

Bun Sgoil Bhreascleit



Handbook December 2017

Failte 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—contact details are on page 6.

Yours sincerely,

Mrs S Gunn
Head Teacher

December 2017

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The information in this handbook was accurate as at December 2017 but may be subject to amendment during the school year.
 The school handbook is 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 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.

**Our Vision / Ar leirsinn;
“Leasaich clann cruthachail, curamach, misneachali agus soirbheachail”**

“Create caring, confident, creative and successful citizens”

At Sgoil Bhreascleit we aim to:

- *We aim to provide a happy, caring and inclusive learning environment where every child feels valued, confident and motivated to learn.*
- *We aim to develop children's health and wellbeing including their physical, personal, moral, social and emotional skills.*
- *Create educational opportunities where pupils experience challenge and success in their learning, developing the skills needed to enable them to plan for their future.*
- *Enhance learning experiences that reflect the Gaelic language and culture in our unique environment and small rural community.*
- *Encourage high expectations of all our pupils in relation to their talents and abilities, both in and out with school.*

Sgoil Bhreascleit is a non-denominational school that caters for all children from Primary 1 to Primary 7. Sgoil Araich Bhreascleit, a Gaelic nursery for children aged from 2 to 5 years, is under the direct management of the school. 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. 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. Sgoil Bhreascleit Parent Council forms a particular link between parents and the school and all parents are welcome to attend the regular 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 has been created adjacent to the school boundary wall. The school can access this play area through a secure gate. An eco-garden with a poly crub, specifically for the use of the school, is adjacent to the play area.

Our school has gained a Silver Eco-schools award and pupils are now working towards their Gold 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 each year. 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.



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 advertised in the Stornoway Gazette and we also display notices in the Sgoil Araich, the local newsletter and in the Community Centre.

Parents should come to school to complete an enrolment form and bring the child's birth certificate. Enrolment forms are available at the school office. 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 Dept, Sandwick Road
Stornoway, HS1 2BW**

indicating the name of the school that they wish their child to attend.

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. 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** so that any items 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.

Based on parental income, some families may be 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 on the first day of absence to inform the school, indicating the reason for absence. This is to be followed up by a written note on return to school using the appropriate form (available from school).

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 form will be issued for completion by parents and it should be returned to the school office.

The Head Teacher monitors pupil attendance and will investigate all instances of attendance that fall below 90%. This may be followed up by contacting parents to discuss further.

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.

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 options, including vegetarian options. A two course meal is available at a cost of £1.95/ day. As of January 2015 Primary 1-3 pupils are eligible for free school meals. Payment for the week is made on a Monday, either in cash or by cheque made payable to Breaslete Primary School with the cheque card number written on the back. Pupils are given dinner slips, indicating their daily choices, to complete at home and submit on Monday along with the money. Children with packed lunches also eat in the Community Hall. We encourage pupils to bring healthy home packed lunches to school. A dining room supervisor oversees school meals and packed lunches.

Based on parental income, some children (not including P1-3) may be entitled to a free meal. Further information and application forms can be obtained from the school 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 is 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. P4 is included in this if they are in the same classroom as P1-3.

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 should check their child's wallet for any 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 staff are satisfied that an adult is available. 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 emergency landline number 01851 621 443.



Health and Dental Checks

Primary One pupils are given a health check by the Public Health Nurse. Parents are advised by letter when this will take place so that they may attend. Children's eyesight and hearing are periodically checked and the School Dentistry team visit the school to inspect the dental health of P1 and P7 pupils.

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. Please note that this is voluntary and is at the Head Teacher's discretion.

Toothbrushing

With parental consent, pupils take part in a supervised tooth brushing programme that was introduced to improve the oral and general health of the children. A Dental Health Support Worker visits the school regularly to support the tooth brushing programme.

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 Public Health Nurse, local surgery 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 at 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**.

First Aid

The school has a trained First Aider. 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.

Health and Wellbeing

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

These topics are introduced in a very simple way in Sgoil Araich and are covered in more depth as children progress through school. 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 aspects of learning in Health and Wellbeing..

Discipline

Smachachd

We feel that Sgoil Bhreascleit is an extension of the community and we aim 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 non-teaching 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 .

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 are 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 with their teacher or any member of staff..

Programmes of work support and nurture the health and wellbeing of our pupils. Each member of staff is aware of their role in promoting a positive ethos, positive relationships and participation in activities which promote a healthy lifestyle.

We have school policies on Anti-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 policy.

Our school community prides itself on the high standard of behaviour of our pupils and we would want any incidents of perceived bullying behaviour to be raised immediately with the school. If parents become aware of any incidents they should record the date, time and nature of the incident.

Pupils are made aware of the dangers of internet misuse and cyber-bullying through our Health and Well-being and Technologies 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 or staff 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 and supports and contributes to our RME curriculum. Class teachers and the Head Teacher plan a programme for the session alongside the minister. All other Religious and Moral Education is planned for and taught in each class as part of a Religious and Moral Education programme or through integration into other subject areas.

Parents have the right to withdraw their child from Religious and Moral Education and / or Religious Observance. 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 during enrolment. Arrangements are made for pupils who are withdrawn to participate in worthwhile alternative activities.

Comhairle Nan Eilean Siar's Religious Observation and Religious and Moral Education policies 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 any of the 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 a 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 will have PE on different days and each class teacher will inform you when the P.E. kit is required.

Clubs and Activities

Clubaichean

Information received by the school advertising clubs are distributed in pupil wallets and/or issued electronically using Groupcall. The school is, increasingly, sending correspondence electronically.

A number of clubs meet in the local community centre:

Youth Club	Monday	6.30-8.30pm
Football (Barvas)	Tuesday	6.30-7.30pm
Highland Dancing	Tuesday	4.30 -
Youth Music Hebrides	Wednesday	3.30-5pm
Chanter	Wednesday	5-6pm
Football (Barvas)	Saturday	Morning

Safety and Security

Sàbhailteachd Sgoile

School Security

All visitors, including parents, are asked to sign in at the main door and report to the School Office on arrival.

Contractors must also report to the School Office before commencing work and to complete relevant paperwork.

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 undertake an 'enhanced disclosure' process. 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 and a form can be issued.

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 6/7 receive cycle training. Children are encouraged to 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 require 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 a Speech and Language Therapist.

For pupils with additional support needs a Child's Plan, with appropriate targets, is devised to build on their strengths and to meet their specific needs.

The Head Teacher meets with the Principal Teacher of Learning Support (A Mackay) each term to discuss the progress, achievements and attainment of pupils who require additional support.

Role of the School Assistant and Support for Learning Assistant

The School Assistant and Support for Learning Assistant assist with the delivery of tasks under the class teacher's direction. They work with individual children and small groups of pupils. They support and supervise pupils in the dining hall, in the playground and during wet weather, in the hall.

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 Sgoil Araich or moving between rooms are times of transition. It is our aim to prepare children for the next step in their education and to work with our pre school, 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 Sgoil Araich to P1 or P7-S1.

Home – Sgoil Araich

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

Sgoil Araich - P1

- Wall displays to highlight transition activities
- Information packs distributed to parents
- Regular meetings with school staff
- Profiles
- Planning
- Attainment and achievement
- Opportunities to use school library, hall
- Sgoil Araich Leader attends transition meetings
- Planned visits to primary classroom and working with primary staff
- Buddy system
- Open day

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
- 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**

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 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 CNES guidelines to record, track and trace missing children.

Information letters are sent home regularly to parents outlining upcoming events and items of interest. These are increasingly being issued via an electronic system.

The pupils organise and publish a termly newsletter that is packed with information and photographs of their learning.

School Fund Expenditure**Cosgais Airgead Sgoile**

The School Fund is used to purchase and renew resources to support learning and teaching and it also covers extra-curricular activities – fees, transport costs, 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 Breascleite are very supportive of these events. Sgoil Bhreascleite Parent Council has raised money for trips, competition entry fees and equipment for the school.

The school monitors fund-raising activities and has a “Calendar of Activities”.

We discourage 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 to bring a phone to school, it should be clearly marked with the pupils’ name. 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	Gillian Morrison	tel:621 482 email: gillymorrison21@gmail.com
	Chair	Anneline Ingram	tel:643 772 email: anniemac115@gmail.com
	Clerk	Jacqui Ferguson	tel. 621 380 email: ferguson515@hotmail.co.uk
	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 | • 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 performances/events |
| • Regular letters | • Sports Day | |

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, via the Pupil Council and specific Focus Groups.

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 the following 8 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**

At different times, the children may be taught as a class, as a small group or individually. Although the curricular areas 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 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.

Pupils work through a series of targets which are set out in levels which become increasingly challenging:

EARLY	Pre-school 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 mainly through day-to-day observation.

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 use AifL strategies to ask pupils better questions and provide quality feedback leading to improved attainment.

Standardised Assessments

Schools throughout the Western Isles administer standardised tests but this coming year will see a change to the way this has previously taken place.

Schools are currently awaiting further guidance and clarification from the Scottish Government on what the new national system of testing at P1, P4 and P7 will look like (SNSA - Scottish National Standardised Assessments).

All the tests will be electronic and results will be made available to schools in order to further plan children's learning.

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

Tracking Pupil Progress

Schools across the Western Isles use an electronic system to track pupil progress. School staff update pupil records regularly. This information is used to identify pupils who are making progress as well as identifying pupils who may require additional support.

Reporting Progress

Aithisgean

Parents receive information about their children's strengths, progress and achievements in November and May/June each year. Meetings are arranged with parents in November to discuss progress and achievements, next steps in learning, any specific support needs and ways that they can help support learning at home. Parents are also kept up-to-date with progress and achievements via regular comments/feedback in homework diaries.

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

We feel reports should be discussed with pupils 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.

From P5, pupils record their achievements using an e-portfolio. E-portfolios 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 to make an appointment to meet with the class teacher in the first instance.

Standards and Quality and Improvement Plan (SQIP)

The Scottish Government recommended this year that all schools combine the two documents—Standards and Quality Report and the School Improvement Plan—into one document.

The purpose of the annual SQIP is to report on the main achievements over the last school year and to bring about further improvement to the learning experiences and achievements 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.

Sgoil Bhreascleit publishes the report which identifies strengths and areas for improvement in June of each year. The report forms the basis of the Improvement Plan.

We value the contribution that parents and the wider community make to the life of the school and include them in any self evaluation processes that then inform and/or support our improvement plan.

The plan is made available to all parents.



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 meet 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 allows pupils to have a say in what happens in their school.

Pupils at the upper stages develop organisational skills to achieve Leadership Awards with the 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 foster tolerance and empathy eg. 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

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.

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 Leadership Award 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: Bikeability





COMHAIRLE NAN EILEAN SIAR

Roinn an Fhoghlaim is Seirbheisean Chloinne

Department of Education and Children's Services

School Holidays 2017-2018

Term 1 – 2017

School Status	Affects	Date
Opens	Staff	Monday 15th August
Opens	Pupils	Thursday 17 th August
Closes	Staff/Pupils	Thursday 12 th October

Term 2 – 2017

School Status	Affects	Date
Opens	Staff	Wednesday 25th October
Opens	Pupils	Thursday 26th October
Closes	Staff/Pupils	Thursday 23rd November
Opens	Staff/Pupils	Tuesday 28th November
Closes	Staff/Pupils	Thursday 21st December

Term 3 – 2018

School Status	Affects	Date
Opens	Staff/Pupils	Thursday 4th January
Closes	Pupils	Tuesday 6th February
Closes	Staff	Wednesday 7th February
Opens	Staff/Pupils	Tuesday 13th February
Closes	Staff/ Pupils	Friday 30th March

Term 4 – 2018

School Status	Affects	Date
Opens	Staff/Pupils	Monday 16th April
Closes	Staff/Pupils	Thursday 3rd May
Opens	Staff/Pupils	Tuesday 8th May
Closes	Staff/Pupils	Thursday 28th June

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

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

The Scottish Government and its partners collect and use information about pupils in schools (e.g. the number and characteristics of pupils, their attendance, absence and exclusions, their attainment and their destination when leaving school) to help to improve education across Scotland. This note explains why we need this information, how we use it and what we do to protect the information supplied to us.

Why do we need your data?

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

- 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
- enhance the quality of research to improve the lives of young people in Scotland

Data policy

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

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

The individual data about pupils in schools collected by Scottish Government through statistical surveys is used only for the statistical and research purposes for which it is collected.

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 note can give only a brief description of how we use data. Fuller details of each individual ScotXed survey, including the purpose of each and the published data, can be found on the ScotXed website (<http://www.gov.scot/Topics/Statistics/ScotXed>). Pupil names and addresses (other than postcode) are never collected in any ScotXed statistical survey.

Scottish Government works with a range of partners including Education Scotland, Skills Development Scotland and the SQA. On occasion, in order to help meet our aim of improving the life of young people in Scotland, we may make individual data available to partners such as the National Registers of Scotland to carry out research relating to the national population census and also to academic institutions and organisations to carry out additional research and statistical analysis which helps inform policy development and contributes to improving outcomes for Scotland's people. In order to carry out this research to support better decisions, policy making and practice, data may be linked to information from other sources.

Any sharing or linkage of data will be done under the strict control of Scottish Government, and will be consistent with our data policy and the National Data Linkage Guiding Principles. This will ensure that no individual level data will be made public as a result of the data sharing and that these data will not be used to take any actions in respect of an individual. Decisions on the sharing or linkage of data will be taken in consultation with relevant colleagues and individuals within and outwith Scottish Government. At all times pupils' rights under the Data Protection Act and other relevant legislation will be ensured.

Concerns: If you have any concerns about the ScotXed data collections you can email the Head of Schools Analysis, Mick Wilson, at mick.wilson@scotland.gsi.gov.uk or write to Education Analytical Services,

The Scottish Government and its partners collect and use information about school staff to help to improve education across Scotland. This note explains why we need this information, how we use it and what we do to protect the information supplied to us.

Why do we need your data?

In order to make the best decisions about how to improve our education service, Scottish Government, Education Authorities and other partners such as Education Scotland, GTC Scotland and teaching unions need accurate, up-to-date data about our teachers. In particular individual level staff data is vital for use by Scottish Government in education workforce planning. As a consequence of receiving this information, Scottish Government will be better able to

plan more accurately the number of new staff to be trained each year,

identify shortages in particular sectors and subjects

monitor movements in and out of the profession at a national level.

better understand the factors affecting education

share good practice

enhance the quality of research to improve the lives educational outcomes of young people in Scotland

Data Policy

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

Education data within Scottish Government is managed effectively by secure systems and is exploited as a valuable corporate resource, subject to confidentiality restraints. Scottish Government will not make publicly available any information that allows individual members of staff to be identified, nor will data be used by Scottish Government to take any actions in respect of individuals. No information on individual members of staff can or would be published by Scottish Government. Providing sensitive information such as national identity and ethnic background data is entirely voluntary. The staff census is supported by teachers unions who helped draw up the list of data collected.

The individual data collected by Scottish Government through ScotXed statistical surveys is used for the statistical and research purposes for which it is collected.

Your data protection rights

The collection, transfer, processing and sharing of ScotXed data is done in accordance with the Data Protection Act (1998), the National Statistics Code of Practice requirements and other legislation related to safeguarding the confidentiality of data relating to individuals. The Data Protection Act gives you the right to know how we will use your data. This note can give only a brief description of how we use data. Fuller details of the uses of staff data, including the published data, can be found on the ScotXed website: <http://www.gov.scot/Topics/Statistics/ScotXed>. Teacher names and addresses (other than postcode) are never collected in any ScotXed statistical survey.

Scottish Government works with a range of partners including Education Scotland, GTC Scotland and the SQA. On occasion, in order to help meet our aim of improving our education system, we may make individual data available to partners and also academic institutions and organisations to carry out additional research and statistical analysis which helps inform policy development and contributes to improving outcomes for Scotland's people. In order to carry out this research to support better decisions, policy making and practice, data may be linked to information from other sources.

Any sharing or linkage of data will be done under the strict control of Scottish Government, and will be consistent with our data policy and the National Data Linkage Guiding Principles. This will ensure that no individual level data will be made public as a result of the data sharing and that these data will not be used to take any actions in respect of an individual. Decisions on the sharing or linkage of data will be taken in consultation with relevant colleagues and individuals within and outwith Scottish Government. At all times individual's rights under the Data Protection Act and other relevant legislation will be ensured.