

INTRODUCTION

Welcome To Sgoil An Taobh Siar

We welcome you to Sgoil an Taobh Siar and look forward to a happy and successful association with you over the coming years.

This handbook is intended to keep you informed of what is happening at Sgoil an Taobh Siar and what we are trying to achieve. We as teachers can only benefit from your greater awareness of how the school operates. We believe that we can only achieve the best for your child by close co-operation between home and school, and we hope that you will share with us in making this a successful period in your child's life.

School Vision/Motto:

Sgoilearan **A**dhartach **T**eaghlach **S**ona

School Values:

Honesty **M**anners **K**indness **R**espect

SCHOOL AIMS

At Sgoil an Taobh Siar we aim to:

- *Aspire to becoming a school capable of achieving excellence and success for all*
- *Provide a learning environment that values diversity and promotes social inclusion, where everyone is welcome*
- *Seek progress through partnership, working closely with parents and all other agencies with whom we share a common purpose*
- *Create an environment where all pupils are safe and happy and have the confidence to become successful learners across all curricular areas*

PRACTICAL INFORMATION ABOUT THE SCHOOL

CONTACT DETAILS

Name of Head Teacher:	Mrs Alice Macleod
Name of School:	Sgoil an Taobh Siar
Address:	Barvas, Isle of Lewis, HS2 0RA
Telephone Number:	01851 701602
Email Address:	sgoilantaobhsiar@gnes.net

ABOUT THE SCHOOL

The school caters for boys and girls from all stages from Primary 1 to Primary 7. There is also a Sgoil Àraich attached to the school with 25 pupils from ages 2 years to 5 years. The school is non-denominational and at present, the school roll is 73. There are four class teachers in the school, two providing Gaelic Medium Education and two providing English Medium Education.

P1-3 English – 18 pupils

They are taught Ms Rebecca Somerville on Monday, Tuesday, Wednesday (PM), Thursday and Friday and Mrs Christina MacInnes on a Wednesday (AM).

P1-3 Gaelic – 24 pupils

They are taught by Mrs Margaret Anne MacLeod, our Principal Teacher, on Monday morning, Wednesday, Thursday and Friday and by Mrs Anne MacArthur on Monday afternoon and Tuesday.

P4-7 Gaelic – 12 pupils

They are taught by Miss Janette Maciver on Monday, Tuesday, Wednesday (PM), Thursday and Friday and by Mrs Anne MacArthur each Wednesday (AM).

P4-7 English – 20 pupils

Mrs Margaret MacDonald on Monday, Tuesday, Wednesday (AM), Thursday and Friday and Mrs Christina MacInnes teach them on a Wednesday afternoon.

ORGANISATION OF THE SCHOOL DAY

The school session runs from August to June each year. The school day begins at 9.00am, finishes at 3.00pm, and is structured as follows:

SCHOOL	OPENS	MORNING BREAK	LUNCH BREAK	CLOSES
Pupils	9am	10:45 – 11am	12.15-1.00pm (Infants)	3.00pm
			12.30 – 1.15pm (Uppers)	

SCHOOL HOLIDAYS

SESSION 2018-19	
TERM 3 - SPRING 2019	
7 January	School opens (Teachers and Pupils)
6 February (Closed to pupils)	In-Service day for Staff
6-11 February	Mid Term Local Holiday - School closed
29 March	School closes for Easter Holiday
TERM 4 - SUMMER 2019	
15 April	School opens (Teachers and Pupils)
3-6 May	Mid Term Local Holiday - School Closed
28 June	School closes for Summer Holiday

SESSION 2019-20	
TERM 1 - AUTUMN 2019	
12 August	School opens (Teachers)
15 August	School opens (Pupils)
10 October	School closes for Autumn Holiday
TERM 2 - WINTER 2019	
22 October	School opens (Teachers)
23 October	School opens (Pupils)
22-25 November	Mid Term Local Holiday – School closed
20 December	School closes for Christmas Holiday
TERM 4 - SPRING 2020	
6 January	School opens (Teachers and Pupils)
5 February (Closed to pupils)	In-Service day for Staff
6-10 February	Mid Term Local Holiday - School closed
27 March	School closes for Easter Holiday
TERM 4 - SUMMER 2020	
14 April	School opens (Teachers and Pupils)
1-4 May	Mid Term Local Holiday - School Closed
26 June	School closes for Summer Holiday

SCHOOL ROLL AND STAFFING

Mr Finlay Smith teaches Gaelic music on a Monday afternoon to all classes and Sgoil Àraich. The Youth Music Instructor (YMI), Mr David MacIannan, visits the school on a Monday afternoon to deliver weekly lessons in guitar and keyboard to P5-7 pupils. On a Friday morning, Ms Ashley MacDonald teaches chanter. Class teachers now deliver all the P.E lessons and we ensure that all pupils receive at least two hours of P.E a week.

SCHOOL ROLL

ENGLISH MEDIUM CLASSES							
P1	P2	P3	P4	P5	P6	P7	TOTAL
5	6	7	4	3	9	4	38
GAELIC MEDIUM CLASSES							
P1	P2	P3	P4	P5	P6	P7	TOTAL
10	6	8	2	5	2	3	36
TOTAL SCHOOL ROLL							74

TEACHING STAFF

HEAD TEACHER: Mrs Alice Macleod

RESIDENT TEACHING STAFF	
NAME	POST
Ms Rebecca Somerville/Mrs Christina MacInnes	P1-3 English classes
Mrs Margaret A MacLeod(Principal Teacher(PT))/ Mrs Anne MacArthur	P1-3 Gaelic classes
Miss Janette Maciver/Mrs Anne Macarthur	P4-7 Gaelic classes
Mrs Margaret MacDonald/Mrs Christina MacInnes	P4-7 English classes

ITINERANT TEACHING STAFF	
NAME	SUBJECT
Mrs Donna Murray	Support for Learning Teacher
Mr Finlay Smith	Gaelic Music Instructor
Mr David MacIannan	YMI (Keyboard and Guitar)
Ms Ashley MacDonald	Chanter Instructor
Mrs Anne MacArthur/Mrs Christina MacInnes	Cover Reduced Class Contact Time For staff on Wednesdays

NON-TEACHING STAFF	POST
Mrs Mairi MacDonald	School Assistant
Mrs Margaret MacDonald (3 days) Mrs Marcela MacAulay (3 mornings) Mrs Maureen Stewart (5 days) Mrs Margaret A Morrison (4.5 days) Ms Heather McTaggart (4 days) Mrs Margaret Macleod (4 days)	Support for Learning Assistants Gaelic Language Assistant
Ms Jane Chambers	Cook
Mrs Cathie Tina Matheson	Canteen Assistant
Mrs Dolina (Dollag) MacLeod	Canteen Assistant/Cleaner
Mr Mark Hendy	Cleaner
Ms Catriona Morrison	Cleaner
Mr John Fraser	Janitor
Mr Allan Graham	Janitor
SGOIL ÀRAICH STAFF	POST
Mrs Alison MacLeod	Acting Manager (Covering Maternity Leave)
Mrs Cathie Morrison	Play Leader
Mrs Joan Corbett	Key Worker
Mrs Dina Murray	Key Worker
Ms Karen MacLean	Key Worker
Miss Eilidh G Morrison	Modern Apprentice

ATTENDANCE

The class teacher notes pupils' attendance each morning and afternoon. It is the responsibility of parents to ensure that their children attend school. **If pupils cannot attend because of illness or other circumstances, parents must contact the school before 9.30 am either by telephone (701602) or by email (sgoilantaobhsiar@gnes.net).** Parents should also complete a Sickness/Absence certificate on the child's first day back at school. It is useful if a note can be sent to the school explaining a long-term absence in advance of the pupil's return to school. Parents must put all requests for leave of absence to the Head Teacher in writing giving full information on the exact date, time and reason for the absence. Forms can be collected from the school office. Where possible, requests for absence should be submitted at least one week in advance of the proposed date(s). Parents should note that absences from school during term time owing to family holidays are marked as unauthorised absences. The Head Teacher is required to report all attendances which fall below 90% to the Senior Education Officer who will investigate the matter further. Pupils who are regularly late to school will also be monitored and must be reported to the Senior Education Officer.

SCHOOL UNIFORM

Pupils are encouraged to wear the school uniform, which can be purchased from Tesco's by going to www.myclothing.com and searching for Sgoil an Taobh Siar.



FOR FORMAL OCCASIONS

Black trousers/skirt/shorts
White shirt/blouse
Royal Blue/Silver striped tie

FOR DAY TO DAY WEAR

Black trousers/skirt/shorts
White T-shirt with school badge/White polo shirt
Royal blue sweatshirt/hoodie with school badge

All parents in receipt of Family Credit or Income Support are eligible for a clothing grant from the Education Authority to ensure that their children are able to make full use of educational provision. Parents on low incomes may also make an application for a clothing grant. Application forms for clothing grants are available from the Department of Education & Children's Services, Comhairle nan Eilean Siar, Sandwick Road, Stornoway. Telephone 01851 600501.

SCHOOL MEALS

Primary and Secondary School menus offer healthy and tasty meal options, which reflect the Scottish Government food and drink legal requirements for school lunches. *(A sample of the school menu is attached as Appendix 1)*

OUR MAIN AIMS

- Encourage pupils to eat healthier balanced meals.
- Educate children in order for them to be able to make their own informed choices, which could influence their future wellbeing.
- Eliminate the choice of less healthy food items returning to school meals menu.



The picture above shows our canteen staff: Cathie Tina, Jane and Dollag.

At Sgoil an Taobh Siar it is our aim to develop healthy eating among pupils by establishing links between Health Education in the curriculum and food provision in school. Lunch is cooked on the premises and pupils are offered a healthy menu daily.

At present, a school meal is priced at £2.00 per child and meals for the week and can be paid for on a weekly or a monthly basis. Those having packed lunches also go to the canteen. Parents should let the school know in advance if their child has any special dietary requirements. Once the school has been informed of any special dietary requirements there will be a meeting arranged between the parent/carer, Head Teacher and canteen staff. Pupils going home for lunch should leave and return using the front entrance of the school.

All children in P1 to P3 are entitled to free school meals. In addition, children of parents in receipt of Income Support are entitled to a free meal. Further information and application forms can be obtained from the school, or from the Department of Education & Children's Services, Comhairle Nan Eilean Siar, Sandwick Road, Stornoway. Telephone 01851 600501.

CONTACTS

Operations Manager
Diane Campbell
Tel: 01851 822733

The school also has a number of healthy initiatives in place for pupils. Free fruit is distributed to pupils throughout the week as follows:

Free Fruit for Schools (Oranges, Apples & Bananas only)

All Classes **Three times a week**

A number of water coolers are also provided for pupils and staff to use. Pupils are encouraged to bring a filled water bottle to school each day and this can be refilled as required.

TRAVEL TO AND FROM SCHOOL

Primary School Children living two miles or more from school and secondary school children living three miles or more from school are entitled to free transport. Children who are not eligible for free transport will have to pay a contribution towards the cost of transport if they make use of it. It will be possible for parents to buy weekly books of tickets, purchase a termly pass or purchase a session pass.

Payments of the above can be made by direct debit if parents wish. The overall price is the same regardless of which method parents choose – in other words, there is no cost penalty for choosing to pay weekly or monthly. There is also a system of stepped discounts for families with more than one child travelling to school.

It should be noted that under guidelines issued in October 2002, the transport operator is responsible for taking reasonable care of the children on the bus. We are very fortunate to have extremely caring drivers who take an interest in the children and are concerned for their welfare. Our drivers ensure that pupils board and arrive safely at pick-up and drop-off points. At the end of the school day, staff members always accompany the pupils to the buses on a rota basis. We ensure that each pupil has a seat belt on leaving the school.

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

Pupils are expected to follow the behaviour code for travel on the bus, details of which have been issued to parents in the information guide ***“School Transport – A Guide for Parents and Pupils.”*** A copy of this information guide may be found at:

<http://www.cnesiar.gov.uk/education/policiesprocedures/documents/policy/pupilparentguide.pdf>

COMMUNICATION WITH HOME

From time to time, your child will bring home important and routine communications from the school via a small (A5 size) plastic wallet. Parents are encouraged to check their child's schoolbag daily for any communications. We can communicate by text message and we now have a school website. Every Monday we have a whole school meeting and the minutes of this meeting go out to parents every Monday via group call/email to ensure that they know what is happening week to week. Parents are very welcome to contact the school at any time either by telephone or by our e-mail address. The Homework Diary is another good form of communication between parents and the school and a termly newsletter keeps parents up to date with all activities undertaken by the school.

EMERGENCY CLOSURE

It may be necessary occasionally to close the school at short notice and send pupils home – for example in exceptionally bad weather or if the electricity or heating system fails. In the event of the school closing early due to bad weather, a message will be transmitted via group call and parents will, as far as possible be kept informed. We will also inform the local radio station. If parents are not regularly at home during school hours they should always arrange to have someone available to receive their children should such an emergency occur. The school will ask each parent to provide the address and telephone number of a person who can be contacted in such circumstances. Please ensure this information is kept updated and notify the school of any changes. Parents should also feel free to contact the school if they are concerned about the safety of their children because of severe weather conditions, and are free to call for them at any time. A copy of the Policy on Disruption to Education on Account of Bad Weather may be found at:

<http://www.cnesiar.gov.uk/education/policiesprocedures/documents/policy/MMD40101%20Bad%20Weather%20Policy.pdf>

MOBILE PHONES MOBILE PHONE POLICY

1. Sgoil an Taobh Siar does **not** allow pupils to bring mobile phones or other valuable items to the school, on the grounds that they may get lost or stolen.
2. If a pupil is found with a mobile phone at school, the phone will be switched off and kept in the school office until the end of the day. If a pupil is found by a member of staff to be using a mobile phone for any purpose, without authorisation, the phone will be confiscated from the pupil and will generally only be returned to the pupil's parent. The only exceptions to this will be on school trips, where the group leaders will use their discretion as to when the phones can be used.
3. In a situation where there is genuine concern that the pupil requires the phone directly after the school day on security, health and safety or similar grounds a covering letter must be provided by parents.

COMPLAINTS, COMMENTS AND SUGGESTIONS PROCEDURE

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

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

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

MEDICAL AND HEALTH INFORMATION

Parents should inform the school without fail of any relevant medical history e.g. asthma, epilepsy, diabetes etc. of which teachers and other staff should be aware. Any pupil who feels unwell in class should inform the class teacher who will make arrangements to seek medical advice if necessary. In some cases, it may be necessary to send your child home but this will only be done after contact has been made with the parent/guardian/emergency contact to make arrangements, including suitable transport.

The Schools Health Nurse visits annually to test the vision, hearing, height and weight of P1 pupils. Parents will be informed in advance of these inspections. ***Parents who wish medication to be administered to pupils during school hours should inform the Head Teacher in writing.***

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.

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

Accidents occurring in school are dealt with initially by teaching staff and auxiliaries and recorded on an Accident Report form. In the case of a more serious accident, parents will be informed. Mrs MA MacLeod (Principal Teacher), Mrs MacDonald (School Assistant) and Mrs Margaret MacLeod (GLA) are the qualified first aiders in the school.

DENTAL SERVICES

Under the Childsmile programme, all pupils in the school are encouraged to brush their teeth each day. Over time, this has been proven to reduce decay. The schools dental service visit the school regularly to carry out surveys and check the children's teeth. Parents are informed in advance of any dental visits that are due to take place and then informed by letter of any dental work that is required and pupils are referred on to the Western Isles Dental Centre.

ALLIED HEALTH PROFESSIONALS

In the event of pupils requiring additional support from our Allied Health Professionals such as Speech and Language Therapy, Occupational Therapy and Physiotherapy, the school will complete an Inter-Agency Referral and submit it to the Department of Education and Children's Services where it will be directed to the appropriate service. All referrals are made in accordance with the "Getting It Right for Children and Young People Policy in the Western Isles." This Policy can be found at:

<http://www.cnesiar.gov.uk/education/policiesprocedures/documents/policy/GettingItRightForEveryChild.pdf>

SCHOOL VOLUNTEERS

Sgoil an Taobh Siar always welcomes the support and assistance of parents for many of our school activities.

Comhairle nan Eilean Siar's policy is to ensure protection of both pupils and volunteers. Voluntary helpers in schools are checked through Disclosure Scotland (on an 'enhanced disclosure' basis) if they:

- are in an isolated situation with the child/vulnerable person
- have regular and ongoing contact (including group leaders)
- have one to one contact with children/vulnerable people
- will be supervising children/vulnerable people alone
- will be involved in activities where there is an overnight stay away from home

If you wish to participate in school activities as a volunteer you will be asked to complete a PVG application form. These forms are available from the school office.

PARENT COUNCIL

The role of a Parent Council is to:

- Support the school in its work with parents.
- Represent the views of all parents.
- Encourage links between the school, parents, pupils, pre-school groups and the wider community.
- Report back to the Parent Forum (all other parents).
- Be involved in the appointment of Head Teachers.

Every school's Parent Council may be different because it will be parents in each school who decide such things as:

- How their council is set up.
- What it should be called.
- What size it should be. (e.g in a small school, all parents may be part of the Parent Council)
- Who should be a member of the Parent Council.
- How they should be appointed.
- What will be discussed at meetings.

Generally, members of the Parent Council must be parents of children who attend the school and the chairperson must have a child in the school. However, the Parent Council can decide to co-opt members from teachers and the community who will have knowledge and skills to help them. Sgoil an Taobh Siar Parent Council members are listed below:

Chairperson	Mrs Joanne Havinden
Treasurer	Mr Steven Graham
Secretary	Ms Donna Morrison
Community Member	Ms Joan MacKay
Teacher Representative	Mrs Anne MacArthur

Should any parent wish to contact any of the Office Bearers but do not have their telephone number, please contact the school in the first instance and we shall arrange for them to contact you directly.

FUNDRAISING COMMITTEE

Working alongside our Parent Council we have our newly formed fundraising committee who would welcome new members at any time. They have been very active this session in organising a variety of fundraising events.

PUPIL COUNCIL

This year we have 4 Pupil Councillors. They are Ian Alex MacDonald, Louise MacDonald, Zak Manby and Sarah Ann MacKenzie



Mrs MA Macleod (Principal teacher) meets with the Pupil Council regularly and informs them of Forthcoming Events. At each meeting they check the suggestion box and discuss any other matters arising. This session so far they have been actively involved

in organising Children in Need Day and producing a pupil and parent friendly version of our School Improvement Plan Projects for the year.

At Assembly the Pupil Council discuss the minutes of their last meeting and seek ideas and opinions from all the pupils in the school.

SCHOOL ETHOS

One of our aims states that we inspire to:

Create an environment where all pupils are safe and happy and have the confidence to become successful learners across all curricular areas.

At Sgoil an Taobh Siar we aim to have the child at the centre and we will continue to strive to ensure that all children have a voice and are actively involved in their own learning. We take pride in the fantastic atmosphere at the school, where staff respect and support one another and the children in our care. We have high expectations for our pupils and celebrate achievements both in and out of school. We also have 'Star of the Month' in place where exceptional work is rewarded with a certificate, which has their name and picture on it.

MONDAY MORNING MEETINGS

Each Monday morning all children and all staff, including the auxiliary staff, janitorial staff and canteen staff meet to discuss the week ahead. We also recognise and celebrate wider achievement at these meetings and pupils are encouraged to raise any issues that they have. The school assistant takes the minutes of each meeting and these are distributed to all staff and parents every week. This enhances the good communication between school and home.

MASTER CLASSES

Master classes run on a Friday afternoon for all pupils from P1-P7. The focus of the masterclasses changes every few weeks, depending on what the activities are focused on. This session the infant classes have focused on Science and dance and the upper classes have focused on enterprise and produced a cookery book which has been sold to families and the wider community. The master classes allow the pupils to access areas of the curriculum in greater depth.

WIDER ACHIEVEMENT

Wider achievement is celebrated and we have a large notice board for display of certificates and photographs. The display board includes success at the Rural Sports, The Mod, swimming awards, running awards, dancing awards, Junior Guides etc. Parents and carers are asked to let the school know about wider achievements, and provide copies of certificates and photographs to go on the notice board.

ECO-SCHOOLS

All the pupils in the school are involved in eco-schools activities throughout the session from making bird feeders to planting and harvesting in the poly tunnel. The school has a strong link with Vicky Anderson from the RSPB and this year, Ali Williamson, who is the Bragar & Arnol Community Trust Growing Project Co-ordinator, has been leading the work in the poly tunnel.

P6/7 YOUNG LEADERS CLUB

Young leaders is an active schools initiative that has been successfully undertaken by P6/7 pupils in the school for several years. The upper primary pupils initially meet with an Active schools co-ordinator and are taught about the skills required to become successful Young Leaders. Each week the pupils plan and organise lessons for the P1 pupils and then implement and evaluate the lessons. The pupils are taught valuable life skills that prepare them for the world of work.

*Opportunities to carry out different activities and roles in a variety of settings have enabled me to identify my achievements, skills and areas for development. This will help me prepare for the next stage in my life and learning. **HWB 2-19a.***

PUPIL CONDUCT

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

SCHOOL RULES

- Pupils are not allowed outside the playground during intervals without permission.
- Chewing gum is forbidden.
- No running inside the school building.
- No climbing over gates and fences.
- Bad language must never be used.
- Cycling in the playground is strictly prohibited.
- There must be no fighting between pupils.
- Pupils must show respect to staff and pupils alike.
- The use of mobile phones is forbidden on school premises.
- Bullying will not be tolerated.

BULLYING

Parents should inform the school immediately if they become aware of any incidents of bullying. The child should be encouraged to discuss any worries or problems of this nature with the class teacher as soon as possible.

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

The school endorses the Comhairle's Policy relating to Anti-Bullying which can be found here:-

<http://www.cne-siar.gov.uk/education/policiesprocedures/documents/policy/Anti-Bullying%20Policy%20-%20Updated%202007.pdf>

HOMEWORK

Homework makes an important contribution to the progress pupils make at school. Homework also provides an opportunity for pupils, parents and teachers to work together.

Some of the ways parents can support their children is by:

- Providing a quiet place where their child can do the homework.
- Making it clear to their child that they think homework is important, and supporting the school in explaining how it can help their learning.
- Emphasising the importance of homework by giving it high priority in the family timetable
- Offering encouragement and praise when a task has been completed.

HOMEWORK POLICY

Pupils at all stages are given some homework. This is geared to the needs of the pupils and while it should be within the pupils' capabilities, the interest of parents in this work can be a great encouragement to children.

PURPOSE OF HOMEWORK

- Encourages independent learning.
- Develop self-discipline.
- Makes use of materials and sources of information out with the classroom.
- Builds and extends on work done in class.
- Prepares for class work.
- Consolidates work done in class.
- Is a means by which parents can become more actively involved with their child's formal education and also become more familiar with the content of the curriculum.

FREQUENCY OF HOMEWORK

Children are not expected to spend a lengthy period of time each evening working on maths or language exercises. Homework is generally given on a nightly basis with a minimum amount given at weekends. However, individual teachers are within their rights to decide when it is appropriate to issue homework.

At the infant stage the class teacher will write in the children's Homework Notebook the work for that evening. By upper primary stage the children are expected to note down any homework for themselves. A parent should then sign the work when they are satisfied that it has been done to the child's best ability. The pupil, in consultation with the parent, is expected to sign/initial their work at the end of each week.

CONTENT

At Primary 1 and 2 levels, homework will normally be reading, sounds and number work, with simple spellings gradually being introduced. It is vitally important that parents sit with the child at this stage and carry out the recommended tasks noted in the Homework Notebook.

This format continues into Primary 3 with the inclusion of additional written tasks as identified by the class teacher.

At Primary 4 – 7 levels there will be further progression and development in Reading, Spelling, Maths and Language.

At all stages, work relating to Science, Health and Wellbeing, topic work and other curricular areas may also be given as deemed necessary by the class teacher. Written homework is always marked and discussed with the pupils as required.

PROBLEMS

A class teacher will not give homework tasks beyond a child's capabilities. If a child however experiences difficulties at home, parents are asked to note this in the homework notebook. We ask that parents encourage and assist the child but not complete the assignment. The aim is for the child to learn and benefit and the parents to encourage and motivate.

SENSITIVE ASPECTS OF LEARNING

As part of the Health & Wellbeing curriculum, the school follows Health Education Guidelines issued by the Scottish Executive and the local authority. P.E., Planning for Choices and Changes, Food and Health, Substance Misuse, Relationships, Sexual Health & Parenthood are all part of the new Health and Wellbeing curriculum. Parents will be contacted by letter if any lessons/teaching materials are of a sensitive nature. Parents will also be given the opportunity to view any materials being used, prior to the work taking place. Please contact the school if you would like further details on the content of the above or visit the Education Scotland website at:

www.educationscotland.gov.uk

On occasion, there is a presentation and workshop from **Childline**. This is a National initiative and we believe it will make a real difference to the lives of primary school aged children, giving them a better understanding of how to protect themselves against abuse and to know who they can turn to for help. For more information about the work of **Childline**, here is the web address: www.childline.org.uk

APPENDIX 1

Sgoil an Taobh Siar 29 Oct - 23 Nov 2018 **PLEASE CIRCLE CLEARLY THE CHOSEN CHOICE** Please Return By: **01/10/18**

Mon 29-Oct Week 1	Tues 30-Oct	Wed 31-Oct "Halloween" "MAIN COURSE" "AUTUMN FEAST"	Thurs 01-Nov	Fri 02-Nov
MAIN COURSE	MAIN COURSE	MAIN COURSE	MAIN COURSE	MAIN COURSE
Hot Dog Roll, Spagetti Rings & Cucumber	Homemade P izza, Potatoe Wedges, Tomato or Beans	Sausages in Tomato Sauce & Rice, Sweetcorn & Salad	Roast Chicken, Roast Potatoes, Carrot & Sweetcorn	Breaded Haddock, Chips, Peas & Salad
or	or	or	or	or
Vegetable Soup & Cheese Roll	Chicken Wrap & Wedges	Sweet Potato Soup & Cheese Roll	Lentil Soup & Tuna & Sweetcorn Roll	Cold Ham, Chips & Coleslaw
PUDDING	PUDDING	PUDDING "DISNEY SURPRISE"	PUDDING	PUDDING
Spongiewith Jam Sauce & Custard or Fruit	Raspberry Smoothie or Fruit	Iced Choc Shortbread, m/mallow & Vanilla Ice Cream or Fruit	Fresh Fruit Salad or Fruit	Biscuits & Cheese, Yoghurt or Fruit

Mon 12-Nov Week 3	Tues 13-Nov	Wed 14-Nov	Thurs 15-Nov	Fri 16-Nov
MAIN COURSE	MAIN COURSE	MAIN COURSE	MAIN COURSE	MAIN COURSE
French Bread, Pizza, Spagetti Rings & Salad	Pasta Bolognaise & Seasonal Veg	Breaded Haddock, Chips, Peas & Carrots	Steak Pie, Potatoes, Cauliflower & Broccoli	Chicken Curry, Rice, Sweetcorn & Cucumber
or	or	or	or	or
Vegetable Soup & Ham Roll	Spaghetti & Cheese Pie (Pastry)	Pasta Bake	Chicken Wrap & Salad	Baked Potato & Tuna & Sweetcorn
PUDDING	PUDDING	PUDDING	PUDDING	PUDDING
Sticky Toffee Pudding & Custard or Fruit	Fresh Fruit Salad or Fruit	Scones & Milk or Fruit	Apple Cake & Ice Cream or Fruit	Cheese & Biscuits, Yoghurt or Fruit

Mon 05-Nov Week 2	Tues 06-Nov	Wed 07-Nov	Thurs 08-Nov	Fri 09-Nov
MAIN COURSE	MAIN COURSE	MAIN COURSE	MAIN COURSE	MAIN COURSE
Bacon Bagel, Baked Beans or Tomato	Spagetti Bolognaise & Seasonal Veg	Chicken Pie, Potatoes, Sweetcorn & Peas	Roast Ham, Potatoes, Cauliflower & Carrots	Fish Fingers, Chips, Beans or Salad
or	or	or	or	or
Macaroni Cheese	Lentil Soup & Cheese Roll	Plain or Cheese Omelete & Salad	Baked Potato & Baked Beans	Pasta Bake
PUDDING	PUDDING	PUDDING	PUDDING	PUDDING
Apple Crumble & Custard or Fruit	Raspberry Smoothie or Yoghurt	Ice Cream Cones or Fruit	Choc Iced Sponge or Fruit	Yoghurt, Jelly or Fruit

Mon 19-Nov Week 4	Tues 20-Nov	Wed 21-Nov	Thurs 22-Nov	Fri 23-Nov
MAIN COURSE	MAIN COURSE	MAIN COURSE	MAIN COURSE	MAIN COURSE
Baked Sausages, Potatoes & Mixed Veg	Turkey Burger, Wedges, Baked Beans & Carrot Sticks	Mince, Potatoes & Seasonal Veg	Chicken Chow Mein, Noodles, Sweetcorn & Salad	OFF
or	or	or	or	or
Macaroni	Veg Soup & Cheese Roll	Carrot & Corriander Soup & Egg Baguette	Baked Potato & Beans	OFF
PUDDING	PUDDING	PUDDING	PUDDING	PUDDING
Flapjack & Milk or Fruit	Caramel Tart & Custard or Fruit	Smoothie or Fruit	Iced Sponge or Fruit	OFF