

St Duthus School and Tain Royal Academy Joint Schools Handbook 2025-2026



School Term Dates – information can be found here

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

Please note - Dates may be subject to change

Highland School calendar 2025/26

August 2025							September 2025							October 2025							November 2025									
wk	Mo	Tu	We	Th	Fr	Su	wk	Mo	Tu	We	Th	Fr	Sa	Su	wk	Mo	Tu	We	Th	Fr	Sa	Su	wk	Mo	Tu	We	Th	Fr	Sa	Su
32					1	2 3	37	1	2	3	4	5	6	7	41			1	2	3	4	5	45						1	2
33	4	5	6	7	8	9 10	38	8	9	10	11	12	13	14	42	6	7	8	9	10	11	12	46	3	4	5	6	7	8	9
34	11	12	13	14	15	16 17	39	15	16	17	18	19	20	21	43	13	14	15	16	17	18	19	47	10	11	12	13	14	15	16
35	18	19	20	21	22	23 24	40	22	23	24	25	26	27	28	44	20	21	22	23	24	25	26	48	17	18	19	20	21	22	23
36	25	26	27	28	29	30 31	41	29	30						45	27	28	29	30	31			49	24	25	26	27	28	29	30

December 2025							January 2026							February 2026							March 2026										
wk	Mo	Tu	We	Th	Fr	Sa	Su	wk	Mo	Tu	We	Th	Fr	Sa	Su	wk	Mo	Tu	We	Th	Fr	Sa	Su	wk	Mo	Tu	We	Th	Fr	Sa	Su
50	1	2	3	4	5	6	7	2			1	2	3	4	6						1	10							1		
51	8	9	10	11	12	13	14	3	5	6	7	8	9	10	11	7	2	3	4	5	6	7	8	11	2	3	4	5	6	7	8
52	15	16	17	18	19	20	21	4	12	13	14	15	16	17	18	8	9	10	11	12	13	14	15	12	9	10	11	12	13	14	15
1	22	23	24	25	26	27	28	5	19	20	21	22	23	24	25	9	16	17	18	19	20	21	22	13	16	17	18	19	20	21	22
2	29	30	31					6	26	27	28	29	30	31	10	23	24	25	26	27	28	14	23	24	25	26	27	28	29		

April 2026							May 2026							June 2026							July 2026										
wk	Mo	Tu	We	Th	Fr	Sa	Su	wk	Mo	Tu	We	Th	Fr	Sa	Su	wk	Mo	Tu	We	Th	Fr	Sa	Su	wk	Mo	Tu	We	Th	Fr	Sa	Su
15			1	2	3	4	5	19					1	2	3	24								28			1	2	3	4	5
16	6	7	8	9	10	11	12	20	4	5	6	7	8	9	10	25	8	9	10	11	12	13	14	29	6	7	8	9	10	11	12
17	13	14	15	16	17	18	19	21	11	12	13	14	15	16	17	26	15	16	17	18	19	20	21	30	13	14	15	16	17	18	19
18	20	21	22	23	24	25	26	22	18	19	20	21	22	23	24	27	22	23	24	25	26	27	28	31	20	21	22	23	24	25	26
19	27	28	29	30				23	25	26	27	28	29	30	31	28	29	30						32	27	28	29	30	31		

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WELCOME TO TAIN SCHOOLS CAMPUS – JOINT HANDBOOK

This handbook will provide the basic information required by parents and carers and will emphasise our desire to create an ethos in which we both support and challenge all pupils to realise their potential in every aspect of school life. We expect young people to be **respectful, responsible, and ready to learn**. We emphasise the importance of establishing a purposeful, working atmosphere where pupils feel safe, valued and secure. In doing so, we recognise that we are involved in a partnership with parents, carers, and the wider community. We cannot achieve our aims without your support, and it is in that spirit that we invite you to enrol your child at our schools.

Parts of this handbook are currently under review; they will be updated once confirmed as we take account of our move the new school building during 2025.

We trust your child will have an enjoyable and successful time in the school. We will always endeavour to serve your child and yourselves to the best of our ability. If you have any questions, please get in touch.

Contact Details:

St Duthus School Head Teacher:

Ms Mel Carson

Address: St Duthus School
Academy Street
Tain
IV19 1ED

Telephone Number: 01862 894142

Email: stduthus.primary@highland.gov.uk

Website: <https://stduthus.wordpress.com/>

Tain Royal Academy Head Teacher:

Mr Gavin McLean (Interim)

Address: Scotsburn Road
Tain
IV19 1PS

Telephone Number: 01862 892121

Absence Number: 01862 890900

Email: tainroyal.academy@highland.gov.uk

Website: www.tainroyalacademy.org.uk

Our Current Rolls

St Duthus School:

The current school roll is 27 pupils. Our projected roll for 2025-2026 is 28 pupils

Tain Royal Academy: The current school roll is 494 pupils

S1	S2	S3	S4	S5	S6
101	88	91	90	71	53

Our projected roll for 2025-2026 is 518

Associated School Group

Tain Royal Academy accepts pupils from our associated school group primaries:

Craighill Primary School, Tain	<i>(soon to merge in new school)</i>	01862 892663
Knockbreck Primary School, Tain	<i>(soon to merge in new school)</i>	01862 892272
Inver Primary School, Inver		01862 871431
Tarbat Old Primary School, Portmahomack		01862 871536
Hilton of Cadboll Primary School, Hilton		01862 832272
Hill of Fearn Primary School, Fearn		01862 832257
Gledfield Primary School, Ardgay		01863 766580

NB: The catchment area for the provision of Gaelic Medium Education is currently under a statutory review process.

ST DUTHUS SCHOOL

Handbook 2025 - 2026



RESPECT ACHIEVEMENT COMMUNITY HAPPINESS COMPASSION

St Duthus School

Welcome to the St Duthus School Handbook. We hope it will help you to become familiar with our school and how we work. It is our hope that this document will be a source of information for both current and new parents of St Duthus Special School. We welcome comments and suggestions for improvement to our handbook at any time throughout the school year.

The handbook cannot hope to cover all questions you may have, especially those of a day-to-day nature. Liaison between home and school is vital to ensure we work together to achieve the full potential of your child. Our home school diaries provide opportunities for daily communication, but you are also welcome to phone or visit the school.

Please note that whilst the information contained in our School Handbook is correct at the time of printing, it is possible that there may be changes affecting a matter dealt with in the document.

HOW TO CONTACT THE SCHOOL

Mel Carson, Head Teacher

Address: St Duthus School, Academy Street, Tain IV19 1ED
Tel: 01862 894142
Email: stduthus.primary@highland.gov.uk
or melanie.carson@highland.gov.uk

Mrs Rayanne McPhee, Administrative Assistant
Tel: 01862 894142
Email: Rayanne.MacPhee@highland.gov.uk

Should you have cause for concern about any aspect relating to your child's time at St Duthus or any other matter involving the school, please do not hesitate to contact us immediately. The sooner a problem is identified the easier it is for us to discuss and deal with it together.

The School

St. Duthus School is a specialist provision for pupils with Additional Support Needs including severe learning difficulties and profound and complex needs. In Scotland all children and young people have the right to be educated in mainstream schools, unless there are valid reasons for not doing so. Therefore, placements at St Duthus are agreed through the multi-agency Joint Admissions Group which meets once each term.

St Duthus is a 5-18 establishment and at present consists of 5 composite classes. The current school roll is 27.

School Organisation:

- Primary (Broad and general education-BGE)
- Secondary (S1-S3 BGE)
- Secondary; Senior Phase (S4-S6)

St Duthus School serves a large area in Northeast Ross-shire and Sutherland ranging from Alness in the South to Helmsdale in the North and Lairg in the West. Transport is provided for some pupils through a transport request to the authority. St Duthus is part of Tain Royal Academy's Associated Schools' Group and will be included in the new 3-19 Tain Community School. Stakeholder meetings are held to plan the new building and St Duthus is involved in these. St Duthus is currently housed in high quality demountable units and benefits from enhanced facilities. These include a sensory and soft Playroom as well as several spacious changing facilities.

Good working relations have been developed with local schools and opportunities for joint activities are actively pursued. A close partnership exists with other special schools in the Highland Area as well as collaboration with our partners such as Social Work and Health. Great care is taken to work together to the benefit of individual pupils and their families.

The School Team

SCHOOL ADDRESS

St. Duthus Special School

Academy Street

Tain

IV19 1ED

TELEPHONE NUMBER

01862 894142

EMAIL ADDRESS

stduthus.primary@highland.gov.uk



Staff

Head teacher: : Mel Carson
Telephone 01862 894142

Teachers: Ms Gayle Colvin
Mrs Heather Lowe
Mr Matthew MacDonald
Mrs Heidi Majanen
Mrs Tracy McNaught
Miss Mairi Phillips
Miss Yvonne Ruickbie

Pupil Support
Assistants

Mrs Kirsty Bonthron
Mrs Hayley Cameron
Mrs Samantha Cameron
Mrs Wilma Campbell
Miss Chloe Cowe
Ms Adele Fraser
Mrs Vivienne Fraser
Mrs Lauren Gardner
Mrs Laura Grant
Ms Kythe Mackenzie
Mrs Karen Macrae
Ms Elaine Matheson
Miss Megan Matheson
Mrs Katherine Matheson
Mr Darren Nimmons
Miss Tyler Oglesby
Ms Wendy Robson
Ms Caitlyn Rose
Mrs Eilidh Skinner
Mrs Fiona Smith
Ms Jacqueline Thornhill

Administrative Assistant:

Mrs Rayanne McPhee Rayanne.MacPhee@highland.gov.uk

Dining Attendant:

Ms Fiona Gregory

Cleaner:

Mrs Anne Vass

FMA

Mr Ozzie Ross

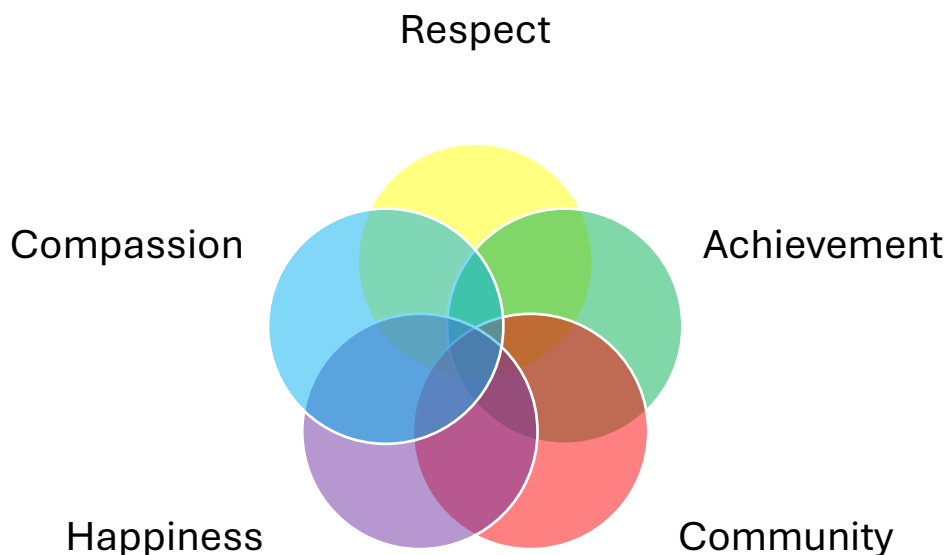
The School's Vision,

Value and Aims

Our vision

At St Duthus we aspire to build a strong, caring community that enables our students to participate, to excel, to celebrate and to take pride in their achievements.

Our safe, nurturing ethos allows us to support and challenge every pupil to develop the highest standards of confidence, independence, knowledge, and skills for a happy and positive adult life.



Parent Council

The school has an active Parent Council which meets regularly and is involved in all aspects of school life.

Interim Chair Mrs Wendy Milligan *parent*
stduthus.school@highlandpc.co.uk

Treasurer Jackie Maxwell *parent*

Secretary Wendy Milligan *parent*

All parents are encouraged to be members of the Parent Council and are invited to come along and participate in discussions and activities.

We don't have an active Pupil Council at present, this is currently under review.

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. These relationships must be nurtured by a healthy exchange of information between teachers and pupils and between home and school. Home / school communication books are used daily by school staff and families. 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:

- Open afternoons
- Child Plan Meetings
- Achievement Certificates and reports
- Behaviour Support Meetings
- Updates on school's closed Facebook Group

Parental information is obtained from feedback at open afternoons, training sessions and via the Parent Council and the wider parent body.

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

Curriculum

The curriculum is based on the national guidelines for primary and secondary education and our pupils are entitled to access the full curriculum. All pupils have an Individualised Educational Plans (IEP's) and a Child's Plan (CP). Some pupils have a Co-ordinated Support Plan (CSP) if significant multi agency planning and input is required to meet the young person's needs.

As a special school we have always worked to prepare our pupils for maximum independence in adult life and we are very confident that we are working on the 4 capacities of **Curriculum for Excellence**. Our pupils work consistently to be: Successful Learners, Confident Individuals, Responsible Citizens, Effective Contributors, we have many creative and innovative ways of working together to achieve this.

We concentrate particularly on

- ❖ Language and Communication.
- ❖ Supporting positive relationships.
- ❖ Health and Wellbeing.

Our Senior Phase pupils work generally work between National 1 - 3 courses and on recognised awards such as Dynamic Youth Awards and Personal Achievement Awards. The school has very well-established contacts with local schools in our catchment area and we use these links to the benefit of curriculum choices for individual pupils. Our Senior Phase pupils are also given the opportunity to access Inverness College like many of their peers.

We focus on developing skills for life and work. We do this through maintaining a productive garden, making links with local voluntary groups and charities, and working closely with partners in our local community such as Made in Tain, Alzheimer Scotland, Tain Task Force and Blooming Gardens.

Literacy

We aim to develop as wide a range of skills as possible to allow pupils to communicate to their full potential. Some pupils use objects, signing and symbols such as signifiers, the Picture Exchange Communication System and PODD to support their communication. There is regular consultation with the Speech Therapist to support the development of communication and social skills. We promote a love of stories and reading at every level. Teachers use a variety of resources including multi-sensory 'story sacks,' stories and rhymes, commercial reading schemes such as the 'The POPs Family' and 'Oxford Reading Tree' and our own phonics and reading programme. We use iPads and computers to access stories, books and information and classes visit the local library. We encourage reading and writing for functional purposes, for information and for fun.

Numeracy

This area of the curriculum includes sensory development, cause and effect, pattern, number, shape and space, time and money. Pupils learn early numeracy skills such as matching and sorting by size and shape. We teach by using practical resources and real-life contexts whenever possible. Our pupils work in a structured way within and through the Experiences and Outcomes (Es&Os). They work on a variety of concepts through practical mathematical applications such as using time, money and measurement in real life settings.

Health and Wellbeing

At St. Duthus we aim to develop in each of our pupils a positive regard for themselves as an individual. We acknowledge that our pupils have a range of needs which have to be identified and met without infringement of their human rights. We follow the MOVE (Movement for Learning and Life) programme for pupils with restricted mobility and we encourage all pupils to participate in a range of physical and sensory activities to develop their strength, stamina and mental well-being. We aim to deliver as much of the curriculum as possible through active and outdoor learning and to encourage pupils to develop their independence and self-help skills.

Pupils will be offered sessions of Sexual Health and Relationship Education (SHARE Special) at a level appropriate to their stage of development. Parents will be consulted and informed regarding the content of sessions and may be asked for photos and information to support this.

Learning and teaching

At St. Duthus we aim to ensure that our learning and teaching strategies are varied, engaging and that they are of the highest quality. We use visual supports and real-life settings to develop knowledge and skills and teach through functional activities whenever possible.

We work with partner agencies to assess where pupils are and establish a baseline to help us track progress. In BGE (P1-S3) we use the assessing learners progress assessments to stay informed of progress, interventions needed and to inform next steps for learning. We have a Senior Phase skills tracker for our complex needs students creating an overview of progress throughout their school journeys.

Pupils' targets are shared and discussed with parents during meetings throughout the year.

Languages

Pupils are exposed to British Sign Language as our main second language. Some pupils have focused signing classes. We have input from Feis Ros staff who deliver short sessions of cultural activities including songs and rhymes in Gaelic.

School Improvement

We are currently going through a process of considerable change.

Our school HMIE reports can be found [here](#).

The recent HMIE Inspection highlighted the need to review the school hours for our secondary pupils. In addition, we look forward to moving into our new school in August 2025. Limited space, in our current provision, provides challenges, but we are working hard as a team to be creative in finding solutions.

Our focus for school improvement will be;

- Transition to the New Campus
- Curriculum Rationale
- Assessment, Tracking and Monitoring

General Information

School Routine

School day is 9am to 3pm, Monday to Friday

10:45am-11am – morning break

There are 2 sittings for lunch 12-12:45pm and 12:30 – 1:15pm.

We have swimming on Wednesday afternoons and assemblies on Fridays.

*the structure of the school day will be reviewed as part of the process of moving to the new school building during 2025-2026.

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 inform their child's escort and phone the school on the first day of absence (01862 894142). When returning to school after an absence, the parent or guardian should provide the reason for the time absent.
- We recognise that pupils may need time out of school for medical appointments. Please let school know in advance if this is the case.
- If pupils fall ill during the day, parents are contacted for them to collect their child. We therefore need up to date daytime contact numbers and emergency contact numbers for all pupils. Please notify us if this changes.
- 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 we need to know the whereabouts of absent pupils.
- We would ask parents to be aware of the impact of absences from school 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.

Clothing requirements

School polo shirts and sweatshirts can be ordered from: MacGregor Industrial Supplies, 15-17 Henderson Road, Longman Industrial Estate, Inverness, IV1 1SN tel. 01463 717999

www.macgregorschoolwear.co.uk

Personal Care

Some pupils require assistance with personal care, in this instance they will be given an Intimate Care Protocol which will be shared with home. Please send in pads and suitable wipes if your child requires these. We can keep a supply in school, and we will remind you when further supplies are required. A change of clothing can be kept in school to cope with accidents, and we ask parents/ carers to send a pair of indoor shoes for pupils to change into. We also ask parents to provide wellies or boots in the winter.

All pupils require a suitable swimming costume, towel and bag. These can be kept in school if you so wish. Please label your child's clothing with their name.

Outings

The school has its own minibus which provides opportunity to make short trips in the local area. These trips will be curriculum based and allow pupils to learn in real life contexts. They help to enhance the pupil's appreciation and understanding of the environment and their local community. Consent forms will be issued to keep parents informed however parents are welcome to contact the school with any queries. Swimming is offered at Tain Royal Academy pool. Pupils walk to access local community facilities including the library, local shops, local schools and the Rose Garden. Our pupils have the opportunity to participate at Highland Disability Sports events.

School meals

School meals are cooked at Tain Royal Academy and are available to all children. Packed lunches may be brought in if preferred. Lunches are free in ASN schools up to the value of £2.65.

The arrangements for school meals, eligibility criteria for free school meals, how to apply. https://www.highland.gov.uk/info/878/schools/9/school_meals.

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.

Promoting positive relationships

We encourage pupils to behave appropriately in a variety of settings enabling them to participate fully as members of their community. We encourage and reward good behaviour and have a positive behaviour policy. We use strategies such as 'Let's Make a Deal' which is a token reward strategy. We offer training for parents/carers if you would like to use this at home.

St Duthus School works to establish positive relationships between staff and pupils. Behaviour protocols are drawn up when necessary and staff, parents and pupils are involved in gathering information and making decisions about interventions. These protocols aim to support the pupil and are reviewed regularly.

Staff members are trained in **CALM (Crisis & Aggression, Limitation & Management)** physical intervention theory and techniques' and attend regular practice sessions. Parents will be notified if it has been necessary to use physical intervention with their son / daughter.

Partnership with parents

At St. Duthus we recognise that it is the parents/carers who play the most important part in a child's life. We aim to work in partnership with parents/cares to provide the best possible education for the children. Day to day information is shared through the Home/School diary. The Class Teacher or Head Teacher can be contacted by email or phone to discuss confidential issues or if you have any questions.

IEP targets are set and reviewed three times a year with parents. Professionals and partner agencies will be invited to these review meetings. Professionals are asked to provide information or reports if they cannot attend a Child's Plan meeting in person. If a pupil has a Coordinated Support Plan (CSP) this will be reviewed and included in the Child's Plan. Additional meetings may be scheduled at key times (e.g. transitions) or when needed.

Parents are encouraged to contact the school at any time. It is helpful if parents let us know when a pupil is going to be absent or if they have medical appointments scheduled by phoning the school before 8.45am. Please do not rely on drivers/escorts to convey information – use the home / schoolbook or phone the school.

Parents are always most welcome to speak to the Head Teacher and to visit the school.

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

Additional support needs

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

If you wish to find out more about the Highland Council model for support and child's plans at:

[Support for Learners Website](#)

[http://www.highland.gov.uk/downloads/file/230/highland_practice_model - delivering additional support for learners](http://www.highland.gov.uk/downloads/file/230/highland_practice_model_-_delivering_additional_support_for_learners)

[http://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)

There are also Information sheets available at: <https://www.thrivingfamilies.org.uk/>

(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

(e) [https://www.highland.gov.uk/downloads/file/19358/anti_bullying - guidance for schools](https://www.highland.gov.uk/downloads/file/19358/anti_bullying_-_guidance_for_schools)

Partnership with other professionals

Effective communication and regular visits have been established with a range of professionals from Integrated Children's services and Voluntary Organisations.

Community Paediatrician	Various paediatricians work with our pupils	
Educational Psychologists	Carrie Yavuz	01463 644 409
Physiotherapist	Bryan Crooks	07584 182 892
Occupational Therapist	Dawn Allmond	01463 644 983
Speech and Language Therapist	Catriona Hopkins and Jane Hill	01463 720055
Social Work (practice lead)	Mr Jamie McCausland	01349 868700

Parents/Carers are also welcome to use the **Just Ask** Helpline should you have a question about the development or wellbeing of a child or young person.

The helpline is open Tuesdays and Thursdays, 1pm to 4pm. A health or educational professional will call you back within a few days. Call on 0300 303 1365.

Staff usually available are;

Child Health and Disability	Educational Psychologists
Infant Feeding Support workers	Occupational Therapists
Physiotherapists	Primary Mental Health Workers
Psychological Service Home Visiting Teachers	Speech and Language Therapists
Autism Practitioner	Community Learning Disability Nurse

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

Appendix

Transferring Educational data about pupils

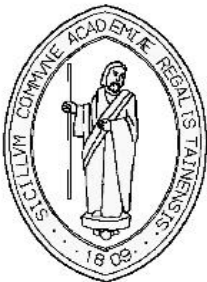
The Scottish Government and its partners collect and use information about pupils through the *Pupil Census* to help to improve education across Scotland. This note explains why we need this information, how we use it and what we do to protect the information supplied to us. Further information can be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

16+

Support for pupils leaving school, including career guidance, financial advice, further education, post 16+ learning choices. How to access further information locally e.g. Jobcentre Plus. [16+ Learning Choices Information](#)

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.

Tain Royal Academy School Handbook 2025 - 2026



WELCOME TO TAIN ROYAL ACADEMY

Fàilte gu Acadamaidh Rìoghail Bhaile Dhubhthaich

Tain Royal Academy is a rural state comprehensive secondary school, located in the north of Scotland. We have a pupil roll of around 500 and a staff of around 80. At Tain Royal Academy our values – **Trust**, **Respect** and **Ambition** - are central to our work. All young people are allocated to a House Group - Duthus, Garrick or Struy.

We try and make extensive use our social media channels such as Facebook and our school website to communicate with parents/carers and share the many successes of our young people. We welcome feedback on how we can do this even better!

We trust your child will have an enjoyable and successful time in the school. Please remember that if you have any concerns, the first point of contact will be your child's Guidance Teacher. Our Senior Management Team (Depute Head Teachers and Head Teacher) will also be available to support you. Your child will have a Year Head – one of our Senior Managers – and again, this would be a good contact to have. We will always endeavour to serve your child and yourselves to the best of our ability. If you have any questions, please get in touch.

Our History

Ar n-Eachdraidh

Although most of the handbook looks to the future, it is only right that we acknowledge our debt to the past.

As you might expect in a town with a long ecclesiastical history, Tain has been an important educational centre for many centuries. There are references, for example, to an “old” schoolhouse adjacent to the Collegiate Church of St Duthus in the late 16th century.

Tain Royal Academy owes its origins to a meeting in Richardson’s Coffee House in London on June 6th 1800 when a number of “noblemen and gentlemen” resolved to establish an Academy in their home area. Funds were raised and a Royal Charter was granted in 1809 establishing the right to build the first Academy on the Scottish mainland north of Inverness. A rector and an assistant were charged with the teaching of “reading and writing the English language, grammatically and correctly, the Latin and Greek languages to such as require it, Arithmetic, Book-keeping, Algebra, Geometry, Navigation, and the elements of Fortification and Gunnery.” By the time the school opened in 1813 the staff had doubled to four and the curriculum had extended to include natural philosophy, mathematics, geography, drawing, French language, history and elocution. The school ran into financial difficulties in the 1840s but a public appeal was launched with subscriptions payable in locations as far apart as Jamaica and Bombay and TRA survived this setback to flourish once again.

Other schools existed in Tain during the 19th century but after the 1872 Education Act only TRA and the Parochial School (now Knockbreck Primary School) survived. TRA continued as a fee-paying school run by directors until the 1918 Education Act when it was taken over by Ross and Cromarty County Council. In 1937 both local schools united.

By the time Rev Robert Begg compiled an entry for the Third Statistical Account in the 1950s it was evident that there was considerable dissatisfaction with the state of the buildings, the overcrowded classrooms “and, most lamentable of all, a total lack of playing fields”. Rev Begg noted that a site for a new school had been identified on the Burgage Farm between Scotsburn Road and Hartfield Road but added, “When it will materialise no man knows.”

A new school did materialise in the next decade and was opened in 1969 with an extension added in 1978 as the school roll rose to 840. The school is determined to maintain the excellence which has always been the hallmark of Tain Royal Academy.

Our School Values and Aims

Our values are: “Trust, Respect and Ambition”

We all aim to:

- create a welcoming environment where everyone feels included and valued
- encourage a mind-set where everyone can develop individually and grow academically
- develop an attitude of resilience and responsibility for today AND tomorrow
- have high expectations of ourselves and others and aspire to achieve these
- work together for the betterment of everyone, in our school and in our community



Meet the Staff

Coinnich an Luchd-obrach

We are fortunate at TRA in having an able and enthusiastic staff (teaching and support), committed to providing a challenging, relevant educational experience at all stages.

The senior management team - Mr Gavin McLean (Interim), Mrs Sarah Paterson (Depute Rector) and Mrs Jacqueline Marshall (Acting Depute Rector) - share a wide range of responsibilities. Remits are reviewed regularly and adjusted to ensure individuals develop a breadth of experience.

Central to these responsibilities are the links established with subject departments through regular attendance at departmental meetings. Faculties are led by Faculty Leaders who are responsible for the smooth running of the departments.

Each year the departments prepare Improvement Plans which build on current strengths and aim to further improve the provision within the resources available. The link SMT member has a key role in partnership with the faculty leader in monitoring and reviewing the work of the department including, of course, the implementation of the Improvement Plan.

Guidance and Support for Learning Teachers play an important role in helping pupils through their time in Tain Royal Academy. The role of Guidance and Support for Learning staff is explained in Section 3.

The teaching process is very effectively supported by pupil support assistants, music instructors, school technicians and our librarians.

The smooth running of the school is ensured by office staff led by Administrative Assistant, Mrs Lesley Sutherland. Our Janitorial, Canteen and Cleaning staff are employed by Highland Council Property & Facilities Management Service, with our janitors led by Mr Brian Ross (Area Supervisor FM), Canteen staff led by Mrs Emma Holloway (Cook in Charge) and cleaning staff led by Mrs Karen Campbell (Area Supervisor Cleaning & FM).

We enjoy partnership working with:

High Life Highland / Tain Royal Academy Community Complex – Kelly Skinner

Skills Development Scotland - Julie Mackay

Children's Service Workers - Brenda Cattanach and Samantha Ross

Youth Development Officer - Rob Parkes

Youth Support Officers – *Vacancy* and Kats MacLeod

DYW School Coordinator – Pamela Comery

Teaching			
SLT	Mr G McLean, Interim Rector Mrs S Paterson, Depute Rector Mrs J Marshall, Acting Depute Rector	Geography	Mr L Naunton (PT) Miss K Milne
		History	Mr N Moir
Guidance	Mrs L Humble Mrs K Clasper Mrs A Learmont (Acting)	Home Economics	Mrs E Beaton Mrs S Robertson / Mrs V Horton ForYouTraining
Support for Learning	Miss C MacDonald (PT Acting) Mrs J Maclellan (Part Time) Mrs A MacLennan (Part Time) Miss K Morris (Part Time)	Mathematics	Mrs A Hodgkinson (PT Acting) Ms A Thompson Vacancy Vacancy
Art & Design	Mr A Douglas (PT) Mrs D Marshall (Part Time) Ms C Smeets (Part Time)	Modern Languages	Mrs S Beavitt (PT) Mrs V Minty
Biology	Mr S Stein Miss R Andrew (Part Time)	Modern Studies	Mr A Ross
Business	Mrs A MacLennan	Music	Mrs S MacLeod (PT) Mr M Jannetta
Chemistry	Mrs K Elder (PT) (Part Time) Mrs V Schleiter (PT)	Physics	Mrs J Mann (Part Time)
English	Ms A Morrison (PT) Miss K Mills Ms L McAteer Mrs E Buck	Physical Education	Mr C Pope Mrs G Geens (Part Time) Mrs K Wood (Part Time)
Gaelic	Mr K MacKenzie Mrs H Souter (Part Time)	Technical	Mr T Agnew (PT) Mrs L Moir (Part Time) Vacancy (PT)
Non -Teaching			
Office	Mrs L Sutherland (Admin) Mrs M McDermid (Clerical) Mrs N Allan (Clerical) Vacancy (Clerical)	Pupil Support Assistants	Mrs L Fraser Mrs A Fulton Mrs L Ross Mrs L MacFarlane Mrs F McNeil Mrs M Ross Mrs S Cowper Mrs J Pope Miss R Matheson Vacancies
Positive Relationships Officers	Mrs S Smith Vacancy		
Librarians	Miss J McLelland Miss J Green		
School Technicians	Mr G Robbins (Science) Mr D Munro (Technical) Mrs F Lake (Home Economics)	Music Instructors	Mrs D Ross Mr M Bell Mr N Matheson Ms L Bolton Mr R Hamilton
Facilities Management	Mr B Ross Mr M MacKinnon Mr A Mohan Mr A Ross		

School Routine

The school day begins for pupils with a 5-minute registration period. School closes at 3.40pm Monday to Thursday and 12.55pm on a Friday.

Tain Royal Academy ~ School Week Structure				
Registration 8.50-8.55am				
Monday - Thursday		Fridays		
Period 1	8.55-9.45am	Period 1	8.55-9.20am	<i>Plus Time</i>
Period 2	9.45-10.35am	Period 2	9.20-10.10am	
Period 3	10.35-11.25am	Period 3	10.10-11.00am	
Interval	11.25-11.40am	Interval	11.00-11.15am	<i>Canteen is open 5 days a week at break time</i>
Period 4	11.40-12.30pm	Period 4	11.15-12.05pm	School Finishes at 12.55pm on Friday
Period 5	12.30-1.20pm	Period 5	12.05-12.55pm	
Lunch Break	1.20-2.00pm	<i>Canteen is open 4 days a week for lunch and Grab & Go on Fridays</i>		
Period 6	2.00-2.50pm	School finishes at 3.40pm Mon-Thu		
Period 7	2.50-3.40pm			

*the structure of the school day will be reviewed as part of the process of moving to the new school building during 2025-2026.

Registration

Pupils attend a registration period each day as above. They will either attend their registration classroom or registration assembly in the hall. Pupils who arrive late for school should report to reception where they should sign in. Parent/Carers will be contacted regarding repeated late coming.

Assemblies

Throughout the school year we hold weekly year group assemblies. We also invite school chaplains.

Monday	Tuesday	Wednesday	Thursday	Friday
S5/S6	S4	S3	S2	S1

These are often rotated so that class attendance is not significantly affected.

House System

All pupils are assigned a house/register class. Throughout the year there is a variety of house activities and events.

Our houses are **Duthus** **Garrick** **Struy**

SCHOOL DRESS CODE

School Uniform consists of:

a) White or Black shirt with School tie worn around the collar, or

b) School Embroidered Logo Polo Shirts

Any of the following can be worn with shirt/tie or school logo polo shirt -

- Plain black jumper, plain black hoodie or cardigan
- School Embroidered Logo jumper or cardigan
- School Embroidered Logo Hoodies

Together with Black school trousers/leggings or skirts for girls and black trousers for boys. Skirts are to be in a traditional style and of a respectable length (knee length or very close to).

Unacceptable are:

- Blue or Grey Denim or ripped jeans
- Leggings with logos/stripes/colours
- Very short or tight fitting skirts are not suitable for a working day in the school environment.
- Coloured sweatshirts

Items of school dress, including white shirts, jumpers and cardigans and skirts and trousers are widely available in supermarkets and other shops at very competitive prices. They are much cheaper than fashion items of clothing.

Our Embroidered Logo Hoodies, Polo Shirts, Jumpers and Cardigans are available to purchase from MacGregor's School Wear in Inverness or at Tain Print and Embroidery.

<http://macgregorschoolwear.co.uk/>

Please contact the school via your child's Guidance Teach regarding possible support for uniform. This is in complete confidence.

Physical Education Kit

PE kit is essential for all pupils. There will be times when classes will be working outside in inclement weather and therefore, for health and hygiene reasons, pupil's kit should be a complete change of clothing. Pupils forgetting kit will borrow school PE kit. School Embroidered Hoodies should not be worn for PE. Please contact the school via your child's Guidance Teach regarding possible support for uniform. This is in complete confidence.

Inside Kit	Outside Kit
<i>Trainers (non marking)</i> <i>Shorts/Joggers</i> <i>T-Shirt</i>	<i>Outdoor Trainers</i> <i>Shorts or Joggers</i> <i>T-Shirt, Sweatshirt or Jumper</i>

ATTENDANCE/ABSENCE PROCEDURES

In addition to registration, attendance is taken on a period by period basis. For more details please contact the school.

Every day is important at school. Please ensure that your child attends as required by in Scottish Law.

ABSENT: We strive to achieve 100% attendance for all young people. Please enable us to help you, by informing the school in advance of any absences and by reinforcing the late sign-in procedure with your child. **Your child's access and progress is affected when not attending .** (see below) By law, any lateness or absence needs to be clarified by a written note, text reply or email.

Like many schools across Scotland we have use 'Groupcall' which securely sends SMS messages to parents/carers and allows replies. We will contact you if your child has not registered and you have not been in touch with us to let us know why. If your child is going to be absent from school, there are a number of ways in which you can notify us.

- Telephone the school absence line 01862 890900 leaving a message stating the pupil's name, class and the reason for the absence
- e-mail TRAabsence@highland.gov.uk with pupil's name, class and the reason for the absence

To have accurate records kept at all times it is essential that you notify the school of any changes to mobile telephone numbers or addresses.

LATE: If pupils are late, they MUST sign in at the school reception. If you know your child is going to be late please let us know by telephone or email as above, or give your child a note or appointment card to take in with them on the day.

If a pupil is late to school multiple times in a term, we issue a Late Letter if we do not have contact from home as to why they are late.

APPOINTMENTS: Parents/Carers can notify the school office via the absence line voicemail or email (as above). Alternatively, pupils who have a note for an appointment, please place the note in the box at reception before registration. It is emphasised to pupils that they must not leave school without signing out at the school reception.

Patterns of attendance are monitored and actioned by Guidance and Senior Staff. Sanctions may be applied as required.

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.

ILL IN SCHOOL: If pupils take ill in school, they should report to school reception staff who will triage them – first aid, medicine required or arrange for them to go home. Where at all possible, it is expected that pupils will be taken home at the earliest opportunity. In the case of a medical emergency, a school first aider will be involved. **Pupils should not contact parents directly themselves and ask to leave the school without seeing a member of the support staff.** NB: Please ensure that the school is informed about any specific medical conditions.

MOBILE PHONE AND OTHER ELECTRONIC DEVICES: Mobile phones, iPods etc. must be switched off when the bell rings at the start of the school day and at the end of interval/lunchtime. If a phone goes off in class time, the phone will be confiscated. Pupils will be asked to collect it from a senior manager at the end of the day. **If a pupil has a mobile phone with a camera, this must not be used to make sound recordings of, or to photograph, by still or video image, pupils, staff or others within the school or within the school grounds.**

HOLIDAYS WITHIN TERM TIME: When parents are considering whether or not to remove their children from school for a family holiday, they should be aware that such a decision:

- will result in a significant loss in classroom experience;
- will result in a pressure to ‘catch up’ on missed work by pupils;
- could result in pupils missing assessments with consequential impact on pupils and teachers;
- will affect school attendance records and efforts to raise standards of attendance;
- will affect progress and attainment.

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. 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

Keeping in Touch with the School

Each August we issue all pupils with a Pupil Data Form. It is hugely important that parent/carers review the form, make any changes as necessary and return the form to school as soon as possible. This ensures we hold the correct details for your child and yourself.

Please provide your email address on your Pupil Data Form as this is the school's preferred method of sending letters and information home.

If your details change at any time during the year, please let us know by letter, by email tainroyal.academy@highland.gov.uk or telephone 01862 892121.

We have our website www.tainroyalacademy.org.uk and we will use the Twitter feed and Facebook to keep you updated on school news.

However, we are equally keen to hear from parents and would encourage you to contact either the relevant guidance teacher or a member of the senior management team if there are any issues you wish to discuss with us. **Please do not hesitate to contact us.**

PARENTS/GUARDIANS/CARERS AS PARTNERS

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

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

- Parents' evenings
- Progress checks
- Target Setting
- Course choice/ Options evenings
- Information on the school website

The support of parents in their children's education is key to the success of young people. Taking time with them, discussing work, practicing language, helping them manage their homework and encouraging responsibility are important ways of supporting children's learning.

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

Parental information is obtained from questionnaires issued regularly at Parents evenings and from Parent Forums.

A member of the Senior Management team is in school for all parents' evenings for parents to contact with any issues.

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/>

We arrange a parents' evening for each year group annually. This is an important opportunity to meet the staff, who teach your child and to find out firsthand about the progress being made. Staff value these meetings and welcome the chance to establish contact with parents.

Where parent/carers are separated and information is to be shared with both, please ensure that the school is made aware.

Our Year Heads are:

S1 and S6 – Mrs J Marshall

S2 and S4 – Mr G McLean

S3 and S5 – Mrs S Paterson

Our Guidance Team are:

Mrs K Clasper is Guidance
Teacher for Duthus Classes
1D, 1E, 2D, 3D, 4D, 5D

Mrs L Humble is Guidance
Teacher for Garrick Classes
1G, 2G, 3G, 4G, 5G and 6B

Mrs A Learmont is Guidance
Teacher for Struy Classes 1S,
2S, 3S, 4S, 5S and 6A

At Tain Royal Academy we use an online booking system for parents evening. This can be accessed by parents/carers directly to make their own appointments, for each subject/teacher they wish to see during the Parents Evening.

If you are unable to access the booking system at the time of your child's parents evening, please contact the school reception on 01862 892121 or email tainroyal.academy@highland.gov.uk and appointments can be made on your behalf.

BOOKING ONLINE Go to <http://www.parents-booking.co.uk/tain>

**NOTE* You need to type this address into your website browser's 'address bar'.*

OR go to the homepage of the school website: www.tainroyalacademy.org.uk

Online tutorials are available on our school website!

TAIN ROYAL ACADEMY PARENT COUNCIL

Comhairle Pàrant Acadamaidh Rìoghail Bhaile Dhubhthaich

Your parent council is run by volunteers who want to help ensure that every pupil at TRA reaches their potential. Our current office bearers are:

CHAIR ~ Morven Fioretti

VICE CHAIR ~ Kirsteen Reekie

TREASURER ~ Susan Green

SECRETARY ~ Susie Mackay

With your support, our role is to represent the views of parents and work with the school to encourage improvement in the experiences and achievements of our children.

If you have any questions or would like to get involved, please contact the Parent Council at tainroyal.academy@highlandpc.co.uk or by post at:

TRA Parent Council,

c/o Tain Royal Academy

Scotsburn Road

TAIN

Ross-shire

IV19 1PS

Health Promoting School

As a Health Promoting school we encourage pupils, staff and parents to think about healthier lifestyles. Pupils are encouraged to set Health Targets. Healthy living is a regular topic in classes. We have a School Travel Plan which promotes safe and healthy routes to school. Staff take part in health promotion activities. We value all the activities that make up a healthy and happy community.

Lunchtime Choices

Our school canteen is open to all staff and pupils at break times and lunchtimes. Pupils are welcome to eat packed lunch in the canteen area. S1 pupils are not permitted out of school at lunchtimes. It is a parents responsibility for pupils S2-S6 who decide to go out with school grounds at lunch time.

Our Canteen

In the canteen School Meals cost £2.65 for pupils and just keep getting better, with better quality food, healthier meals, larger portion sizes and more and better choices. If a pupil has special dietary needs, please inform the school.

The Highland Council operates a 'Cashless Catering' system. The cashless system for school meals helps reduce queuing and provides anonymity for those receiving free school meals. Pupils no longer pay cash for their meals at the point of sale; they add money to their meal accounts via revaluation units sited in the front hall opposite reception and in the canteen. Pupils who are entitled to free school meals will have the Free School Meal allowance added to their account daily. Pupils can add further money to their meal account should they wish to.

Free meals can be claimed in certain circumstances, for information and application form please see http://www.highland.gov.uk/info/899/schools_-_grants_and_benefits/10/free_school_meals_and_assistance_with_clothing

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

EXTRAS!

Barrachd!

A wide range of extra-curricular provision at Tain Royal Academy is available.

We are particularly fortunate in having excellent music instructors who work closely with teachers to provide pupils with first class tuition and opportunities to play in the school and regional orchestras. Gizen Briggs, the traditional music group have recorded several CDs and are a legend in the locality and further afield.

School ceilidhs and dances are always popular, not just with the pupils but also with parents who can be confident of the level of supervision which applies at school functions.

The school has well established inter-house competitions in a wide range of activities, eg table-tennis, badminton, basketball, football, hockey, swimming and much, much more. We are keen to see as many pupils as possible taking part in these competitions as we believe they add significantly to pupils' enjoyment of school life.

A variety of Gàidhlig medium activities are also available including Film-G, as well as the annual trip to the BT Deasbad national debating competition. Additional trips such as to Sabhal Mòr Ostaig Gàidhlig college, careers fairs and theatre further enhance pupils experience of language and culture.

Throughout the year there are trips and excursions to theatres, exhibitions, films, sporting events, conferences, universities and colleges. Our sports team travel the length and breadth of Scotland. Foreign travel is also offered, for example in trips to France, Belgium, Italy, Malawi and Poland

Please be aware that all these activities are run by staff on a voluntary basis to enhance the quality of pupils' educational experience.



Extra Curricular Activities at Tain Royal Academy



	Monday	Tuesday	Wednesday	Thursday	Friday
Lunchtime	Book Club Room 24	S1 Basketball Games Hall	Art Club Art Dept	Ukulele Club Music Room 2	
	S1 Dodgeball Games Hall	S1 STEM club Lab 2	S1 Badminton Games Hall	S1 Football Astro	
		Singing Group Music Dept	Chess Club Geog 1	Wider Achievement Kats (HLH) Room 7	
		Wider Achieiment Kats (HLH) Room 7		Eco Schools Hive	
Afterschool	Senior Football Astro	S1 - 3 Rugby Astro	Warhammer 40,000 Room 16	Debate Club Room 16	Orchestra Assembly Hall
	Junior Orchestra (6-6:45) Gizen Briggs 7-8:30 Assembly Hall	YouthBox (4-5) Youth Cafe		Junior Football Astro	Friday Night Footy (7-8) TRACC

SCHOOL TRANSPORT

Comhdhail Sgoile

To be eligible for free school transport if they are:

- 8 or over and live more than 3 miles from school
- Have a medical condition or additional support needs that affects mobility
- Would have to walk a route which is considered by us to be unsafe for children to walk, even when accompanied by an adult

https://www.highland.gov.uk/info/878/schools/12/school_transport

We liaise closely with all the main contracted transport providers on day-to-day matters of concern. However, responsibility for the provision of transport for pupils who live more than three miles from the school lies with Highland Council and any queries about routes and contracts should be addressed to Transport Officer, Transport Coordination Unit, Highland Council Headquarters, Community Services, Glenurquhart Road, INVERNESS, IV3 5NX or email public.transport@highland.gov.uk

Pupil safety is our major concern. **Seat belts must be worn by all travelling on school transport.** Parental support in stressing the importance of remaining seated while the bus is in motion and doing nothing to distract the driver would be appreciated. We ask senior pupils to monitor behaviour on the buses and we encourage drivers to report any instances of misbehaviour. Where pupils do not respond to warnings, we remove their right to travel on the bus until we receive guarantees about future behaviour.

TRANSFERRING TO TAIN ROYAL ACADEMY

A' tighinn gu Acadamaidh Rìoghail Bhaile Dhubhthaich

Transition from Primary School

Most new pupils transfer from our associated primary schools: Craighill, Edderton, Gledfield, Hill of Fearn, Hilton of Cadboll, Inver, Knockbreck and Tarbat Old. Gàidhlig medium education is provided for pupils transferring from Gàidhlig medium units at Craighill and Bonar Bridge primary schools.

For many pupils it is an exciting time, but we realise that there can also be a great deal of apprehension. To help allay these fears, one of our depute rector accompanied by colleagues from Guidance and Support for Learning, will visit all the local primary schools during P7 year to meet pupils and answer their queries.

Parental concerns are not forgotten in this process either. Following the Primary 7 Transition Week in June, you will be invited to attend an evening meeting at the Academy when any queries you may have will be answered.

For pupils transferring from other schools, there are well established routines to make pupils feel at home in their new school including allocation of guides and buddies.

Moving into the area

If you are seeking a place for your child in Tain Royal Academy, please contact the school to arrange a meeting with depute rector responsible for enrolment.

Placing Requests

Each school serves its own catchment area. Pupils whose homes are 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. Placing request applications are made online at: 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 Tain Royal Academy, they can contact Mrs Marshall 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.

Leaving School

We will strive to ensure that all pupils leaving school have a positive destination.

During their time at Tain Royal Academy all pupils will participate in a planned programme of careers education delivered by a range of staff including PSE teachers, school librarian 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 made.

There have recently 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.

Ms Julie Mackay, the school's careers officer, will normally be in school one day each week working closely with the guidance team to provide effective careers advice. Pupils also have access to a well-stocked careers section in the library.

Parents should spend time with their child looking at the world of work website: <http://www.myworldofwork.co.uk/>

Information about local opportunities is listed on the hi-hope.org website to support 16+ planning. [16plus Planning | Hi-hope](#)

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.

SUPPORT FOR PUPILS

Taic do Sgoilearan

Pastoral Support

Although pupil guidance is a whole school responsibility, specific responsibilities for the personal, curricular and vocational guidance of pupils are devolved to a promoted Guidance Team. Normally, all pupils will have the same Guidance Teacher until they leave school so that one person keeps an overview of each individual pupil's progress. Where possible, all members of the same family share the same Guidance Teacher which should make it easier for parents to establish and maintain links with the Guidance Team.

Guidance staff also deliver the school's Personal and Social Education programme covering topics such as sex education, substance misuse, careers options etc. Each senior pupil is supported by an academic mentor. Any parent wishing to see the materials used should contact the Guidance Team.

Our Guidance Team are:

Mrs K Clasper is Guidance
Teacher for Duthus Classes
1D, 1E, 2D, 3D, 4D, 5D

Mrs L Humble is Guidance
Teacher for Garrick Classes
1G, 2G, 3G, 4G, 5G and 6B

Mrs A Learmont is Guidance
Teacher for Struy Classes 1S,
2S, 3S, 4S, 5S and 6A

All children will have a *Named Person* and within secondary schools, the Named Person is their Guidance Teacher.

We have a Children's Service Workers who works within our school community in collaboration with the support team in school, supporting families in their own communities and working with individual pupils and small groups - offering a further level of support.

The School Nurse Team based in Alness visit the school and are available for consultation with pupils. We also work with the immunisation team from Inverness who carry out immunisations.

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 deemed competent can ask for support themselves.

Support for Pupils

The school provides for pupils with a range of additional support needs. In mainstream classes, support for pupils with additional support needs is provided by the Support Department. Support teachers work with pupils in class, alongside subject teachers and cooperate with subject departments to produce learning materials suitable for pupils of all abilities. Support is provided for a range of subjects mainly in S1 and S2 but extending to S3 and into the Senior Phase, S4-S6. Changes to support arrangement in comparison to what may exist in primary school are common. These should be discussed in child plan meetings during P7.

A small number of pupils require a reduced mainstream curriculum, according to their individual needs. These pupils spend varying amounts of time in the tutorial base of the Support Department, where the teaching focuses on basic language and number work, as well as social and life skills. This allows these pupils to work at an appropriate pace in preparation for work at their National Courses in S4.

Some pupils in the school have Additional Support Needs. Their needs are met by the school in liaison with an Educational Psychologist and parents. If you feel that your child may have Additional Support Needs, you should contact Miss Catherine MacDonald, Principal Teacher, Support for Learning.

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

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 Depute Rector, Mrs Jacqueline Marshall. If your concerns continue, there are several means of resolving difficulties and disputes and information on this can be found at:

https://www.highland.gov.uk/info/886/schools_-_additional_support_needs/

Please contact the school should you have any questions about this act in relation to the education of your child.

For further information please see 2009 Additional Support for Learning Act:

<http://www.legislation.gov.uk/asp/2009/7/contents>

For advice and support to parents of children and young people with ASN. These organisations are identified under The Additional Support for Learning (Sources of Information) (Scotland) Amendment Order 2011 as:

(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

CHILD PROTECTION

Dìon Chloinne

From time-to-time incidents can occur within the school setting which causes concern and could indicate that a pupil is suffering some form of abuse or neglect. Mrs Jacqueline Marshall, Depute Rector, is the school's Designated Child Protection Coordinator.

In terms of Highland Child Protection Committee Inter-Agency Protection Guidelines, Educational Services 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 can be obtained from the emailing CP.Admin@highland.gov.uk or *online at* <https://hcpc.scot/>

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

THE CURRICULUM

An Curraicealam

Broad General Education (BGE)

The Broad General Education for our pupils runs from P1 right through to S3 where the focus of our youngsters' development is as much skill based as it is knowledge based. Tasks are structured so that pupils are aware through the learning intentions and success criteria that they receive from teachers what skills are being practised and what content is being learned in each lesson. Pupils will be assessed against levels which will be monitored for each subject so that we can give help where it is needed, and extension work as required. We want the pupils to develop academically and socially and will provide them with as many opportunities to achieve this as possible.

There are naturally some differences in the way pupils are taught between primary and secondary. For instance, the pupils being taught by one teacher each day to being taught by up to seven teachers in a day. Moving from class to class around the school in secondary as opposed to generally staying in the one classroom in primary. Through our Transition Programme we will endeavour to make the change from primary to secondary as seamless and enjoyable as possible for the pupils.

The subjects the pupils will be following in S1 and S2 are set to provide as broad a curriculum as possible: English, Mathematics, Science, Languages (including Gaelic learners), History, Geography, Modern Studies, Home Economics, Technology, ICT, Music, Art, Wider achievement, Religious and Moral Education, Personal and Social Education and Physical Education.

Around Christmas time S2 pupils will be asked to choose to specialise in each curricular area. For example they could choose either History or Geography from social subjects. There are some subjects that the pupils will be required to take such as Maths, English, PE, RME and PSE. This is to allow pupils to have what the government papers call specialisation and choice; but we do have a feature in the option form which will allow pupils to take more than one subject from a couple of our curricular areas such as science.

Around February S3 pupils will be asked to complete an options form to decide what subjects they will be taking along with English and Maths; which they will have for five periods a week. Pupils also have the option of completing some subjects at UHI North or UHI Inverness. This allows pupils to select subjects they feel suit them better, for example there is Automotive Skills or Hair and Beauty, so a whole range of option choices are made available to them.

In S5 and S6, pupils will again make choices and this time they will be required to choose five subjects which they will have for six periods a week. Pupils will have the choice of also selecting a more vocational course which will also be run by UHI North or UHI Inverness including a number of foundation apprenticeships.

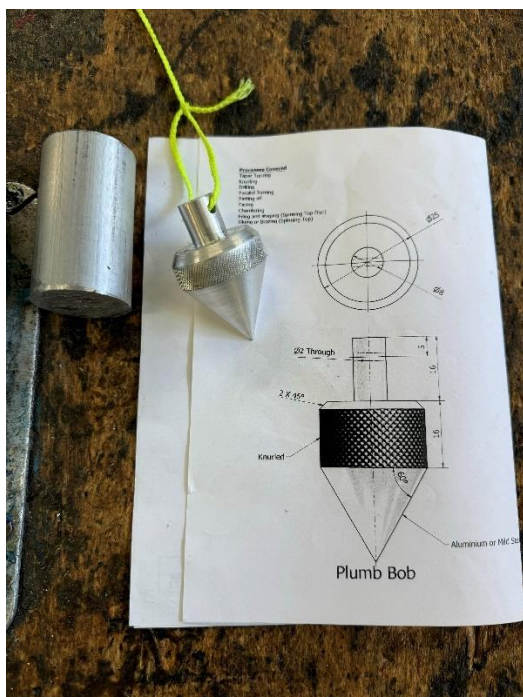
Further information is available from Education Scotland

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

Foghlam tro mheadhan na Gàidhlig/Gaelic Medium Education

Gaelic is offered to pupils in both in Gaelic medium and Gaelic learner. All pupils in S1 and S2 are to take either of these subjects depending on their experience of the language. At the end of S2 pupils can then opt to take Gaelic further, again as either Learner or medium and again depending on their experience. In the senior phase there is progression to take National courses and Higher in both versions of Gaelic. HE is delivered through the medium of Gaelic as is Geography for both S1 and S2.

There are many extracurricular activities for all pupils of Gaelic, whether they be Gàidhlig or Gaelic pupils. Film G is an activity where pupils take part in a short film competition, which is a national event and was won by TRA in 2012 and 2017. Gaelic medium pupils can take part in the Youth Theatre competition at Eden Court every year where they create their own script and act on stage in the theatre in front of other school pupils from the highlands. We have pupils participate in the mod and this is arranged through the school. We also send pupils to the debating competition in Stornoway to compete and have enjoyed success in the past with this. Pupils in S2 can attend the annual Gaelic Careers event to learn a bit about the many opportunities for work that comes from having knowledge of the Gaelic language. Gaelic medium pupils are encouraged to volunteer at Gaelic book bug in Tain public library and any other events in the community that involve Gaelic input.



ASSESSMENT & REPORTING

Measadh agus Ag Aithris

Teachers use a wide range of assessment techniques to identify pupils' strengths and weaknesses in their learning and, in response, to review courses and teaching approaches to meet pupils' needs. Prelims are held in January/February for S4, S5 and S6. National and Higher exams are undertaken in May and June and there are SQA assessment requirements ongoing throughout the school year depending on the subject.

Progress update reports are issued 3 times a year to inform parents/carers of their child's progress, behaviour, effort and homework with an invitation to contact the school should they have any concerns. After receiving a progress report every young person will also have a learning conversation with their learning mentor to discuss their progress, the targets they have set in subjects and how they are going to achieve these targets. If a young person is not achieving their potential or on track following a progress report then we would look to intervene with a meeting with the pupil, parents, SMT and/or Guidance and take appropriate action.

There is also an opportunity to meet teachers at parents' evenings. We value these contacts and would encourage you to take the opportunity to discuss your child's progress with classroom teachers. However, you do not have to wait for a parents' evening if you have any concerns. If you contact a member of SMT or your child's guidance teacher, a "report check" will be done and reported back to you by phone or by letter. If any issues are identified which need further discussion, an interview can be arranged in the school at a mutually convenient time.

Additional information in the form of booklets (also available online) is issued before courses are chosen for S3, S4, S5 and S6 and there will be an opportunity to find out more at arranged options evenings

Further Information is available from:

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

[Highland Curriculum for Excellence information](#)

[Support for Learners Website](#)

HOMEWORK

Obair-Dachaigh

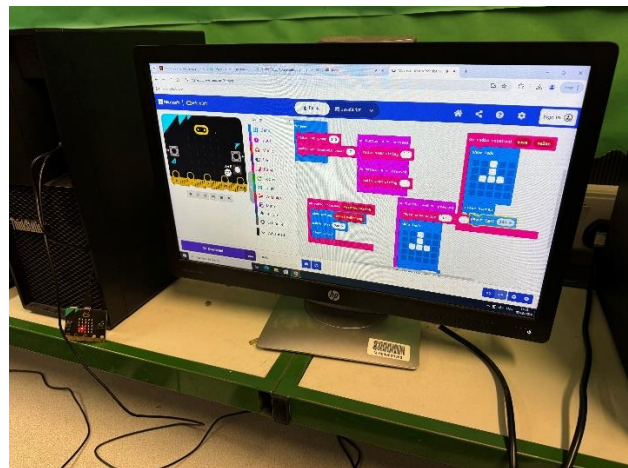
To Be Reviewed

Learning is not confined to the classroom and studying at home can help encourage a habit of lasting benefit to pupils. Homework provides pupils with opportunities to develop further interests in particular subjects and may take a variety of forms: project work; completion/consolidation of class work; home reading; formal written exercises; practical/physical exercises; preparation for class talks; redrafting written work; researching; reviewing notes; watching and reporting relevant television programmes.

Parental interest in homework is encouraged. In particular, parents can help by ensuring that: time is set each evening for homework; where possible, a quiet area is identified; checking homework planners issued by the school; checking work is done to the highest possible standard. In school we will emphasise the importance of homework and ensure that it is worthwhile and relevant. Success in external exams is built on work done in school and at home and your support in ensuring that homework is done on time and to the best of the child's ability, is essential in achieving that success.

The School Homework Policy is on the school website. Many teachers offer supported study at lunchtimes and after school. There is also an after-school study club on Thursday from 3.45 – 4.45pm. It's a great opportunity if pupils find it easier to study in school and/or would like to use the school resources. All pupils are welcome and late bus passes are available.

If a pupil fails to do homework, a lack of effort form will be issued. This should be taken home, signed by parent/carer and returned along with homework the next day. If homework and form are not returned PT of the subject involved will contact home.



POSITIVE RELATIONSHIPS POLICY

Under Review Session 24-25

Poileasaidh Deagh Cheanglaichean

Our Positive Relationships Policy aims to bring a consistency of approach across the school and is based on explicit, realistic expectations, backed by a clear, structured set of sanctions. The expectations are as follows:

We expect pupils to:

- 1 Arrive on time with the necessary books and equipment.
- 2 Listen carefully and follow instructions at first time of asking.
- 3 Ask for help when unsure.
- 4 Hand homework in on time and present it neatly.
- 5 Follow all safety rules.
- 6 Show consideration for others and their property.
- 7 Not eat or drink in class with the exception of bottled water.
- 8 Mobile phones should be switched off during and in between lessons so as not distract pupils and also to protect staff.

We expect teachers to:

- 1 Arrive on time and not leave the class unnecessarily.
- 2 Keep an accurate register of attendance for each class.
- 3 Ensure that work is set at an appropriate level to meet the needs of all pupils.
- 4 Plan to meet the needs of learners in each class.
- 5 Have high expectations of pupil work and behaviour.
- 6 Use praise appropriately.
- 7 Be consistent in the application of sanctions.

[https://www.highland.gov.uk/downloads/file/19358/anti_bullying - guidance for schools](https://www.highland.gov.uk/downloads/file/19358/anti_bullying_-_guidance_for_schools)

BUDDY SYSTEM

Siostram Budaidh

All first-year pupils are assigned a fourth-year pupil who acts as a “buddy” while the pupils settle into the routines of a secondary school. The buddies are all volunteers who go through a short training programme and liaise closely with guidance staff, particularly in the first few months of term. Apart from helping solve problems and providing a listening ear, seniors organise social events and outings as part of the scheme.

PREFECT SYSTEM *Under Review Session 24-25*

Siostram Prefect

Our S6 pupils apply for posts as subject prefects in August each year. Prefects negotiate time to carry out their responsibilities which provide an excellent opportunity for personal and social development. While the prefects develop skills of communication and teamwork, and gain confidence in using personal initiative, the younger pupils enjoy the activities and events which prefects organise. Some prefects also work alongside younger pupils in classes as part of the process of helping them settle into their new learning environment. For the seniors this is also a very useful learning experience.

Partners

At Tain Royal Academy we are proud to work in partnership with the following individuals/organisations/companies/businesses:

Partner agencies that support team work closely with to support pupils:

- ◆ Care and Learning Social Work Dept.
- ◆ Childrens Service Workers
- ◆ Educational Psychologists
- ◆ Primary Mental Health Worker
- ◆ School Nursing Team
- ◆ Youth Action team
- ◆ Youth Development Officer *Highlife Highland*
- ◆ Youth Support Officer *Highlife Highland*
- ◆ Police Scotland
- ◆ Women's Aid

Pupil Equity Funding partners

Providing opportunities and support:

- ◆ Fyrish Gymnastics - Parkour
- ◆ Growing2gether
- ◆ Many Routes - Forest Schools
- ◆ Youth Support Officer *Highlife Highland*
- ◆ Broomhill Riding Centre

Developing Our Young Workforce

DYW / Careers Education and pathways:

- ◆ Skills Development Scotland
- ◆ DYW Inverness & Central Highland
- ◆ DYW North Highland
- ◆ Barnardo's
- ◆ Enable

Work Experience Partners

- ◆ Smart Media
- ◆ Stepping Stones
- ◆ Metalwork UK
- ◆ Tain Tyre and Auto
- ◆ Johnston and Farrell
- ◆ Morgan and Sindall
- ◆ Made in Tain
- ◆ TRACC After School Club
- ◆ Tain and District Development Trust
- ◆ John Scott, Fearn Farm
- ◆ For You Training
- ◆ Anta

In our PSE Classes:

- ◆ Stewart Ivory Foundation
- ◆ Aspire North
- ◆ Waverley Care
- ◆ Rasash
- ◆ Driving Ambition
- ◆ Youth Highland
- ◆ CAAST
- ◆ NHS Highland
- ◆ The Job Centre

P7 DYW Transition Project

- ◆ Anta
- ◆ Tesco
- ◆ Morrisons Construction
- ◆ Bank of Scotland
- ◆ Skibo castle
- ◆ Ankerville Nurseries (also foundation apprenticeships)

Colleges: to offer schools link courses, Foundation Apprenticeships, Modern Apprenticeships and Degree Modules:

- ◆ North Highland College, UHI Inverness College , UHI Open University modules

Our Local School Chaplains : Andrew Fothergill, Alasdair MacAulay, Andrew Macleod, Marie Macleod and Graham Nutt

Tain Royal Academy Parent Council

Our Local Councillors: Derek Loudon, Laura Dundas and Maureen Ross

We work with lots of local Charities and businesses for YPI Youth Philanthropy Initiative and S6 Leadership Class - these include The Highland Hospice, The Archie Foundation, Woman's Aid, MFR Cash for Kids, Alzheimer's Scotland, Mikeysline, SCBU and many more.

HEALTH & SAFETY MATTERS

Cùisean Slàinte & Sàbhailteachd

Throughout their time at Tain Royal Academy we impress on the pupils that health and safety does indeed matter. The following issues are highlighted in the homework planner issued to all pupils and are emphasised throughout the session.

Smoking/Vaping	Not permitted or acceptable on any Highland Council Premises.
Corridors & Stairs	Keep to the left and do not run down corridors. On stairs keep to the left and do not push as a slip here could lead to serious injury.
Car parks/cycling	Pupils must not take short cuts through the car parks and all cyclists must dismount when they come through the school gates.
Buses	Pupils are expected to always wear seat belts, travel on the correct bus, always carry their bus pass and do nothing that will distract the driver. Pupils who misbehave may lose the right to travel on school transport for a period of time.
Snowballing	Grit and ice can cause serious injuries and for that reason snowballing is not allowed anywhere near the school gates, paths, doorways and the tarred areas of the school.
Out of School	Parents are responsible as to whether pupils leave the school grounds at lunchtime. Pupils who are out of school grounds at any time, including lunchtime, must not do anything which puts at risk the health and safety of fellow pupils or any member of the public with whom they come in contact.
Anti-social Behaviour	Any form of anti-social behaviour e.g. smoking, spitting, swearing, physical/verbal aggression will not be tolerated.
Alcohol/Substance Misuse	Alcohol and drug possession, consumption or use whilst travelling to and from school or in the grounds, or on any school trip is not permitted. The consequence for any form of alcohol or substance misuse, whether during the school day or at a school function, is exclusion from school.
School Trips	When pupils are on a trip or foreign visit all the visits usual school expectations and sanctions apply.
Chewing Gum	Pupils should not chew gum whilst in any class.

School Improvement

Standards and Quality Report

Tain Royal Academy's Standard and Quality report is available on our website

<https://tainroyalacademy.org.uk/standards-and-quality/>

What is the Standards and Quality Report?

This report provides an evaluation for the overall quality of educational provision within our school. It shows positive aspects of our provision and highlights areas which the school is planning to improve.

Each evaluation is supported by evidence from the past school session. This evidence is generated in a planned and systematic way throughout the year. This session we have used a wide range of approaches including:

- Classroom observations, formal and informal
- Sampling pupil work
- Data analysis
- SQA results
- Discussion between Senior Management Team and Faculty Leaders
- Feedback

Improvement Plan

Our 2023 School Improvement Plan is available on our website

<https://tainroyalacademy.org.uk/wp-content/uploads/2023/12/TRA-School-Improvement-Plan-2023.pdf>

This year our key priorities are:

- Health and wellbeing
- Learning, teaching and assessment
- Raising attainment

HMIe report

Following a visit of the Highland Council Quality Improvement Team, in association with Education Scotland, a report with their findings is now published. The most recent review visit took place in January 2018.

You can review the documents on our website <https://tainroyalacademy.org.uk/wp-content/uploads/2021/10/hmi-highland-council-tain-royal-academy-letter-for-parents-january-2018.pdf>

Or full inspection information is available from Education Scotland

<https://education.gov.scot/inspection-and-review/find-an-inspection-report/find-an-inspection-report/details?id=4907>

If you, as a parent or carer, prefer to have a hard copy of the report please contact our school office (01862 892121).

Further Information – St Duthus School & Tain Royal Academy

Adverse Weather – School Closures

The previous dial-in phone service to inform parents of school closures has been withdrawn by Vodaphone. Instead parents can obtain information on the Highland Council school closures webpage <http://www.highland.gov.uk/schoolclosures>

The school will also share on social media and email home regarding school closures, etc.

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.

ADMINISTRATION OF MEDICINES

National Guidance on the Administration of Medicines in Schools has been issued by the Scottish Government. <https://www.gov.scot/publications/supporting-children-young-people-healthcare-needs-schools/> This guidance is based on a number of common principles that will be consistently applied when identifying, supporting and reviewing the healthcare needs of children and young people in Highland schools to enable them to make the most of their learning.

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

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

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

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

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

If your child requires medication, please note that this will only be administered by staff when a completed form has been returned 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.

EDUCATION MAINTENANCE ALLOWANCE

If you are 16 to 19 years old, in a school or college, and come from a low income household you may be eligible to receive financial assistance in the form of an Education Maintenance Allowance.

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.

<https://www.highland.gov.uk/info/899/schools - grants and benefits/14/education maintenance allowance ->

EMPLOYMENT OF CHILDREN INFORMATION

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

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 effective.

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.

A Welcome to Your Children and Young People

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

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](#)

RELIGIOUS OBSERVANCE, Withdrawal

Arrangements will be made for pupils whose parents do not wish them to participate in religious observance. Please contact your child’s Guidance Teacher or Year Head.

Equality and Inclusion

Our activities in school should ensure that we eliminate unlawful discrimination, advance equality of opportunity and promote good relations. Activities should not discriminate against any of the following ‘protected characteristics:

- Age
- Race
- Sex
- Gender reassignment
- Disability
- Religion or belief
- Sexual Orientation
- Pregnancy and maternity

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

For up to date information please see:

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

<https://www.gov.scot/publications/guidance-presumption-provide-education-mainstream-setting/pages/1/>

Our school Equality and Inclusion Policy is currently under review.

COMPLAINTS

If a parent has any concerns they should contact their child's Named Person in the first instance, (Guidance Teacher in a secondary school) or the Senior Management Team for more serious issues. There are known as stage 1 complaints and aim to be resolved in school. Where this is not possible or appropriate the complaint is logged with the Highland Council Complaints Resolution Team. These are often investigated by staff from out with the school.

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

Area Education and Learning Manager, Highland Council, 84 High Street, Dingwall, IV15 9QN.

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.

NB: Procedures for complaints are under review 24/25 to take account of new National Child Friendly policies.

DATA

Access to Pupil Records

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

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:

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

Your data protection rights

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

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

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

Concerns

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

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.

Several sections will need to be updated on transfer to the new school building