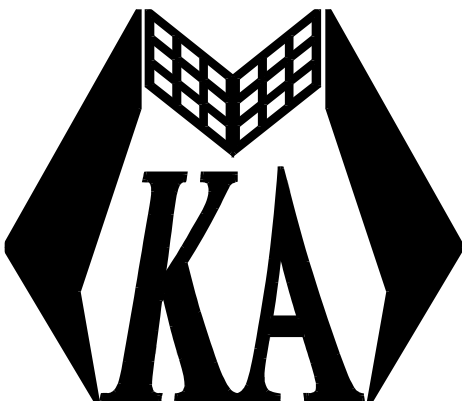


# Kilchuimen Academy

2025/2026



***Aspiration, Kindness & Respect***



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# Welcome to Kilchuimen Academy

Kilchuimen Academy is a small, non-denominational S1 - S6 secondary school (current role 43) with big ideas on how to deliver the formal curriculum and how to provide a wide range of activities outside of the classroom. In the course of Session 2014-15, Kilchuimen Academy and Kilchuimen Primary/Nursery became a 3-18 Campus. The whole school community works very hard to maintain a friendly and supportive ethos wherein every individual is valued. Our aim is to develop the strengths and talents of each member of our school community, making it possible for all pupils and staff to become and remain successful learners, confident individuals, effective contributors and responsible citizens.

*Yvonne Walker*

**Acting Head Teacher**

## Contact

**Acting Head Teacher:** Yvonne Walker

**Address:** Kilchuimen 3-18, Station Road, Fort Augustus, PH32 4DL

**Tel:** (01320) 366296

**E-mail:** [kilchuimen.academy@highland.gov.uk](mailto:kilchuimen.academy@highland.gov.uk)

**Website:** [www.kilchuimen.com](http://www.kilchuimen.com)

# Kilchuimen Academy Vision

## Vision

At Kilchuimen, we are keen to ensure that we have created a progressive curriculum which places our children and young people firmly at the centre of our planning. The curriculum takes account of the breadth and range of the Experiences and Outcomes presented by the Curriculum for Excellence documents.

The school provides a welcoming learning environment where all members of the school community feel valued and are inspired to fulfil their potential.

We ensure that, throughout their time at Kilchuimen 3-18, opportunities are created for the children and young people to develop skills for learning, skills for life and skills for work so that they are well equipped for their future lives.

The Academy, Primary and Nursery Aims clearly link with the four capacities of Successful Learners, Confident Individuals, Effective Contributors and Responsible Citizens.

The inclusive atmosphere of the school ensures that everyone has an important role to play. A stimulating environment wherein youngsters feel relaxed and secure helps to produce responsible, caring citizens. Programmes of courses, suited to individual need, prepare school leavers to take their place confidently in both the school community and in the world beyond.



## School Values

**Aspiration   Kindness   Respect**

## School Ethos

- To create an ethos in which hard work is valued and possible, and where self-respect and respect for others is evident.
- To promote personal achievement and encourage individuals to reach their potential.
- To ensure that courses are relevant to the needs of pupils and take account of current developments in education and society.
- To promote self-evaluation so that existing skills are enhanced, and new skills developed.
- To promote healthy lifestyles and wellbeing.
- To develop self-esteem and confidence through the involvement of young people in decision making.
- To ensure equality of opportunity and provision for all pupils, and so promote positive attitudes towards fairness.
- To develop awareness of real-life issues and economic development.
- To establish a spirit of partnership through working in collaboration with parents, other education providers and the local community.

## Rationale

- A curriculum that will raise standards by developing an interest and enthusiasm for learning.
- A primary curriculum which develops a rigorous interdisciplinary approach. We know that topic and thematic work is the way to interest young children but we also wanted to replace the weaknesses of earlier thematic work with rigour and structure.
- A secondary curriculum with programmes of courses, both in school and virtually, which are suited to individual needs and will prepare school leavers to take their place confidently in both the school community and in the world beyond.
- A curriculum which develops pupils' creative approaches to learning whilst raising standards. Pupils evaluate their work in relation to success criteria and think of next steps to improve their work.
- To develop learning in different ways: out of doors, through research, in small groups, through art music and sport, by linking with partner colleges for online-based learning and for blended learning opportunities and by listening, watching and doing.

# Teaching Staff

Acting Head Teacher	Mrs Y Walker
Depute Head Teacher	Ms L Angus
Art & Design	Ms K Payne
Biology, Science	Ms M Murray
Chemistry, Science	Ms L Thurnell
English, Media, ESOL	Ms K E Sharples
History, Geography, Modern Studies	Mr A Copeland
Mathematics	Mr S Aitken
Modern Languages	Mrs M Junges-Stainthorpe
Music	Ms C Cameron
Physical Education	Mrs R Masson
Physics	Vacancy (from November 2024)
Support for Learning	Mrs K Rose/Mr D Peers
Technical Education	Ms C Monti
Guidance	Mr A Copeland

# Support Staff

Team Leaders

Mrs C Pinkerton

Mr E Boyce

Clerical Assistants

Mr E Boyce

Mrs P Page

Pupil Support Assistants

Mrs H MacDonald

Mrs J MacKillop

Mrs J Brown

Mrs H Surkitt

Technician

Mr D McConville

Janitor

Mr K Bowden

Cleaners

Mr P Lumsden

Mrs M MacNally

Cook-in-charge

Mrs R Jeffrey

Canteen Assistants

Mrs L Henderson

Mrs M MacNally

# Visiting Specialists

Our pupils are seen by a number of visiting specialists who enrich their school experience and provide them with the necessary skills and support that they need to flourish, both inside and outside of school.

Youth Development Officer

Ms B MacDonald

Active Schools Co-ordinator

Ms S Bennett

Careers Advisor

Mrs L Oliver

Music Instructors

Mrs H Hook (Brass)

Mr M Osborne (Strings)



# Transition from Primary

## First Contact

Throughout the course of the school year, we communicate in a variety of ways with P6 & 7 parents of local primary schools. As well as providing basic information on enrolment procedures, there may also be invitations for P6 & 7 pupils to join the Academy e.g. for Curriculum for Excellence events.

## Open Evenings

Open Evenings take place twice a year to provide an opportunity to see the school at close quarters. Taster visits can also be organised so that prospective pupils and their parents can see around the facilities in the course of the school day.

## Induction Week

An Induction Week takes place in the Summer Term when new S1 students are assigned Academy buddies and spend time in the Academy. We hope that this part of our Transition Programme will help new pupils to feel part of the Secondary community and begin to foster a spirit of independence.

## 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. Applications are made online to the Area Education and Learning Manager:

- [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)

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

If pupils live outwith the school catchment area and their parents wish them to attend Kilchuimen, they can contact the school office 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.

## House System

Pupils are assigned to one of two Houses, **Caledonia** or **Scotia**.

## School Buses

Pupils who live more than three miles from the school, travel by buses which arrive at and depart from the school car park. Please note that transport is not a school responsibility and any queries should be addressed to The Transport Officer - West, Highland Council, Carr's Corner, Lochybridge, Fort William. Tel: 01349 781099.

In the event of missing the school bus at the end of the day, a pupil should go to the school office so that alternative arrangements can be made for safe transport home. Pupils should not attempt to make their own arrangements without informing the school and must not set out to walk long distances under any circumstances.

# School Day

The school day at Kilchuimen Academy is divided up as shown below:

### **Monday-Thursday**

<b>08.40 - 08.50</b>	<b>Registration / PSE</b>
<b>08.50 - 09.40</b>	<b>Period 1</b>
<b>09.40 - 10.30</b>	<b>Period 2</b>
<b>10.30 - 10.45</b>	<b><i>INTERVAL</i></b>
<b>10.45 - 11.35</b>	<b>Period 3</b>
<b>11.35 - 12.25</b>	<b>Period 4</b>
<b>12.25 - 13.15</b>	<b>Period 5</b>
<b>13.15 - 14.00</b>	<b><i>LUNCH</i></b>
<b>14.00 - 14.50</b>	<b>Period 6</b>
<b>14.50 - 15.40</b>	<b>Period 7</b>

## Friday

08.40 - 08.50	Registration / PSE
08.50 - 09.40	Period 1
09.40 - 10.30	Period 2
10.30 - 10.45	<i>INTERVAL</i>
10.45 - 11.35	Period 3
11.35 - 12.25	Period 4

### Punctuality

Pupils are expected to be in their registration classes at the beginning of registration. Pupils arriving after 8.40am should report immediately to the office. Each instance of lateness is recorded in the pupil's attendance record and appropriate action will be taken in cases where lack of punctuality has become an issue.

### Attendance/Absence

Good attendance is vital if pupils are to achieve their full potential. If a pupil is absent from school, a parent or carer should phone the school on the first day of absence.

If a pupil needs to leave during the school day for an appointment etc, the school must be informed in advance by a parent or carer. Pupils must report to the school reception and 'sign out', if returning the same day, they must report in again to the reception and sign in. Where at all possible, medical and dental appointments should be made outwith school hours.

If pupils fall ill during the day, parents are contacted and may need 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. If parents decide to make holiday arrangements during school term, this should be confirmed in writing to the Head Teacher.

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

### School Grounds

At interval, all pupils are instructed to remain within the school grounds.

Parents are responsible for pupils who decide to go outwith school grounds at lunchtime.

### School Meals

Snacks and meals are available for pupils at the school canteen. School Meals cost £2.65. With better quality food, healthier meals, larger portion sizes and improved choices. If a pupil has special dietary needs, please inform the school. Free meals can be claimed in certain circumstances; for information and an application form please see:

[http://www.highland.gov.uk/info/899/schools\\_-\\_grants\\_and\\_benefits/10/free\\_school\\_meals\\_and\\_assistance\\_with\\_clothing](http://www.highland.gov.uk/info/899/schools_-_grants_and_benefits/10/free_school_meals_and_assistance_with_clothing)

Application forms are available from the school reception. Pupils receive credit on their account which they can use during break and lunchtime in the canteen. The Highland Council operates a 'Cashless catering' system which utilises pupils' NEC cards. For further details please see:

[http://www.highland.gov.uk/info/878/schools/9/school\\_meals/2](http://www.highland.gov.uk/info/878/schools/9/school_meals/2)

# Curriculum & Activities

## Curriculum

Our current pupil roll is 43. Class sizes in Kilchuimen Academy are generally small, optimising teacher-pupil contact. The school curriculum is regularly reviewed in the light of Scottish Executive guidelines and Highland Council Learning & Teaching policies. Since August 2010 Curriculum for Excellence (CfE) developments and the entitlement to a Broad General Education (BGE) until the end of S3 have increasingly impacted on the architecture of the S1-3 curriculum. Parents are consulted / updated regularly as the new curriculum becomes embedded.

Pupils develop skills for learning, life, and work through a variety of experiences and teaching methods. Some of the ways we develop this at Kilchuimen are:

### Literacy

- Reading: Encouraged through exposure to diverse texts, guided reading, independent reading, and discussions.
- Writing: Developed through writing tasks, creative writing, and feedback on writing.
- Speaking and Listening: Promoted through discussions, presentations, debates, and group work.

### Numeracy

- Number Sense: Built through puzzles, and real-life problem-solving.
- Operations: Taught through visual representations, and algorithms.
- Measurement: Learned through practical activities and real-world applications.
- Data Handling: Developed through data collection, analysis, and interpretation.

### Health and Well-being

- Physical Health: Encouraged through physical education, sports, and active breaks.
- Mental Health: Promoted through emotional literacy.
- Social and Emotional Skills: Developed through collaborative learning, conflict resolution, and empathy building.

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

- Critical Thinking: Encouraged through questioning, problem-solving, and analysing information.
- Creativity: Promoted through arts and crafts and music.
- Collaboration: Developed through group work, teamwork, and peer learning.

- **Communication:** Enhanced through speaking, listening, writing, and digital communication.
- **Self-regulation:** Promoted through time management, goal setting, and self-assessment.
- **Resilience:** Built through challenges, setbacks, and perseverance.

### Strategies to Support Development

- **Engaging Learning Environments:** Creating spaces that stimulate curiosity and inspire learning.
- **Differentiated Instruction:** Tailoring teaching to meet individual needs and learning styles. Our small class sizes facilitate this well.
- **Real-World Connections:** Relating learning to real-life experiences and contexts.
- **Positive Relationships:** Building strong relationships with students and fostering a positive classroom climate.
- **Feedback and Assessment:** Providing constructive feedback to support student progress and self-reflection.

By incorporating these strategies and a holistic approach to education, we effectively equip pupils with the skills they need to succeed in their learning, personal lives, and future careers.

A typical outline for the S1 curriculum is given below. There are 32 periods in the school week and the likely number of periods for each subject is given in brackets.

English (4)	Maths (4)	Modern Langs. (3)
Social Subjects (3)	Science (4)	Art (2)
Home Ec (1)	Music (2)	PE (2)
PSE (1)	RE (1)	Tech (2)
Fitness (1)		

In S3 and S4, pupils have, in the past, been able to choose up to eight Standard Grade courses. This pattern changed in line with the Curriculum for Excellence advice / guidelines given to schools relating to pupils' entitlement in S1-3 to a Broad General Education (BGE).

Pupils now follow six National 4 or National 5 courses in S4. Religious and Moral Education (RME), Personal and Social Education (PSE) and core Physical Education (PE) remain in the curriculum until the end of S4. The number of subjects may come under review. Some Senior pupils in S5 opt to take a subject at Inverness College or West Highland College. Increasingly, the pattern in S5-6, for many pupils, will be a blend of school, college and targeted work experience.

In S5 and S6, students negotiate a curriculum from a wide range of subjects at various levels.

- Advanced Higher
- Open University short courses
- Higher Level courses
- National 4 and National 5 courses
- Skills for Work courses
- Online courses
- Foundation Apprenticeships
- Courses at Inverness or West Highland College

To support pupils, parents and carers in the transition from the BGE curriculum into the National Certificates, we hold an information evening for the parents and carers of S3 pupils, prior to them making their choices. With this, we aim to provide parents and carers with the knowledge to best support their young person's transition into the senior phase of their education.

Should parents and carers have any queries regarding their young person's progress, be it in their Broad General Education, or their National Level Qualifications, they are welcome to contact the school.

Useful Link: [Parentzone Scotland | Education Scotland](#)

### Assessment and Reporting

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

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

Pupils should view the assessment process as a motivating experience which takes place within the overall context of a supportive school. Pupils should make use of feedback, in all its forms to inform next steps for the improvement of their own learning.

Parents will receive feedback on their son's or daughter's progress through pupil reports and target setting information.

Pupils will reflect on their progress and achievement and are supported in this through learning conversations.

One full report on the progress of pupils is issued each year and there is at least one parents' meeting for each year group. Settling-in interviews are held for all pupils.

Parents wishing to enquire about a pupil's progress are invited to get in touch with the school guidance team at any time, by phoning the school.

[Curriculum for Excellence | School curriculum | The Highland Council](#)

## Guidance

As young people progress through secondary school, they often need guidance - both in personal and social development and also in their subject choices and career planning. Ms Angus, Depute Head Teacher, works closely with pupil support staff, teachers, parents, the careers service and other outside agencies to advise, encourage and support all pupils.

## Careers

During their time at Kilchuimen, all pupils will participate in a planned programme of careers education delivered by a range of people including PSE teachers and representatives from Skills Development Scotland. At key stages, such as option choice decision-making, most staff will be involved in making recommendations or giving general advice. We rely on the good links between home and school to ensure that, through open dialogue, the most appropriate decisions for individual pupils are arrived at.

There have been significant changes in the operation of Skills Development Scotland in terms of working in schools and the overall emphasis is now on career planning. The strategic aim of Skills Development Scotland is to equip individuals with the skills to make well-informed, realistic career decisions throughout their working lives. Specialist careers



staff can offer services in various ways that will allow the pupil flexibility while helping Careers to differentiate levels of service according to need:

- **high priority** pupils are those identified as not likely to make a smooth transition from school to further/higher education, training or employment.
- **medium priority** are those not at risk but nevertheless requiring career planning support.
- **low priority** are pupils able to self-help.

Post-16 opportunities for pupils at Kilchuimen Academy include:

- Further Education College: Vocational courses in a variety of subjects, such as engineering, hairdressing, or childcare.
- Apprenticeships: Combining on-the-job training with academic study.
- Work Experience: Short-term work placements to gain work experience and skills. We work with various local and national partners to ensure that pupils are engaging in the work experience that will best equip them for the skills and experience they require to succeed in their desired career path.
- University: Higher education leading to bachelor's and master's degrees.

The key Careers Adviser linked to Kilchuimen is Louise Oliver and she is available to advise on matters relating to career and curricular choice. The Careers Team can also be contacted by parents or pupils at:

*Skills Development Scotland  
1-5 Church Street, Inverness IV1 1DY*

Opportunities for All is a commitment by Scottish Government to offer a place in learning or training to every 16-19 year old who is currently not in education, employment or training. Highland Council has a lead role in respect of Opportunities for All whilst young people are still in school. The long-term aim is to enable all young people to access and progress in learning and to equip them with the skills to participate and progress, where possible into eventual employment. More information regarding the Opportunities for All scheme can be found at the following link: [Learning choices | School leavers | The Highland Council](#)

The school will ensure that all the pupils leaving school have a positive destination. Parents can spend time with their child looking at the world of work website:

- <https://www.myworldofwork.co.uk/>

- [16+ Learning Choices Information](#)

Information about local opportunities is listed on the [hi-hope.org](http://hi-hope.org) website to support 16+ planning

- <https://hi-hope.org/>

### Clubs/Activities

The school very much appreciates the work and dedication of staff and parent volunteers in the organisation and running of extra-curricular programmes. Activities, which vary from year to year, may include:

Dodgeball	Shinty	Cooking Club
Badminton	Games Club	Chess Club
Football	Fitness Suite	Board Games
Tech Club	Homework Club	

Most years, a group of pupils learn to ski during the winter. Nevis Range in Fort William offers ski instruction, ski hire and lift passes at very favourable terms for pupils and accompanying parents or members of staff.

### Excursions

Kilchuimen Academy has enjoyed regular trips and visits including past exchange visits with schools in France and Germany, trips to London and Denmark (2025).

The school is grateful for the continued support from the Fort Augustus and Glenmoriston Community Company and for their significant financial contribution towards the purchase of a new minibus in 2018. We also enjoy support and backing from the Parent Council.

# Photo Gallery





# Support for Pupils

## Support for Learning

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

- [https://www.highland.gov.uk/downloads/file/230/highland\\_practice\\_model\\_-\\_20\\_delivering\\_additional\\_support\\_for\\_learners](https://www.highland.gov.uk/downloads/file/230/highland_practice_model_-_20_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)

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

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

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

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

- [https://www.highland.gov.uk/downloads/file/230/highland\\_practice\\_model\\_-\\_20\\_delivering\\_additional\\_support\\_for\\_learners](https://www.highland.gov.uk/downloads/file/230/highland_practice_model_-_20_delivering_additional_support_for_learners)
- <https://hcpc.scot/wp-content/uploads/2024/09/Highland-Child-Protection-and-GIRFEC-Guidance-2024-FINAL.pdf>

More information regarding support for learning is specified by the Education (Additional Support for Learning) (Scotland) Act 2009 can be obtained from the following link:

Microsoft Word - asp 7 text.doc (legislation.gov.uk)

## Support Through Transition

As a 3-18 campus, pupils with additional support needs work with, and are supported by, the same support team as they transition up to S1 from our primary school. This way, our support team are able to develop a deep understanding of all of our pupils with additional needs and put in place long-term plans that effectively support our young people all the way through their education.

For those joining our S1 from other primary schools, they are invited to all transition events held within the school, where they will get a chance to see their new school and meet their classmates and teachers.

Transition from primary to academy can be daunting, especially for children with additional support needs. To ensure as smooth a transition as possible, our additional support needs team work closely with the primary schools of upcoming pupils to ensure an effective continuation of their support plans. Should parents/carers have any concerns regarding their child's transition into S1, they are encouraged to contact the school.

## Mental Health and Wellbeing

Staff will support the emotional development and wellbeing of pupils through formal and informal curricular activities. Any concerns about a pupil's wellbeing can be discussed with the named person. 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. Alternatively, 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.

## Progress

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

## Useful Links

Further information and support to parents of children and young people with ASN can be found by following the links below.

**Enquire** - the Scottish advice and information service for additional support for learning  
<http://enquire.org.uk/>

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

**Scottish Independent Advocacy Alliance** - an advocacy service to support parents and children: [Home - Scottish Independent Advocacy Alliance](#)

**Scottish Child Law Centre** - an organisation providing free legal advice to young people:  
[Free Expert Legal Advice | Scottish Child Law Centre](#)

**Support For Learners website** - [Support for Learners Website](#)

**For Highlands Children - A gateway to Children's services across Highland** -  
<http://forhighlandchildren.org/>

## HWB

Kilchuimen Academy is conscious of its Health and Well-Being responsibilities to:

- value democracy and participation
- encourage pupils and staff to give of their best and build on their achievements
- adapt and develop to meet the needs of the community
- understand the importance of improving the health and wellbeing of its pupils and staff.

The process involves elements centred on self-esteem, relationships, challenge, the physical environment of the school, health education, nutrition and use of specialist services. The school also holds a Green Flag and is recognised as a Social Enterprise Academy.

## Child Protection

The school's Child Protection Officer is Mrs Walker, the Acting Head Teacher. In the event of her absence, Ms Angus, or Mrs Rose (Kilchuimen Primary DHT) would deputise for her in this regard. If a school has concerns that a pupil may be the victim of abuse, there is a mandatory responsibility not to investigate or make judgements about the possible abuse, but to report the concern. In keeping with Highland Council's Child Protection Guidelines, schools must report their concerns to Social Work Services which may 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. Information about Child Protection Procedures within Highland can be obtained from:

Child Protection Officer  
Highland Child Protection Committee  
Family Resource Centre  
Limetree Avenue  
Inverness, IV3 5RH  
Telephone (01463) 732460

<https://www.children1st.org.uk/who-we-are/about-children-1st/contact-us/>

## *School Expectations - Aspiration Kindness Respect*

### Study

The core business of the school is learning and teaching. Pupils are expected to be attentive in class, to listen to explanations and to contribute effectively to the processes of learning and teaching. As they mature, the school expects pupils to develop intellectual independence and to take increasing responsibility for their learning.

### Behaviour

Positive behaviour and good work are marked through the award of Merits for excellence, effort or service. To maintain an environment that is conducive to learning, it is essential that pupils behave considerately towards each other and members of staff at all times. The school expressly aims to value every person in the building and inappropriate behaviour is neither accepted nor indulged. Prompt action is taken when behaviour is unacceptable. The Academy's approach to behaviour management is restorative rather than retributive and our policy on discipline is simple: behaviour must support Learning.

### Homework

The school views homework as an important element in pupils developing independence in their learning. Pupils are issued with a homework diary in which to record work set. We would strongly encourage you to become a part of your child's education in ensuring that recorded homework has been completed. We will inform you of any concerns if we do not think that your child's homework is being completed satisfactorily and your son or daughter may be referred to Homework Club to catch up. Chromebooks offer parents the opportunity



to be Google guardians and where subjects use Classroom, parents can monitor work given and "to do" lists.

## Dress Code

We ask parents to encourage young people to come to school appropriately dressed. A black and white "business" dress code should be the norm. Pupils will be supplied with official Academy fleeces for occasions when they represent the school at outside events. It is vital that pupils take pride in their appearance, understanding that good judgement is centrally involved in the way they present themselves. The appearance of pupils as they come to school also becomes part of how the school is viewed in the wider community.

Uniform items can be ordered online from the Schoolwear Made Easy website on the following link:

[www.schoolwearmadeeasy.com](http://www.schoolwearmadeeasy.com)

## Bullying

Bullying encompasses any physical, verbal or psychological abuse conducted by an individual or a group and directed against others. Research has shown that the results of bullying can be extremely damaging and have serious long-term effects on people's lives. Children have the right to expect school to be a safe and secure environment that is free from bullying and the school will take all steps to deliver on this expectation.

Parents will be consulted immediately if their child has been involved in bullying, whether as perpetrator or victim, and they will be invited to contribute to resolving the issues involved.

Kilchuimen Academy embraces the Highland Council's Bullying and Positive Relationships Policy which can be found on the Highland Council Website.

[https://www.highland.gov.uk/downloads/file/19358/anti\\_bullying\\_-\\_guidanceforschools](https://www.highland.gov.uk/downloads/file/19358/anti_bullying_-_guidanceforschools)

## Property

Highland Council is not insured to cover loss of personal property and we would recommend that parents take the necessary steps to insure against loss, damage or theft of personal property. Pupils should not bring valuables or large quantities of money to school. Lost property should be handed to the Janitor or the office from where they can be recovered.

# Community Links

## Local Organisations and Groups

As part of a small rural community, our school works hard to foster strong links with local businesses and organisations. The school has a long-standing relationship with the Fort Augustus and Glenmoriston Community Company, whose support affords pupils at Kilchuimen Academy a multitude of unique and excellent opportunities. With the support of their community, pupils have been able to partake in several, multiple-day excursions to locations throughout the UK, as well as further afield to the United States with the Camanachd Association. The 2024/25 academic year will see pupils embark on residential trips both within Scotland and, for senior pupils studying Technology subjects, to Denmark.

We also have strong links with our local Telford Centre, where pupils across our 3-18 campus engage with their local community through activities such as carol singing. In the coming year, senior pupils will have the opportunity to gain work experience in the Telford Centre, developing numerous skills that will assist them on their onward educational journey.

## Developing Young Workforce (DYW)

Thanks to our strong links with local businesses, as well as the hard work of our Developing Young Workforce (DYW) Co-ordinator, we were able to purchase a professional barista machine, which has been set up in the S5/6 Common Room. With this equipment, we can offer a Barista Skills Qualification to our senior pupils, an important skill which helps our young people transition into the workforce.

With the support of both the Glendoe Estate and the Glenmoriston Estate, our pupils have taken part in the Hill to Grill programme, where they learned about sustainable and local food production. Additionally, with their support, we are now offering a Rural Skills qualification to our senior phase pupils. We are one of a small number of schools to offer this course.

## Other Organisations

The UK Committee for UNICEF (UNICEF UK) works with schools in the UK to create safe and inspiring places to learn, where children are respected, their talents are nurtured and they are able to thrive. The Rights Respecting Schools Award embeds these values in daily school life and gives children the best chance to lead happy, healthy lives and to be responsible, active citizens. In 2024, we obtained our bronze certification as a Rights Respecting School and we are now on our journey towards achieving the silver award.

# School Improvement

Our school improvement priorities for session are:

24/25

Learning and Teaching Framework

Literacy for all Framework

Numeracy for All Framework

25/26

Embed our three new frameworks

Revise Positive Behaviour Policies

Improve Parental Engagement

Our school's Standards and Quality Report 2023/24 and School Improvement Plan 2024/25 are available in the parent zone section of our school website: <https://kilchuimen.com/>

Details of the school's performance at local and national level can be obtained from the Education Scotland Website

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

A link to our school's most recent inspection report can be found on the Education Scotland Parentzone School information Dashboard.

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

# Emergencies

One of a Head Teacher's main responsibilities is for the Health and Safety of everybody in the establishment.

## Fire Drills

We have a series of fire drills throughout the session. These are very serious exercises and are practised until the Head Teacher has confidence that safe evacuation procedures are being followed.

## Emergency Plan

The school has a contingency plan for further evacuation should there be a genuine emergency. If this were to occur, the school would be evacuated to the Fort Augustus Parish Church Hall. From there, local pupils would be sent home to parents or emergency contacts. Pupils from further afield would remain until appropriate transport arrangements can be made with the bus contractors. The school would give appropriate information to Moray Firth Radio in order that it could be broadcast locally.

A major emergency would be coordinated by the Education Authority. Key telephone numbers in an emergency are:

Area Education Office (West)	01397 707353
Highland Council	01463 713479

## Parental Involvement

### Parents/Carers as Partners

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

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

- Parents' meetings
- Progress checks
- Target Setting
- Course choice/ Options evenings
- Information evenings
- Transition events
- Information on the school Facebook page or website.

The support of parents in their child's education is key to the success of young people. Taking time with them, discussing work, practising language, helping them manage their

homework and encouraging responsibility are important ways of supporting children's learning.

To ensure parents and carers are kept up-to-date with their child(ren)'s learning, we hold parents' evenings for each year group throughout the year. This gives parents and carers the opportunity to discuss their child(ren)'s progress with every subject teacher and ask any questions they may have.

This year, we invited all parents and carers to our first Parent Focus Group, where they are invited to the school to give their thoughts, feelings and feedback on recent school activities.

Communication with Parents/Carers is important to us. Parents/Carers can contact the school if they have any concerns to request either a telephone or face to face appointment. Parents/Carers will always be seen or telephoned as soon as possible.

The Parent Council is a constituted group of parents who represent the views and interests of the Parent forum. All parents of children attending the Academy are members of the forum. The Parent Council is a working group that focusses on a partnership with the school and has the opportunity to contribute to any developments. If you have any issues you would like raised with the Parent Council for their consideration, please contact Hannah MacDonald, Chairperson at [kilchuimen.academy@highlandpc.co.uk](mailto:kilchuimen.academy@highlandpc.co.uk)

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

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

# Additional Information

## Complaints

If a parent has any concerns they should contact their child's Named Person in the first instance, Mrs Walker, the Head Teacher.

The school will always endeavour to resolve issues by listening to parents and seeking solutions in partnership. Should a situation not be resolved, parents can contact Mhairi MacDonald, Area Education & Learning Manager, The Fingal Centre, Viewfield Road, Portree, Isle of Skye, IV51 9ET.

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

## Sensitivity

When learning about sensitive topics such as relationships, sexual health, parenthood and drug awareness, parents will be informed in advance via letter. With this, parents and carers will have the opportunity to discuss any queries or concerns they may have about their child's learning with the school. We will work with parents and carers to ensure that all topics are approached with sensitivity, and what works best for each pupil.

## Pupil Democracy

Junior and senior pupil councils meet regularly to discuss issues relating to the pupils' interests in the school. These focus groups, with representatives from each year group, have a vital role in helping the Head Teacher to consult with pupils on a range of issues. Highland Youth Parliament is a regional forum for youngsters in our communities. It is promoted both by the Scottish Parliament and Highland Council.

## Religious Observance

The school has a programme of assemblies and there are opportunities at Christmas and Easter designed to bring a worship focus to the contemporary needs of the school community.

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

### 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 online at:

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

### Administration of Medicines

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

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

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

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

NHS Highland, Highland Council and school staff will work collaboratively to ensure that pupils receive the service they need in the way most appropriate to their personal circumstances. We will work with pupils and parents/carers to support the healthcare in our school, making reasonable adjustments that children and young people with healthcare needs might need and require. Where appropriate, we will make arrangements for staff providing healthcare to pupils to receive appropriate training from a health professional, or other accredited source in the care they are providing. Assistance with intimate care may be needed by children in any school and this will be provided if required to support these needs quickly and with respect for children's privacy, dignity and rights. If your child requires medication, please note that this will only be administered by staff when there is clear written guidance from a parent/carer, providing:

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

### Minor injuries

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

### Mental Health and Wellbeing

Staff will support the emotional development and wellbeing of pupils through formal and informal curricular activities. Any concerns about a pupil's wellbeing can be discussed with the named person. 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.



The school has the services of Ewen's Room which can be accessed for support.

<https://www.ewensroom.com/>

## Adverse Weather

### ***Travelling to School During Adverse Weather***

It is the responsibility of parents or carers to decide if a pupil should attempt to travel to school, by transport or on foot in adverse weather conditions. The school will update the FaceBook page as early as possible in the event of a school closure [Kilchuimen | Facebook](#)

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

## Employment of Children

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

[http://www.highland.gov.uk/downloads/download/19/employment\\_of\\_children](http://www.highland.gov.uk/downloads/download/19/employment_of_children)

## Education Maintenance Allowances (EMA)

An EMA is a weekly payment worth up to £30 for pupils who are planning to stay on at school after their leaving age. They must complete a Learning Agreement at school for a minimum of 21 learning hours per week. In session 2025/2026 pupils born between 1 March 2006 and 30 September 2009 can receive payments from August 2025. Pupils born between 1 October 2009 and 28 February 2010 can receive payments from January 2026. Further information on full eligibility criteria and the online application process can be obtained from the school.

[http://www.highland.gov.uk/info/899/schools\\_-\\_grants\\_and\\_benefits/14/education\\_maintenance\\_allowance](http://www.highland.gov.uk/info/899/schools_-_grants_and_benefits/14/education_maintenance_allowance)

## Military Families

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

We understand some of the challenges that mobility of service life can bring and we look forward to working with you to ensure a smooth transition for your child/young person

coming into or moving on from our school. Please get in touch with us as soon as you can so we can work with you to ensure the transition is as smooth as possible.

Highland Council have proudly committed to the Armed Forces Covenant and as such support our veteran and reservist families as well as those currently serving. There is a dedicated Highland Council Military Liaison Group (MLG) which has been formed to promote and ensure equality and equity for your children and young people in their education.

Children and Young People from Armed Forces families in Highland have co-produced a 'Welcome' specifically for your Children and Young People moving into Highland. Click the below link to view:

- [Secondary School Welcome](#)

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

- [The Military Liaison Group \(Education\) | Armed Forces - support for families and schools | The Highland Council](#)

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

### [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 an application to the Head Teacher.

### [Data Protection Legislation](#)

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

### [Transferring Educational data about pupils](#)

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

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

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

## Data policy

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

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

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

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

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

## Why do we need your data?

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

- 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 to share good practice
- target resources better
- enhance the quality of research to improve the lives of young people in Scotland.

### **Your data protection rights**

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

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

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

### **Concerns**

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

## Equality and Inclusion

At Kilchuimen Academy, we employ the use of the Highland Council's Equality and Inclusion policy to ensure that all pupils, parents and carers and staff are able to study and work in an environment that is safe and inclusive. You can see more information regarding this using the following link:

For up-to-date information please see:

- [http://www.highland.gov.uk/info/751/equality\\_diversity\\_and\\_citizenship/313/equality\\_opportunities](http://www.highland.gov.uk/info/751/equality_diversity_and_citizenship/313/equality_opportunities)
- <https://www.gov.scot/publications/guidance-presumption-provide-education-mainstream-setting/pages/1/>

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

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.

## Policies

School policies are available upon request from the school. Highland Council policies are available on the Highland Council website:

[Search policies and guidance | School policies, procedures and guidelines | The Highland Council](#)

## Protection of Children

A link to the policies of the Highland Child Protection Committee can be found using the following link:

- [Policies & Guidance - Highland Child Protection Committee \(hcpc.scot\)](#)

## Disclaimer

Whilst the information in this handbook is considered to be true and correct at the date of publication, changes in circumstances after the time of publication may impact on the accuracy of the information.

## *Term and Holiday Dates 2025-26*

Please remember these dates can be subject to change for reasons out with the control of the school. Term dates can be found at:

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

