



## CARLOWAY SCHOOL

**SCHOOL HANDBOOK**

**DECEMBER 2012**

Carloway  
Isle of Lewis  
HS2 9AU  
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Email: [carlowayschool@gnes.net](mailto:carlowayschool@gnes.net)

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## SECTION 1: PRACTICAL INFORMATION ABOUT THE SCHOOL

**Name of Head Teacher:** Mrs S Gunn

**Name & Address of School:** Carloway School, Carloway, Isle of Lewis HS2 9AU

**Telephone Number:** 01851 822889      **Email Address:** carlowayschool@gnes.net

**Parent Council Email Address:** Same as school

**Stages of Education provided for:** Primary 1- 7

**Present Roll:** 15

Gaelic Medium Education is available at Carloway School

**Start Time:** 9.30am

**Finish Time:** 3.30pm

**Morning Break:** 10.55am

**Lunch Time:** 12.40pm

**PE Days:** Wednesday & Friday

**Assembly Day :** Friday

### School Holidays 2013-2014 : Lewis Schools

Term 1 – 2013	Affects	Date	Notes
Open	Teachers	Monday 12 <sup>th</sup> August	
Open	Pupils	Thursday 15 <sup>th</sup> August	
Close	Teachers/Pupils	Thursday 10 <sup>th</sup> October	Projected close on Friday 11 <sup>th</sup> October (use one local day)

Term 2 - 2013	Affects	Date	Notes
Open	Teachers	Tuesday 22 <sup>nd</sup> October	
Open	Pupils	Thursday 24 <sup>th</sup> October	
Close	Teachers/Pupils	Thursday 28 <sup>th</sup> November	Use one local day
Open	Teachers/Pupils	Tuesday 3 <sup>rd</sup> December	Use one local day
Close	Teachers/Pupils	Friday 20 <sup>th</sup> December	

Term 3 - 2013	Affects	Date	Notes
Open	Teachers/Pupils	Tuesday 7 <sup>th</sup> January	
Close	Teachers/Pupils	Wednesday 12 <sup>th</sup> February	Use two local days
Open	Teachers/Pupils	Tuesday 18 <sup>th</sup> February	Use one local day
Close	Teachers/Pupils	Friday 28 <sup>th</sup> March	

Term 4 - 2013	Affects	Date	Notes
Open	Teachers/Pupils	Monday 14 <sup>th</sup> April	
Close	Teachers/Pupils	Thursday 1 <sup>st</sup> May	Use one local day
Open	Teachers/Pupils	Tuesday 6 <sup>th</sup> May	Use one local day
Close	Teachers/Pupils	Friday 27 <sup>th</sup> June	

Notes: Good Friday – April 18<sup>th</sup>

Easter Monday – April 21<sup>st</sup>

## Attendance and Absence

Pupils' attendances are noted each morning and afternoon. It is the responsibility of parents to ensure that their children attend school. When children are off school due to illness or any other reason, parents should inform the school that morning. The school has a policy where we will call the pupil(s) home phone number on noting an absence if the absence has not been reported. Any absence should be followed up by a note of explanation on return to school. If a child has a hospital/dental appointment, the appointment card/letter should be shown to the school and the appropriate "Absence Form" completed beforehand. Children should not stay away from school all day when attending appointments.

All absences are recorded and the school follows a national code to record each absence. The code is comprehensive:

ABSENCE CODE		
* = Temporarily not on roll	G = Unauthorised family holiday	V = Extended Leave – parent consent
1 = Arrives before 11am or 2.30pm	H = Sent home sick	X = Trip arranged by school
2 = Arrives after 10.30 and 2.30	J = Unauthorised family/personal	Y = Trip not arranged by school
A = Appointment (Doctor/Dentist)	M = Medical Reasons	Z = School closed (unscheduled)
B = Bereavement	O = Other authorised absence	? = Unknown/Unexplained
C = Sent home for misconduct	P = Medical with Educ Prov	Z = School closed (unscheduled)
D = Authorised Family holiday	R = Religious observance	
E = Exclusion (temporary)	T = Truancy	
F = Authorised Family/Personal	U = Unauthorised absence	

Parents must put all requests for leave of absence in writing to the school, giving information on the exact date, time and reason for absence. Where possible, requests for absence should be submitted at least **one** week in advance of the proposed date(s).

Attendance & absence are monitored on a weekly and monthly basis. It is Education Authority policy that if a pupil's attendance rate falls below **90%**, the circumstances must be investigated and, if necessary, referred to the Education Department.

## School Uniform

It is school policy to encourage pupils to wear school uniform and we seek parental co-operation in this matter. We believe the wearing of school uniform fosters a pupil's sense of pride in his/her school and gives a sense of belonging.

**Boys:** Grey/navy/black trousers, white shirt, royal blue and white tie.  
Royal blue "Carlabhagh" pullovers/sweatshirts.

**Girls:** Grey/navy/black skirt/trousers, white blouse, royal blue and white tie.  
Royal blue "Carlabhagh" pullovers/sweatshirts.

All pullovers, sweatshirts, badges and ties are available at the school.

PRICES 2012/13:	Sweatshirts	Pullovers	Badges: £1.80
	24" £10.75	24" £9.45	Ties: £2.00
	26" £10.75	26" £9.45	
	28" £10.75	28" £10.50	
	30" £10.75	30" £12.50	
	32" £10.75	32" £12.50	
	34" £10.75	34" £12.50	
	36" + £12.75	36" £14.00	
		'L' £15.00	
		'XL' £16.00	

For the following activities these items are required:

**P.E.** : shorts, t-shirts, trainers/sandshoes.

**Swimming:** On swimming days, uniform is not necessary but pupils are expected to be dressed smartly. Pupils should wear clothes that are easy to put on and take off by themselves.

**Footwear and Clothing Grants:** All parents in receipt of Family Credit or Income Support are eligible for a clothing grant to ensure that their children are able to make use of educational provision. Application forms for clothing grants are available from the Department of Education and Children's Services, Sandwick Road, Stornoway, Tel 0845 600 7090.

## School Meals

Primary and Secondary School Menus offer healthy and tasty meal options reflecting the Scottish Government food and drink legal requirements for school lunches. Children of parents in receipt of Income Support are entitled to free meals.

- Menus are issued at the start of the school session with updated versions issued as appropriate;
- Each pupil is issued with dinner slips for the week – pupils complete them at home and bring them to school on Monday morning with the correct money in the pre-issued envelope;
- Packed lunches are also indicated on the dinner slips – packed lunches are eaten in the canteen; information and advice on packed lunches is provided in leaflets which are available at the school;
- Pupils may choose to go home for lunch (indicated on dinner slips)

## Travel to and from School

Primary School pupils living 2 miles or more from school and Secondary School pupils living 3 miles or more from school 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 point 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.

## Unexpected Closures

It may be necessary, occasionally, to close the school at short notice and send the pupils home eg. in exceptionally bad weather or if the electricity/heating fails. 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 will ask parents annually to provide the address and telephone number of a person who can be contacted in these circumstances. Please ensure this information is kept updated and notify the school of any changes.

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

## Mobile Phones

Carlway School discourages pupils from bringing mobile phones or other valuable items to the school as they may get lost or stolen. If a phone or other valuable item is brought to the school, parents are advised that, where possible, the items should be marked in some way to aid identification if lost and subsequently found.

If a pupil does bring a mobile phone to school, the phone must remain switched off during the school day and may not be used on school premises or during off-site school curricular activities (such as swimming). The only exceptions to this will be on school trips, where the school will have discretion to allow pupils to carry and use phones in emergencies or with the approval of a member of school staff.

If a pupil is found by a member of staff to be using a mobile phone for any purpose, without authorization, the phone will be confiscated and will generally only be returned to the pupil's parent. However, the phone may be returned directly to the pupil:

- a) on a first breach, if it is clear that the pupil did not understand the school's policy on the use of mobile phones; or
- b) in a situation where there is genuine concern that the pupil requires the phone directly after the school day on security, health and safety or similar grounds; or
- c) on receipt of a signed authorization from a parent/guardian, where travel or other issues make it difficult for the parent to attend the school to receive the phone.

## 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. Completed 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.

## **Medical & Health Information**

Medical forms are issued annually for parents to complete. Parents should inform the school of any relevant medical history e.g. asthma, epilepsy, diabetes. Any changes to medical conditions must be reported to the school.

Any pupil who feels unwell in class should inform the class teacher. In some cases it may be necessary to send your child home but this will only be done after consultation with the Head Teacher and after contact has been made with the parent/guardian/emergency contact.

The School is visited by the School's Medical Officer/Public Health Nurse, to carry out a programme with P1 & P7 pupils. Parents will be informed in advance of these inspections and will be asked for their consent.

**Headlice:** Effective management of head lice infection depends on the ability of all relevant professionals/agencies to offer clear, accurate and impartial advice and support to parents on detection and treatment. Parents are responsible for regularly checking for headlice. It should be a weekly process done by "wet combing" which has proved to be the most effective method of detection (Stafford Report). There are regular reminders in our Newsletters.

If head lice are found, all other family members should be checked. Checks should be continued following treatment to ensure that it has been effective and to detect any re-infection. It is policy that, if the school suspects a child to have head lice, they will contact the parents of that child. No "Alert Letter" will be sent out to all the other parents. Further information can be provided by the school, the child's GP/surgery or the Public Health Nurse

**Administration of Medication:** no medication will be administered by staff unless specific training has been undertaken. Any pupil carrying their own medication must inform the school of what it is, where it is kept, when it is to be taken etc and appropriate forms completed by the parent/guardian. Teachers can supervise children taking their own medication following consultation **and** written authorisation from parents and Headteacher.

## **SECTION 2 : PARENTAL INVOLVEMENT IN THE SCHOOL**

### **Parental Involvement**

Our school welcomes parental involvement as research has shown that when parents are involved children do better in school.

We encourage parents to attend our Parent's Evenings which are held 2X per year – usually in Nov/Dec and June; parents are encouraged to attend our Open Sessions where pupils lead and show parents their learning, we invite parents to our annual end-of-year Assembly and to any Concerts/events that we host throughout the school year. We share information with parents via notes/letters that are sent home, in Newsletters, including the Community Newsletter; we also notify parents and the community of events, closures etc through local radio stations. The Council's website also provides up-to-date information on any school closures and parents are encouraged to access this if possible.

Our school operates an "Open Door" policy, providing direct and easy access to who you want to talk to (appointments may be necessary as staff are teaching) and we aim to provide a quick response to requests, telephone calls etc. Our response may be verbal or written. An acknowledgement will be given within 3 working days and a full response, if necessary, within 10 working days.

Continuous engagement with school is also encouraged through the use of pupils' Homework Diaries.

We aim to involve parents in their children's learning and in the life of the school in general, providing advice and information in respect of their own child(ren). Parents supporting pupils with Homework tasks is one opportunity to achieve this.

We aim to provide information on the curriculum (see Section 3) and inform parents of how assessment of pupils' learning is undertaken and monitored. We want to work with parents at important stages in their child's education eg. points of transition and share learning targets with them.

### **Formal Parent Representation**

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 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 join the Parent Council. The Parent Council meets at least once per school term. All meetings are open and all parents are welcome to attend.

Our Parent Council members for 2012/13 are:

Eleanor Maule	-	Chairperson/Parent member
Elaine Turnbull	-	Secretary /Parent member
Fiona Maclean	-	Parent member
Graeme Miller	-	Treasurer/Parent member
Shona Gunn	-	Headteacher
Sara A Maclean	-	Teacher member
Danny Lawrence	-	Co-opted member
Isabel Macleod	-	Co-opted member
Iain M Macmillan	-	Co-opted member



## Pupil Council

Our school has a Pupil Council. Members are elected by pupils. There are usually up to 6 pupils on the council. The Pupil Council aims to meet at least once per term with the Headteacher, discussing issues which the pupils themselves raise. An agenda and minutes are kept for each meeting.

Our current members are:

Iona Macleod, P7  
 Molly Miller, P6  
 Dylan Foster, P6  
 Erin Boyd, P4  
 Iain James, P1

## School Ethos

We aspire to becoming a learning organisation capable of continuous improvement – recognised for the quality of our learning and teaching, care and welfare and support that we provide to maximise our pupils' achievement.

We celebrate Pupil Achievements at Assemblies, in Newsletters, on wall displays, in Learning Logs and in Homework Diaries. We may, from time to time, use the local media to celebrate any achievements.

At Carloway School we aim to develop the spiritual, moral, social and cultural values of our pupils, having regard to the values of the community, and are guided by the recommendations contained in national and regional guidelines.

As a non-denominational school, we have pupils from different religions and backgrounds. Local ministers visit the school regularly and follow a pre-planned programme of work. Parents who wish to exercise their right to withdraw their child from Religious Education should put their request in writing to the Head Teacher.

The aims of Religious and Moral Education are to help pupils to:

- › develop a knowledge and understanding of Christianity and to recognise religion as an expression of human experience.
- › appreciate moral values such as honesty, liberty, justice, fairness and concern for others.

## Pupil Conduct

A partnership between the school and parents is required in order to ensure the best possible standard of pupil conduct. Pupils are expected to set themselves high standards in appearance and behaviour. School rules are relatively simple and few in number to allow for the smooth running of the school. The general aim is to produce an atmosphere of friendly co-operation, encouraging respect and consideration for others and for property.

Our school rules are reviewed annually alongside the pupils:

1. Parents are advised not to send pupils to school in the morning until 9.10am – otherwise your child is unsupervised and is liable to be outside in all weathers.

2. Road safety: great care must be taken on the main road.
3. Pupils should stay inside school gates during school hours. (Pupils going home for lunch excepted).
4. Children should not run within the school.
5. Cycling within school grounds is not permitted.
6. Snowballing can be dangerous and therefore not permitted.
7. Pupils should put litter in the bins provided.
8. All books/jotters will be treated with care. All books must be taken due care of and carried to and from school in a suitable bag.
9. Books, equipment lost or damaged must be paid for.
10. Dangling earrings are actively discouraged on grounds of safety.
11. School packed lunches should be kept in a separate container and not in pupil's schoolbag. Secure all drinks as they often pour.

At Carloway School we promote positive behaviours and good relationships between pupils themselves and between pupils and staff. We promote the use of celebration and praise with reward schemes (House Points, Golden Time) operating in both classes. We focus on praising and rewarding acceptable behaviour and such behaviour then becoming the norm. We encourage and recognise pupil achievement and attainment both in and out of school, providing a secure, happy and purposeful learning environment for all of our pupils.



## Dealing with Bullying

Parents should inform the School immediately if they become aware of any incidents of bullying. Pupils should be encouraged to discuss any worries or problems with the class teacher as soon as possible or use the 'Worry Box' situated outside the main office.

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 and agree the best way to support the child inside and outside the school.

All parents are issued with a copy of the school's Anti-bullying Policy. Any parents who do not receive it and would like a copy, should contact the school.

## SECTION 3 – THE SCHOOL CURRICULUM

Curriculum for Excellence aims to provide a coherent, more flexible and enriched curriculum from age 3-18. The curriculum includes the totality of experiences which are planned for children and young people through their education, wherever they are being educated.

The 8 curricular areas in Curriculum for Excellence are:

- Health & Wellbeing
- Language
- Mathematics
- Science
- Social Subjects
- Expressive Arts
- Technologies
- Religious & Moral Education.

Pupils' learning is planned in the context of Curriculum for Excellence using the experiences and outcomes for all of the above areas. (More information is available on [www.educationscotland.gov.uk](http://www.educationscotland.gov.uk)).

For Art, Support for Learning, P.E. and Music, including Guitar, Chanter and Keyboard tuition, class teachers are supported by Itinerant staff.

In Curriculum for Excellence, there are levels for pupils to progress through which provide scope for challenge and depth of study. Pupils progress through them at a pace that suits their learning. The levels are:

Level	Experiences and outcomes for most children or young people
Early	In pre-school and in Primary 1
First	By the end of P4, but earlier for some
Second	By the end of P7, but earlier for some
Third/Fourth	In S1 to S3, but earlier for some. The fourth level broadly equates to Standard Grade General level/Intermediate 1
Senior	In S4-S6, but earlier for some

**Assessment:** There are 4 main features of the assessment system in CfE. These are:

- Assessment practices will follow and reinforce the curriculum, promote high quality learning and teaching and give more autonomy and professional responsibility to teachers.
- Standards and expectations are defined in a way that reflect the principles of CfE. This will support greater breadth and depth of learning and a greater focus on skills development.
- A national system of quality assurance and moderation for 3 to 18 will be developed to support teachers in achieving consistency and confidence in their professional judgements.
- A National Assessment Resource will help teachers to achieve greater consistency and understanding in their professional judgements.

Assessment is the means of obtaining information which allows teachers, pupils and parents to determine what a pupil is actually achieving in relation to expectations of achievement and drawing conclusions from that comparison. Teachers report on pupils' progress and attainment across the whole curriculum, using their professional judgement and the evidence available to them from continuous assessment throughout the year. C.A.T. tests (Cognitive Ability Tests) are used with P5 in November – parents are issued with information prior to testing and are given the results of the tests afterwards. Each pupil's progress is closely assessed by the class teacher throughout the year. Assessment is undertaken both formally eg (tests) and informally eg (observation etc).

**Reporting:** Reports on pupils' progress are an important form of communication between home and school. Parent's Evenings are held twice per year, November/Dec and May/June. A written report is issued once a year.

**Health & Wellbeing:** As part of the Health & Wellbeing curriculum, the school follows health education guidelines issued by the Scottish Executive and the local authority. P.E., Planning for Choices and Changes, Food and Health, Substance Misuse, Relationships, Sexual Health & Parenthood are all part of the new Health and Wellbeing curriculum. Parents will always be contacted by letter if any lessons/teaching materials are of a sensitive nature. Parents will also be able to view any materials being used prior to the work taking place. Please contact the school if you would like further details on the content of the above or visit the LTS website; [www.educationscotland.gov.uk](http://www.educationscotland.gov.uk)

At Carloway School we discuss learning and achievement with our pupils; pupils are familiar with setting targets for their learning in eg. language and maths and are supported and encouraged to identify their strengths and development needs. Pupils record these targets, strengths and development needs in different formats – Learning Logs, Target Books, Target Scrolls etc. Our pupils are active participants in their learning and use a wide variety of resources to support their learning. Parents are encouraged to look at and discuss the targets with pupils when Learning Logs go home, discuss homework tasks with them etc.

## Homework

Pupils are expected to spend some time on homework in the evening. Some of this work provides practice in skills already learnt in school and is mainly of a type which the child can work on by him/herself eg. reading books as a general background to school work. Homework provides a wide range of learning activities suitable to individual needs.

Homework is a “home-school” link – we encourage parents to be involved. It is a way of letting parents know what children are doing in school. We ask parents to check and sign homework. Our Homework Policy provides more detail on the above. If you have not received a copy of the policy, and would like one, please contact the school.

## Active Schools

“Active Schools” work with schools and communities to help make sure children start active and stay active. The fundamental aim is to offer children and young people the opportunities and motivation to adopt active, healthy lifestyles, now and into adulthood. Our Active Schools Co-ordinator is Jenna Stewart and she works with the school to develop an action plan of work they can support through the school year. Here are some examples of the activities which took place in the last year:

- Bikeability 2 Training (Cycling Proficiency)
- Young Leaders Award
- Walk to School Week



## **SECTION 4 : SUPPORT FOR PUPILS**

We aim, as far as is 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 a teacher of children with visual and hearing impairment. The Speech Therapist also visits schools to provide appropriate support.

In addition, an Educational Psychologist advises on the varied behavioural/learning difficulties which all pupils can experience. (S)he can work directly with pupils/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 aims to resolve misunderstandings at 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 registration number SCO33576
- Scottish Child Law Centre, a charitable body registered in Scotland under registration number SCO12741

Further information locally can be obtained from the School or Area Principal Teacher of Learning Support.

### **Pastoral Support Arrangements**

Schools with a roll of 50 and under are not required to provide playground supervision, however, we always ensure that there is always at least one adult on playground supervision at every break.

Carloway School implements Getting It Right For Every Child (GIRFEC) - a national programme that aims to improve the outcomes for all children and young people through closer inter-agency working and by putting the child at the centre of all discussions. The Education Department have an Information Leaflet available for parents on GIRFEC.

Carloway School adheres to the National and Local Child Protection procedures and all staff undertake annual refresher training. The Headteacher is the named contact for all Child Protection issues.

## Transitions

**Sgoil Araich/Nursery:** Pre School Education enrolment usually takes place in February on a date notified to parents by local press advertisement. Children aged 2½ can be enrolled at a group if there is sufficient space and that their birthday falls before the 28<sup>th</sup> of February of the current academic year. If demand for places outweighs supply, priority will be given to children eligible for their pre-school funded place. Children securing a funded place are entitled to 475 hours over 38 weeks and a maximum of 12½ hours pre school education will be provided in any one week. Children who enrol in the nursery will be invited into the nursery before they begin to experience a little of the nursery atmosphere and to meet the nursery staff.

**Transfer from Nursery to Primary:** Before leaving nursery, a profile and transition record for each child will be prepared by nursery staff to hand over to Primary School staff to ensure a smooth transition and continuity of education for the child. There will also be a number of visits to the Primary Class in the lead up to the child commencing in P1.

**Primary School Admissions:** Children who will be four years of age by 28<sup>th</sup> February 2013 are eligible for enrolment in August 2013. Enrolment takes place at the beginning of February, on a date specified by press advertisement.

In our school, pupils can be taught through the Medium of Gaelic or English and parents should indicate their preference on the enrolment form. At the time of enrolment, parents should bring their child's Medical Certificate and should inform the school of any medical problems or special needs which their child may have. New entrants are invited into the school during the summer term to sample some typical P1 activities.

Other children, whose families have just moved into our catchment area, should be accompanied by a parent or guardian on their first day of reporting to school.

Parents who wish to apply for a place at a school other than the local Primary School for new enrolments should apply in writing to the Head of Education and Resources, Education and Children's Services Department, Sandwick Road, Stornoway, HS1 2BW, indicating the name of the school that they wish their child to attend.

**Primary to Secondary Transfer:** A visit to the Secondary School is organised before the summer holidays and children from other catchment schools will have the opportunity to meet and get to know each other and their teachers.

Pupils normally transfer to Shawbost School, Shawbost, Isle of Lewis (01851 710212)

On transfer from Primary to Secondary education we aim to:

1. create a smooth transition from primary into secondary education for all pupils
2. provide the associated secondary with relevant and up-to-date information on all of the pupils, including any who may have Additional Support Needs;
3. inform pupils, in as much detail as possible, about the school to which they are going;
4. familiarize pupils with the staff and the timetable of the receiving secondary school.

All P7 pupils will have the opportunity to attend any After School Clubs in Shawbost School (as invited to by receiving school).

All pupils who have Additional Support Needs will have their needs highlighted to senior management of the receiving secondary school. Any pupils who have an IEP/CSP will also have had Transition meetings, involving staff and parents, of both the primary and the secondary school.

## **Placing Requests**

As a parent, you have the right to make a Placing Request for your child(ren) to be educated in a school other than the local school. Every effort will be made to try to meet parental wishes but you should note that it is not always possible to grant every Placing Request to a particular school.

If you wish to make a Placing Request, you should complete the appropriate form (available from school) and return it to Louise Smith, Principal Officer, Education and Children's Services, Comhairle nan Eilean Siar, Sandwich Road, Stornoway HS1 2BW. If a Placing Request is successful, parents will be responsible for the safety and transportation costs of their child to and from their chosen school.



## **SECTION 5 : SCHOOL IMPROVEMENT**

### **Standards & Quality Report**

Each year the school produces a Standards & Quality Report which highlights the school's progress and achievements during the previous year. This report is made available to all parents - electronically or in hard copy.

### **School Improvement Plan**

Each year the school also produces a School Improvement Plan, including details of plans for improvement over the next 3 years. This document is made available to all parents – electronically or in hard copy.

### **Transferring Education Facts about Pupils**

Education authorities and the Scottish Executive Education Department (SEED) collected data about pupils on paper forms for many years. We now work together with schools to transfer data electronically through the ScotXed programme. Thus SEED has two functions: acting as a 'hub' for supporting data exchange within the education system in Scotland and the analysis of data for statistical purposes within the Scottish Executive itself.

#### *What pupil data is collected and transferred?*

Data on each pupil is collected by schools, local authorities and SEED. The data collected and transferred covers areas such as date of birth, Scottish Candidate Number (SCN), postcode, registration for free-school meals, whether a pupil is looked after by his/her local authority, additional support needs including disability and English as an Additional Language (EAL), and attendance, absence and exclusions from school. The SCN acts as the unique pupil identifier. Pupil names and addresses are not passed to SEED. Your postcode is the only part of your address that is transferred for statistical purposes, and postcodes are grouped to identify 'localities' rather than specific addresses. Dates of birth are passed on as 'month and year' only, again to ensure that individuals are never identified. Data is held securely and no information on individual pupils can or would be published by SEED.

Providing national identity and ethnic background data is entirely voluntary. You can choose the 'not disclosed' option if you do not want to provide this data. However, we hope that the explanations contained in this message and on our website will help you understand the importance of providing the data.

#### *Why do we need your data?*

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

- plan and deliver better policies for the benefit of all pupils,
- plan and deliver better policies for the benefit of specific groups of pupils,
- better understand some of the factors which influence pupil attainment and achievement,
- share good practice,
- target resources better.



### Your data protection rights:

The collection, transfer, processing and sharing of ScotXed data is done in accordance with the Data Protection Act (1998). We also comply with the National Statistics Code of Practice requirements and other legislation related to safeguarding the confidentiality of data. The Data Protection Act gives you the right to know how we will use your data. This message can give only a brief description of how we use data. Fuller details of the uses of pupil data can be found on the ScotXed website ([www.scotxed.net](http://www.scotxed.net)).

SEED works with a range of partners including HM Inspectorate of Education and the SQA. On occasion, we will make individual data available to partners and also academic institutions to carry out research and statistical analysis. In addition, we will provide our partners with information they need in order to fulfil their official responsibilities. Any sharing of data will be done under the strict control of SEED, which 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 colleagues within and outwith SEED.

### Concerns

If you have any concerns about the ScotXed data collections you can email the Senior Statistician, Peter Whitehouse, at [Peter.Whitehouse@scotland.gsi.gov.uk](mailto:Peter.Whitehouse@scotland.gsi.gov.uk) or write to The ScotXed Support Office, SEED, Area 1B, Victoria Quay, Leith, EH6 6QQ. Alternative versions of this page are available.

Want more information?

Visit [www.scotxed.net](http://www.scotxed.net) - it contains a section on frequently asked questions.