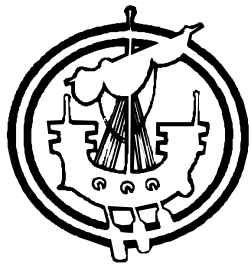


Bun Sgoil Bhreascleit



Handbook 2015-16

Fáilte gu Bun Sgoil Bhreascleit



Dear Parent,

The staff and I would like to welcome all parents and their children, particularly those new to the school. This handbook offers an introduction to our school and a general overview of the education your child will receive.

We value the contribution parents make to their children's education and we hope to work in partnership with you during your child's time here.

You are always welcome to come in to school, or to telephone, to discuss any issues concerning your child.

If you are thinking about enrolling your child at Sgoil Bhreascleit please contact the school office to make an appointment to meet with the Head Teacher.

Yours sincerely,

Peggy Ann Campbell
Acting Head Teacher

December 2014

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The information in this handbook was accurate as at December 2014 but may be subject to amendment during the school year.
The school handbook will be revised in December of each year.

Sgoil Bhreascleit is a rural school which values the heritage and Gaelic language of the community in which it is placed.

The Christian values which permeate school life reflect those of the wider community, respects diversity and is inclusive for all. Trust, friendship, respect and family values support pupils' personal, social and emotional development. The school provides an environment that is welcoming and approachable and one where parental and community involvement are actively encouraged.

School staff use a range of stimulating contexts and opportunities to deliver quality experiences across the curriculum and promote high aspirations and ambition. They provide support to enable each pupil to achieve to their fullest potential. Sgoil Bhreascleit encourages strong community links to promote and enhance learners' achievements and in making them relevant to life-long learning.

Our pupils begin to develop the knowledge, skills and attitudes needed to meet the challenges of life and work in the 21st century and through global citizenship activities, develop an understanding of Scotland, our culture, heritage and history, our environment and our place in the world.

At Sgoil Bhreascleit we aim to:

- Provide a well-balanced, broad based, differentiated and inclusive bilingual curriculum in accordance with local and national guidelines.
- Raise the standards of attainment of all pupils by having high but realistic expectations and by encouraging and promoting positive self-esteem in pupils.
- Provide stimulating and challenging learning experiences which will motivate and cater for all pupils with differing abilities, aptitudes and interests and provide them and their parents with regular, relevant and helpful reports about their progress.
- Promote the health and well-being of pupils and support them in their learning, ensuring that those who are having difficulty are provided with appropriate targets, tasks and activities which take into account their individual needs.
- Provide a happy, caring, stimulating and welcoming environment creating mutual respect among pupils, staff, parents and the local community.
- Utilise the resources and available accommodation to support pupil and staff activities and ensure the maintenance of these to match educational needs.
- Ensure that the school is effectively managed and led recognising the need for all staff to work together towards clear goals and quality improvement.

Sgoil Bhreascleit is a non-denominational school that caters for boys and girls from Primary 1 to Primary 7. Sgoil Araich Bhreascleit, a Gaelic nursery for children aged between 3 years and school age, came under the direct management of the school in December 2011. A Sgoil Araich handbook can be requested from the school office.

Sgoil Bhreascleit offers Gaelic medium education to children. Parents may choose to have their children taught through the medium of Gaelic in Primary 1 and 2. If you wish to know more about Gaelic medium education please make an appointment to speak with the Head Teacher. An open day is held prior to enrolment. It is a good opportunity to observe Gaelic medium education in practice and for you to raise any questions with the teaching staff.

Sgoil Bhreascleit has always enjoyed the active support of parents and other members of the community in providing the best possible education for pupils. The Sgoil Bhreascleit Parent Council forms a particular link between parents and the school and all parents are welcome to attend the regular Parent Council meetings.

There is a large playground to the front of the school offering a tarred area. Children are able to borrow a variety of items of equipment at break times to encourage active play. There is also a small garden at the front of the school which is used as an outdoor classroom and alternative play area. A community play area is being created adjacent to the school boundary wall. The school will be able to access this play area through a secure gate. An eco-garden with a poly crub, specifically for the use of the school, has been incorporated into the project which should be completed early in 2015.

Our school has gained a bronze Eco-schools award and pupils are working towards their silver award. An Eco-committee made up of pupils, teachers and a member of the community lead this project.

Children are encouraged to have a healthy and active lifestyle through studying health topics. Our school has achieved gold status as a Health Promoting School.

Pupils are involved in global citizenship activities which brings together citizenship, international education, sustainable development and biodiversity. These projects equip pupils with the skills, knowledge, values and attitudes to understand and address global issues.

We feel that the school is a focal point within the community. We encourage the children to participate in community events and use our local environment for field trips and educational visits. We attend events in Stornoway at An Lanntair and at Ionad Spòrs Leòdhais. We encourage parents to take their children to sporting and recreational events which are not organised by the school. We share visits with neighbouring schools where practical.

Many of our pupils participate in the local Mod which is held in Stornoway in June. As a school and community we are proud of the standard achieved by our pupils in various competitions. We encourage parents to attend these events to give support to our pupils.

Pupils are involved in a variety of extra-curricular activities. Wall displays highlight participation and personal achievements are celebrated at whole school Assemblies and in newsletters.



(i) Address:

Bun Sgoil Bhreascleit
Breasclete
Isle of Lewis
HS2 9ED

Telephone: 01851 822 890
Fax: 01851 621 443
(Landline number: as for fax)
E-mail: breascleteschool@gnes.net

(ii)

| | | | |
|----------------|-----------|-----------|--|
| Nursery | 5 | | |
| | GM | EM | |
| P1 | 7 | 1 | |
| P2 | 6 | 1 | |
| P3 | 3 | 1 | |
| P4 | 6 | 1 | |
| P5 | 2 | 1 | |
| P6 | 4 | 1 | |
| P7 | 3 | 1 | |
| Totals | 31 | 7 | |



Head Teacher
Manager, Sgoil Araich Bhreascleit

Peggy A Campbell (Acting)

Teaching Staff

P1-7 EM

Ms C Gilchrist

P1-3 GM

Mrs PA Campbell

P4-7 GM

Miss E MacMillan

Support for Learning teacher

Mrs CA MacKenzie

Art

Ms L Maynard

Music

Mrs C Fish

P.E

Mr D J Smith

Gaelic Music Instructor

Mr F Smith

Chanter Instructor

Mr N Gordon

YMI Instructor

Mr A Yearly

Non-Teaching Staff

School Assistant

Mrs MA MacLeod

School Auxiliary

Mrs D Macdonald

Sgoil Araich Play Leader

Mrs C M Finlayson

Sgoil Araich Play Assistant

Mrs N MacKay

Canteen Supervisor

Mrs B Cameron

Cleaner

Mrs E Cousins

Enrolment

Clarachadh

Parents wishing to enrol their children are welcome to visit the school. They should telephone the school to arrange a time for their visit. Parents of children who are 5 years old before the end of the following February may enrol them for entry into primary one in August. Enrolment week is usually advertised in the Stornoway Gazette and we also display notices with specific dates in the nursery, the local newsletter and in the Community Centre.

Parents should come to school to complete an enrolment form and we also need to see the child's birth certificate. Enrolment forms are available from the school office or Education and Children's Services Department.

Parents wishing to apply for a place at a school other than the local primary school should apply in writing to:

Louise Smith
Principal Officer Administration & Staffing
Education and Children's Services Department
Sandwick Road
Stornoway
HS1 2BW



School Uniform

Eideadh Sgoile

Comhairle nan Eilean Siar's policy is that pupils attending schools within the Western Isles shall wear school uniform. We support that policy and encourage Sgoil Bhreascleit pupils to wear their school uniform regularly with a white shirt, school tie and a dark skirt or trousers. On the days that pupils have PE they may wear dark jogging trousers, dark shorts, a school polo shirt and gym shoes. Parents can reinforce this by encouraging children to wear school uniform. It is important that parents **label their children's clothing**, particularly their pullovers, cardigans, sweatshirts and fleeces so that any found articles can be returned immediately. As the weather can be wet and windy, all children should bring a jacket to school. Sweatshirts, pullovers, cardigans, ties and fleeces can be purchased through the school.

Due to parental income, some families are eligible for a clothing grant from the Education Authority. Application forms, which must be submitted annually, are available from the school office or Education and Children's Services Department.



School Day

Latha Sgoile

| School starts | Interval | Lunch | Closes |
|---------------|-------------------|--------------------|--------|
| 9.10am | 10.30am – 10.50am | 12.30 pm – 1.25 pm | 3.25pm |

Children should not arrive at school before 8.50am.

Attendance

Lathaireachd

Class teachers note pupils' attendance electronically each morning and afternoon. If a child is to be off school, parents should contact the school office by 9.30am to inform the school of the absence and to indicate the reason for absence. A written note is also acceptable.

If the school has not been notified of an absence and a reason for absence has not been given, the School Assistant will telephone parents or emergency contact. Where there is no explanation, the absence will be recorded as *unknown*. On the pupil's return, an absence certificate will be issued for completion by parents and it should be returned to the school office.

The Head Teacher will report pupil attendance of below 90% to the Principal Teacher of Learning Support for further investigation.



School Transport

Busaichean na Sgoile

Primary school children living two miles or more from school are entitled to free school 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 of payment parents choose. There is also a system of stepped discounts for families with more than one child travelling to school.

We are also extremely fortunate to have a caring driver who takes an interest in our children's welfare.

Bus Operator

M J MacDonald

Tolsta Chaolais

Tel: 01851 621 281

Mob: 07769570909

As part of our Health and Well-being programmes children are taught road safety which includes awareness of their own and others' safety in cars and buses.

School Meals

Biadh Sgoile

School meals are available to all pupils and are served daily in the Community Hall. School meals offer healthy and tasty meal options, including a vegetarian option, which reflect Scottish Government food and drink legal requirements for school lunches. A monthly menu of cooked meals is available at a cost of £1.90 per day. As of January 2015 Primary 1, 2 and 3 pupils are eligible for free school meals. Sample menus are included at the back of the handbook. Payment for the week is made on a Friday, either in cash or by cheque made payable to Breasclete Primary School with the cheque card number written on the back. Children with packed lunches also eat in the Community Hall. We encourage pupils to bring healthy home packed lunches to school and food and beverages must be transported in non-breakable containers. A dining room supervisor oversees school meals and packed lunches.

Due to parental income levels, some children may be entitled to a free mid-day meal. Further information and application forms can be obtained from the school office or Education and Children's Services Department. Please note that application forms must be submitted annually.

We also have a healthy eating tuck shop where milk and toast are sold at a cost of 40p per day. Fruit is available three times per week to P1-3 through the Free Fruit for Schools initiative.

Communication With Home

Conaltradh

A system is operated across the school whereby each child is allocated a plastic wallet at the beginning of the school year. The wallet is to be used by parents and the school to ensure two-way communication. From time to time, your child will bring home important and routine communications from school. These will be placed in the child's wallet. Pupils take wallets to and from school each day. They are collected and checked by the School Assistant each morning. Parents are encouraged to check their child's wallet for such communication.

Emergency Closures

Dùnadh Tràth no Eiginneach

Parents are always contacted before children are sent home early. In cases where parents may not be home, the emergency contact will be informed. Parents should make arrangements to have someone available to receive their children should such an emergency occur. The school will, at the beginning of the school year, ask parents to provide the name, 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 including mobile numbers. No child will be sent home unless the Head Teacher is satisfied that an adult will be waiting for him or her. In the event of extreme weather conditions or power cuts, parents will be kept notified by announcements on Radio nan Gaidheal and Isles FM. In addition, up-to-date information will be posted on Comhairle nan Eilean Siar's website www.cne-siar.gov.uk and on their WIEPCG Facebook page <http://wiepcg.org>. Parents may also contact Faire (701702), the Comhairle's helpline, to enquire about school closures.

Parents may wish to contact the school if they are concerned about the safety of children because of severe weather conditions and are free to collect them from the school if they wish.

In the event of a power cut, should parents wish to contact the school, they should telephone the school's landline number 01851 621 443.

The bus contractor may decide not to collect children if road conditions are too dangerous during winter months. Parents will be informed if this decision is taken. The school will however remain open to children who can make their way to school safely.



Health and Dental Checks

The Primary One pupils are given a health check by the School Nurse. Parents are advised by letter when the examination will take place so that they may attend. Children's eyesight and hearing are periodically checked and the School Dentist visits the school to inspect the dental health of P1 and P7 pupils. Parents of children who require treatment have the option of allowing this treatment to be done by the school or family dentist.

Medication

Parents are responsible for supplying written information about medicines which their child needs to take at school. Medication will **not** be administered without parents/guardians recording details of medication. Forms are available from the school office and in the absence of the Head Teacher, a member of staff will be nominated to administer or supervise the taking of medication.

Toothbrushing

With parental consent, pupils take part in a supervised tooth brushing programme which was introduced to improve the oral and general health of the children. Alastair Macleod, Dental Health Support Worker, visits the school regularly to ensure this is done correctly.

Head Lice

Parents are asked to be vigilant and to regularly check their children's hair for head lice or eggs. If live, moving head lice are found, parents should use lotions as per instructions and 'wet combing' to remove head lice. Information leaflets issued by Western Isles NHS Board are available from the school office. Further advice may be sought from the School Nurse, local GP practice or chemist in Stornoway.

Illness during school hours

If a child becomes ill during the school day, parents will be asked to make arrangements to take their child home. In cases where parents may not be home, the emergency contact will be informed.

Illnesses

Any child who is unwell should not attend school. Children with diarrhoea and/or vomiting should be kept at home until they have had no symptoms for 48 hours after an episode of diarrhoea and/or vomiting.

First Aid

An adequate number of staff hold a recognised first aid qualification to deal with minor injuries. A qualified first aider will accompany children on school trips.

Allergies

It is a parent's responsibility to inform the school of allergies when enrolling a child.

Sensitive Aspect of Learning

Sgoil Bhreascleit has developed programmes of work for P1-3 and P4-7 in Health and Well-being. Included in these programmes are sensitive aspects of learning such as relationships, sexual health, parenthood, bereavement and drug awareness.

These topics are introduced in a very simple way in Nursery and are covered in more depth as children progress towards P7. Parents wishing further information about the school's Health and Well-being programme and associated resources should contact the school office to make an appointment to speak with the Head Teacher.

At Sgoil Bhreascleit we value partnerships with health practitioners and community organisations in the delivery of sensitive aspects of learning.

Discipline

Smachachd

We feel that Sgoil Bhreasleith is an extension of the community and we try to advance the values and standards of the community. This is a small school where each child is known and valued as an individual and we seek to enhance the confidence and self-esteem of each pupil through appropriate activities and positive guidance and praise. Children are given tasks of responsibility and are encouraged to care for each other, their school building and grounds and the larger community. The importance of co-operation with parents is considered vital. All members of staff, including visiting teachers and ancillary staff, are aware of the ethos of positive behaviour in the school. The school rules are minimal and are linked to the safety of the children and the well-being of the community. Where any misbehaviour occurs, each incident is dealt with by the class teacher and is usually reported to the Head Teacher. Where necessary, contact will be made with parents and advice may be sought from partners such as the Educational Psychologist and Inclusion Team.

We encourage positive behaviour through:

- Golden time
- Buddy systems
- Use of rewards and sanctions
- Use of praise including celebrating success in school and local community
- 2-way diary – pupils aware that school and parents communicate

Pupils are given responsibilities:

- Classroom monitors
- Dining hall monitors
- Pupil Council
- Eco-committee
- Working in enterprising ways

Bullying

Burraidheachd

Our school community aims to create an environment in which each child feels happy, safe, respected and included. Children are encouraged to discuss any concerns or problems they might have either personally with their teacher, with the Head Teacher or during Circle Time.

Programmes of work support and nurture the health and well-being of our pupils. Each member of staff is aware of his/her role in promoting a positive ethos, relationships and participation in activities which promote a healthy lifestyle.

We have school policies on Bullying and Discipline which have been discussed with and agreed on by staff and all our pupils are aware of our school code of conduct. Parents should contact the school office if they wish to see the school's anti-bullying policy.

Our school community prides itself on the high standard of behaviour of all of our pupils and we would want any incidents of bullying to be raised immediately with the Head Teacher or any staff member.

Pupils are made aware of the dangers of internet misuse and cyber-bullying through our Health and Well-being programmes. Class teachers are assisted in the delivery of these topics by local authority staff and local police.



Sgoil Bhreascleit is a non-denominational school and its curriculum for Religious and Moral Education recognises the place of Christianity in our community, explores the world's major religions and develops and reflects upon their own values and beliefs. A whole school weekly assembly is led by the Head Teacher to which classes or individual children may be asked to contribute. We have regular visits from speakers who come to talk with the children about their work or charities. Our School Chaplain, Rev Calum MacDonald, visits the school once a month to conduct Assembly. All other Religious Education lessons are taught in each class as part of our Religious and Moral Education programme or through integration into other subject areas.

Parents have the right to withdraw their child from Religious Education with class teachers or Assembly with the School Chaplain. Parents who wish to do this should put their request in writing to the Head Teacher. There is an opportunity for parents to indicate their preference at the time of enrolment. Arrangements are made for pupils who are withdrawn from Religious Observation to participate in worthwhile alternative activities.

Comhairle Nan Eilean Siar's Religious Observation policy may be viewed at:

<http://www.cne-siar.gov.uk/education/policiesprocedures/documents/policy/Religious%20Observation%20Policy.pdf>



Policies

Poileasaidhean

School policies are listed in Appendix 1. Please contact the school office if you wish to view school policies.

Local authority policies may be viewed at:

<http://www.cne-siar.gov.uk/education/policiesprocedures/index.asp>

Homework

Obair Dachaigh

Homework is an important part of a pupil's education and help from parents is greatly appreciated. Homework is set and noted in a Homework Diary. Parents are encouraged to supervise and help with homework, encouraging good study habits and self discipline and we ask that you sign the diary when work is complete. Homework may not always be in written form; it may be preparation for a talk, finding information for a topic or doing some work on the computer.

P.E. Kit

On the days that pupils have PE they may wear dark jogging trousers, dark shorts, a school polo shirt and gym shoes. It is important that parents **label their children's clothing**.

Pupils have PE on alternate Fridays with the specialist and on other days with their class teachers. The teacher will inform you when P.E. kit is required.

Clubs and Activities

Clubaichean

Flyers received by the school advertising clubs are distributed in pupil wallets and events are posted on Glow.

A number of clubs meet in the local community centre. Pupils may wish to attend:

| | | |
|----------------------|-----------|-------------|
| Youth Club | Monday | 6.30-8.30pm |
| Boys' Football | Tuesday | 6.30-7.30pm |
| Highland Dancing | Tuesday | 4.30 - |
| Youth Music Hebrides | Wednesday | 3.30-5pm |
| Chanter | Wednesday | 5-6pm |
| Sradagan | Thursday | 3.30-5pm |

Safety and Security

Sàbhailteachd Sgoile

School Security

All visitors, including parents, are asked to report to the School Office on arrival. Access can be gained by ringing the door bell at the main entrance to the school. The main door is one of our fire escape doors and so it can be quickly and easily opened in the event of an emergency. Contractors must also report to the School Office before commencing work.

Exterior lighting is provided for personal safety and building protection.

Fire Safety

A fire drill is undertaken once a term.

Volunteers

Parents are always welcome to help in our school. However, for the protection of pupils, the Education and Children's Services Department now requires any persons coming into regular close contact with children to be checked on an 'enhanced disclosure' basis. The Department will be responsible for processing volunteers' Disclosure Scotland checks. Please contact the school if you would like to be considered as a helper.

Photographs/Video

When a child enrolls at the school, parents are asked to sign an agreement to say whether or not their child may be photographed or filmed.

Cycling

Children in Primary 6 receive cycle training. Children may ride bicycles to school. Younger children should be accompanied by a responsible adult. Bicycle racks are provided at the school gate.

Road safety

The safety of children is of major concern to school staff. Children are frequently reminded of the need to exercise care on the road. Traffic is not permitted into the staff car park or into the school playground. Parents are requested to use the community car park adjacent to the school when dropping off and collecting children. We ask that you accompany your child across the road and reinforce road safety.

Getting It Right For Every Child (GIRFEC)

GIRFEC is a national initiative, the principles of which centre around the child. At Sgoil Bhreascleit we apply the *Getting it Right* values and principles to support children and families and strive to ensure that each child is safe, healthy, active, nurtured, achieving, respected, responsible and included. Where pressures, risks and needs are identified, school staff work with partners using the local authority system of staged intervention to support the learning and general progress of children. It provides pupils, parents, school staff and other agencies with a structured system for identification, assessment, planning, review and record keeping for individual children who require additional support of any kind.

Applying a getting it right approach contributes directly to helping children and young people become successful learners, confident individuals, effective contributors and responsible citizens. We recognise that children develop in different ways and at different rates and our teaching methods take account of these differences. Some children may experience specific learning difficulties which demand additional help and we try to ensure that able children are given work which challenges them. Additional support may be long or short term depending on the nature of the difficulty identified. It may involve the input of other professionals such as the Support for Learning teacher or Speech and Language Therapist.

For pupils with additional support needs, an action plan, individual programme of appropriate targets, tasks and activities or co-ordinated support plan is devised to build on their strengths and by meeting their very specific needs, help them to attain and to develop their self-esteem.

The Head Teacher meets with the Principal Teacher of Learning Support each term to discuss the progress, achievements and attainment of pupils who require additional support. The Public Health Nurse may also be present. For Sgoil Bhreascleit the Principal Teacher of Learning Support is Anne Wilson and the Public Health Nurse is Susan Thomson.

Further advice and information on additional support for learning may be sought from:

- **Enquire** Children in Scotland: Working for Children and their Families (registered charity - number SC003527)
- **Scottish Independent Advocacy Alliance** (registered Charity - number SCO33576)
- **Scottish Child Law Centre** (registered charity - number SCO12741)

Role of the School Assistants and School Auxiliary

Both Mrs MacLeod and Mrs Macdonald assist with the supervision of tasks under class teacher direction. They work with individual children and small groups of pupils. Mrs MacLeod supervises children in the dining hall, in the school playground and during wet weather indoor play. Mrs MacLeod deals with minor incidents and reports those of a more serious nature to class teachers or the Head Teacher as necessary.

Child Protection - The Head Teacher is the school's Child Protection Co-ordinator. All school staff undertake annual Child Protection refresher training.

The local authority policy on GIRFEC and additional support needs can be viewed at: <http://www.cne-siar.gov.uk/education/policiesprocedures/index.asp>

Transition simply means moving from one school or class to another. In our school, the main points of transition are when children move from pre-school to P1 and from P7 to S1. We are also aware that joining the nursery class or moving between teachers are times of transition. It is our aim to prepare children for the next step in their education and to work with our nursery, primary and secondary colleagues to ensure transition is smooth.

An enhanced transition is planned by school staff, Principal Teacher of Learning Support and parents of pupils with additional support needs to ensure they make a successful transition whether from nursery to P1 or P7-S1.

Home – Nursery

- Staff take cognisance of Pre-birth to 3 documents
- Settling in reports
- Allow parent to stay in nursery until child settles
- Informal chats

Nursery- P1

- Wall displays to highlight transition activities
- Information packs distributed to parents
- Regular meetings with Head Teacher
- Profiles
- Planning – Learning wall
- Attainment and achievement
- Opportunities to use school library, hall
- Play Leader attends transition meetings
- Planned visits to primary classroom and working with primary staff
- Planned visits to P1-3 class
- Buddy system
- Open day

Moving between schools

When a pupil leaves Sgoil Bhreascleit and enrolls at a new school, a member of staff will contact our school office to confirm enrolment and to request the pupil's records. When a new pupil joins a class at Sgoil Bhreascleit, the Head Teacher will contact the pupil's last school to confirm enrolment and request the pupil's records. If a pupil leaves Sgoil Bhreascleit and the school has not been informed of enrolment elsewhere, the child may be identified as missing from education. In such circumstances, the Head Teacher would follow Comhairle nan Eilean Siar guidelines to track and trace missing children.

P7-S1

- Planned induction days at the Nicolson Institute
- Visit from Nicolson Institute Guidance staff
- Liaison between P7 teacher and PTLs, Nicolson Institute.
- 'Moving Up' pack
- Inter-school Transition days
- P7 teacher visit S1 subject specialists
- On-line events such as 'Choices for Life'.
- Exchange of PPRs and attainment and achievement data on SEEMiS
- P7 ePortfolios
- Parents' evening arranged by Nicolson Institute staff.

Sgoil Bhreascleit pupils transfer to: **Nicolson Institute
Sandwick Road
STORNOWAY
HS1 2PN**

Telephone: **01851 707000**
Email: **nicolsoninstitute@gnes.net**

School News

Naidheachd Miosal

Upcoming school events appear in the local Breasclete Community Association monthly information sheet.

Information letters are sent home regularly to parents outlining coming events and items of interest.

School Fund Expenditure

Cosgais Airgead Sgoile

The School Fund is used to purchase and renew educational resources to support learning and teaching and it also covers extra-curricular activities – fees and transport costs, exhibition visits, visiting theatre groups, field trips, shows and other school centred projects.

Fund raising takes place throughout the year and parents and the community in Breasclete are very supportive of these events. Sgoil Bhreascleit Parent Council has raised money for trips, competition entry fees and equipment for the school.



Mobile Phone Policy

Fònaichean-làimhe

We generally discourage parents and pupils from bringing mobile phones and other valuables to school on the grounds that they may get lost or stolen.

If it is necessary for a pupil or parent to bring a phone to school, it should be marked in some way to aid identification if lost and subsequently found.

If it is necessary for a pupil to bring a mobile phone to school, the phone must remain switched off during the school day and may not be used on school premises, grounds or during off-site curricular activities such as swimming.

Where a pupil is found by a member of staff to be using a mobile phone, for any purpose, the phone will be confiscated from the pupil. It will generally only be returned to the parent.

| | | | | |
|------------------------|------------|-------------------|--------------|-----------------------------------------------------------------------------------------|
| Office bearers: | Chair | Elizabeth Macbain | tel: 621 776 | email: liz.macbain129@btinternet.com |
| | Vice Chair | Gillian Morrison | tel: 621 482 | email: gilbymorrison21@gmail.com |
| | Clerk | Jacqui Ferguson | | |
| | Treasurer | Donna Smith | | |

Our school welcomes parental involvement. We recognise that children do better in school when parents are actively involved in their education.

As a member of the Parent Council - Comunn Phàrant Sgoil Bhreascleit - you can expect to:

- get information about what your child is learning
- get information about events and activities at the school
- get advice and help on how you can support your children's learning
- be told of opportunities to be involved in the work of the school
- have a say in selecting a Parent Council to work on behalf of all parents at your school.

The role of a Parent Council is to:

- support the school in its work with pupils
- 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



School staff make every effort to keep parents informed of their children's progress and involve them in the work of the school. This includes:

- | | | |
|--------------------------------|-----------------------------|----------------------------|
| • Fundraising | • Involvement in topic work | • Bi-annual questionnaires |
| • Sports Festival | • Parents' noticeboard | • Glow |
| • Assisting on outings/trips | • Displays | • Target setting |
| • Reports and parents' evening | • Achievements board | • Supervising homework |
| • Showcase events | • Homework diary | • Christmas performance |
| • Regular letters | • Sports Day | |

Comhairle nan Eilean Siar's Parental Involvement Strategy can be viewed at: <http://www.cne-siar.gov.uk/education/policiesprocedures/index.asp>

We recognise that there may be times when you will want to express concern, make complaints, offer suggestions or compliment the school and its pupils.

If you want to make a complaint about the school, please let us know. It is better that issues are discussed openly and resolved fairly rather than be allowed to damage the relationship between parents 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 acknowledge this, apologise quickly and clearly and we will try to put things right.

Making a complaint

Please make any complaint 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 have the right to take the matter further. You can put your complaint in writing or fill in a complaint form. Complaints forms are available from the school office. Completed forms or letters of complaint 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 relevant contact details.

Suggestions

Pupils may pop their suggestions in boxes located in the main school corridor. Pupils' ideas and opinions are valued and are sought during whole school Assemblies, during Circle time and via the Pupil Council.

Parents may also wish to make suggestions in this way.

The Curriculum for Excellence is based on the values of **wisdom, justice, compassion** and **integrity** and is focused on enabling all young people to become

- Successful learners**
- Confident individuals**
- Responsible citizens**
- Effective contributors**

By providing structure, support and direction to young people's learning, the curriculum should enable them to develop these four capacities. The curriculum is broadly defined as covering:

- The ethos and life of the school**
- Curriculum areas and subjects**
- Interdisciplinary projects and studies**
- Opportunities for personal achievement**

and is divided into these main areas:

- Literacy**
- Numeracy**
- Health and Well-being** (including Physical Education)
- Social Studies**
- Technologies** (including ICT)
- Sciences**
- Expressive Arts** (Art, Music, Drama and Dance)
- Religious and Moral Education**
- Gaelic** – including Gaelic singing for all classes from P1-7
- Modern Languages** (French at P6-7)

At different times, the children may be taught as a class, as a small group or individually. Although the subjects above are sometimes taught separately, many are integrated. Teachers use a variety of methods to motivate the children and they try to create an atmosphere which promotes active and purposeful learning. Pupils are encouraged to take a pride in their work, complete all tasks and to take care of books and equipment. Above all it is hoped that the pupils will enjoy their learning experiences and develop skills and knowledge about the world in which they live.

School staff have created programmes of work to ensure children receive a coherent, broad general education during their time at Sgoil Bhreasleit. Programmes are based on Curriculum for Excellence experiences and outcomes and include opportunities for community involvement, interdisciplinary learning and the development of skills for learning, life and work.

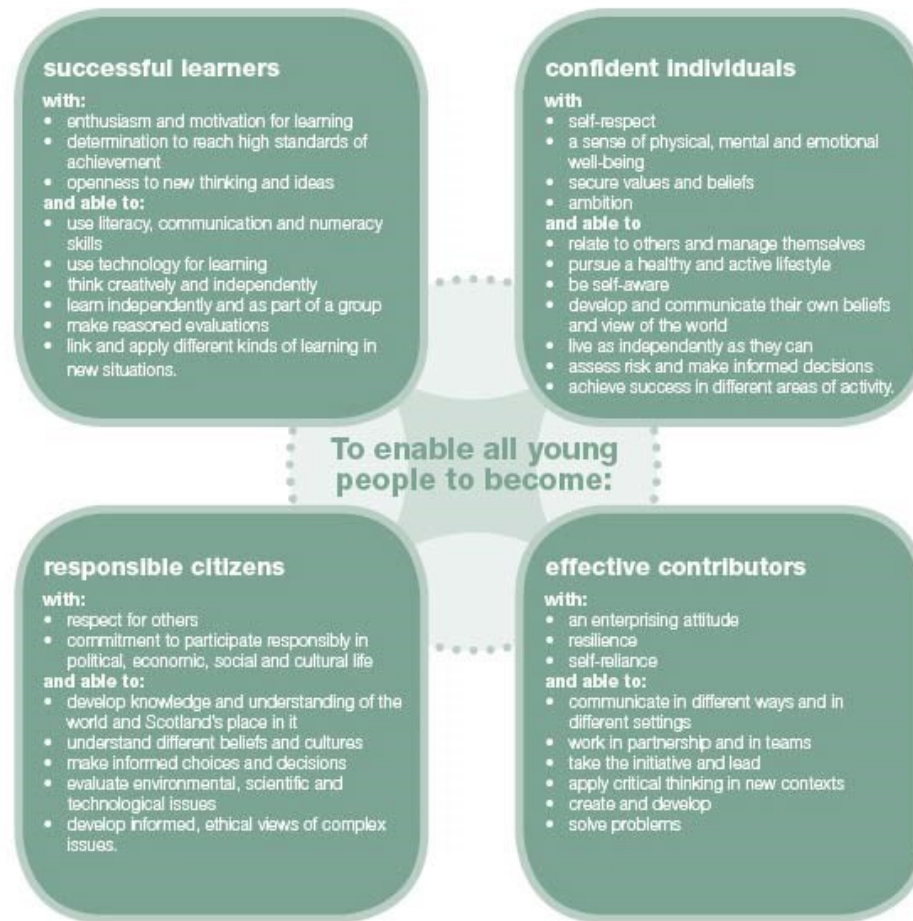
A range of approaches are used to deliver the curriculum including active and outdoor learning. Collaboration and co-operation is encouraged amongst pupils.

Pupils at all stages are involved in the planning of topics to ensure personalisation and choice.

Curriculum for Excellence aims at progression. Pupils work through a series of targets which are set out in graded levels which become increasingly challenging:

| | |
|---------------|--------------------------------------------------|
| EARLY | The pre-school years and P1, or later for some. |
| FIRST | To the end of P4, but earlier or later for some. |
| SECOND | To the end of P7, but earlier or later for some. |
| THIRD | In S1-S3 but earlier for some |
| FOURTH | Broadly equates to Standard Grade Int 1 |
| SENIOR | In S4-S6 but earlier for some |

The Four Capacities



Please make an appointment with the Head Teacher if you wish to discuss the school curriculum.

Further information about Curriculum for Excellence can be found at:

<http://www.educationscotland.gov.uk/thecurriculum/whatiscurriculumforexcellence/index.asp>

Each child’s progress is assessed by his/her class teacher throughout the year. Pupils are given opportunities to discuss their progress and to assess their performance. Next steps in learning are decided in consultation with pupils and where appropriate, parents.

Opportunities for peer assessment are also built into activities.

Teachers choose a variety of methods to capture what pupils **say, write, make** and **do** but assessment by the teacher is done mainly through day -to-day observation.

The National Assessment Resource (NAR) is an on-line resource designed to support assessment approaches for Curriculum for Excellence. It can be used by teachers to make decisions about a child’s progress, attainment and achievement.

Assessment is for Learning (AifL)

Assessment is for Learning recognises that children learn best when:

- They understand what they are trying to learn and what is expected of them
- They are given feedback about the quality of their work and what they can do to make it better
- They are given advice about how to go about making improvements
- They are fully involved in deciding what needs to be done next and who can give them help if they need it.

Staff in the nursery and primary classes use AifL strategies to ask pupils better questions and provide helpful feedback leading to improved achievement and to provide clearer information for parents.

Programme of Standardised Assessments

Schools throughout the Western Isles administer a programme of assessments throughout the school year to check baseline knowledge, indicate potential and to identify learning styles. All assessment scores take into account the different ages of pupils within a given group. This allows direct comparisons to be made between the performance of pupils in each of the assessments against national scores.

School staff use assessment results to compare a pupil’s potential with attainment in Curriculum for Excellence Literacy and Numeracy.

Annual Assessment Programme:

Primary 1 Reasoning

Baseline literacy - English medium pupils only

Primary 2 Gaelic Phonological Test

Primary 3 Progress in Maths (PiM) - all pupils

Progress in English (PiE) - English medium pupils only

Primary 5 Cognitive Abilities Tests (CATs)

Primary 7 Progress in Maths (PiM) - all pupils

Progress in English (PiE) - all pupils

Cognitive Abilities Tests (CATs)

Cognitive Abilities Tests assess a pupil’s ability to reason with and manipulate different types of symbols. These symbols are words, quantities and special, geometric or figural patterns.

It is the policy of Comhairle nan Eilean Siar to offer CATs to pupils in P5 and S1.

The three tests give an overall educational profile of the pupil. All parents receive a copy of their child’s CAT scores.

Tracking Pupil Progress

Schools across the Western Isles use an electronic system called SEEMiS to track pupil progress. School staff update pupil records with comments and assign a level and progress code for each area of the curriculum. This information can be printed in the form of a progress report that can be shared with pupils and parents in October and May each year.

The Head Teacher accesses SEEMiS to monitor pupil progress within different areas of the curriculum.

Reporting Progress

Aithisgean

Parents receive information about their children's strengths, progress and achievements in October and May each year. Meetings are arranged with parents in October to discuss progress and achievements, next steps in learning, any specific support needs and ways that they can help support learning at home.

In May, full written reports are issued with meetings arranged at the request of parents.

We feel reports should be discussed with pupil as children benefit from on-going support and encouragement as they tackle next steps in their learning.

Class teachers may ask to meet with parents at other times during the school year if they wish to discuss a child's progress.

At P7, pupils sum up their achievements using an ePortfolio. ePortfolios are shared with Nicolson Institute staff when a pupil transfers to S1.

If you have concerns about your child's progress please do not hesitate to contact the school office to make an appointment to meet with his/her class teacher in the first instance.

Standards and Quality Report

The main purpose of a Standards and Quality Report is to report on the main achievement over the last school year and to bring about further improvement to the learning experiences and achievements of children and young people. Sgoil Bhreasleil publishes an annual Standards and Quality Report which identifies strengths and areas for improvement. The report forms the basis of the School Improvement Plan.

A copy of the report can be requested by contacting the school office.

School Improvement Plan

The school also publishes a plan which is used to improve the achievements and learning experiences of pupils. Improvement planning involves identifying what is good about a school, deciding how good a school can be and identifying the best way forward.

Improvement projects are identified through self-evaluation which is directly linked to quality indicators. This means that we can measure our success at improving the quality of education which we provide.

We value the contribution that parents and the wider community make to the life of the school and include them in the writing of the improvement plan.

A copy of the School Improvement Plan can be requested by contacting the school office.



The process of education involves more than just the acquisition of knowledge. It aims to develop the core personal and interpersonal skills and aptitudes considered essential for participation in personal, social and economic life in the community today and in the future.

Every child who attends Sgoil Bhreascleit will experience working in enterprising ways through topic work, whether to organise an event, serve on a committee, carry out a make and do project or to fundraise. To make enterprise activities more realistic, attempts are made to include a mix of business, community and environmental activities and where possible, these are supported by members of the community. Enterprise activities are planned in a way that meets the needs, abilities and aspirations of the pupils through real and relevant projects which give pupils roles and responsibilities and an opportunity to reflect on their contributions, skills and effort. This is done mainly through self and peer assessment. Enterprise projects promote progression and continuity in learning, they have Literacy, Numeracy and Health and Well-being at their core and develop skills for learning, life and work.

At Sgoil Bhreascleit, enterprise education gives children the opportunity to:

- develop enterprising skills and attitudes through learning and teaching across the whole curriculum.
- experience and develop understanding of the world in all its diversity
- participate fully in enterprise activities

We promote an enterprising approach to learning by:

- giving pupils responsibility
- making learning real
- taking roles
- providing relevance
- encouraging reflection

Further information about Enterprise Education can be found at

<http://www.educationscotland.gov.uk/learningteachingandassessment/learningacrossthecurriculum/themesacrosslearning/enterprise/about/enterprisingteaching.asp>



Pupil Involvement Compàirteachadh Clann-Sgoile

Pupils are encouraged to look after the school environment, equipment and to be kind to one another. They are given responsibilities and are encouraged to be actively involved in school life. Such participation encourages positive behaviour and helps pupils to feel valued. The Eco-school committee is responsible for encouraging whole-school action for the environment and a Pupil Council is elected annually to allow pupils to have a say in what happens in their school.

Pupils at the upper stages develop organisational skills to achieve Young Persons Leadership Awards with Active Schools Co-ordinator, Jenna Stewart. They use their skills and knowledge to organise buddy systems, playground games and wet weather activities.

Community Involvement Compàirteachadh Coimhearsnachd

Sgoil Bhreascleit enjoys close links with a number of individuals, local organisations and businesses. Such links enhance learning and teaching and provide excellent opportunities to develop skills for learning, life and work.

At Sgoil Bhreascleit we attempt to develop tolerance and empathy by involving pupils in charitable events such as fundraising for Children in Need and filling shoeboxes for Blythswood.

We very much appreciate the support and assistance we receive from:

Parents
Local Community
Breasclete Community Association
Active Schools
Callanish Free Church of Scotland
Proiseact Nan Ealan

Community Involvement Compàirteachadh Coimhearsnachd

We also invite guest speakers and parents with specialist knowledge and skills to share their work and experiences with pupils.

We use ICT to broaden children's knowledge and appreciation of the people and world about them. The internet provides many valuable resources to enhance children's knowledge and understanding. Glowmeets are arranged to allow pupils to join national events such as Choices for Life.

Active Schools

Our Active Schools Co-ordinator, Jenna Stewart helps children understand ways in which they can be active and stay active throughout the school year. Jenna works closely with pupils to promote participation and increase motivation by:

- supervising Young Persons Leadership activities
- creating an overview of physical activities for the school year
- introducing and demonstrating new sports and games
- encouraging participation in the local Sports Festival
- supporting schools with award and funding applications
- organising whole school and inter-school events
- arranging cycle training





COMHAIRLE NAN EILEAN SIAR
Roinn an Fhoghlaim is Seirbheisean Chloinne
 Department of Education and Children's Services

School Holidays 2015-2016

Term 1 – 2015

| School Status | Affects | Date |
|---------------|-----------------|----------------------------------|
| Open | Teachers | Monday 10 th August |
| Open | Pupils | Thursday 13 th August |
| Close | Teachers/Pupils | Thursday 8 th October |

Term 2 – 2015

| School Status | Affects | Date |
|---------------|-----------------|------------------------------------|
| Open | Teachers | Tuesday 20 th October |
| Open | Pupils | Thursday 22 nd October |
| Close | Teachers/Pupils | Thursday 26 th November |
| Open | Teachers/Pupils | Tuesday 1 st December |
| Close | Teachers/Pupils | Tuesday 22 nd December |

Term 3 – 2016

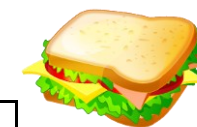
| School Status | Affects | Date |
|---------------|-----------------|-------------------------------------|
| Open | Teachers/Pupils | Thursday 7 th January |
| Close | Teachers/Pupils | Wednesday 10 th February |
| Open | Teachers/Pupils | Tuesday 16 th February |
| Close | Teachers/Pupils | Friday 1 st April |

Term 4 – 2016

| School Status | Affects | Date |
|---------------|-----------------|---------------------------------|
| Open | Teachers/Pupils | Monday 18 th April |
| Close | Teachers/Pupils | Thursday 28 th April |
| Open | Teachers/Pupils | Tuesday 3 rd May |
| Close | Teachers/Pupils | Friday 24 th June |



School Menu 4 Week Cycle— October 2014



Week 1

| | | | |
|--------|--------------------|---------------------------------------------|-----------------------|
| Mon | Sausage Casserole | Mashed Potato Green Beans Mixed Veg | Cup cakes |
| Tues | French Bread Pizza | Potato Wedges, Beans, Cherry Tomatoes | Iced sponge & custard |
| Wed | Beef Lasagne | Coleslaw & Sweetcorn | Jelly |
| Thurs | Roast Chicken | Potatoes Carrot & Swede | Ice Cream & Fruit |
| Friday | Breaded had-dock | Chips, Peas & Broccoli | Shortbread & milk |

Week 2

| | | | |
|------|--------------------|-----------------------------------|-----------------------|
| Mon | Pizza Mixed Salad | Bread Roll Spaghetti Tomato | Chocolate Iced sponge |
| Tues | Chicken Curry | Turnip & Broccoli | Yoghurt |
| Wed | Turkey Burger Roll | Beans & salad | Carrot Cake |
| Thur | Sausages | Potato Wedges & sweetcorn | Angel Delight |
| Fri | Fish Fingers | Chips, Green Beans & Beans | Sticky Toffee pudding |

Week 3

| | | | |
|------|-----------------|----------------------------------------------|------------------------|
| Mon | Homemade Pizza | Spaghetti Rings Raw Carrot Mixed Salad | Muffin |
| Tues | Mince | Potato & Diced, Mixed Veg | Eves Pudding & Custard |
| Wed | Breaded Haddock | Chips, Baked Beans, Carrots | Butterscotch pudding |
| Thur | Steak Pie | Potatoes, Cauliflower Broccoli | Jelly |
| Fri | Chicken Curry | Rice, Sweetcorn & Swede | Scone & milk |



Week 4

| | | | |
|------|-------------------------------|----------------------------------------|------------------------|
| Mon | Turkey burger | Mashed Potato, Mixed Veg | Chocolate crispie |
| Tues | Beef stew & Yorkshire pudding | Wedges, Baked Beans & Carrot Sticks | Leon drizzle muffin |
| Wed | Spaghetti Bolognese | Broccoli Swede | Caramel Tart & Custard |
| Thur | Roast Chicken & Gravy | Roast Potato, Cauliflower Sweetcorn | Ice Cream & Fruit |
| Fri | Fish fingers | Chips, Coleslaw & Peas | Home Baking |

Fresh Fruit Available Daily As a Pudding Option

Vegetarians Catered For

GIRFEC - Getting It Right For Every Child

Additional Support Needs

Most Able Children

Anti-Bullying and Equalities

Support for Bereavement

Care and Welfare

Child Protection

Health and Safety

Inclusion

Promoting Positive Behaviour

Dress Code

Pupil Participation

Children Missing from Education

Home to School Transport

Disruption to Education on Account of Bad Weather

Parental Involvement Strategy

Special Leave

Learning and Teaching

Literacy

Mathematics

Social Studies

Gaelic

Science

Expressive Arts

Health & Wellbeing

Religious and Moral Education

Religious Observance in Eilean Siar Schools

Technologies

Citizenship

Homework

The Use of Information & Communications Technology in Learning & Teaching in Schools

E-safety and Acceptable Use of Communication Technology in Schools

Professional Review & Development Policy for Teachers