

Sgoil an Taobh Siar *School Handbook*



SGOIL AN TAOBH SIAR
Barvas, Isle of Lewis, HS2 ORA

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CONTENTS

Introduction	2
The School's Aims	2
SECTION ONE: PRACTICAL INFORMATION ABOUT THE SCHOOL	3
Contact Details, About the School, Organisation of the School Day	3
School Holidays	4
School Roll & Staffing	5
Attendance	6
School Uniform & School Meals	7
Travel To and From School	9
Communication with Home & Emergency Closure	9
Mobile Phone Policy & Complaints, Comments and Suggestions Procedure ..	10
Medical & Health Information	11
School Policies	12
SECTION TWO: PARENTAL INVOLVEMENT IN THE SCHOOL	13
Partnership with Parents & School Volunteers	13
Parent Council & Fundraising Committee	14
Pupil Council & School Ethos	15
Eco-Schools Committee, Global Citizenship & Active Schools	16
After School Clubs, Community Links & Junior Guides	16
Partnership with Local Church, Religious & Moral Education & Remembrance Service	17
Pupil Conduct & School Rules	18
Bullying	18
SECTION THREE: THE SCHOOL CURRICULUM	18
Curriculum for Excellence	18
Planning & Delivery	19
Assessment & Tapestry Project	20
Homework	21
Sensitive Aspects of Learning	22
SECTION FOUR: SUPPORT FOR PUPILS	23
Pastoral Support Arrangements	24
Child Protection & Transitions (Sgoil Àraich an Taobh Siar)	25
Booking Your Child and Fees & Payments	26
Nursery Lunches Procedures	28
Collection of Children, Transfer from Nursery to Primary & School Admissions	29
Primary to Secondary Transfer	30
SECTION FIVE: SCHOOL IMPROVEMENT	30
APPENDIX I School Menu	

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*

SECTION ONE - 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 teach them 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

They are taught by Mrs Margaret MacDonald on Monday, Tuesday, Wednesday (PM), Thursday and Friday and Mrs Christina MacInnes teaches the class on 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	12.30 – 1.15pm (Uppers)	3.00pm
			12.15-1.00pm (Infants)	

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 MacLennan	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
Ms Jane Chambers	Gaelic Language Assistant 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 Tescos by going to www.ff-ues.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, Sandwich 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 school's 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 POLICIES

The following CNES Policies have been endorsed by the school and form the basis of our practice with our pupils. These can be found listed on the CNES Website in the following location.

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

- Anti-Bullying Policy
- Care and Welfare Policy
- Dress Code Policy
- Disruption to Education on Account of Bad Weather
- Enterprise in Education
- Getting It Right (for Children and Young People in the Western Isles)
- Home Education
- Home To School Travel
- ICT
- Improving Behaviour Policy
- Inclusion
- Parental Involvement Strategy
- Promoting Positive Behaviour
- Quality Improvement Policy and Procedures
- Race Equality
- Religious Observance
- Support for Bereavement
- Transition Planning

SECTION TWO – PARENTAL INVOLVEMENT IN THE SCHOOL

The school has always enjoyed the active support of parents and other members of the community in providing the best possible education for our pupils. Research has shown that when parents are involved children do better in school. As parents, you will always be welcome at the school. If at any time you wish to discuss any matter concerning your child's education, please do not hesitate to contact us at the school.

PARTNERSHIP WITH PARENTS

Partnership is a two-way process, with both parents and teachers having extremely important roles to play. We aim to promote a strong partnership by offering opportunities for parents and teachers to work together to support learning. This means taking an active interest in the child's work and progress and giving encouragement. Good lines of communication are set up so that parents feel they are always welcome to voice concerns, ask for information, request or give advice and become actively involved with school life in general. We implement an 'Open School' policy, where parents are always welcome and are met with as soon as possible. We aim to respond to any request within 24 hours and requests can be made through letter, e-mail or a phone call to the school.

The whole school and Sgoil-Àraich, including the janitor and canteen staff, meet every Monday morning to discuss the week ahead and to celebrate wider achievement. Pupils are able to ask questions and are encouraged to give suggestions. The minutes of this meeting are sent out to parents every week. We have two official parents' meetings each year, one in term three and one in term four, although parents can request to meet with myself or any member of staff at any time throughout the year. There is also a meeting for P1 parents at the end of term one. A detailed written report is issued to parents in term three before the second whole school parents' meeting. We have a curricular evening in March every year where pupils have the opportunity to show their work to their parents in an informal setting. Further information relating to the Comhairle's Parental Involvement Strategy can be found here:

<http://www.cnesiar.gov.uk/education/policiesprocedures/documents/policy/Parental%20Involvement%20Strategy.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.

ACTIVE SCHOOLS

The fundamental aim of Active Schools is to offer children and young people the opportunities and motivation to adopt active and healthy lifestyles, now and into adulthood. We have an excellent link with the Active School's co-ordinator, Jenna Stewart. We meet with her regularly to ensure that we are taking advantage of every activity available for pupils throughout the year.

Our pupils are also actively involved in Sports Festival and we have a team representing the school for the majority of events when at all possible.

AFTER SCHOOL CLUBS

At the moment we have one After School Club:

Monday 3-4pm – Lego club for all pupils in the school

Many of the children attend weekly football coaching sessions at the school every Tuesday evening and Saturday morning. This is organised by The Westside

Football club. There is also a running club on a Wednesday evening, which many of the school pupils attend.

COMMUNITY/PARTNER LINKS

We have very strong links with the Local Community and example of these are our links with Vicky Anderson RSPB, Janet MacLeod Community Learning & Development Officer, Ally Williamson from Arnol and Bragar Community Trust, Victoria Harvey from the Callanish centre, Galson Estate and Jenna Stewart from Active schools.

JUNIOR GUIDES

We will continue our important link with Historic Scotland, which enables P5-7 pupils to train as Tour Guides at Arnol Blackhouse. As well as being enjoyable for pupils, it builds on their confidence and improves their Drama skills. The pupils have taken part in a short film 'Tac an teine' which was put on DVD and this film will be distributed to all schools in Scotland as a tool for learning. There was a film in Gaelic and another one in English with some Gaelic words and phrases. Below is the link to the film.

<https://www.youtube.com/watch?v=y61YFE1sD7E>

PARTNERSHIP WITH LOCAL CHURCH

The school has a very good link with our local chaplains, the Reverend Murdo Campbell and the Reverend Dougie Wolfe. We work out a timetable together for the year and they both lead our Assemblies on a rota basis once a month.

RELIGIOUS AND MORAL EDUCATION

Sgoil an Taobh Siar aims to develop the spiritual, moral, social and cultural values of its pupils, having regard to the values of the community, and guided by the recommendations contained in national guidelines. As a non-denominational school, we cater for pupils from different religions and backgrounds.

Religious and Moral Education is provided on a regular basis. Parents are made aware when they enrol pupils in the school, that they may exercise their right to withdraw their child from Religious Education. The request should be put in writing to the Head Teacher. The child however, would have to remain in the classroom but not participate in the lesson. A copy of the Religious Observance Policy may be found at:-

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

REMEMBRANCE SERVICE

Each year the school is represented at the Annual Remembrance Day Services at The Borge War Memorial and the new memorial in Barvas. We purchase a wreath and we choose one or two pupils from the Upper Primary classes to lay the wreath

on the day. We encourage all pupils to attend the service and expect pupils to be dressed in school uniform.

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>

SECTION THREE – THE SCHOOL CURRICULUM

CURRICULUM FOR EXCELLENCE

As many parents will be aware, there have been extensive changes to the curriculum in Scottish schools with the introduction of a new 3-18 curriculum. The school is now fully implementing the Curriculum for Excellence, in accordance with national guidelines. The new curriculum aims to provide a coherent, more flexible and enriched curriculum and to ensure that all pupils in Scotland develop the attributes, knowledge and skills they need to flourish in life, learning and work.

VALUES AND PURPOSES

The curriculum is based on the values of wisdom, justice, compassion and integrity, and aims to develop four interlinked capacities. The aspiration for all pupils is that they should be:

- *successful learners, who make progress and achieve*
- *confident individuals, who lead safe and healthy lives*
- *responsible citizens, who make a positive contribution to society*
- *effective contributors, who can communicate in different settings*

CURRICULUM AREAS

The main eight areas specified under Curriculum for Excellence are:

Languages, Mathematics, Expressive Arts, Health and Wellbeing, Religious and Moral Education, Sciences, Social Studies and Technologies.

Further information on Curriculum for Excellence can be found at:

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

PROGRESSION AND LEVELS OF ATTAINMENT

The experiences and outcomes are set out in lines of development, which describe progress in learning. Progression is indicated through curriculum levels, which are explained in the table below.

Level	Stage
Early	the pre-school years and P1, or later for some
First	to the end of P4, but earlier or later for some
Second	to the end of P7, but earlier or later for some
Third and Fourth	S1 to S3, but earlier for some The fourth level broadly equates to SCQF Level 4
Senior phase	S4 – S4 and college or other means of study

PLANNING AND DELIVERY

Every child and young person in Scotland is entitled to experience a broad general education. This broad general education takes place from the early years to the end of S3, and is represented by learning across a wide range of experiences and outcomes. The title 'experiences and outcomes' recognises the importance of the quality and nature of the learning **experience** in developing attributes and capabilities and in achieving active engagement, motivation and depth of learning. An **outcome** represents what is to be achieved.

The experiences and outcomes are set out in lines of development which describe progress in learning. They are organised into the eight curricular areas which ensure that children's learning takes place across a broad range of contexts and at different levels.

One important aspect of Curriculum for Excellence is that learners should be able to make connections in their learning beyond subject boundaries. This is called Interdisciplinary Learning and teaching staff ensure that all pupils have at least one experience of Interdisciplinary Learning in each school session. Interdisciplinary Learning provides relevant, challenging and enjoyable learning experiences and stimulating contexts to meet the varied needs of children and young people.

Schools are also required to deliver learning and teaching experiences related to the development of “Skills for Life.” Within the Primary sector, this is most commonly delivered through the Enterprise in Education and again within Sgoil an Taobh Siar each child should have experienced being a part of at least one enterprise project in each school session.

Further information relating to the Enterprise in Education programme can be found at:

<http://www.educationscotland.gov.uk/thecurriculum/whatcanlearnersexpect/skillsforlearning.asp>

All members of teaching staff are responsible for promoting Literacy, Numeracy and Health and Wellbeing across Learning and there is an emphasis on these areas at all times, regardless of what particular curricular areas are being covered at a given point in time.

All learning and teaching activities are delivered through one of the following curricular areas - Language and Literacy, Mathematics and Numeracy, Health and Wellbeing, Science, Social Studies, Religious and Moral Education, Expressive Arts and Technologies.

Further information relating to aspects of learning and teaching and assessment can also be found at:

<http://www.educationscotland.gov.uk/learningteachingandassessment/>

ASSESSMENT

Assessment is the means of obtaining information which allows teachers, pupils and parents to determine what a pupil is actually achieving in relation to expectations of achievement. Teachers report on pupils' progress and attainment across the whole curriculum, using their professional judgment and the evidence available to them from continuous assessment throughout the year.

All pupils are becoming much more responsible for their own learning at school and each pupil has a learning log as a record of their school work. They set targets and are encouraged to be actively involved in assessing their own work and the work of their peers. This enables pupils to be more aware of their own strengths and learning needs and the next steps in their learning.

THE NATIONAL ASSESSMENT RESOURCE (NAR)

The National Assessment Resource is an online resource, which is available to teachers and has been designed to support assessment approaches within the Curriculum for Excellence framework. It can be used by teachers to assist them in making decisions about a child's progress and achievement.

COGNITIVE ABILITY TESTS

Cognitive Ability Tests assess a pupil's ability to reason with and manipulate different types of symbols. These symbols are in the form of words, quantities, and special, geometric or figural patterns. It is the policy of Comhairle nan Eilean Siar to offer CAT tests to pupils in P5, S1 and S2. The four tests give an overall educational profile of the pupil and help teachers to set realistic targets for pupils. All parents are informed of their child's CAT scores via Pupil Reports and the scores are explained to parents at parent-teacher appointments.

STANDARDISED ASSESSMENTS

It is the practice of the Local Education Authority to undertake a variety of standardised assessments with pupils across a range of stages. Such assessments provide teaching staff with useful information, which can better inform the delivery of learning and teaching activities for our pupils. Other assessments can be used to provide a baseline, in order to be able to assess progress over time and can also allow comparisons to be made with other standardised materials. The results of any standardised assessments carried out with pupils by teaching staff will be discussed with parents at Parent-Teacher appointments.

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

SECTION FOUR - SUPPORT FOR PUPILS

We aim as far as possible to educate pupils who have additional support needs alongside their peer group. When necessary, extra help is provided. This help is delivered in a flexible manner and the pupils can be seen individually, in a group or class.

The Additional Support Needs of the Children are identified through a process of Staged Assessment and Intervention. The process of Staged Assessment and Intervention provides a structured system of identification, assessment, planning, review and record keeping for individual children who receive additional support of any kind. The Getting it Right Approach for Children and Young People (GIRFEC) in the Western Isles puts in place a network to promote wellbeing so that children and young people get the right help at the right time.

All Looked After Children and Young People are considered to have additional support needs. This is the case unless the school establishes they do not have additional support needs. The Local Authority must consider whether each looked after child requires a Co-ordinate Support Plan (CSP). The CSP is used to ensure a co-ordinated approach to providing support for children. The CSP will summarise assessments carried out for the child, explain the nature of the child's difficulties and

outline the steps the Authority will take to support the pupil's needs. An assessment service is also provided by the teacher of children with visual and hearing impairment. The Speech Therapist also visits the schools to help any pupils who require support.

In addition, an Educational Psychologist advises on the varied behavioural and learning difficulties which all pupils can experience. They can work directly with pupils and families if required.

Under the Equality Act 2010, the Education Authority is not allowed to discriminate against disabled pupils.

Mediation is provided by resolve in the Western Isles. It is a non-judgemental voluntary process which aims to resolve misunderstandings in the early stages to prevent them escalating. Parents also have the right to have an advocate present at Mediation and this is available through Advocacy Western Isles.

Parents should be aware of the following organisations which provide advice and further information.

- Children in Scotland: Working for Children and their Families, trading as Enquire – a charitable body registered in Scotland under registration number SC003527
- Scottish Independent Advocacy Alliance, a charitable body registered in Scotland under registration number SC033576
- Scottish Child Law Centre, a charitable body registered in Scotland under registration number SC012741

Further information locally can be obtained from the School or Area Principal Teacher of Learning Support. The Principal Teacher for Learning Support is Mrs Sandy MacLeod, Comhairle Nan Eilean Siar, Sandwick Road, Stornoway.

PASTORAL SUPPORT ARRANGEMENTS

PLAYGROUND SUPERVISION

Sgoil an Taobh Siar has more than 50 pupils, and we therefore must ensure that at least one member of staff is present in the playground at all times. At present there are at least two members of staff present at each playtime.

As there are a number of areas within the playground which children can access to play, it is not the expectation that the Playground Supervisor can observe all of the children all of the time. However, every endeavour is made to ensure that pupils do not harm themselves or others in the playground. The roles of the Playground Supervisor are:

- To interact with the children and to be present and act as a point of contact for them during break times
- To monitor the behaviour of pupils in accordance with the school rules
- To identify any risks which may be present in the playground and to remove any hazards
- To appropriately handle any emergencies which may arise in the playground

which may mean dealing with issues by him/herself or passing the situation on to a more appropriate member of staff to deal with.

GIRFEC

“Getting It Right For Every Child” is a national initiative. “Getting it right for children and young people in the Western Isles” describes the approach taken locally to giving all children and young people the best start in life. This includes the school working in partnership with other service providers using a staged assessment and intervention model.

The Head Teacher and Support for Learning Teacher have undertaken training relating to GIRFEC and all pupil referrals to other agencies are processed following these guidelines. Further information relating to GIRFEC in the Western Isles can be found at:

<http://www.cne-siar.gov.uk/education/policiesprocedures/documents/policy/GettingItRightForEveryChild.pdf>

CHILD PROTECTION

The Head Teacher is the Child Protection Officer for the school and is trained to Level 2 in Child Protection. All new staff members undertake Child Protection Training with the local authority shortly after they take up their posts. The Head Teacher leads a refresher course of Basic Child Protection Procedures for all staff members within the school on an annual basis.

Staff in Sgoil an Taobh Siar follow the multi agency Child Protection Procedures and Guidelines which have been produced by the Western Isles Child Protection Committee. More information relating to this can be found on the CNES website at:

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

More information relating to The Children’s Charter—A Framework for Standards can be found at:

<http://www.scotland.gov.uk/Publications/2004/04/19082/34410>

TRANSITIONS

SGOIL – ÀRAICH AN TAOBH SIAR

Sgoil Àraich an Taobh Siar is under the direct management of Sgoil an Taobh Siar and it is located in the school. It mostly caters for children aged 3 to 5 years, although there are some instances where 2 year olds and 2 ½ year olds are able to attend.

OPENING HOURS

The service is available 50 weeks of the year, this includes Term Time and Full Time places. The operating times are listed below:

Monday	8.30am – 5.30pm
Tuesday	8.30am – 5.30pm
Wednesday	8.30am – 5.30pm
Thursday	8.30am – 5.30pm
Friday	8.30am – 5.30pm

ABSENCE

It is the responsibility of parents of the Sgoil Àraich children that they inform the school office 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).**

REGULATION

The nursery is registered with the Care Commission, under the Regulation of Care (Scotland) Act 2001. The nursery is inspected annually by a Care Commission Officer and is open to joint HMIE (H.M. Inspectorate of Education inspections). These reports are available from the Play leader or www.carecommission.com or www.hmie.gov.uk

BOOKING YOUR CHILD

Places will be allocated on a first come first served basis. Book early to avoid disappointment. Priority will be given to children who are eligible for pre-school funding. Parents will be asked to sign a contract stating the child's hours of attendance and will not receive a concession if their child is booked in and fails to attend. There are no refunds given for absent days or cancelled bookings. This includes - absence through sickness and any extra holidays taken, out with the nursery holidays. The nursery does however have the discretion to reduce fees in the event of a child's long-term sickness. The nursery manager will liaise with parents with regard to this.

Parents are invited to enrol their children at the Sgoil Àraich at the same time as the annual school enrolment, which is normally the last week in January and the first week in February. Parent packs will be available from the school office and **are requested to bring their child's birth certificate with them.**

FEES AND PAYMENTS

Your child is entitled to a funded pre-school place in the term after their 3rd birthday. ***Please note that there are only three terms in the pre-school year, which do not coincide with the school's four terms.***

Birthday

1st March – 31st August

1st September – 31st December

1st January – 29th February

Funding

Autumn term

Spring term

Summer term

Children receiving a funded place are entitled to a maximum of 30 hours per week over 38 weeks Term Time or 22.5 hours over 50 weeks as well as 15 hours of flexible time throughout the full year.

- Any hours requested over and above your funded hours will be charged at £3.70 per hour.
- You can choose to drop off and pick up your child at any time outside the core sessions detailed overleaf.
- Children attending all day will have lunch at 12pm. Parents should provide a packed lunch or arrange to purchase a lunch from the school canteen. A free lunch may be available if you meet certain criteria. Menus and forms are available in your parent pack.
- If your child is eligible for funding from January or April 2019 you may request an earlier start date but will be charged for these hours until your funding begins.

You may be able to claim help with childcare costs through the Childcare Tax Credits 0845 300 3900 www.inlandrevenue.gov.uk/taxcredits

There is a charge for snack. This fee is charged on a weekly basis pro rata to the number of funded sessions your child attends and must be paid regardless of whether your child attends or not. This includes child absence through sickness or additional holidays The snack money is also used to purchase extra treats for the children for example a gift (£5) at Christmas and a gift (£5) for children leaving to go to school, food for parties, food for special tasting sessions in relation to plans, food for outings and trips. The preferred method of payment is by Direct Debit, or for CNES employees by payroll - relevant forms have been enclosed in your parent pack and are available from the Education and Children's Services Department, Early Years Office. If you have difficulty with this method of payment you are asked to contact the Education and Children's Services Department, Early Years Office (01851 822280). Failure to pay your invoice can result in the service no longer being available to your child.

NURSERY LUNCHES - PROCEDURES

Nursery lunches will be provided at the school.

- Parents/carers who enrol their children at nursery for one or more sessions which will include eating lunch should be informed of this lunch provision. The eligibility criteria for free lunches should be brought to their attention and free nursery lunch application forms should be handed out where parents wish to apply.
(EYSOs will update nursery handbooks and provide a leaflet for parents)
- Following consultation last term the Early Years office will send out Free School Meal application forms to those who have indicated an interest in applying at this point.
- Free nursery lunch application forms should be returned directly by the parent/carer to Catriona Maciver (based in Sandwich Road Offices) who will check means-based eligibility and will contact Laura Johnson (in the Early Years office) by email to check attendance eligibility.
- If the child is eligible Ms Catriona Maciver will update the child's Seemis record and send a confirmation letter to the parent/carer
- Lunches may also be purchased by parents for children who are not eligible to receive these for free. The cost will be £1.50 per lunch.
- Menus will be given out in advance by nursery staff to all parents/carers of nursery children who attend for lunches. Completed menus will be collected back in at nursery and passed on to the catering staff/school office as per the school's current practice.
- Catering staff will receive a list of those children entitled to free nursery lunches from the school office and this should also be shared with nursery staff.
- Nursery lunches will be delivered daily to the nursery rooms by a member of catering staff.
- A daily check sheet should be completed by the catering/nursery staff upon delivery of the lunches to the nursery to ensure an accurate record is taken of those children who have taken a lunch to ensure that parents are charged correctly and that free meals are recorded correctly.
- Nursery staff should offer those children eating a school lunch a drink of milk or water. Parents can provide other drinks if they wish.

Those who need to pay for their lunches will need to do so in the following way:

Payment by Monthly Invoice:

- On delivery of lunch to the nursery room nursery staff must complete a check sheet to record which children have taken lunch that day

- Nursery staff should then record lunches taken on their monthly attendance sheets and this will be included on their monthly invoice along with snack fee and any additional hours
(Early Years admin will provide updated attendance spreadsheets)

Any feedback or comments in relation to this service should be directed as below:

- Free nursery meal applications and Parent Pay accounts – Ms Catriona Maciver (211546)
- Lunch menus or provision of lunches – School catering staff /Mrs Diane Campbell (211452)
- Payment processes – Mrs Becky Maclean (212281)

COLLECTION OF CHILDREN

Please inform staff if someone other than yourself will be collecting your child from the nursery. Also inform staff if someone is not allowed to collect your child. **Please return to collect your child promptly at the end of the session.** If you do not collect your child at the agreed time the Comhairle reserves the right to charge £15.00 over and above the normal fee. This charge will go towards paying additional staffing costs.

TRANSFER FROM NURSERY TO PRIMARY

Before leaving the nursery, a profile and transition record will be prepared for each child by nursery staff to hand over to Primary School staff to ensure a smooth transition and continuity of education for the child transferring to Primary. From January onwards, the following will be implemented to support pre-school pupils' transition to Primary:

- ***They will be given a buddy on P2/3.***
- ***They will be involved in Paired Reading activities.***
- ***They will join the school at playtime at least once a week. In term 4 this will increase to every day.***
- ***The Sgoil-Àraich and P1 teachers will plan activities together.***
- ***The pre-school pupils will attend school for a variety of activities.***
- ***The P1 pupils and teachers will visit the Sgoil-Àraich.***

PRIMARY SCHOOL ADMISSIONS

Infants join the school in August each year, but enrolment usually takes place at the end of January start of February on a date notified, by press advertisement, to parents of prospective pupils. Children who will be five years old before the last day of the following February are eligible for infant enrolment. At the time of enrolment, **parents should bring their child's birth certificate** with them to the school and should inform the school of any medical problems or special needs which their child may have. Entrants are given an opportunity to sample school life prior to them coming to school in August.

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

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

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

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

PRIMARY TO SECONDARY TRANSFER

When pupils complete their primary education in this school they can choose to transfer to:

The Nicolson Institute:

Rector: Dr Frances Murray. Phone No: 01851 70 7000

The school sets out to make the transition between primary and secondary school as smooth as possible for Primary 7 pupils. It offers them a two day familiarisation visit to the associated school, where they follow a secondary timetable. There is staff consultation between the two schools to discuss the transfer and to make suitable arrangements for receiving the pupils.

SECTION FIVE – SCHOOL IMPROVEMENT STANDARD & QUALITY REPORT

The Standards & Quality Report highlights the school's major achievements in the previous year. Copies of this document are available on request at the school office.

SUMMARY OF IMPROVEMENT PLAN

1.1 The Scottish Executive Education Department requires all schools to produce an Improvement Plan each year setting out targets for the improvement of the educational services offered. The process of formulating our improvement plan involved the following procedures.

- An audit of the key areas of the school's work using HMIE Quality Indicators to identify our strengths and weaknesses and how well the school is performing in relation to our aims.

- A review of national and local authority development initiatives included the Scottish Executive Education Department's five national priorities for education.
- Consultation with staff to ascertain their views on what our priorities should be in the forthcoming school year.

1.2 The outcome of this process is that we were able to identify three targets which we intend to achieve by the end of the session. We believe this will improve educational provision in the school and provide long-term benefits for all our pupils.

1.3 A full copy of our improvement plan is available to parents and other interested parties on request.

1	To develop progression through use of clear learner pathways for literacy in order to close the attainment gap (PEF) with a focus on Talking and Listening and Reading	3.2.4
2	Developing The Young Workforce	3.2.4

Commented [AM1]: See comments on Lionel doc.

A full copy of our improvement plan is available to parents and other interested parties on request. Please contact the school office for a copy of this document.

The information in this booklet was accurate as at December 2018 but may be subject to amendment. The information will be updated on an annual basis in December of each year

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" <small>"AUTUMN REAP"</small>	Thurs 01-Nov	Fri 02-Nov
MAIN COURSE	MAIN COURSE	MAIN COURSE	MAIN COURSE	MAIN COURSE
Hot Dog Roll, Spagetti Rings & Cucumber	Homemade Pizza, 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 <small>COFFEE SURPRISE</small>	PUDDING	PUDDING
Sponge with Jam Sauce & Custard or Fruit	Raspberry Smoothie or Fruit	<small>iced choc shortbread, rhubarb & vanilla</small> 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 Bolognese & 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 Bolognese & 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 Omelette & 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 & Coriander 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