

# *Bun Sgoil Bhreascleit*



*Handbook December 2022*

# 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 2022

	<b>Duilleag</b>		
Welcome.....	2	Safety and Security.....	13
Contents.....	3	Additional Support Needs.....	14
Culture, Ethos, Values, Vision.....	4	Child Protection.....	14
Aims.....	4	Transitions.....	15
The School.....	5	School News.....	16
School Information		School Fund Expenditure.....	16
Address / Telephone number / email		Mobile Phone Policy.....	16
Current Roll. / Staff .....	6	Parent Council / Parent Involvement.....	17
Enrolment.....	7	Complaints, Comments and Suggestions....	18
School Uniform.....	7	Curriculum for Excellence.....	19
School Day.....	8	Assessment.....	20
Attendance.....	8	Tracking Pupil Progress.....	21
School Transport.....	8	Reporting Progress.....	21
School Meals.....	9	School Improvement.....	21
Communication with Home.....	9	Pupil Involvement.....	22
Emergency Closures.....	9	Community Involvement.....	22
Healthcare.....	10	Family Learning.....	22
Discipline.....	11	School Holidays.....	23/24
Bullying.....	11	Appendix 1 Privacy Notice: Data about pupils.25	
Religious and Moral Education.....	12	“What our pupils say about Sgoil Bhreascleit”	26
Policies.....	13	ParentZone	27
Homework.....	13		
PE .....	13		
Clubs/activities.....	13		

The information in this handbook was accurate as at December 2022 but may be subject to amendment during the school year.  
The school handbook is revised each year in December.

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 is 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.

#### Ar Leirsinn; / Our Vision

“Leasaich clann cruthachail, curamach, misneachail agus soirbheachail”

“Create caring, confident, creative and successful citizens”

#### **At Sgoil Bhreascleit we aim to:**

- *Provide a happy, caring and inclusive learning environment where every child feels valued, confident and motivated to learn.*
- *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.*
- *Develop children's knowledge and understanding of Children's Rights*

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. 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 normally 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 with a tarred area. Children are able to use 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 two polycrubs, 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 and staff lead this project.

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

Pupils are involved in global citizenship activities which bring 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.

Sgoil Bhreascleit is working towards achieving the Silver Award for Rights Respecting Schools.

We believe 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 eg. An Lanntair, Ionad Spòrs Leòdhais. We encourage parents to take their children to sporting and recreational events which are not organised by the school.

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.

Pupils support a number of charities throughout the year including the Blythswood Shoebox Appeal and Children in Need.



**(i) Address:**

Bun Sgoil Bhreascleit  
 Breascleite  
 Isle of Lewis  
 HS2 9ED

Telephone: 01851 822 890

Fax: 01851 621 443

**E-mail:** [breascliteschool@gnes.net](mailto:breascliteschool@gnes.net)

**School Website:** [bit.ly/Breascleite](http://bit.ly/Breascleite)

**Twitter:** [@SgoilBhreas](https://twitter.com/SgoilBhreas)

**(ii)**

**Sgoil Araich roll**      8      (December 2022)

	<b>GM</b>
<b>P1</b>	2
<b>P2</b>	6
<b>P3</b>	2
<b>P4</b>	1
<b>P5</b>	4
<b>P6</b>	3
<b>Totals</b>	<b>18</b>

**Head Teacher**  
**Manager, Sgoil Araich Bhreascleit**

Mrs S Gunn  
 Mrs S Gunn

**Teaching Staff**

**P1-3 GM**  
**P4-7 GM**  
 Reduced Class Contact Time

Mrs M Murray  
 Miss E MacMillan  
 Mrs A MacLeod

**Gaelic Music Instructor**  
**Chanter Instructor**  
**YMI Instructor**

Mr F Smith  
 Ms A Macdonald  
 Mr A Yearley

**Non-Teaching Staff**

**School Assistant**

Mrs C A Campbell

**School Auxiliary**

Mrs K Macarthur

**Sgoil Araich Play Leader**  
**Sgoil Araich Play Assistant**

C M Finlayson  
 N MacKay  
 D Macleod  
 C Montgomery

**Canteen Staff**

Bell Cameron & Nina Phipps

**Cleaner**

Nina Phipps

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 P1 in August of that year. 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. The Council policy is that all P1 enrolments will be into Gaelic Medium unless a parent indicates otherwise/requests English Medium education

Enrolment forms are issued electronically. Parents must show their child's birth certificate to the school in-person/electronically.

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.

---

**Eideadh Sgoile****School Uniform**

---

Comhairle nan Eilean Siar's policy is that pupils attending schools within the Western Isles should 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 from Leonard Hudson:

[http://www.leonardhudson.co.uk/parents/uniformBreasclete\\_Primary\\_School\\_HS2\\_9ED](http://www.leonardhudson.co.uk/parents/uniformBreasclete_Primary_School_HS2_9ED)

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 via this link.

<https://www.cne-siar.gov.uk/schools-and-learning/schools/application-forms/>



---

## Latha Sgoile

---

## School Day

---

School starts	Morning break	Lunch	Closes
9.10am	10.30am – 10.50am	12.30 pm – 1.25 pm	3.25pm

**Children should not arrive at school before 8.40am.**

---

## Lathaireachd

---

## Attendance

---

Class teachers note pupils' attendance electronically each day. 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 will contact 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.

---

## Busaichean na Sgoile

---

## School Transport

---

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—please note this is dependent on seat/space availability. 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: A Macdonald**  
M J MacDonald (Driver)

Tel: 07769698306  
Tel: 01851 621 281  
Mob: 07769570909

As part of our Health and Wellbeing programmes children are taught road safety which includes awareness of their own and others' safety in cars and buses or on bicycles.





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 £2.09/day. As of January 2022 all P1-5 pupils have been eligible for free school meals. Payment for school meals is done online via the Council's electronic payment system. An electronic choice form for meals is issued to all families for completion. Children with packed lunches also eat in the dining room. 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 P1-5) 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.

<https://www.cne-siar.gov.uk/schools-and-learning/schools/application-forms/>

Please note that application forms must be submitted annually. An information poster regarding free school meals is displayed in the school porch area.

Please contact the school if your child has any special dietary needs.

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 support 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 checked daily. The school also communicates with parents electronically, via Groupcall.

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](http://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, with authorisation, collect them from the school.

In the event of a power cut, the school can be contacted on the emergency landline number 01851 **621 443**.



**Health and Dental Checks**

Primary one pupils are offered a health check with the School Nursing team. Parents are advised by letter when this will take place. 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/carers recording details of medication. Forms are available from the school office. 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 toothbrushing programme that was introduced to improve the oral and general health of Western Isles school 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. 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 are available from the school office. Further advice may be sought from the School Nursing Team, local surgery or chemists 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 always 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 Wellbeing. 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 Wellbeing 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..

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 wellbeing of the community. Where any misbehaviour occurs, each incident is dealt with by the class teacher and the Head Teacher may be informed. 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:**

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 Groups eg. Rights Respecting Schools Steering Committee

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 a school policy on Anti-Bullying which has been discussed with and agreed on by staff, pupils and parents. Parents should contact the school office if they wish to see the policy. The school also has a child-friendly Anti Bullying Policy and this was recently updated and reviewed by the Pupil Council (November 2022)

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. This includes any possible incidents of online issues—we take e-safety seriously and want our pupils to be aware of how to keep themselves , and others, safe online. An e-safety log is maintained.

Pupils are made aware of the dangers of internet misuse and cyber-bullying (on-line) through our Health and Wellbeing and Technologies programmes. Class teachers can, at times, be assisted in the delivery of these themes by local authority staff and police. Internet Safety is a regular theme at our Assemblies.

Sgoil Bhreascleit is a non-denominational school and its curriculum for Religious and Moral Education (RME) 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 weekly assembly is led by the Head Teacher. 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. This is a regular partnership link for the school and a planned programme of work is in place for each session. All other RME is planned for and taught in each class as part of an RME programme or through integration with other subject areas.

Parents have the right to withdraw their child from RME and / or Religious Observance (RO). 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 alternative activities.

Comhairle Nan Eilean Siar's Religious Observation and RME policies may be viewed at:

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



Local authority policies may be viewed at:

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

---

**Obair Dachaigh****Homework**

---

Homework is an important part of a pupil's education and parental support is greatly appreciated. Homework is set and noted in a Homework Diary. Parents are encouraged to supervise and help with homework, developing good study habits and self discipline and we ask that diaries are signed 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.**

---

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. Pupils in P4/5 may be offered swimming sessions as part of their Physical Education curriculum.

---

**Clubaichean****Clubs and Activities**

---

Any information received that advertises clubs is 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	Thursday	6.30-8.30pm
Football (Breasclete)	Monday	6.30-7.30pm
Highland Dancing	Tuesday	4.30 - 6.30pm
Youth Music Hebrides	Wednesday	3.30-5pm
Football (Barvas)	Tuesday	6.30pm—7.30pm

**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 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 requires anyone coming into regular close contact with children to complete a PVG application. The Department will be responsible for processing the applications and will cover the costs. Please contact the school if you would like to be considered as a volunteer and a form can be issued.

**Photographs/Video**

When a child enrolls, parents are asked to sign an agreement to say whether or not their child may be photographed or filmed. It also asks parental permission for website and other social media uploads.

**Cycling**

Children in Primary 6/7 receive cycle training (Bikeability2). Children are encouraged to cycle to school. Younger children should be accompanied by a responsible adult. Bike racks are situated at the school gate.

**Road safety**

The safety of children is important to 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.

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 or barriers to their learning that require additional support. We also aim to ensure that able children are provided with learning opportunities that challenge them. Additional support may be long or short term depending on the nature of the identified difficulty or barrier. It may involve input from other professionals such as the Support for Learning teacher or a Speech and Language Therapist.

For pupils with additional support needs an Action Plan, a Child's Plan or an Individual Education Plan, with appropriate targets, is created to build on their strengths and to meet their specific needs.

The Head Teacher meets with the Principal Teacher of Learning Support (A Mackay) throughout the session 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 learning with 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 also recognise 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 that all transitions are well planned.

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 to S1.

## Home – Sgoil Araich

- Staff take cognisance of pre-birth to 3 documents
- Settling in reports
- Allow parents to stay in Sgoil Araich until their child settles
- Informal chats
- Completion of, and 6 monthly reviews, of Personal Plans

## Sgoil Araich - P1

- Wall displays to highlight transition activities
- Regular meetings with school staff
- Profiles and sharing of Developmental Overviews
- Planning
- Attainment and achievement
- Opportunities to use school library, hall
- Sgoil Araich Play 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
- P7 teacher visit to S1 subject specialists
- Exchange of records and attainment and achievement data on SEEMIS
- Parents' evening arranged by Nicolson Institute staff.
- Orienteering event for all Lewis P7 pupils in Stornoway
- P7 participate in CLD led events
- P7 pupils participate in planned events with P7 peers at Sgoil Shiaboist

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 electronically and parents should regularly check their e-mails.

The pupils share their learning electronically via Seesaw; this provides parents with the opportunity to view and comment on their child's learning.

---

**Cosgais Airgead Sgoile****School Fund Expenditure**

---

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

Fundraising takes place throughout the year and parents and the community in Breasclèite are very supportive of these events. The Parent Council has raised money for trips, competition entry fees and equipment for the school. The Parent Council has a calendar of fundraising events in place for the school session.

The school monitors fund-raising activities and has a “Calendar of Activities” in place for the session—this is in conjunction with the Parent Council fundraising events.

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. The phone should be handed to the teacher for safe-keeping until the end of the day .

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





**Office bearers:**

Chair	Kathleen Macarthur	tel:621397 email: sbparentcouncil@hotmail.com
Clerk	Mairi Graham	tel:621213 email: sbparentcouncil@hotmail.com
Treasurer	Maggie Macfarlane	tel:621795 email: sbparentcouncil@hotmail.com

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

**Parent Council:** as a member of the Parent Council 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
- Sports Festival
- Assisting on outings/trips
- Reports and parents' evening
- Showcase events
- Regular letters
- Involvement in topic work
- Parents' noticeboard (in foyer)
- Displays / Achievements board
- Homework diary
- Sports Day
- Questionnaires
- GLOW
- Seesaw
- Supervising homework
- Christmas performances/events
- Twitter: [@SgoilBhreas](#)
- Website: [bit.ly/Breasclote](#)

We recognise that there may be times when you will want to express concerns, 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. Complaint forms are available from the school office or on-line on the Council's website. 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 a 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 each classroom. Pupils' ideas and opinions are valued and are sought during whole school Assemblies, Circle Time, via the Pupil Council and / or specific pupil Focus Groups.

Curriculum for Excellence is based on the values of **wisdom, justice, compassion** and **integrity** and is focused on enabling all children 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:

- 1. Literacy**
- 2. Numeracy & Maths**
- 3. Health and Wellbeing** (including Physical Education)
- 4. Social Studies**
- 5. Technologies** (including ICT)
- 6. Sciences**
- 7. Expressive Arts** (Art, Music, Drama and Dance)
- 8. 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 children and they try to create an ethos that 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 Bhreascleit. 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:

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

Each child's progress is assessed by the 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

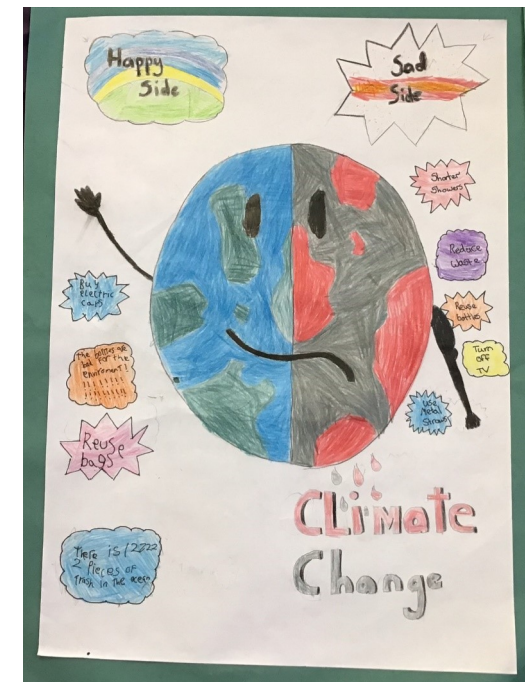
Schools throughout the Western Isles administer standardised tests at different stages in a pupil's learning.

Some class groups, P1, P4 and P7, undertake the Scottish National Standardised Assessments (SNSA) or Measadh Coiteachan na Gaidhlig (MCNG).

P5 undertake a Cognitive Ability Test (CAT). The results are shared with parents.

All the tests are electronic and results from all tests are available to the school in order to further plan children's learning.

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



**Tracking 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. Pupil progress in Literacy and Numeracy at P1, P4 and P7 is recorded on an electronic system. As well as informing the school of progress, it informs local authority data.

Pupil progress in all eight curricular areas is recorded on annual Report Cards and shared with parents. Progress across all curricular areas is recorded on a Tracking Tool (for school use only).

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 or See-saw.

In March, full written reports are issued with appointments offered to discuss progress in May/June.

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.

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 Improvement Plan (SQIP)**

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 each year. The plan is shared with parents including the Parent Council.

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

The plan also outlines the on-going work of the school over and above the identified priorities.



---

## Compàirteachadh Clann-Sgoile Pupil Involvement

---

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 support from the Active Schools Co-ordinator, Jenna MacLeod. They use their skills and knowledge to organise buddy systems, playground games and wet weather activities.

---

## Compàirteachadh Coimhearsnachd Community Involvement

---

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

---

## Compàirteachadh Coimhearsnachd Community Involvement/Family Learning

---

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 MacLeod, 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 any awards and funding applications
- organising whole school and inter-school events
- arranging cycle training: Bikeability 2

**Family Learning:** as a school we want to focus on increasing the positive impact of working with families to improve learning and achievement. There are opportunities to join our Parent Council, attend Focus Groups and also support your child with any homework.



WMD03551

**COMHAIRLE NAN EILEAN SIAR**

Education, Skills and Children's Services Department

**SCHOOL TERM DATES AND MID TERM HOLIDAYS: 2022-23**

<b>AUTUMN 2022: TERM 1</b>	Teachers' Attendance Days: 44 Pupils' Attendance Days: 41
<b>Monday, 15 August 2022</b>	<b>Schools open for teachers</b>
Monday, 15 August 2022	In-service day for teachers (centre based)
Tuesday, 16 August 2022	In-service day for teachers (centre based)
Wednesday, 17 August 2022	In-service day for teachers (centre based)
<b>Thursday, 18 August 2022</b>	<b>Schools open for pupils</b>
Friday, 14 October 2022	Mid term holiday – all schools
<b>Friday, 14 October 2022</b>	<b>Schools close for teachers and pupils</b>
<b>WINTER 2022: TERM 2</b>	Teachers' Attendance Days: 40 Pupils' Attendance Days: 39
<b>Wednesday, 26 October 2022</b>	<b>Schools open for teachers</b>
Wednesday, 26 October 2022	In-service day for teachers (school based)
<b>Thursday, 27 October 2022</b>	<b>Schools open for pupils</b>
Friday, 25 November 2022	Mid term holiday – all schools
Monday, 28 November 2022	Mid term holiday – all schools
<b>Thursday, 22 December 2022</b>	<b>Schools close for teachers and pupils</b>
<b>SPRING 2023: TERM 3</b>	Teachers' Attendance Days: 59 Pupils' Attendance Days: 58
<b>Thursday, 5 January 2023</b>	<b>Schools open for teachers and pupils</b>
Wednesday, 15 February 2023	In-service dates for teachers (school based)
Thursday, 16 February 2023	Mid term holiday – all schools
Friday, 17 February 2023	Mid term holiday – all schools
Monday, 20 February 2023	Mid term holiday – all schools
<b>Friday, 31 March 2023</b>	<b>Schools close for teachers and pupils</b>
<b>SUMMER 2023: TERM 4</b>	Teachers' Attendance Days: 52 Pupils' Attendance Days: 52
<b>Monday, 17 April 2023</b>	<b>Schools open for teachers and pupils</b>
Friday, 28 April 2023	Mid term holiday – all schools
Monday, 1 May 2023	Mid term holiday – all schools
<b>Thursday, 29 June 2023</b>	<b>Schools close for teachers and pupils</b>

<b>GENERAL DATES</b>	<b>DETAILS</b>
15-17 August 2022	In-service Days
26 October 2022	In-service Day
15 February 2023	In-service Day
14-22 October 2022	National Mod
7 April 2023	Good Friday
10 April 2023	Easter Monday
14 August 2023	Proposed start date for teachers 2023
17 August 2023	Proposed start date for pupils 2023



## COMHAIRLE NAN EILEAN SIAR

Education, Skills and Children's Services Department

### SCHOOL TERM DATES AND MID TERM HOLIDAYS: 2023-24

Appendix  
WMD41553

<b>AUTUMN 2023: TERM 1</b>	Teachers' Attendance Days: 44 Pupils' Attendance Days: 41
<b>Monday, 14 August 2023</b>	<b>Schools open for teachers</b>
Monday, 14 August 2023	In-Service day for teachers (centre based)
Tuesday, 15 August 2023	In-Service day for teachers (centre based)
Wednesday, 16 August 2023	In-Service day for teachers (centre based)
<b>Thursday, 17 August 2023</b>	<b>Schools open for pupils</b>
<b>Thursday, 12 October 2023</b>	<b>Schools close for teachers and pupils</b>
<b>Friday, 13 October 2023</b>	<b>Occasional Holiday – all schools</b>
<b>WINTER 2023: TERM 2</b>	Teachers' Attendance Days: 40 Pupils' Attendance Days: 39
<b>Wednesday, 25 October 2023</b>	<b>Schools open for teachers</b>
Wednesday, 25 October 2023	In-Service day for teachers (school based)
<b>Thursday, 26 October 2023</b>	<b>Schools open for pupils</b>
Friday, 24 November 2023	Mid term holiday – all schools
Monday, 27 November 2023	Mid term holiday – all schools
<b>Thursday, 21 December 2023</b>	<b>Schools close for teachers and pupils</b>
<b>SPRING 2024: TERM 3</b>	Teachers' Attendance Days: 59 Pupils' Attendance Days: 58
<b>Thursday, 4 January 2024</b>	<b>Schools open for teachers and pupils</b>
Friday, 16 February 2024	Mid term holiday – all schools
Monday, 19 February 2024	Mid term holiday – all schools
Tuesday, 20 February 2024	Mid term holiday – all schools
Wednesday 21 February 2024	In-service date for teachers (school based)
<b>Friday, 29 March 2024</b>	<b>Schools close for teachers and pupils</b>
<b>SUMMER 2024: TERM 4</b>	Teachers' Attendance Days: 52 Pupils' Attendance Days: 52
<b>Monday, 15 April 2024</b>	<b>Schools open for teachers and pupils</b>
Friday, 26 April 2024	Mid term holiday – all schools
Monday, 29 April 2024	Mid term holiday – all schools
<b>Thursday, 27 June 2024</b>	<b>Schools close for teachers and pupils</b>

GENERAL DATES	DETAILS
14-16 August 2023	In-Service Days
25 October 2023	In-Service Day
21 February 2024	In-Service Day
13-21 October 2023	National Mod
29 March 2024	Good Friday
01 April 2024	Easter Monday
12 August 2024	Proposed start date for teachers 2024
15 August 2024	Proposed start date for pupils 2024



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](mailto:mick.wilson@scotland.gsi.gov.uk) or write to Education Analytical Ser-

## **“What is it like at Sgoil Bhreascleit?”**

Read what our pupils say....

“Tha a h-uile duine snog. Tha Sumdog againn.”

“’S toil leam a’cluich le na caraidean agam.”

“Tha a h-uile duine snog ann an Sgoil Bhreascleit.

“Bi mi a’cluich comhla ri na caraidean agam.”





Information and advice on education  
and learning for parents in Scotland

*Be at the heart of your child's learning . . .*

Sign up to receive our Parents and Carers e-bulletins  
for the latest developments in Scottish education.

[edscot.org.uk/p/LQE-39I/subscribe](https://edscot.org.uk/p/LQE-39I/subscribe)

Email: [enquiries@educationscotland.gov.scot](mailto:enquiries@educationscotland.gov.scot)

[education.gov.scot/parentzone](https://education.gov.scot/parentzone)

