

Sgoil an Rubha



Sgoil an Rubha

New Garrabost

Point

HS2 0PX

Tel – 01851 870641

Head Teacher – Mr Calum Maclean

www.sgoilanrubha.co.uk

SCHOOL INFORMATION

Sgoil an Rubha is the new school for the pupils of Point. It is located in the village of Garrabost which is centrally positioned in the district of Point. It is some 7 miles from the town of Stornoway, the main town in the Island of Lewis.

In session 2012 – 2013 there are 151 pupils in the school. These are made up of 21 Gaelic Medium pupils and 130 English Medium pupils. There are also 12 pupils in the Gaelic Nursery and 17 in the English Nursery.

This year the school has 8 full-time equivalent members. Support for Learning is covered by 0.8 of a staff member. Alongside this there is 0.2 Management/Admin Support. Specialist in Music, Art and P.E visit the school periodically. Through the Youth Music Initiative tutors come to tutor some pupils who have opted for additional support in Music.

The school has a number of assistants/auxiliaries. Their duties vary from one to one support to full class and school support. The school has the services of one full time and two part-time Janitors under the Management Facilities Agreement for the school. It also has the services of a part-time School Assistant. A Parent Council meets regularly in the school. There is also an active Pupil Council in place within the school.

SCHOOL AIMS

At Sgoil an Rubha we aim

- to provide a balanced and broad-based curriculum in accordance with national and local guidelines which offer choice, breadth, balance and progression.
- to raise the standards of attainment by having high, but realistic expectations, encouraging and promoting positive self-esteem, and providing regular feedback which is clear, informative and supportive.
- to promote excellence of teaching in order to provide stimulating and relevant learning experiences designed to motivate, meet the wide ranging needs and interests of pupils and give them and their parents regular, accurate and helpful information about their progress.
- to guide pupils in their personal and curricular aspirations, recognising their wider achievements. Ensuring that all who require particular help with their learning are supported in ways which meet their individual needs.
- to provide a happy, caring, stimulating and inviting school environment which is based on the promotion of mutual respect among pupils, staff, parents and local community.

The aspiration for all children and for every young person is that they should be **successful learners, confident individuals, responsible citizens and effective contributors** to society and at work.





THE SCHOOL DAY

Pupils start at 9.10am and continue until 3.10pm. There is a warning bell at 3.05pm in order for pupils to start preparing to get ready for home.

The school day for pupils is structured as follows:

School opens	Morning break	Lunch break for P1-3	Lunch break P4-7	School closes
9.10	10.50 – 11.05	12.30 – 1.15	1.00 – 1.45	3.10

Pupils line up in the canteen area at 9.10am where teachers will then take them to their classes.

At breaks and lunchtimes, pupils will line up outside the Activity area or in the cloakroom area on wet playtimes.

SECURITY

Your children are in our care and while parents and visitors are most welcome, in the interests of security everyone must report to the main door and reception in the first instance.

THE SCHOOL CURRICULUM

Every child and young person is entitled a curriculum which is coherent from 3-18. Curriculum for Excellence aims to help every learner develop knowledge, skills and attributes for learning, life and work, which are encapsulated in the four capacities.

The focus of learning and teaching will be on the four capacities, hopefully enabling our pupils at Sgoil an Rubha to become:

Successful Learners

Confident Individuals

Responsible Citizens

Effective Contributors

The curriculum includes all of the experiences which are planned for children and young people through their education. These experiences are grouped into four categories.

Curriculum areas and subjects

The curriculum areas are the organisers for setting out the experiences and outcomes.

Interdisciplinary learning

How the curriculum should include space beyond subject boundaries.

Ethos and life of the school

The starting point for learning is a positive ethos and climate of respect trust based upon shared values across the school community.

Opportunities for personal achievements

Pupils need opportunities for achievements both in the classroom and beyond, giving them a sense of satisfaction and building motivation, resilience and confidence.

The expectations for learning within the curriculum areas should be gathered under:

- Expressive Arts
- Health and Wellbeing
- Languages
- Mathematics
- Religious and Moral Education
- Science
- Social Subjects
- Technologies

These curriculum areas provide a device for ensuring that learning takes place across a broad range of contexts, and after a way of grouping experiences and outcomes under recognisable headings. Taken together, experiences and outcomes across the curriculum areas will sum up national aspirations for every young person: the knowledge and understanding, skills, capabilities and attributes we hope they will develop.

CURRICULUM FOR EXCELLENCE ACHIEVEMENT FRAMEWORK

Level	Experiences and outcomes for most children or young people
Early	In pre-school and in primary 1
First	By end of P4, but earlier for some
Second	By end of P7, but earlier for some
Third	In S1 – S3, but earlier for some
Fourth	Fourth level broadly equates to SCQF
Senior	In S4-S6, but earlier for some

ADDITIONAL SUPPORT FOR LEARNING

We aim as far as possible to educate pupils who have additional support needs alongside their peer group. When necessary, extra help is provided. This help is delivered in a flexible manner and the pupils can be seen individually, in a group or class.

The Additional Support Needs of the Children are identified through a process of Staged Assessment and Intervention. The process of Staged Assessment and Intervention provides a structured system for identification, assessment, planning, review and record keeping for individual children who receive additional support of any kind. The Getting it Right Approach for Children and Young People (GIRFEC) in the Western Isles puts in place a network to promote wellbeing so that children and young people get the right help at the right time.

All Looked After Children and Young People are considered to have additional support needs. This is the case unless the school establishes they do not have additional support needs. The Local Authority must consider whether each looked after child requires a Co-ordinated Support Plan (CSP). The CSP is used to ensure a co-ordinated approach to providing support for children. The CSP will summarise assessments carried out for the child, explain the nature of the child's difficulties and outline the difficulties the Authority will take to support the pupil's needs. An assessment service is also provided by the teacher of children with visual and hearing impairment. The Speech Therapist also visits the school to help any pupils who require support.

In addition, an Educational Psychologist advises on the varied behavioural and learning difficulties which all pupils can experience. He can work directly with pupils and families if required.

Under the Equality Act 2010, the Education Authority is not allowed to discriminate against disabled pupils.

Mediation is provided by Resolve in the Western Isles. It is a non judgemental voluntary process which seems to resolve misunderstandings in the early stages to prevent them escalating. Parents also have the right to have an advocate present at Mediation and this is available through Advocacy Western Isles.

Parents should also be aware of the following organisations which provide advice and further information.

- Children in Scotland: Working for Children and their Families, trading as Enquire – a charitable body registered in Scotland under registration number SC003527
- Scottish Independent Advocacy Alliance, a charitable body registered in Scotland under number SC033576
- Scottish Child Law Centre, a charitable body registered in Scotland under registration number SC012741

LEARNING AND TEACHING

We aim to teach our children by using a wide variety of active, practical and stimulating learning and teaching approaches.

ACTIVE LEARNING

Active Learning is learning which engages and challenges children's thinking using real life and imaginary situations.

Children learn by doing, thinking, exploring through quality interaction, intervention and relationships, founded on children's interests and abilities across a variety of contexts.



CO-OPERATIVE AND COLLABORATIVE LEARNING

At Sgoil an Rubha we recognise that learning is frequently most effective when learners have the opportunity to think and learn together, to discuss ideas, question, analyse and solve problems.



ENTERPRISING APPROACHES

A range of enterprising approaches are engaged in teaching to encourage pupils to develop skills for future life and work. We feel that experience of enterprise allows pupils to become more self-reliant, responsible, creative, manage risk and gives entrepreneurial opportunities.

ICT in EDUCATION

Staff are encouraged to be creative in their use of ICT so that it is at the heart of teaching and learning. Pupils have access to netbooks throughout the school.



TRANSITION

Pre-school to Primary School

At Sgoil an Rubha we believe that creative collaboration between nursery and primary school makes first day nerves a thing of the past. We believe a transition shouldn't be a sudden change but that it should flow from one situation to another.

The Primary One teacher has close links with the Nursery visiting regularly from Term 2 so that pupils will be familiar with her. The Nursery is part of the school and pupils regularly use areas of the school such as the library, gym hall and playground.

In Term 3 Active Schools have a number of active sessions with pre-school and primary one pupils. This also involves Primary Seven pupils who are working on their Young Leaders Awards.

Formal consultation meetings between the Primary One teacher and Pre-school staff occur before pupils attend induction mornings.

Nursery pupils attend P1 when Primary Seven pupils are on their induction to the Nicolson. Pupils will spend the mornings in class and Active Schools will also be involved in the planned activities.

Parents of the new Primary Ones have the opportunity to come in to Sgoil an Rubha in term 1 of the new session and meet their child's teacher, and ask any questions.

All P1 pupils have a P7 buddy who becomes a familiar face and usually a good friend. They are there at playtimes to support the transition process.

Primary to Secondary

Pupils from Sgoil an Rubha normally transfer to the Nicolson Institute – a six year comprehensive school.

Transition formalities are jointly organised by the Local Authority, Secondary and Primary school. Parents are provided with information and forms and there is a system for purchasing school uniform. The uniform order form comes with enrolment form.

During their last term in primary school, a member of the senior management team and a Guidance teacher from the Nicolson Institute visits Sgoil an Rubha to talk to the P7 pupils about the secondary school. P7 pupils will then visit the Nicolson Institute where they will spend three induction days following the secondary timetable.

This means that when they join first year in August they will be familiar with the layout of the school and will know a number of the staff.

Children with additional educational Support needs are provided with more specific and detailed transition arrangements.

Class Teacher to Class Teacher

At Sgoil an Rubha on-going informal liaison takes place between staff and in the last term formal consultation meetings are timetabled where the Support for Learning teacher inputs into the meetings.

Staff also use e1 which tracks each pupils' performance and shares medical requirements if necessary.

SCHOOL MEALS

We use a cafeteria system, which allows children to have their choice of a hot meal or cold snack.

Our school menu offer healthy and tasty meal options which reflect the Scottish Government food and drink requirements for school lunches.

All food is prepared on the premises and parents are issued with menus at the start of the school session.

The cafeteria is a cashless catering system. We hope that this will reduce queuing times.



Some children prefer to take packed lunches to school. Provision is made for all food to be eaten in the canteen and should not be eaten in any other area of the school. Parents of children who need special diets should contact the school office so that arrangements can, where possible, be made to accommodate this.

Children of parents in receipt of Income Support are entitled to a free midday meal. Applications must be made towards the end of each school session for the following session – or wherever financial circumstances change during a school session. Application form may be obtained from the school office or from the Education Department, Comhairle nan Eilean Siar, Sandwick Road, Stornoway. Telephone 703773.

SPIRITUAL, MORAL SOCIAL AND CULTURAL VALUES

RELIGIOUS EDUCATION

Sgoil an Rubha aims to develop the spiritual, moral, social and cultural values of its pupils, having regard to the values of the community, and guided by the recommendations contained in national and regional guidelines.

As a non-denominational school, we may have pupils of different religions and backgrounds. Parents who wish to exercise their right to withdraw their child from Religious Education should put their request in writing to the Head Teacher.

RELIGIOUS OBSERVANCE

We continue with this custom at morning registration and within the context of fortnightly assemblies. During the school year, end of term services are taken by one of the school chaplains. Again parents may elect that their child should not take part in such observance by notifying the Head Teacher in writing.

CHARITIES

Throughout the year Sgoil an Rubha takes part in a number of fund raising events for charities. In September we take part in the Macmillan Coffee Morning which involves the wider community. In November the school is involved in Blythswood Shoe Box Appeal and events are held to raise money for Children in Need. We also run school events for local charities such as Bethesda.

The Pupil Council welcome any ideas for fund raising for charities locally and globally.

AFTER SCHOOL CLUBS

At Sgoil an Rubha, we strive to provide a diverse selection of extra-curricular activities for pupils at lunch-times and after the school day.

Below is an indicative list of clubs that we try to offer within each school year.

Please note that some clubs are only open to certain year groups and we may not be able to offer all these clubs every year.

Sports

Unihoc

Football

Netball

Badminton

Music

Fiddle group



Other Activities

Scripture Union

Art Club

Board Games

Drama Club



SPORTS AND OUTDOOR ACTIVITIES

Sports

Sports Day is held in May or June depending on the weather. Pupils compete for a boys or girls championship at senior level. Parents and friends are cordially invited to attend.

Sports Festival

Sgoil an Rubha takes part in a number of competitions in the Lewis and Harris Sports Festival.



Cross Country

Pupils from P4 – P7 participate in local competitions.

Football

Pupils throughout the school have the opportunity to take part in local football competitions which take place throughout the year.

OUTINGS

Local

From time to time different classes may be taken by their teacher on excursions which will be relevant to the topic the class are studying. Parents are usually given advance warning of this.

Residential

Primary 7 go on a residential trip to the mainland for 3-5 days. These trips give an opportunity for pupils to live together as a group and help practise PSD skills such as co-operating, sharing and behaving responsibly.

ATTENDANCE/ABSENCE FROM SCHOOL

Illness

If children are absent due to illness or any other reason parents are asked to inform the school by telephone by 9.30am.

Request for Absence

If children need to be withdrawn from school for any reason other than illness it is essential that the necessary application form is filled in and permission granted by the Head Teacher. This form can be

collected from the School Office on request or obtained via the school website.

Routine Medical Examinations

Hygiene and dental examinations are held from time to time throughout the pupil's school life. In Primary 1 a general health examination is carried out on each child, and the parent/guardian is invited to attend. Parents contacted to give permission.

Illness/Accident at school

Any pupil who feels unwell in class should inform the class teacher who will make arrangements to seek medical advice if necessary. In some cases it may be necessary to send your child home after contact has been made with parent/guardian/emergency contact.

It is, therefore, important that the school has an emergency contact and also the name of your child's GP in case you cannot be contacted.

It is important that you inform the school promptly of any changes.

Parents are asked to inform the school if there are any particular medical requirements for their child.

FIRE POLICY

If a fire occurs in the school, the fire alarm will give a continuous siren.

PROCEDURES

1. Staff will guide pupils out safely and orderly through nearest fire exits, which are the activity areas.
2. Staff and pupils will gather at the Fire Assembly Point at the rear of the school and will ensure that all pupils are accounted for.
3. Pupils and staff will remain in the playground and await further instructions from a member of FES staff.

FIRE DRILLS

1. Fire drills are carried out at least once a term.
2. FES manager records each fire drill in a logbook.

EMERGENCY CLOSURE

It may be necessary, occasionally, to close the school at short notice and send the pupils home – for example in exceptionally bad weather or if the electricity or heating system fails. In these circumstances an immediate decision is made to phone for the school buses. If parents are not regularly at home during school hours, they should always make arrangements to have someone available to receive their children should such an emergency occur. The school asks each parent to provide the address and/or telephone number of a person who can be contacted in these circumstances. If the school has to close early this will be intimated by local radio, Groupcall and the website.

Parents should also feel free to contact the school if they are concerned about the safety of their children because of severe weather conditions.

ENROLMENT

Parents who wish to enrol their child at a stage other than Primary One should contact the school so that a visit and a meeting can be arranged.

NEW ENTRANTS

Children who will be four years of age by 28th February 2013 are eligible for infant enrolment in August 2013.

Enrolment for the August intake usually takes place in February on a date notified by the Local Authority through press advertisement.

Parents are requested to bring in their child's birth certificate when enrolling.

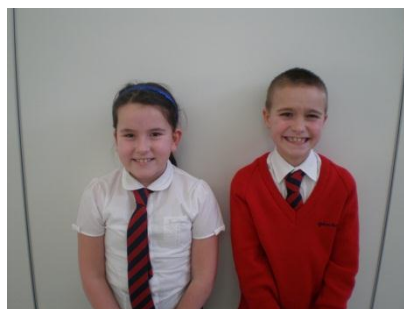
SCHOOL UNIFORM

At Sgoil an Rubha we encourage the wearing of school uniform and seek parental co-operation in this. We believe that the wearing of school uniform helps pupils to feel a sense of pride in their school and also fosters a feeling of 'belonging'. This goes a long way to maintaining school standards and general morale.

Our uniform consists of:

For formal occasions e.g Mod, Prize Giving etc

- white shirt/blouse
- dark trousers/skirt
- school tie
- 'sensible' footwear



For less formal occasions and day to day wear:

- red sweatshirt/cardigan/top with school badge
- dark trousers/skirt
- ‘sensible’ footwear



There are forms of dress which are unsuitable in school, such as items of clothing which:-

- could cause offence
- carry advertising, particularly for alcohol
- could cause health and safety difficulties (such as “chunky” rings, neck chains, dangling hooped earrings) etc
- potentially encourage faction (such as football strips).

All parents in receipt of Family Credit or Income Support are eligible for a clothing grant from the Education Authority. Applications for clothing grants are available from the Department of Education, Comhairle nan Eilean siar, Sandwick Road, Stornoway. Telephone 703773

Uniforms can be ordered from the school office

- Sweatshirts
- Ties
- Polo Shirts
- Cardigans
- Jackets – reversible and heavy jackets

With the unpredictable weather we have your child may be outside playing so please make sure he/she is equipped with outdoor clothes. It's surprising how many children slip out, from home, even in winter, without a jacket.

PRICES

Pullover									Quantity	Price
Size	24	26	28	30	32	34	36	38		
Price	£12.50			£14.00		£15.00				

Cardigan									Quantity	Price
Size	24	26	28	30	32	34	36	38		
Price	£12.50			£14.00		£15.00				

Sweatshirt										Quantity	Price
Size	22-24(S)	26-28(M)	28-30(L)	30-32(XL)	32-34(XXL)	34-36(XS)	36-38(S)	38-40(M)	40-42(L)		
Price	£11.00			£12.00		£13.00					

Tie				Quantity	Price
Size	45"	48"			
Price	£3.00	£3.00			

Polo Shirt	White Short Sleeved								Quantity	Price
Size	24	26	28	30	32	34	S(36)	M(38/40)		
Price	£8.00		£8.50			£9.00				

Jacket	Reversible Red (One side Fleece, other side Showerproof)							Quantity	Price
Size	22-24	26-28	28-30	30-32	32-34	34-36	38		
Price	£18					£19			

Jacket	Red Heavy Waterproof						Quantity	Price
Size	3-4	5-6	7-8	9-10	11-12	13-14		
Price	£25							

Golden Time and Behaviour Management

All children need continuous, positive reinforcement to thrive. In order for them to learn to make good decisions, children can benefit from reward-based schemes that also include some form of deterrent for bad behaviour. Golden Time allows teachers to organise weekly lessons with a structured form of behaviour control integrated into their plan.

By providing even very young children with a clear list of Golden Rules, and clear rewards for good behaviour, along with defined consequences for failing to follow the rules, you can effectively address the social and emotional development needs that lead to poor behaviour.

How Golden Time Succeeds

Children respond to positive behaviour incentives. When it comes to social and emotional learning, using such incentives is an excellent way to achieve results, according to child behaviour specialists. The key to Golden Time is providing a clear structure for penalties as well as rewards.

As a behavioural tool, Golden Time works by encouraging children to control their actions by understanding the consequences of their choices. To encourage this step in development, clear signals must be provided as a child progresses toward losing some of their Golden Time.

If a child misbehaves, they are asked: "Do you want to come back to the Golden Rules and stop your bad behaviour or do you want to keep breaking the Golden Rules and lose some Golden Time?" This actively involves the child in their potential punishment, by allowing

them to consider the consequences of their choices. Ultimately, though children are still being punished for poor behaviour, they are developing both socially and emotionally.

Is Golden Time for Everyone?

By providing a system of warnings, rewards and even second chances, a good Golden Time programme will boost self-esteem by empowering children to make positive choices.

At the same time, the consequence of losing out on some Golden Time gives children another kind of positive reinforcement – the sort that comes from knowing adults are paying attention to their actions, care about the result and treat them the same as others.

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 the truth

HOME AND SCHOOL LINKS

Sgoil an Rubha values parental co-operation and support. Parents who take on a supportive role in their child's learning make a difference in improving achievement and behaviour.

Formal Parent/Teacher Evenings are arranged during the year. Appointments can be made throughout the year, to consult with class teachers or the management team on a matter relating to their child's schooling.

Parents are also encouraged to use the school diaries and class teachers make comments weekly on how each pupil's week has been.

We believe that your child will cope best when he/she knows that we are all working together, presenting the same standards and expectations for his/her education and future.

COMPLAINTS, COMMENTS AND SUGGESTIONS PROCEDURE

We are keen that you should be completely satisfied about your child's education and we encourage feedback from parents and pupils. We are therefore, interested in feedback of all kinds, whether it be compliments, suggestions or complaints. If you have a complaint about the school, please let us know. It is better that these things are shared openly and resolved fairly rather than being allowed to damage the relationship between the family and the school. There will be no negative consequences arising from making a complaint and we will deal with the issue as confidentially as possible. If we have made a mistake we will apologise quickly and clearly and try to put things right.

There are some things which you should take note of in relation to making a complaint:

- Please make any complaints initially to the Head Teacher. This makes sure that the school knows what is going on and has an opportunity to respond and resolve the issue.
- If you are unhappy with the service or with our response then you will have the right to take the matter further. You can put your complaint in writing or fill in a complaint form. Complaint forms should be sent to : Director of Education and Children's Services, Comhairle nan Eilean Siar, Sandwick Road, Stornoway, Isle of Lewis, HS1 2BW.
- If you are still unhappy after further investigation and reply you can take the matter up with the Scottish Public Services Ombudsman. The reply will include the contact details.

PARENT COUNCIL

The role of the Parent Council is to:

- Support the school in its work with parents
- Represent the views of all parents
- Encourage links between the school, parents, pupils, pre-school groups and the wider community
- Report back to the Parent Forum (all parents are members of the Parent Forum).

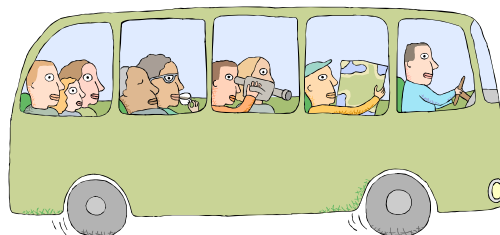
Parents/Carers are encouraged to volunteer or put themselves forward to be chosen as representatives of the Parent Council. The Parent Council meets 2/3 times per school term. All meetings are open and parents are welcome to attend.

PARENT COUNCIL MEMBERS

John Moffat – Chairperson	Johnmoffat@mannjudd.co.uk
Donna Maclean –Vice Chairperson	donna@shoe-island.co.uk
Sine Macmillan	sine.mac@hotmail.co.uk
Iona Mactaggart	ionamactaggart@btinternet.com
Corinne Maclean	corinne.maclean@tiscali.co.uk
David Mackay	david.mackay20@btinternet.com
Anne Macaulay	anne.frater@lews.uhi.ac.uk
Alison Macleod	alison.honnie@tiscali.co.uk

BUS INFORMATION

Primary School Children living two miles or more from Sgoil an Rubha are entitled to free transport. Children who are not eligible for free transport will have to pay a contribution towards the cost of transport if they make use of it. It will be possible for parents to:



- Buy weekly books of tickets or
- Purchase a termly pass or
- Purchase a session pass.

Payment for the above can be made by direct debit if parents wish. The overall price is the same regardless of which method parents choose – in other words, there is no cost penalty for choosing to pay weekly or monthly.

There is also a system of stepped discounts for families with more than one child travelling to school.

It is the parent's responsibility to make sure their child arrives at the pick up on time and behaves in a safe and acceptable manner while boarding, travelling in and leaving the vehicle. Children who misbehave can lose their right to home to school transport.

DISCIPLINE

All schools must have rules if pupils are to learn and join in activities, effectively and safely. Sgoil an Rubha aims to create a safe environment where accident and injury are kept to a minimum, if not completely eradicated; to create an orderly environment conducive to good learning; and to foster respect for property for self and others by practising common sense, courtesy and co-operation. We follow the Golden Rules on page 21 and we would ask you to read them carefully. Children should know the rules and how they are expected to behave.

We would hope to give parents' early warning of any problems – by using the school diaries. We would anticipate active co-operation from parents where necessary so that their child and others will benefit from the education provided.

BULLYING

Bullying, in any shape or form, is unacceptable. Members of staff are always vigilant in attempting to detect any case of bullying. Pupils are often reluctant to pass on information to teachers about the unacceptable behaviour of some of their schoolmates. Parents are urged to inform the school immediately if they become aware of any incidents of bullying. The child should be encouraged to discuss any worries or problems of this nature with their teacher, or any other member of staff, as soon as possible.

Parents should keep a written record of any incidents including the date, the child(ren) involved, and what happened. This will help the school to deal with the situation.

SUPERVISION AT PLAYTIMES

All our auxiliaries are involved in playground duties.

1. In the morning there are two auxiliaries who meet pupils off the school bus.
2. At playtime and lunchtime there are always auxiliaries on duty.
3. At wet playtimes Primary Seven monitors will also assist auxiliaries in tasks in the hall.

ACHIEVEMENT

At Sgoil an Rubha we recognise achievements in school and out-with school. Pupils are presented with certificates at our Whole School Assembly and a photo is taken of pupils with their certificate. This is then displayed on the Parent Notice Board at the entrance of the school and also put in the school monthly newsletter.



MOBILE PHONES



We discourage pupils bringing mobile phones or other valuable items to school on the grounds that they may get lost, broken or stolen. We do recognise that some pupils may need to have them and we ask that all mobile phones are kept in their school bags during school hours and are switched off.