils may be asked to complete it at breaktime. If this continues on a regular basis, or if homework is of a consistently low standard, parents will be invited to discuss the situation with the class teacher.

Useful information for parents and how to get involved in your child's education and how to support them can be found at Parentzone: [www.education.gov.scot/parentzone](http://www.education.gov.scot/parentzone)

The School operates a system of continuous assessment. The class teacher regularly assesses whether a particular concept has been mastered by checking the quality of oral and written work, practical assignments and oral and written tests. The results help to pinpoint any difficulties the pupil may have or inform the teaching process.

Pupils will also take standardized tests through Education Scotland (SNSA) and (MCNG) for Gaelic medium pupils. The school also uses the specific phonological awareness assessments with younger pupils to identify their readiness to learn to read and write. In numeracy children will also be assessed using strategy and knowledge assessments to ascertain their development.

All of the above are analyzed to see how pupils are performing across the school.

### Eadar-ghluasadán | Transitions

Starting in a new nursery or school is a big event and we aim to make this a positive experience for families and children. We aim to arrange an introductory visit(s) for all children to come to nursery with a family member to meet their new friends, the staff and become familiar with the new setting. Parents and carers are very much involved in the 'settling-in period.' This can vary considerably for different children. Initially parents/carers may wish to stay with their child for a short time, building up to a gradual separation. The transition from home to nursery is done in partnership with parents and is individualised to the needs of the child. If children are coming from another setting or will have a blended placement (be attending various childcare settings) we will liaise with them to ensure consistent approaches and support.

The main reason for a planned induction programme for P1 pupils is to ensure an easy, trouble free and happy transition from home to school for parents, as well as children. It allows everyone involved to build up a positive relationship, at the same time giving an opportunity to gather information, which will prove valuable in settling the child in the school environment. Ullapool Nursery children are part of day-to-day life at Ullapool

Primary. Nursery children are welcome at all school events such as parties, outings, concerts, prize-giving and sporting events. In this way, they become familiar with the surroundings and the staff, and meet with the other children, on a friendly, informal basis. The nursery children particularly enjoy a visit from the P1 class teacher before the summer holidays.

Additionally, throughout the year, our nursery and infant classes work together on a variety of topics, giving nursery children a chance to familiarise themselves with the routines of school. During the summer, before they start school, children entering P1 will spend at least 2 morning sessions in the classroom.

At the end of P7 most of our pupils transfer to Ullapool High School. During their P7 year pupils at Ullapool Primary school and the surrounding Primary schools will get the chance to attend and/or host several social activities including a residential trip and taking part in John Muir Award activities. All these joint transition activities ensure that by the time our pupils attend Ullapool High school in June, they have made good friends across the area. Our P7 pupils spend a week in June at the High School following an S1 timetable which introduces pupils to the staff and routines of their new school prior to the summer holidays.

Each year some pupils benefit from an extended transition program to support their move to High School. Staff will contact parents where we think this will benefit your child. Parents are also welcome to get in touch with their child's teacher if they wish to discuss this further.

More can be read about Ullapool High School at: [www.ullapoolhigh.highland.sch.uk](http://www.ullapoolhigh.highland.sch.uk)

### Conaltradh ri Pàrantan | Parent Communication

The school hosts a parents' evening in November and in February each year. Parents can view the classrooms, their child's work and talk to the teachers about their child's progress. Pupil reports are issued to parents in May reflecting pupil strengths, achievements and next steps.

Parents are kept informed by face to face communication, emails and by newsletters. We carry out an annual survey of parental opinion and use this to help inform (particularly) the health and wellbeing aspects of our School Improvement Plan.

Our Parent Council is a group of parents selected to represent all parents of children at the school. Any parent who wishes to raise an issue for the Parent Council to consider can do so by contacting them at any time at [ullapoolprimaryschoolpc@gmail.com](mailto:ullapoolprimaryschoolpc@gmail.com). They have a very active Facebook Group called Ullapool Primary School Parent Council.

## Taic do Sgoilearan | Support for Pupils

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:

[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)

[www.highland.gov.uk/download/downloads/id/11/co-ordinated\\_support\\_plan](http://www.highland.gov.uk/download/downloads/id/11/co-ordinated_support_plan)

Parents/Carers will always be involved in discussions about any additional support being suggested for their child and any need that may be identified within the school.

Highland Council would seek to work in partnership with parents at all times, but sometimes you will have a concern that you don't feel is being addressed, or will want to talk to someone out with the school. Should you have any concerns that your child's additional needs are not being met, you should contact your child's named person in the first instance and/or the Headteacher. If your concerns continue, there are a number of means of resolving difficulties and disputes and information on this can be found at:

[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)

Additional Advice and support for parents of children with ASN can be found at:

- (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

We work with a range of professionals here in Ullapool Primary School including: Educational Psychologists, Speech Therapy Services, Mental Health Workers, Social Work and Children's Service Workers. If you would like any further information about the services they provide, please get in touch.

## Am Fiosrachadh Agad Fhèin | Your Information

### **A' Sealltainn air Fiosrachadh Sgoilearan | 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.

### **Reachdas Tèarainteachd Data | 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.

### **Fiosrachadh Foghlaim mu Sgoilearan | 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 [www.gov.scot/Topics/Statistics/ScotXed](http://www.gov.scot/Topics/Statistics/ScotXed)

### **Poileasaidh Fiosrachaidh | 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: [www.highland.gov.uk/directory\\_record/1095920/enrol\\_your\\_child\\_at\\_a\\_school](http://www.highland.gov.uk/directory_record/1095920/enrol_your_child_at_a_school)

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.

### Còraichean Tèarainteachd Fiosrachaidh | 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:

[www.gov.scot/Topics/Statistics/ScotXed/SchoolEducation](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.

### Draghan | 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.