

WELCOME TO TARRADALE PRIMARY SCHOOL

2025/26 Handbook



Tarradale Primary, Muir of Ord, Ross- Shire, IV6 7RR

Telephone 01463 870484

E-mail; Tarradale.primary@highland.gov.uk

Facebook: Tarradale Primary School

Website: <https://tarradaleprimaryandelc.co.uk/>

Parent council: tarradalepc@gmail.com

Working together to help everyone achieve their full potential.



- * Respect Yourself
- * Respect Each Other
- * Respect Our Learning
- * Respect Our Environment

Our Aims.

- * We are kind to ourselves. We believe in ourselves. We make healthy choices and embrace opportunities.
- * Articles 3, 6, 12, 24, 31

- * We are inclusive, caring, friendly and polite to all.
- * Articles 2, 7, 12, 13, 14, 15, 20, 23, 30

- * We keep trying, we work hard and reach for success.
- * Articles 6, 28, 29

- * We take care of our shared environment, our community, and our wider world.
- * Articles 9, 10, 13, 14, 15, 24, 26



Created by pupils, parents and staff in 2024

A very warm welcome from Tarradale Primary.

If you are reading our school brochure, you are either a parent of a child in our school or a prospective parent in our local area. Either way I hope this brochure truly reflects us and what, as a school and community, we are trying to do for the children in our care.

My name is Tracy Sinclair and I am the Head Teacher at this school. I taught here as a young probationer and realized then that Tarradale was something special. Come and join us and be a part of the team.

Tarradale Primary sits at the heart of the village of Muir Of Ord. Because of this, we are a school rich in extra-curricular resources, including the golf club, skate park, bowling club, football association, athletics field, curling pond and mountain biking track. It is our aim to make sure our children have access to these, and are a part of their community working alongside all ages. As a school we strive to include, and be a valuable part of our community in all aspects. This session the school roll is 254 from P1 - P7 and a further 37 children in our Nursery.

I have a highly motivated, enthusiastic team working in the school to bring exciting challenges and enjoyable experiences to our children. You as a parent will become part of our team and will be given as much opportunity as possible to come in and work with us and be part of what we do. We look forward to your input at all levels.

This handbook provides you with information about the school but it cannot describe the caring, purposeful and inclusive environment that Tarradale staff has created. This is something you will have to come in and find out for yourself.

Don't take my word for it however. Over the next few pages you will hear from a variety of people who can say it more eloquently than me!

We look forward to working with you.

Tracy Sinclair
Head Teacher



Staffing 2025/26

Head Teacher

Mrs Tracy Sinclair

Depute Head Teacher

Mrs Shona Mitchell

Classroom Teachers

P1.2 - Mrs K Henderson

P1.2 - Mrs H Gilbertson

P2.3 - Mrs R Ross (Probationer) & Miss Ramsay

P3 - Miss J Ross & Miss Ramsay

P4 - Miss N Brennan

P5 - Ms L Greer

P5.6 - Ms A Garcia & Mrs S Polworth

P6 - Mrs A Goldie & Miss E Macphee

P6.7 - Mrs L Ramsay

P7 - Mrs S Jack

Support for Learning Teacher

Ms Karen Rose

Pupil Support Auxiliaries

- Mrs A MacDonald
- Ms K Jenkins
- Miss L Nairn
- Miss N Ross
- Ms K Chmielarz
- Miss M Sinclair
- Mrs F Thomson

C.C.R. Teachers

Mrs C McCombie

Mr Ross PE Dingwall Academy

Music Teachers

Mr L Barclay (Chanter)

Mrs R Farmer (Violin & strings)

Mr M OParka (Drums)

Nursery Staff

Mrs M Newton

Mrs V MacIver

Mrs D Mackinnon

Mrs J MacKenzie

Miss A Dance

Clerical Assistant

Mrs R Clark

Janitor/FMA

Mrs Lina Todd

Canteen Staff

Mrs L. MacCallum

Mrs R Dowd

Mrs T Sanctuary

Ms Liga Sevastjanova

Ms C Lapsa

Cleaning Staff

Mrs J Youngson

Ms E Welsh

Ms Liga Sevastjanova

Crossing Patrollers

Mrs J Youngson

Ms E Welsh

Our School Day

P1-P3	9.00 – 2.45
P4-P7	9.00 – 3.15



Breakfast Club

Breakfast Club runs from 8.10-9.00am and must be booked at least 48 hours in advance. Children will not be permitted to attend unless a booking is in place. All children must be dropped off and signed into breakfast club by an adult. During breakfast club children are offered breakfast items and can go into the playground at 8.45am where they will be supervised by a PSA. Children can leave the canteen prior to 8.45am with written permission, however it should be noted that the playground is not supervised until 8.45am.

The fee for breakfast club is £5.05 per hour and will be charged on a monthly basis via issued statements. Bookings cannot be cancelled and non-attendance will still be charged. To book your child into breakfast club please email Mrs Clark who will go through the process with you.

Rhona.Clark@highland.gov.uk

Children should be dropped off in the normal safety zones, the car park off Great North Road or beside the Pavilion and not in the school staff car park where there is a lot of activity at this time.

Break time

- 10:45 - 11:00am

Children may bring a snack for break but we are a Health Promoting school, so no sweets or lollipops please.

The school tuck shop, operated by our School Canteen, sells toast, fruit, and other healthy snacks along with drinks of water or milk. Please note that there are certain days where tuck shop may not be available but we will notify you of these in advance.

We encourage children to drink water throughout the day and a bottle of water can be kept in the classrooms, however this must only be plain water. Fizzy drinks are not allowed in school at any time.

Due to very severe allergies we would kindly ask you to work with us in not providing any snacks which contain nuts.

Lunchtime Arrangements

Lunch breaks are ordered by stage within the school as follows: Every child has a one hour lunchbreak, with half an hour in the canteen.

A sitting	Primary 1 to Primary 3 (4 classes)	12.00 - 12:30
B sitting	Primary 4 to Primary 5 (3 classes)	12.30 - 13.00
C sitting	Primary 5/6 to Primary 7 (3 classes)	13:00 - 13:30

Home Lunches

The majority of pupils stay for school lunch or bring a packed lunch, however parents may choose to take their child home for lunch.

To ensure that there is no misunderstanding about arrangements for the care of pupils during lunch time, any parent wishing a child to go home for lunch must inform the school by letter or by phone. This enables us to open gates to let them go home.

All pupils will remain in school at lunchtime unless the school has been informed differently by email, letter or by phone.

If a pupil is to go home every day, one letter at the beginning of the school year will suffice. Pupils, whose parents have chosen to have them home for lunch, are in the care of their parents during the lunch break.



School Lunches

School meals are free for all pupils in P1-5. All other pupils are expected to pay for all meals.



Lunches cost £2.30 per day and are paid online. We offer a 3 choice menu, as provided by Highland Council, to encourage a healthy lifestyle. These are available to view online and are also shared on the school Facebook page.

https://www.highland.gov.uk/downloads/download/9/school_menus

Our school cook, Louise, is very happy to cater for all dietary requirements. If your child has specific dietary requirements a form detailing these must be completed online and submitted before they can be provided with school meals.

https://www.highland.gov.uk/info/878/schools/9/school_meals/4

School meals are cooked on the premises and children can select and eat a nutritious meal from the choice available each day. Every effort is made to accommodate any child who, for medical reasons, requires a special diet. The dining area is supervised by school staff.

Free School Meals (and help with uniform grants) can be accessed online at Highland Council website using the link below.

[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)

Packed Lunches

As we are a Health Promoting School it is expected that packed lunches will provide a healthy and balanced meal. You are more than welcome to help or advice on this at any time.

School Dress Code

All pupils are expected to wear Tarradale school uniform. As a mum myself I fully understand the mornings where the jumpers are in the wash! No child is ever punished in any way for not wearing uniform, however we do find that uniform makes us all feel part of the family and it certainly helps with our behaviour within the school and community. Our parents are extremely supportive and we know children who do not wear uniform items of some kind. Here is our basic expectation:

- Blue sweatshirt with school badge.
- Blue hoodies with school badge.
- Blue and white zip up tops with school badge.
- Plain grey or black trousers or skirts - **NO JEANS.**
- White shirt, blouse or polo shirt - **no football shirts.**
- Comfortable, well- fitting shoes. High heels, platform soles and shoes with little support (strappy sandals) are not permitted.

There are additions to the basic uniform list such as jackets, fleeces, schoolbags and more. These can be ordered from school or purchased online. The cost of items are as follows -

Hoodies	from £13.00 - £15.00
Sweatshirts	from £11.00 - £13.00
Cardigans	from £12.00 - £14.00
Polo shirts	from £9.00 - £11.00

School Uniform items from the above list can also be purchased directly from us at the school as we usually have these items in stock.

The school is warmly heated so it is desirable that children are able to remove a 'layer' such as a jumper when necessary. Suitable outdoor clothing should be worn or brought in schoolbags as whenever possible our break and lunchtimes will be spent outside in the playground.

All school clothing should be clearly marked with the child's name.

For gym days all children should have shorts and tee shirts which can be kept in school or in their school bags.

We ask that all children have a set of shoes for indoor wear in the classrooms. These should be purely for indoor use and should be able to be worn in the gym hall.

No slippers or crocs please.

This is to ensure children are wearing suitable footwear at all times especially in case of a fire drill or fire where they may have to move quickly down the fire stairs and out of the building.

We change shoes to eradicate unnecessary mess for our cleaners, and to try and keep the carpets and classrooms clean for the children.

SCHOOL CALENDAR SESSION 2024-25

The following table lists the term dates for year 2024-2025



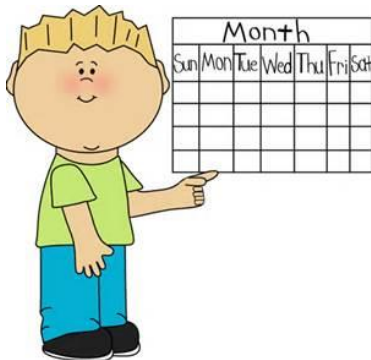
Open	Close
Monday 19 th August 2024 (Staff Only)	
Tuesday 20 th August 2024 (Pupils)	Friday 11 th October 2024
Monday 28 th October 2024	Friday 20 th December 2024
Monday 6 th January 2025	Thursday 4 th April 2025
Tuesday 22 nd April 2025	Thursday 3 rd July 2025

Notes

- Mid-term break - Monday 17th February and Tuesday 18th February 2025

Public Holiday

- May Day - Monday 5th May 2025



In-service Days

- The first day back after summer - Monday 19th August
- Monday 16th September and Tuesday 17th September 2024
- Wednesday 19th February 2025 (following the 2 mid term days)
- Monday 2nd June 2025

SCHOOL CALENDAR SESSION 2025-2026

The following table lists the term dates for year 2025-2026



Open	Close
Monday 18 th August 2025 (Staff Only)	
Tuesday 20 th August 2025 (Pupils)	Friday 13 th October 2025
Monday 24 th October 2025	Wednesday 24 th December 2025
Monday 7 th January 2026	Friday 3 rd April 2026
Monday 22 nd April 2026	Thursday 3 rd July 2026

Notes:

- Mid-term break - Monday 16th February and Tuesday 17th February 2026

Public Holidays

- Good Friday - 3rd April 2026
- May Day - Monday 4th May 2026

In-service Days

- The first day back after summer - Monday 18th August 2025
- Monday 15th and Tuesday 16th September 2025
- Wednesday 18th February 2026 (following the 2 mid term days)
- Thursday 7th May 2026



ATTENDANCE/ABSENCE

Good attendance is vital if pupils are to achieve their full potential. If a pupil is absent from school, a parent or guardian should phone the school on the first day of absence, on either the school message number: 0800 564 2272 (PIN- 043120) or the school number 01463 870484. 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 we need confirmation of this from parent or guardian either via a letter, email or phonecall. 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 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 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.

Adverse Weather Conditions and Emergency Closures

Parents must make a decision in bad weather as to the safety of bringing their child to school. If you are badly affected by snow and ice and cannot make it in please let us know by telephone before 9:00am.

However if the weather affects buses and staff for getting into school a decision might be made to close the school. In this event follow the guidance below.

In the event of adverse weather conditions or an emergency closure parents can:

- Log onto www.winter.highlandschools.org.uk to access relevant information
- Listen to MFR Broadcasts
- Tarradale Primary Facebook Page



Quite often where the school has had to close it has not been due to snow.

The school has had to be closed after major overnight storms where the power has gone off. In any event that your house in the area has no power please keep your child at home.

We have found it extremely difficult to let parents know due to all normal information channels being power driven so in this instance please just keep your child at home.

Parental Involvement

Continuous contact with our parents is extremely important to us. Throughout the year we will invite you into a whole variety of school events - concerts, open afternoons and parents' evenings to name but a few.

However we do not want you to wait to be asked! We welcome parental support and involvement.

If you have a time where it is possible for you to come in and be a part of your child's learning or to be involved in any part of our school community, come and talk to us. We can certainly utilise your skills.

Communication

As a school we will keep you up to date regularly with what is going on and any new developments we are working on. This will be done by regular e-mails, newsletters and meetings. Details of these can again be found on Facebook. We now have our new website for you to access so have a look at that. We are a paperless school so we try not to issue paper letters, preferring to use digital methods. Please always ensure we have your most up to date e-mail address.





Friends of Tarradale

The 'Friends of Tarradale' is a group of parents who work with the head teacher, staff and children to try and improve the school experience for all. We meet every 6/7 weeks and are always looking for new members to join in.

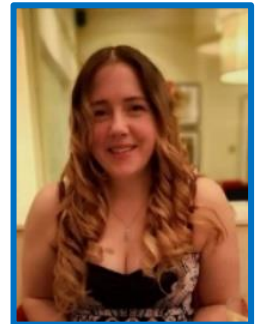
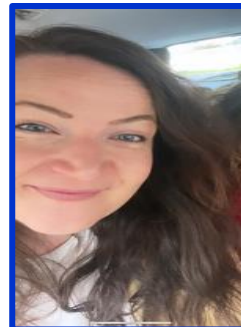
We are delighted to be a part of what our school life entails. Our children at Tarradale are part and parcel of an ethos which is centered around community involvement and inclusion of the children. The school works hard, making sure the children are invested in the life of the village and developing respect for their community and surroundings

Being a part of the Parent Council means a lot to us as we feel that we are part of the schools extended family. It is a very important role and we take supporting our school and our school staff very seriously. As a team we feel that we can extra support in any way needed for parents, staff and children.

You can contact us for more information through the school, or by e-mailing us directly on tarradaleprimarypc@gmail.com and we will be happy to answer any questions. Details of dates of meetings and minutes can be found on the school Facebook site and the school website.

Yours sincerely

Sarah Fraser (Chairperson)



Claire Ross (Secretary)

Samantha Wunder (Treasurer)

Homework

We reviewed our homework policy with our parents and children. It was a very mixed response with some parents liking homework and some saying it was detrimental to family life. We decided that the best way forward was to create online homework 'pods' for each level so that families can do as much or as little as they like, in the subjects that interest them most. We also bought into online maths and reading resources that can be accessed by all. This takes away the pressure for families feeling that they 'have' to fulfil homework requests. This will continue to be reviewed

Parent/ Teacher Consultation

Information will be given out at the start of each term about what your child will be learning. You will then be invited to attend a 'Meet the Teacher' session in August. Achievement logs will be given out every term showing progress and next steps in literacy, maths, and health and wellbeing.

In November, you will be invited to attend parent/teacher consultation interviews. At this point you will be able to discuss your child's progress with the class teacher.

An open afternoon/evening is held every term to enable parents to visit the school and view the work on display in the classrooms.

Parents and family members are regularly invited to attend their children's performances and participate in school activities when needed.

A final summary will then be sent home in June, before our final parents open evening.

If you have any urgent concerns please **don't wait** for the parent / teacher interviews, contact your child's Class Teacher, or Headteacher, immediately and the matter will be addressed promptly. We are very keen that if you need to speak to us about any issue, especially your child's progression in learning that you make an appointment and come in to speak to us.

Our 'Achievement Logs' have been created by all stakeholders and have been very popular with both pupils and parents. It is the children's way to let you know what they are learning and what their strengths are.



Together with the Achievement Log, parent open evenings, formal parents' evenings plus regular ongoing contact, we feel confident that parents feel involved and are part of our school.



Accidents

In the case of accidents, first aid is administered by the Staff as an immediate temporary measure. Should any serious injuries occur then parents will be notified. Should it be considered necessary, medical help would be sought immediately.

Administration of medicines

Mrs Macdonald, First Aider, is willing to administer any prescription medicine to children should they require it.

Any medication to be administered in school should be clearly marked with the child's name and should be brought to school by the parent/guardian and delivered to the class teacher who will require parents to complete a consent form.

If you consider your child to be responsible enough to administer their own medication, the school must be given full written details of the condition/illness from which the child is suffering along with written details of the medication to be taken and how it is taken.

We will then keep this plan to make sure everything is adhered to properly.

Of course if a child is acutely unwell then they should not be sent to school.

Children who suffer from asthma should carry their own inhalers with them.

Every child with a medical need will have his/ her own medical care plan for staff to adhere to.



Emergency Contacts

It is very important that we have on file a telephone number or address of someone we can contact in the event of any child experiencing illness or an accident or even in extreme weather conditions when children may have to be sent home.

School Transport

Free school transport is provided for pupils under 8 years of age who live more than two miles from the school and pupils of 8 years and more, living a distance of three miles or more from the school. Parents are asked to co-operate with the school over Road Safety. Pupils should be particularly careful when leaving a school taxi and when crossing the road. In adverse weather conditions, where parents are sufficiently concerned about conditions at 'drop off' points, they should contact the school as early as possible.

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.

School Crossings

There are two specific school crossings

- (1) Black Isle Road outside the school gate
- (2) Great North Road - beside the bus stop

These two areas are particularly busy roads and therefore it is essential that the children utilise these crossings and not elsewhere.



Dropping Off

We have an issue at Tarradale with the lack of appropriate drop off zones. After consulting with parents we have identified two safe zones. One is the public car park in the square at the library, the other is the Pavillion car park at the rear of the school.

Under no circumstances should parents ever use the staff car park to drop off or collect children. It is hugely congested and extremely unsafe.

Our parents work with us to make sure this is not used. Parents have also made it very clear in helping us say **no to the Black Isle Road for parking**. This covers the whole road and not just the zig zags either side of the zebra crossing. Parking in this street creates a bottleneck for flowing traffic and makes visibility impossible for the road crossing patroller. It is an accident waiting to happen so is completely out of bounds for drop offs.

Reduced speed limits of 20mph operate most of the way through the main parts of the village now from one end to the other and out of the Black Isle Road past the school.

Support for Parents/Carers and Families

Parents who would like advice or support can contact the following advice lines for free advice on a range of issues from Speech and Language Therapy, dietary concerns to mental health support and physiotherapy.

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

https://www.highland.gov.uk/info/1361/childcare_and_family_care/434/services_for_children_and_families

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

Complaints Procedure

We hope to work with you on any issue. However there may be a time when you need more. Your first point of contact should always be your child's class teacher, as they are the people who know your child inside out.

However, from time to time parents may wish to make a formal complaint about a particular issue. This should be done via the Head Teacher either by making an appointment to discuss the issue or in a letter. We take this extremely seriously.

When the complaint is made the following action will be taken by the school -

- An investigation will be carried out or evidence gathered immediately.
- The class teacher will be informed if the issue relates to a specific child.
- The school's response will be relayed to the parent, either by e mail, by a telephone call or by a further appointment with the Head Teacher, Class Teacher, parents and pupils.
- Formal documentation will be kept of each complaint and its resolution / outcome.
- We want to reassure parents that we take seriously any complaints and endeavor to resolve them as quickly as possible.
- If need be then subsequent meetings will be arranged in an effort to resolve the situation to everyone's satisfaction.
- Parents/carer's are also able to contact Head Office directly with a complaint, if they so wish. The local address and telephone no is -

Area Education Manager
Mhairi MacDonald
County Buildings
High Street
Dingwall
07918842021



School Ethos

We are a Silver Level Rights Respecting school.

When we revisited our school vision, values and aims with our staff, pupils, parents and community, we did so through the Rights Respecting Schools. The one word which stood out for us was 'respect'.

Being happy and respectful is at the very heart of what we aim to do.

Tarradale recognises old fashioned values at the heart of Curriculum for Excellence as being the most important life lessons of all. As a school we celebrate the children's achievements, both in and out of school, to encourage

- responsibility,
- success in learning,
- effective contributions within the school and community
- self-confidence and belief in themselves.

The children are rewarded for their manners, behaviour and their achievements - whatever they are, in a large variety of ways on a weekly basis. We find that happy children and staff make for better learning in the classroom. Some of our current activities promoting positive behaviour are as follows -

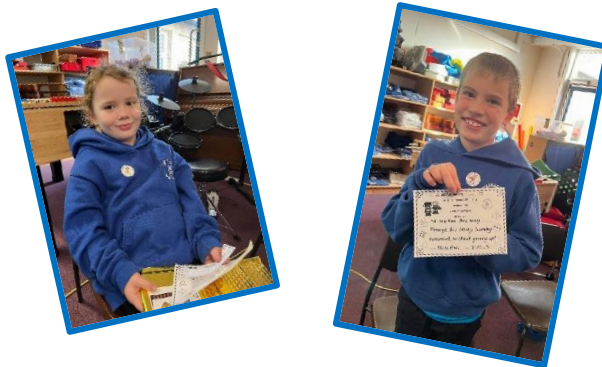
Star of the week

Every week a child from each class across the school is selected by their class teacher to come to the staffroom with the Headteacher for hot chocolate 'with all the trimmings'.



Learning Heroes Assembly

Each week the infant department comes together to celebrate excellence in a range of curricular areas. We look at numeracy, literacy, health and wellbeing and expressive arts and celebrate hard work and success in these areas.



Heads of School

Heads are selected for interview after filling in an application form. As Head of School we work with Mrs Sinclair within the Community to make sure everyone knows who we are, and what we can be involved in as a school, for our village. We work with the Community Council to let them know that we are willing to do anything we can for all of the people in Muir of Ord. Being chosen was a fantastic day. We have school blazers so that people know who we are. We feel very proud to represent our school.



Houses and House Captains

We have 3 houses within our school – these teams collect points in many different ways throughout the school year and the winning house is announced at the leavers assembly on the final day of school each year.

The pupils are given the opportunity to vote for their House Captains each year. The winner for each team becomes the House Captain with the runner up becoming the Vice Captain.

Our 3 houses are as follows-

- Ord (red)
- Corrie (green)
- Tarradale (blue)

“We make the school better in every way we can!”



Promoting Positive Relationships

Tarradale Primary promotes a **positive** behavior policy using praise and a range of rewards including stickers, house points, certificates assemblies and many more to reward positive behaviour.

Our golden rules have been developed by staff and pupils and supported by parents and are at the core of the school.

Our School Values

- Respect yourself
- Respect each other
- Respect our learning
- Respect our environment

Our vision values and aims;

- apply across the whole school

- are **positively** reinforced by **all** staff
- are reinforced through weekly treats as outlined briefly

Any behaviour incidents are dealt with promptly by staff and management, with parents being kept fully informed.

Where there is mutual respect between children and adults – there is exemplary behavior.

Our positive behavior policy can be obtained from the school.



Extra-Curricular Activities

All children at Tarradale will be offered the chance to take part and be part of some kind of activity throughout the year. We are continuously looking for ways we can broaden the children's experiences and are making good links with the community to ensure this happens. At present in the school the children are able to have a go at -

- Multi sports
- Football
- Rugby
- Shinty
- Cross Country Running
- Gardening and growing
- Drumming, Feis Rois, Guitar, Violin and strings, piping.
- Cubs, Scouts, Beavers, Brownies, Guides.
- Choir
- Mindfulness and meditation



CITIZENSHIP OPPORTUNITIES

Every class in the school is part of an active working group to enrich the life of the school. EVERY child has to apply for the positions and learn about committees, minutes, action plans and 'making something happen'. EVERY child in the school has a place in one of our clubs.

This year our clubs have included -

- JRSOs (Junior Road Safety Officers)
- Peer Mediation
- Playground Leaders
- Rights Respecting Ambassadors
- Mini First Aiders

Tarradale 'cares'.

We don't just raise money for ourselves throughout the year but look for a variety of ways we can help others.



Community Relationships

Tarradale Primary sits at the heart of its community. Families have connections to the school which go back generations. We are keen therefore to keep these connections alive and make sure our children have a sense of 'belonging' to their community.

We work in partnership with both of our local Churches who regularly come in to be part of our assemblies and school life.



We have a polytunnel in the school grounds which is used by both school and community. We previously worked in partnership with MOO Food growing various boxes in the Orchard and now grow food and plants in our own grow boxes. We are very much looking forward to working closely with members of our community to develop this even further.

We make regular visits to Urray House Care Home, where the children perform songs or poems, remember cultural and important days such as Burns' Night, St Andrews, Christmas and every Easter following our Church Service the children parade their Easter Bonnets through the village down to Urray House.



Urray House residents have welcomed school support for events they have organised such as a sponsored walk during which residents of the care home visited the school and every class took turns to come out, walk and talk and help them clock up miles for their sponsored walk total.

We have strong links to the local newspaper 'Muir Matters' and regularly share updates with the community via the newspaper so that the whole village knows what we are doing within the school.



What's going on?

To find out what we as a community offer please have a look at www.muiroford.org.uk This will also give you information as to what clubs are on in the village for the children. There is a whole array of clubs for the children to indulge in and I am sure you will find something to suit. Following the pandemic we are in the process of updating our list of available clubs and activities for children in Muir of Ord. Please ask the school for a copy of this list.

Transition from P7 to Dingwall Academy



Transition to Dingwall Academy

Pupils normally transfer to Dingwall Academy for their Secondary Education - The telephone number is 01349 869860

There is close liaison with Dingwall Academy and every effort is made to make the Primary 7 transition as smooth as possible.

Professional discussion about pupils needs start as early as November in some cases but certainly for all around February.

Transition days start in the December with various trips and days until a full day induction at the Academy in June.

Opportunities are given to speak to Guidance Teachers for the Primary 7 children. Children are given numerous opportunities to visit Dingwall Academy eg to see Plays on Bullying and Healthy eating, sporting challenges and a social dance. Dingwall Academy organise family afternoons where parents and their Primary 7 children can visit the school to look around and meet some of the staff.

Any further transition would be as part of a Child's Plan discussion. We currently have children accessing Dingwall for a variety of activities eg, Lego club and art and woodwork classes to boost their confidence in transition to a bigger building.

In the final term of Primary 7 our children take part in a residential trip (usually to Abernethy Outdoor Centre) where they get to experience a huge range of exciting activities from raft building and abseiling to campfire BBQs and zip lines. The experience is often the highlight of their year and helps grow their independence skills and self confidence in preparation for the next stage of their education at Dingwall Academy.



Our full transition policy for children moving on to Dingwall can be obtained from the school.

Curriculum For Excellence

Curriculum for Excellence defines 5 levels of learning.

In Primary Schools we are principally concentrating on the first 3 - The progression through these levels will be as follows -

- Early Level - Pre-school years and in P1 but earlier or later for some.
- First Level - Achievable by children at the end of P4 but earlier or later for some.
- Second Level - Achievable by children the end of P7 but earlier or later for some.

Our Curriculum

The Scottish Curriculum is now working within A Curriculum for Excellence covering all children from 3-18 and aiming to enable all young people to become:-

Successful learners with • enthusiasm and motivation for learning • determination to reach high standards of achievement • openness to new thinking and ideas

Confident individuals with • self respect • a sense of physical, mental and emotional wellbeing • secure beliefs • ambition

Effective contributors with • an enterprising attitude • resilience • self-reliance

Responsible citizens with • respect for others • commitment to participate responsibly in political, economic, social and cultural life

Children follow a broad curriculum with expectations for learning in Expressive Arts, Languages and Literacy, Health and Wellbeing, Mathematics and Numeracy, Religious and Moral Education, Sciences, Social Studies and Technologies.

One of the main features of A Curriculum for Excellence is the need to put learning into contexts to provide meaning and to create real life experiences for the children. If we are truly to give our children the skills needed for lifelong learning they need firstly to realize the link between learning and what happens in real life on a daily basis.

Each year children are involved in enterprise activities. The children develop a range of skills from exploring ideas, putting together costings, projecting sales and working out how much they will have to

sell to make a profit. This involves numeracy, art and craft and literacy to name but a few and is what we refer to as 'interdisciplinary learning' because one topic fits a whole range of subjects. Our curriculum rationale, e-safety policy and Diversity and Equality policies can be obtained from the school.

Authority Policies

STANDARDS AND QUALITY REPORT is available at request and also on the school website.

Developing our young workforce

We work closely with our partner businesses in the village making connections, developing ideas, learning skills needed for life and work.



Each business listed gives us a different skillset to strive for and implement in the school. For more details have a look at the school Facebook page for updates.

ASSESSMENT

Assessment is an important and integral part of the learning and teaching process. It is part of the process of planning, when account is taken of the pupils' previous experience; and part of teaching, as the teacher and pupil constantly monitor the effectiveness of learning and teaching.

In Tarradale School we encourage the active involvement of pupils in their own learning from entering Nursery as 3 year olds to moving on to Dingwall Academy at the end of P7.

As children enter P1 we build on the active and play based learning they have been undertaking in Nursery. We share learning intentions with pupils so they are clear about what is to be learned and what success will look like. This encourages pupils to be actively involved in their learning, identifying and setting their own targets and evaluating their own success.

Each year Scottish National Testing is carried out which covers P1, P4 and P7.

At various times throughout the session teachers will come together to share their assessments of children's work. This process helps to ensure that assessment practices and procedures are based on sound, reliable evidence and are agreed by colleagues in their own school and validated also by those colleagues in the other Dingwall feeder Primary Schools.

More detailed information on assessment can be found in our school 'Assessment Model' which can be obtained from the school.

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

Getting it Right for Every Child

Additional Support Needs

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

http://www.highland.gov.uk/downloads/file/230/highland_practice_model_-_delivering_additional_support_for_learners

http://www.highland.gov.uk/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 may 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. This is the Head Teacher. If your concerns continue, there are a number of means of resolving difficulties and disputes and information on this can be found at:

http://www.highland.gov.uk/info/886/schools_-_additional_support_needs/1/support_for_learners

At Tarradale we have strived to provide a myriad of experiences for children to overcome any type of difficulty or barrier to learning. Whether it is an ASD, Dyslexia, behavioural support or nurture - we have looked at how we as a school can bolster and help each and every child.

We have created a Nurture room which can deliver a huge range of support programmes, we have staff specifically trained in Forest Schools and outdoor learning, academic programmes to boost learning in certain areas, opportunities for Lego club to support social communication, a large room with soft play and movement opportunities and lots of sensory equipment that can be used in various settings within the school.

We deliver a mindfulness and meditation programme right across the school. This is something we as a staff and community really believe in. The children are very enthusiastic about their learning in this area and are very vocal as to their perceived benefits thus far.

(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

Parental connections:

We work very closely with our parents of children with learning support needs. Prior to the pandemic we held a parents evening with a guest speaker who has Autism. It was well received and we aim to include more parental opportunities to explore different learning needs.

So that is us!

If you are thinking about your child coming to Tarradale please get in touch and come in and have a look around.

If you need further information on school life at Tarradale and what we, as a team, are aiming for through development ideas and standards you will find everything you need on Facebook and our School Website.

We very much look forward to working with you.

Tracy Sinclair
Head Teacher
[Tarradale Primary](#)

Appendix

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.

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>

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

Why do we need your data?

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

- plan and deliver better policies for the benefit of all pupils
- plan and deliver better policies for the benefit of specific groups of pupils
- better understand some of the factors which influence pupil attainment and achievement
- share good practice
- target resources better
- enhance the quality of research to improve the lives of young people in Scotland

Your data protection rights

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

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

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

Concerns

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

https://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.

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 <contact details> or online at http://www.highland.gov.uk/info/1361/childcare_and_family_care/438/child_protection

Military Families

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

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

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

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

Please get in touch with your child's named person or the Headteacher if you have any concerns or if you would prefer, contact the MLG (Education) lead [here](#).

PLACING REQUESTS – PARENTAL CHOICE

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 must be made to the Area Care and Learning Manager Derek Martin 01349 868603 County Buildings, 84 High street, IV15 9QN. Placing request forms can be obtained from https://www.highland.gov.uk/info/878/schools/887/enrol_your_child_for_school/2

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

If pupils live out with the school catchment area and their parents wish them to attend Tarradale Primary they can contact Tracy Sinclair to arrange a visit

Parents of children with additional support needs, (including those that have Coordinated Support Plans) can make placing requests to any school in Scotland including schools outside of the local authority area they live

in. All appeals about placing requests to special schools will be referred to the Additional Support Needs Tribunal.

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.