

PENNYLAND PRIMARY SCHOOL

SCHOOL HANDBOOK 2022/23



Pennyland Primary School
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www.pennylandschool.com

The current pandemic has affected the normal running of schools in many ways. This Handbook reflects the way the school *usually* runs but does not cover all of the changes that we have made because of the pandemic. Our arrangements have changed in many ways this session, and may well change again, depending on how the pandemic develops. For the most up-to-date information about any aspect of the work of the school, please make contact and we will be able to tell you about our current arrangements. For the latest information about how the pandemic affects children, young people and families across Scotland, please visit the [Scottish Government website](#), which has helpful information [about Coronavirus and its impact on education and children](#)

About our School



Pennyland Primary School was built in 1962 on a hill looking over the Pentland Firth. It was originally built to help cater for the influx of Dounreay personnel at that time but now serves an area of Thurso.

Pennyland Primary School and ELC is a non-denominational educational setting for children from three years to eleven years. The present roll is 222 in the primary department and 59 in the ELC which has flexible hours across the day.

The school has a shared gym hall/dining room, library/music room, an outdoor classroom base and a life skills kitchen. It has a sensory room where pupils can go for some quiet space and reflection.

The classrooms are equipped with Interactive white boards, Chromebooks and I pads. The pupils in P6 and P7 are equipped with a Chromebook which further enables learning.

We have very good working relationships with our partners including, our Allied Health Professionals, Active Schools Co-ordinator, peripatetic music staff, RSPB and STEM Ambassadors.

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Our School Aims

We had a 'right good blether' with our pupils about what makes Pennyland a good school and how we journey together to make an even better school. The staff worked together to produce this acrostic poem and, through pupil voice, the pupils also came up with their own acrostic poems too.

Staff voice

Promoting high standards and allowing each individual to reach their full potential.
Enthusiastic staff in a safe, stable and caring school
Nurturing environment meeting the needs of all children
Neighbours with a tolerance in a global community
Young people have access to a balanced, stimulating curriculum
Lifelong learning encouraging enterprise, choice, creativity and ambition
A positive relationship between home and school
Necessary life skills for the wider world of work
Developing positive self-esteem, self-awareness and respect in all partners.

Pupil's voice

Playfully active, proud and protected
Energetic pupils enjoying learning
Nurtured not sad
New skills, new friends and nice community
You have rights and responsibilities- have your say
Laugh, play and feel included
Active in the playground and in the classroom
Never give up and be nice to others
Doing sports, doing good deeds and doing our best

USEFUL ADDRESSES AND TELEPHONE NUMBERS

Catchment High School
Thurso High School (Head Teacher – Mrs Hannah Flavell)
Ormlie Road
Thurso
Telephone: - 01847 893822

Education, Care & Learning Manager, Caithness, Sutherland and Easter Ross –
Mrs Jacquelyn Jennett
Area Education, Culture and Sport Offices
Drummuie
GOLSPIE
Telephone: 01408 635338

Director of Education, Culture and Sport for Highland – Ms Nicky Grant
Glenurquhart Road
Inverness
IV3 5NX
Telephone: 01463 702804

School Nurse - Yvonne Mackintosh
01847 893442

STAFF LIST

Head Teacher	Mrs Laura Murray	
Depute Head Teacher	Mr Thomas McAlonan	
Principal Teacher	Miss Catherine Taylor	
P1	Mrs Jemma Munro & Mrs Deborah Hossack	
P1/2	Miss Catherine Taylor	
P2/3	Ms Jennifer Davenport	
P3	Mrs Norma Mill/Mrs Gayle Williamson	
P4	Miss Caroline Armour	
P4/5	Mr Christopher Pearson	
P5	Mrs Fiona Parnell	
P6	Mrs Deirdre Cameron/Mr Sean Wyllie	
P7	Mr Shaun Henderson	
Support for Learning	Mrs Alison Brims	
Pupil Support Assistants:	Pam Gray	Carrie Campbell
	Carol Fotheringham	Karen Cameron
	Christine Todd	Lorna Mackenzie
	Barbara Rendall	
ELC Early Years Practitioner	Kayleigh Huggins	
	Sharon Sinclair	
	Caron Cumming	
	Judith Lockhart	
	Laura McLeod	
	Kirsty Fraser	
	Amanda Sinclair	
Clerical Staff	Avril Geddes	
Janitor	Terry Plunkett	
Crossing Patroller	Barbara Anderson	
Part-time Visiting Specialists:		
	Music	Niall Laybourne
	Music	Kevin Gunn
	Music	Andy MacLeod
		Strings
		Chanter
		Guitar

GENERAL INFORMATION

SCHOOL TIMES

	MORNING	AFTERNOON
ELC	8.30 am – 4pm.	
P1-3	9.00 am–10.40 am, 11.00 am-12.40 pm	1.30 pm-2.40 pm
P4-7	9.00 am–10.40 am, 11.00 am-12.40 pm	1.30 pm-3.10 pm

Arrival times - it is essential that pupils arrive at school as close to the bell time as possible. Pupils are able to access the school lunch hall from 8.50am to order school lunch.

CROSSING PATROL

Barbara Anderson is our School Crossing Patroller is stationed at Castlegreen Road. Barbra is on duty at the following times:

8.30 am-9.00 am
12.40 pm-1.35 pm
2.40 pm-3.00 pm
3.10 pm-3.30 pm

ENROLMENT

Children are entitled to start their formal education at the beginning of the session in August if they are five on or before the last day of February of the same school session. Advertisements are placed in the local press at the beginning of each year giving enrolment dates. Parents are requested to complete applications through the Highland Council Website. When enrolling a child the parent should bring the child's birth certificate and proof of address.

PLACING REQUESTS – PARENTAL CHOICE

Each school serves its own particular catchment area. Pupils whose homes are located in that area will have priority in being allocated a place in the school. However, parents have the right to specify the school in which they wish to place their child. Application must be made to the Area Care and Learning Manager Mrs Jennett placing request forms can be obtained from http://www.highland.gov.uk/info/878/schools/11/school_enrolment/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 Pennyland Primary they can contact Mrs Murray 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.

All P1 to P3 children are entitled to free school meals.

HEALTH PROMOTING SCHOOL

As a Health Promoting school we encourage pupils, staff and parents to think about healthier lifestyles. Healthy living is a regular topic in classes. Staff take part in health promotion activities. We value all the activities that make up a healthy and happy community.

School meals are served in the Main Hall at 12.40pm and cost £2.30 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. 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

Lunchtime Choices

Parents are responsible for pupils who have arranged to go home for lunch.

Breakfast Club

Pupils can have a healthy breakfast at a subsidised rate.

Breakfast Club runs each day from 8.30am – 9.00am and is by invitation only.

Pack Lunches

Packed lunch boxes should be clearly marked with the pupil's name. No glass containers, fizzy or canned drinks are allowed as part of a packed lunch. Lunch boxes should be transported in a separate bag to avoid leaky containers destroying schoolbooks. All packed lunches should aim to follow the Health Promoting School Guidelines.

SCHOOL CLOTHING

We have a school uniform in our school which we **expect all our pupils to wear**. Dark trousers should be worn to school; the wearing of jeans is not permitted. School sweatshirts in bottle green, polo shirts in bottle green, white or gold and other items can be ordered through the school office. There are usually some items in stock in the school. Uniforms can be ordered by collecting a form from the office. There is also a selection of nearly new uniform items which can be purchased for a modest donation.

All children should be supplied with a pair of black indoor shoes suitable for PE. These should be kept in school at all times. Outdoor shoes should also be suitable for outdoor activities including PE.

TRANSPORT

Please note that transport is not a school responsibility and any queries should be addressed to the Local Transport Officer, Transport Office, Market Square, Wick, 01955609562. <http://www.highland.gov.uk/learninghere/schools/informationforparents/>

Free transport to school is available for children living within the delineated area of the school:

- if under eight years of age and over two miles from school,
- or are eight years of age and over three miles walking distance from the school.

Application forms for free transport are available from the school or from the Education, Culture and Sport Offices, Market Square, Wick, 01955609562.

TRANSITION

Transition is an important aspect of education, Pennyland provide a structured transition both from ELC to Primary 1 and also from Primary 7 to Secondary School.

ELC Transition – ELC pupils will have the chance to meet their new teacher and see their new classrooms at varying times, especially between January and June of the pre-school year. Parents will be kept informed of all details.

Primary to Secondary Transition – Guidance teachers from the High School will visit the Primary 7s to give them relevant information on their move to Secondary Education. Documentation will be provided and trips to the High School arranged. The requirements of children with additional support needs are discussed with Thurso High School well in advance – some as early as Primary 5.

SCHOOL RULES AND PROMOTING POSITIVE BEHAVIOUR

WHAT TO BRING TO SCHOOL

Children should arrive in school each day with the green reading bags (donated by the parent council). They could also have a few coloured pencils and/or felt pens if desired. Ideally these should all fit in one pencil-case. Other items required, such as writing pencils, calculators, compasses etc will be provided by the school.

All children require shorts, t-shirt and gym shoes for PE. Since this kit is also used for other activities, we ask that this is kept in school. All kit should be clearly marked with the pupil's name and stored in a suitable bag. Football tops are not permitted for PE and for Health and Safety reasons children are not allowed to wear jewellery, fitness trackers or watches during lessons.

MOBILE PHONES

We strongly discourage pupils from bringing mobile phones to school. If a parent finds it necessary, then parents should inform the school office and the pupil must deposit the phone with the school clerical at the beginning of the school day, and collect it prior returning home.

NAMING/LOSS OF PROPERTY

It is of enormous help if all belongings, especially items of clothing, are marked with the pupil's name. It is extremely difficult to trace unnamed items.

Any loss of property should be reported promptly to the class teacher or janitor. Children finding items in school should hand them in to the class teacher, janitor or school office to allow them to be claimed. There is a lost property 'basket' situated at the front door.

BULLYING

There may be times when a child feels they are being bullied.

It is usually defined as behaviour that is:

- repeated
- intended to hurt someone either physically or emotionally
- often aimed at certain groups, for example because of race, religion, gender or sexual orientation

It is important that parents, who are concerned about possible bullying incidents, contact the school at the earliest opportunity to discuss the problem. At Pennyland we have a Promoting Positive Behaviour Policy, which clearly details the action that will be taken and how all children concerned may be supported to ensure incidents are not repeated.

PROMOTING POSITIVE BEHAVIOUR

A high standard of discipline is expected of pupils within, and out with the school, when taking part in school related activities. Children are encouraged to show respect and consideration for people and property and to accept responsibility for their own behaviour.

Each child is made aware of the school rules which should be obeyed. The co-operation of parents is essential to encourage pupil's self discipline and sense of honesty, fair play and mutual respect. Here is a list of Pennyland's 6 "Golden Rules":

Do be gentle	Do not hurt anybody
Do be kind and helpful	Do not hurt people's feelings
Do work hard	Do not waste your or other people's time
Do look after property	Do not waste or damage things
Do listen to people	Do not interrupt
Do be honest	Do not cover up the truth

We also use the simple saying;

Keep your hands feet and unkind thoughts and words to yourself- kind hands, kind thoughts and kind words.

CAR PARKING

Parents are kindly requested **NOT** to park on the yellow zigzag lines in front of the school at any time.

This is for the safety of all pupils in our care.

CURRICULUM AND ASSESSMENT

Pennyland Primary follows the Scottish Curriculum for Excellence which begins in nursery and follows the progression below.

CURRICULUM FOR EXCELLENCE LEVELS:

Early Level:	ELC to P1
First Level:	P2-P4
Second Level:	P5-P7
Third Level:	S1-S3

These are the levels against which we will report to you, as parents.

Subjects are now grouped as follows:

- Mathematics and numeracy
- English and literacy
- Health and wellbeing – parents will be informed when sensitive issues such as sexual health are to be discussed with your children.
- Expressive Arts
- Sciences
- Social subjects

- Religious and moral education – please inform the school in writing if you do not wish your child to participate.
- Technologies

The curriculum aims to better prepare children for the challenges of the future and places a far greater emphasis on not just acquiring skills but being able to use them effectively and creatively. It places literacy, numeracy and health and wellbeing at the heart of the curriculum.

It also allows the development of skills for life, work and learning.

Twice yearly tracking meetings are held between the teaching staff and the Head Teacher to check how pupils are progressing.

ASSESSMENT & REPORTING TO PARENTS

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

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

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

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

ADDITIONAL SUPPORT NEEDS

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

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

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

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

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

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

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

Progress

Parents wishing to enquire about a pupil's progress or have concerns about their progress are invited to get in touch with Mrs Laura Murray.

SCHOOL IMPROVEMENT

This year, because of the pandemic, all schools in Highland are focusing on certain key priorities as followings:

1. Health and wellbeing
2. Recovery of learning, teaching and assessment
3. Attainment in session 2020/21 (focusing on identifying new or widened gaps caused by the Covid-19 situation)

Pennyland Primary Schools' Standard and Quality Report can be accessed on our website:

<http://www.pennylandschool.com/>

The latest HMIE Inspection Report can be found by accessing the following link:

<https://education.gov.scot/education-scotland/inspection-reports/reports-page/?id=4017>

PUPIL CARE, WELFARE AND SAFETY

ATTENDANCE/ABSENCE

Good attendance is vital if pupils are to achieve their full potential. But if a pupil is absent from school, a parent or guardian should phone the school on the first day of absence, school phone number: 01847 892 661. When returning to school after an absence, the parent or guardian must give written reason for the time absent.

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

If pupils fall ill during the day, parents are contacted for them to collect their child, therefore it is essential that we have up to date day time contact numbers and emergency contact numbers for all pupils.

Schools are required to keep an attendance register by law. We have a responsibility for the care and welfare of all pupils during the school day therefore need to know the whereabouts of absent pupils.

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

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

In conclusion, we would ask parents to be aware of these considerations when making decisions on planning holidays during term time. We have enclosed a link to the school term dates on the Highland Council website to aid parents in planning any holidays they may be considering https://www.highland.gov.uk/info/878/schools/32/school_term_dates

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

During the current pandemic we may need to amend our approaches to recording attendance, for example if it becomes necessary for pupils to work from home. For more details please contact the school.

ILLNESS

If a pupil takes ill at school they should, in the first instance, tell the class teacher who will inform the school office. The parent or emergency contact will be notified and a responsible adult, known to the pupil, should collect the pupil from the school office.

In cases of emergency medical services will be contacted and, if necessary, the child will be transported to the nearest Health Centre or Hospital.

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.

MEDICAL CONDITIONS

Any medical condition likely to affect your child's learning or well being must be notified to the school. Our First Aiders are trained to deal with various medical conditions.

MEDICATION/INHALERS

Teachers are not obliged to administer medication to children and it is preferred that parents make arrangements to ensure they are able to administer medication to their own

children. Where this is not possible some members of staff are willing to carry out this duty on a voluntary basis. Any medication should be delivered to and collected from the school office by an adult. Children should not transport medication to and from school. A pro forma for written instructions is available from the school office. This must be completed and signed by a parent/carer. Any medication must be in its original container. It is essential that children who require inhalers have them in school every day.

Parents should take note of the expiry date of any medication to be kept in school for a period of time to ensure it does not go out of date.

Health & Welfare

Parental permission is sought in advance to allow the school nurse to examine pupils in P1 and P7. Parents may be present at the examination if they wish.

Mental Health and Wellbeing

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

Head Lice

From time to time some pupils may suffer from outbreaks of head lice. Effective treatment is available from the local Chemist. If you are in doubt regarding the condition please ask the school for a leaflet about head lice. The school nurse has advised us that the most effective method of combating head lice is regular fine combing.

Should a member of staff discover a child with head lice the parents of that child will be informed immediately. All communication regarding this problem will be treated in the strictest confidence. Alert letters are no longer allowed to be issued to parents.

ADMINISTRATION OF MEDICINES

National Guidance on the Administration of Medicines in Schools has been issued by the Scottish Government. <https://www.gov.scot/publications/supporting-children-young-people-healthcare-needs-schools/>

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

Under Article 24 of the United Nations Convention on the Rights of the Child, all children have a right to the highest attainable standard of health and to health care services that

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

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

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

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

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

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

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

ADVERSE WEATHER/SCHOOL CLOSURE PROCEDURES

Adverse Weather Hotline – If the school has to close due to bad weather or any other emergency, a message will be left on the Adverse Weather Hotline number:

Telephone 0800 564 2272 Pennyland School Pin No. 04 2780

Moray Firth Radio will also broadcast school closure information.

<http://www.highland.gov.uk/learninghere/schools/schoolclosures/> is a useful website for parents in times of bad weather and school closures.

The Facebook page will have adverse weather messages in the event of school closure.

REMINDER

Please make certain that your child knows exactly what they have to do at an early closure for Storm/Snow warnings.

Please also ensure that your child is aware who their emergency contact is. Should it be necessary to close the school during the school day it is essential we have emergency contact information for every child. It is the parents/carers responsibility to ensure such information held by the school is kept up to date and that we are informed in writing of any changes at the earliest opportunity.

FIRE SAFETY

Regular Fire Drills are held in school to ensure all pupils and staff are familiar with the school's evacuation procedures.

HIGHLAND COUNCIL CHILD PROTECTION POLICY

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 a priority for Education Service staff.

More information about Child Protection Procedures within Highland can be obtained from the Child Protection Development Officer, Highland Child Protection Committee, Kinmylies Building, Leachkin Road, Inverness, IV3 8NN – Telephone (01463) 703483, Fax – (01463) 713237

ACCESS TO PERSONAL RECORDS

Parents will have ready access to the files and records of their own children, but will not have access to information about any other child.

PHOTOGRAPHS AND DIGITAL IMAGES

You are reminded that you are only permitted to post photographs of your own children on social media.

Any subjects of photography should be made aware that, when class or group photographs are taken by a commercial agency, copyright is retained by the photographer.

The press and other media retain the copyright to their photography.

The Council has a duty to have regard for the need to:

Eliminate unlawful discrimination, harassment, and victimisation;

Advance equality of opportunity;

Foster good relations

Written consent must be obtained from you as parent/guardian of a child for photographic images to be used.

SCHOOL ACTIVITIES

HOUSES

All children are members of House Teams (Bragi, Odin, Frey and Thor). Children can gain points for their House and there is a weekly winning House. Houses also compete against each other eg at the Annual Sports Day.

The P7 children take it in turns to be Captains/Vice Captains of the Houses.

PUPIL COUNCIL

A Pupil Council is established in the school. The Council members are voted for by their classmates. The council comprises of two children from each class P3-P7. The Council meets regularly throughout the school year under the guidance of a member of staff. The purpose of the Council is to encourage the children to be involved in the running of their school, putting forward their ideas for improvements and solutions to problems.

ECO COMMITTEE

Our Eco Committee comprises pupil representatives from Primaries 3 to 7. They are voted for by their classmates and generally remain on the Eco Committee for the school year. They make sure that all pupils are made aware of what they do through their noticeboard, assemblies and visits to class.

SPORTS

Sports Day is organised annually by the staff and friends of the school and all children are encouraged to participate in a variety of events. Parents are invited to attend. It is held in the Naver sports field.

The school takes part in many sporting events over the year. There are inter-school competitions for football and netball, which the P6-7 pupils are encouraged to take part in.

EDUCATIONAL VISITS

Local visits, within school hours, take place as part of everyday learning opportunities. Opportunities are also provided for pupils to take part in educational visits and excursions further afield.

These vary in type according to the age of the pupils. Parents will be sent a form providing information about the trip and seeking their permission. Occasionally, parents will be asked to contribute towards the cost of transport etc but, wherever possible, these costs are met from school funds.

We also have a range of visitors to the school, some from the local community and some such as theatre groups from further afield.

PRIMARY 7 RESIDENTIAL TRIP

Each year our Primary 7s have an opportunity to go on a 5 day residential trip. For the past few years the children have visited Loch Eil Outdoor Centre. While the content is educational and wide ranging in nature, as it is residential, and therefore more expensive. Parents are able to pay for the trip in instalments. Our Primary 7s undertake significant fundraising throughout the year to further minimise costs to parents. This is a fantastic opportunity to try out lots of different exciting outdoor activities and proves to be one of the highlights of their Primary 7 year!

CAITHNESS MUSIC FESTIVAL

Some children from Pennyland Primary participate in the Caithness Music Festival in June every year. For all excursions pupils are required to wear school uniform.

PENNYLAND'S ROLE IN THE COMMUNITY AND PARTNERSHIPS

For the last few years our Primary 7s have worked closely with Dounreay apprentices ("Stem Ambassadors") building a "Goblin Car" in the school. At the end of the project the completed car is taken to Aberdeenshire where the children race against other schools.

We have close links with Jay Dufaur, the Active Schools Coordinator with High Life Highland. Through Jay the school has run afterschool clubs such as gymnastics, karate, football, rugby & netball.

Regular visits are made by the Countryside Ranger who provides talks and activities based around learning.

Our children have involvement with some of the local businesses/groups, such as; Tesco, Co-op, Reids Bakery, Thurso Town Improvements, Caithness Horizons, Janetstown Recycling Centre and many others.

During the school term we have visits and lesson from Feis Rois & music instruction Kodaly.

A Scripture Union lunchtime group is proving very popular with the Primary 4 – Primary 6's.

WORKING WITH PARENTS

The current pandemic has affected the way in which we are able to engage with parents, and this may change further depending on how the pandemic progresses. For the latest information, please contact the school.

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

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

- Parents' evenings
- Progress checks
- Target Setting
- 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 annually.

A member of the Senior Management team is in school to contact should you wish to discuss any issues.

Parent Council is a group of parents who volunteer to represent all parents of children at the school. Any parent who wishes to raise an issue for the Parent Council to consider can do so by contacting pennylandprimarypc@gmail.com

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/>

VISITS TO SCHOOL

Parents are always welcome to visit the school to discuss any aspects of their child's educational experience. Appointments **must be** arranged with the office if parents wish to meet with teachers or the Head Teacher.

Parents' Evenings are held twice a year and give parents the opportunity to meet with the class teacher and discuss progress within learning. Open afternoon also feature throughout the school year.

A security system is in operation and all visitors can access the school by ringing the visitors' bell at the main entrance. While children are in school there is no other access to the building.

EMERGENCY CONTACT

School staff will only deal with minor cuts and bruises. More serious injuries may arise and parents are all too aware that children can become ill quite quickly. For these reasons it is essential the school is able to contact a parent, or an appointed emergency contact, at any

time during the school day. The school will issue Emergency Contact Forms annually to keep records up to date and we ask that parents inform us as soon as possible of any change in circumstances.

No child will be sent home without either a parent or emergency contact being informed and asked to come to the school to collect the child. In the case of an emergency, medical services will be contacted and if necessary the child will be transported to the nearest Health Centre or Hospital as appropriate. Parents will be contacted at the earliest opportunity.

HOMEWORK

One of the most important aspects of homework is the link it provides between home and school, enabling parents to see their child's progress with class work. Homework is useful in encouraging pupils to pace their work and to develop the study habit, approximately twenty minutes to half an hour each evening should suffice. Homework should be done in a quiet, comfortable place, away from distractions such as television. For older children it may involve research associated with ongoing classroom work.

Although some homework can be tackled independently, we would encourage parents to show interest in their child's work and assist or encourage them, as they feel appropriate. A parent or responsible adult must sign all homework.

PARENT COUNCIL

The Parent Council is a group of volunteers from the Parent Forum who represent all the parents of children at a school. The type of things a Parent Council could get involved in include:

- Supporting the work of the school;
- Gathering and representing parents' views to the Head Teacher, education authority and HMIE;
- Promoting contact between the school, parents, pupils, providers of ELC education and the local community;
- Fundraising;
- Being involved in the appointment of senior staff.

We are lucky enough to have a very active Parent Council who support the school. The date of the AGM, will be notified to parents, in writing, 2 weeks prior to the meeting. For full details of the members, please see the school website.

COMPLAINTS AND REQUESTS FOR SERVICE

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

The school will always endeavour to resolve issues by listening to parents and seeking solutions in partnership. Should a situation not be resolved, parents can contact the Mrs Jennett.

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.

Appendices I

Employment of Children

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

http://www.highland.gov.uk/downloads/download/19/employment_of_children

Access to Pupil Records

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

Data Protection Legislation

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

Transferring Educational data about pupils

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

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

<http://hi-hope.org/directory/listing/16plus-planning>

Data policy

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

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

information on individual pupils can or would be made publicly available by Scottish Government.

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

Information on why we collect data about pupils and who we share this data with can be found in Highland Council's Privacy Notice which is available here: https://www.highland.gov.uk/directory_record/1095920/enrol_your_child_at_a_school

Why do we need your data?

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

- 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.

Equality and Inclusion

For up-to-date information please see:

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

In summary, our activities in school should ensure that we:

Eliminate unlawful discrimination, advance equality of opportunity, promote good relations. Activities should not discriminate against any of the following 'protected characteristics' age, disability, race, religion or belief, sex, sexual orientation, gender reassignment, pregnancy and maternity.

Protection of Children

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

In terms of Highland Child Protection Committee Inter-agency Protection Guidelines, Education Service staff must report such incidents to Social Work Services which can lead to a joint Social Work/Police investigation.

All agencies involved in Child Protection are obliged to make the welfare of children their paramount consideration and this will be the priority for Education Service staff.

COPIES OF CHILD PROTECTION POLICY GUIDELINES are available online at

http://www.highland.gov.uk/info/1361/childcare_and_family_care/438/child_protection

Military Families

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

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

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

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

https://www.highland.gov.uk/info/886/schools_-_additional_support_needs/833/armed_forces_-_support_for_families_and_schools

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

Appendices 2

Term dates for year 2021/22

Calendar

- In service day - 16 August
- In service days - 13 and 14 September
- October holidays - 11 to 22 October
- Christmas and New Year break - 23 December to 5 January
- February break - 21 and 22 February
- In service day - 23 February
- Easter holidays - 4-18 April
- May Day - 2 May
- In-service day - 5 May
- Summer holidays - break starts 1 July

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.