

*Sgoil an Taobh Siar*  
*School Handbook*



*December 2023*

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## INTRODUCTION

### FÀILTE GU 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 a whole school staff 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*

Our newly created Curriculum Rationale can be found at **APPENDIX 1**. We hope it summarises the uniqueness of our school, where our school is at the heart of the community and the children are at the heart of it all.

## PRACTICAL INFORMATION ABOUT THE SCHOOL

### CONTACT DETAILS

<b>Name of Head Teacher:</b>	Mrs Alice Macleod
<b>Name of School:</b>	Sgoil an Taobh Siar
<b>Address:</b>	Barvas, Isle of Lewis, HS2 0RA
<b>Telephone Number:</b>	01851 701602
<b>Email Address:</b>	<a href="mailto:sgoilantaobhsiar@gnes.net">sgoilantaobhsiar@gnes.net</a>

### ABOUT THE SCHOOL

The school is non-denominational and at present, the school roll is 78. There are five classes in the school, three Gaelic classes and two Gaelic learner classes. There is also a Sgoil Àraich attached to the school with 19 pupils from ages 2 years to 5 years, where pupils are totally immersed in Gaelic. The Sgoil-àraich is open all year round.

STAFF	POST
Ms Christina Macdonald	P1-2 Gaelic teacher
Mrs Janette Macleod	P3-4 Gaelic teacher
Mrs Maggie Macleod (PT)	P5-7 Gaelic teacher
Mrs Lesley Ann Macleod	P1-4 English teacher
Mrs Margaret Macdonald	P5-7 English teacher
Mrs Anne Macarthur	Teacher for reduced class contact time (RCCT)
Ms Kirsty Watt	Support for Learning teacher
Mrs Alison Macleod	Sgoil- Àraich manager
Mrs Cathie Morrison	Sgoil-Àraich play leader
Mrs Joan Corbett	Sgoil-Àraich keyworker
Mrs Dina Murray	Sgoil-Àraich keyworker
Ms Karen Maclean	Sgoil-Àraich keyworker
Ms Annie Macdonald	Sgoil-Àraich keyworker
Mrs Ann Macmillan	Sgoil-Àraich SFLA
Mrs Mairi Macdonald	School Assistant

Mrs Margaret Macleod	Gaelic Language Assistant (GLA)
Mrs Kathleen Morrison	Gaelic Language Assistant (GLA)
Mrs Isobel Maclean	Support for Learning Assistant (SFLA)
Mr Donald Maclean	SFLA
Mrs Joan MacInnes	SFLA
Mrs Margaret Ann Morrison	SFLA
Mrs Margaret Ann Macdonald	SFLA
Mrs Fiona Jefferson	SFLA
Ms Ashley Macdonald	Chanter Instructor
Mr Andrew Yearly	Youth Music Initiative (YMI) instructor
Ms Eilidh Young	Drumming Tutor
Ms Jane Chambers	Cook
Mrs Cathie Tina Matheson	Canteen Assistant
Mrs Anne Greenhowe	Cleaner
Ms Ina Taylor	Cleaner
Ms Catriona Morrison	Cleaner
Mr John Fraser	Janitor
Mr Allan Graham	Janitor

## 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-P1-4)	3.00pm
			12.30 - 1.15pm (Uppers- P5-7)	

## SCHOOL HOLIDAYS - 2023-24

<b>TERM 1: AUTUMN 2023</b>	
Monday 14 – Wednesday 16 August	School Opens (In-Service for Teachers)
Thursday 17 August 23	School Opens (Pupils)
Thursday 12 October 23	School Closes at 3pm for October Holidays
<b>TERM 2: WINTER 2023</b>	
Wednesday 25 October 23	School Opens (In-Service for Teachers)
Thursday 26 October 23	School Opens (Pupils)
Friday 24 – Monday 27 November 23	Local School Holiday – School Closed
Thursday 21 December 23	School Closes at 3pm for Christmas Holidays
<b>TERM 3: SPRING 2024</b>	
Thursday 4 January 24	School Opens (Teachers and Pupils)
Friday 16 – Wednesday 21 February 24	Local Holiday – School Closed
Wednesday 21 February 24	<b>In-Service for Teachers</b>
Friday 29 March 24	School Closes at 3pm for Easter holiday
<b>TERM 4: SUMMER 2024</b>	
Monday 15 April 24	School Opens (Teachers and Pupils)
Friday 26 April – Mon 29 April 24	Local School Holiday – School Closed
Tuesday 30 April 24	School Opens (Teachers and Pupils)
Thursday 27 June 24	School Closes at 3pm for Summer Holidays

## SCHOOL and Sgoil-Àraich ROLL

Sgoil-Àraich	ENGLISH CLASSES							
	P1	P2	P3	P4	P5	P6	P7	TOTAL
	1	0	7	2	2	7	6	25
	GAELIC CLASSES							
	P1	P2	P3	P4	P5	P6	P7	TOTAL
	10	6	8	2	5	2	3	36
19 pupils	TOTAL SCHOOL ROLL							78

### 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](mailto: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% on a regular basis 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](http://www.myclothing.com) and searching for Sgoil an Taobh Siar.

### FOR FORMAL OCCASIONS

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

### FOR DAY TO DAY WEAR

Black/grey/navy trousers/skirt/shorts/pinafore  
White/navy t-shirt with school badge/White polo shirt  
Royal blue sweatshirt/hoodie/v-neck/cardigan/fleece with school badge.  
**Below is a picture of our new P1 pupils wearing our school uniform**



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)*

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

### **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.
- Encourage children to choose what they would like to eat each day from the school menu to reduce food waste





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

At present, a school meal is priced at £2.09 per child and meals for the week can be paid for on a weekly or a monthly basis. Those having packed lunches also sit in 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, class teacher and canteen staff. Pupils going home for lunch should leave and return using the front entrance of the school.

All children from **P1 to P5** 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

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 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.

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 parents' 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. Parents must be at the drop off points after school if the pupils have to cross a main road, as this is not the responsibility of the driver.

Pupils are expected to follow the behaviour code for travel on the bus, children who misbehave can lose their right to home to school transport.

Details of this are 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**

Parents are encouraged to check their child's homework diary every day for any communications and for work set for that evening. Parents are welcome to phone or e-mail the school at any time. As a school we have a number of ways of communicating information to parents; via group call, phone call, e-mails and SEESAW.

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. The weekly minutes also include information on the following:

- Weekly Headteacher awards
- Weekly class trophy
- Our school values and aims
- Wider achievements
- Events in school that week
- Dress down days
- Forthcoming events/holidays
- PE days for each class
- Visitors to the school
- Sporting events
- Pupil absence arrangements
- Useful websites

## **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/phone 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/GADGETS/TOYS**

1. Sgoil an Taobh Siar does **not** allow pupils to bring mobile phones/smart watches that have the facility to take pictures and record footage, or any other toys, games or cards into school.
2. If a pupil is found with a mobile phone/smart watch 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/smart watch for any purpose, without authorisation, the phone will be confiscated from the pupil and will 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 if and when 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: The Chief Officer, Education and Children's Services, Comhairle nan Eilean Siar, Sandwich Road, Stornoway, Isle of Lewis, HS1 2BW.

- If you are still unhappy after further investigation, 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, allergies etc. of which teachers and other staff should be aware. Parents are responsible for supplying written information about medicines which their child needs to take at school. ***Parents who wish medication to be administered to pupils during school hours should inform the Head Teacher in writing.*** Medication **will not** be administered without parents/guardians recording details of medication and providing written permission. Forms are available from the school office. It is the responsibility of the parents to ensure that medication is in date and replaced when necessary. 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 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.

Accidents occurring in school are dealt with initially by teaching staff and Support for Learning assistants, and recorded on an Accident Report form. In the case of a more serious accident, parents will be informed. Mrs MA MacLeod (Principal Teacher) and Mrs Mairi MacDonald (School Assistant) 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. The schools dental service visits 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>

## **PARTNERSHIP WITH PARENTS AND PARENTAL INVOLVEMENT**

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 e-mail or a phone call to the school.

We have two official parents' meetings each year, although parents can request to meet with the Headteacher or any member of staff at any time throughout the year.

### ➤ **Pupil led Assemblies**

All classes take their turn to lead Assembly throughout the year. On these occasions, the parents of the pupils in that class are invited to join us for the Assembly. Afterwards they are offered tea and coffee and time to chat with their children, other parents and staff.

### ➤ **Curricular evenings**

Every session, in term three we have a Curricular Evening, where parents are invited into the school and children have the opportunity to showcase their work. Parents are often given tasks to complete by their children and also have an informal chat with the teachers and other members of staff. We provide a sit-in or take away meal at a reasonable price (this is optional). On these evenings, we ask parents to complete evaluations on what went well and anything they would like to see next year.

### ➤ **Parent/pupil 'two stars and a wish' surveys**

Twice a year parents and pupils are asked to complete a survey about the school, what is going well and what we can improve on. These are anonymous.

### ➤ **Parent surveys**

In the school porch there are parent surveys/comments sheets available all year round where parents have the opportunity to comment on what is going well and what we could improve on in the school. These are anonymous.

### ➤ **Headteacher Surgery**

In term three of this session, the Headteacher will begin a Headteacher's Surgery, where she will make herself available for a phone call or face to face meeting from 2-3pm on a Friday. Details of this will be added to the Monday minutes in term three. These meetings will be confidential.

## **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.

Members of the Parent Council must be parents/carers of children who attend the school and the chairperson must have a child in the school. The Parent Council can also 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**  
**Treasurer**

Rev Murdo Campbell  
Mr Steven Graham

**Secretary** Mrs Lindy Cameron Saunders  
**Teacher Representative** Mrs Maggie A Macleod (Principal teacher)

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.

## **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. The health and wellbeing of our children is at the heart of all aspects of learning, where we focus on restorative, solution orientated and nurturing approaches at all times.

### ➤ **Partnership with our churches**

We pride ourselves in having a fantastic link with our two school chaplains, Reverend Dougie Wolf and Reverend Murdo Campbell, who are so supportive of the school. We have a rota, where each of our chaplains in turn, lead the school Assembly. As well as our monthly Assemblies, the whole school and Sgoil-Àraich attend four church services throughout the year, for Harvest, Christmas, Easter and for the end of session in June. Every November on Remembrance Sunday our pupils lay wreaths at three different war memorials, in Borve, Barvas and Bragar.

### ➤ **Partnership with Galson Estate/Urras Oighreachd Ghabhsann (UOG)**

The school continues to have a long running and close partnership with the UOG. Each year they actively support our Primary 7 pupils to achieve the **John Muir Award**. This is in conjunction with three other neighbouring schools. As well as pupils being involved in a variety of activities to build self-esteem and teamwork, this is a fantastic opportunity for transition in term four in preparation for the pupils moving into S1 at the Nicolson Institute.

### ➤ **Partnership with Active schools**

We have a close partnership with our Active Schools coordinator, Jenna Macleod. This year Jenna is supporting us to achieve The Sport Scotland Gold award. Jenna also supports our P6/7 Young Leaders initiative, bikeability, as well as offering blocks of support for class teachers throughout the year.

### ➤ **Annual fundraisers**

Each year the school support three charities, Macmillan cancer, Children in Need and The Blythswood shoebox appeal. We are so fortunate to have the support of parents and the wider community for such events. This year our school raised

£1262.00 for Macmillan cancer, £498.04 for Children in Need and we sent a large number of boxes to Blythswood for the Shoebox appeal.

## THE CURRICULUM

Our curriculum, known as *The Curriculum for Excellence* is built around Nationally agreed aims, the four capacities, where we strive to ensure that our children become *successful learners, confident individuals, responsible citizens and effective contributors* is at the heart of our curriculum pathways.

### Curriculum for Excellence levels explained:

- ✚ Early level: Age 3 to P1- most pupils are expected to achieve Early level **by the end of P1**
- ✚ First level: P2, P3, P4- most pupils are expected to achieve First level **by the end of P4**
- ✚ Second level: P5, P6, P7 - most pupils are expected to achieve Second level **by the end of P7**
- ✚ Third/Fourth level: S1, S2, S3
- ✚ Senior phase: S4, S5, S6

Each year we complete a **Curricular Overview** that is sent out to parents in term one. This gives parents an overview of the year ahead and is broken down into four sections for each term: *Ethos and Life of the school, Curriculum Area and subjects, IDL (Inter-disciplinary learning-whole school topics) and Personal Achievement.*

#### ➤ **Assessment and Reporting**

Throughout the year, we continuously assess each pupils' progress and the school have a monitoring and tracking tool in place for every pupil to enable us to monitor progress closely. Every pupil's progress in learning is planned assessed and reported on, to ascertain where the next steps are in each pupil's learning pathway. Parents are given the opportunity to discuss their children's progress on two formal occasions throughout the year and they are also provided with a written report each year. Parents are welcome to contact the school at any time throughout the year.

#### ➤ **Formal Assessment**

To verify and support teacher judgement of what level a pupil is working at within The Curriculum for Excellence, we have a number of other assessments that we use throughout the year. These are listed below:

- ✚ **Primary one**- Emergent Literacy assessments, SNSA/MCNG-National assessments in Reading, Writing and Numeracy in Gaelic and English
- ✚ **Primary four**- SNSA/MCNG
- ✚ **Primary five** - CAT (cognitive ability test)
- ✚ **Primary seven** - SNSA/MCNG



As well as the above tests, we assess progress in Reading and Spelling every year using the Single word Reading and Single word Spelling tests.

❖ *Please contact the school if you would like more detail on CFE levels, reporting and assessment.*

➤ **ASN - Additional Support Needs**

Many children require some extra support throughout their primary years. At Sgoil an Taobh Siar we pride ourselves in being a fully inclusive school, where we focus on equity and equality. We have a process in place that we follow and we ensure at every stage in that process that we are transparent with parents about every step in their child's journey in receiving any extra support that they may require. This may be in the form of extra support from their class teacher, the learning support teacher, a support for learning assistant or outside agencies. Our aim is to identify any support required and act on it as early as possible in a child's journey through Sgoil-Àraich and school. This is always with support and guidance from our professional colleagues, for example, Occupational therapy, health visitors, speech and language therapists and our Educational psychologist.

➤ **Standards and Quality Report and School Improvement Plan**

Each year the school produces a Standards and Quality report and a School Improvement plan. These documents are available at the school on request and can be sent out electronically or as a hard copy.

➤ **Transitions**

At Sgoil an Taobh Siar transitions from the Sgoil-Àraich into the school are planned well in advance. The Sgoil-Àraich is very much considered part of the school and the children attend our weekly Monday meetings and our regular Assemblies with both Chaplains. Our Principal teacher spends time teaching a variety of skills in the Sgoil-Àraich with the pre-school pupils every week. In term three, Mrs Macleod releases the infant teachers so that they are able to spend time with the pre-school pupils. In term four, the Sgoil-Àraich pupils join the school pupils at playtime and spend an increasing amount of time in the infant classes, engaging in a variety of different activities.

## **MONDAY MEETINGS**

Each Monday morning all children and the majority of 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. We award individual pupils with a star of the week award which is displayed in the entrance area of the school. There is also a weekly class trophy for the class (including Sgoil-Àraich) that has excelled the week before.

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.

## WIDER ACHIEVEMENT

Wider achievement is celebrated every Monday at our Monday morning assembly/meeting. We encourage pupils to share their weekend achievements and bring in any medals, trophies and certificates that they have been awarded. On Mondays after school, all the pupils are welcome to join our Lego after school club. On Tuesday, there is a football club in the evenings and again, all pupils are welcome to join the different sessions. Pupils from neighbouring schools are also welcome to the football club that is led by the Westside football team. On Thursdays from 3-4pm we have a girls' netball club and all upper primary girls are welcome to join. This club is led by the Headteacher, Mrs Alice Macleod and the class teacher, Mrs Margaret Macdonald.

## PUPIL COUNCIL

Mrs Janette Macleod, P3/4G class 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 along with the P7 pupils. At Assembly the Pupil Council discuss the minutes of their last meeting and seek ideas and opinions from all the pupils in the school. Below is a picture of our Pupil Council: *(left to right)*  
**Mya Saunders P7G, David Campbell P7G, Ewan Mitchell P7E, Peigi MacInnes P7E**



## ECO-SCHOOLS

All the pupils in the school are involved in eco-schools activities throughout the session and we have an established Eco-schools committee that is led by Mrs Maggie Macleod, our Principal teacher. Below is a picture of our Eco-schools committee:(left to right) **Ruaraidh Saunders P2G, James Macleod P5G, Arthur Nelson P6E, Amy Macdonald P7E, Aaron Graham P4E and Everleigh Macphail P3G.**



## P6/7 YOUNG LEADERS

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 our Active Schools co-ordinator, Jenna Macleod and are taught about the skills required to become successful Young Leaders.

*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.*

## RIGHTS RESPECTING SCHOOLS (RRS)

We have an RRS committee that meet regularly during each term. The committee has representatives from each class and age group in the school. The pupils, for example, have conducted whole school pupil surveys linked to HGIOURS (How good is OUR school- a resource to support learner participation in self-evaluation and school improvement) We also have whole school RRS Assemblies each term and pupils then break out into their class groups for further discussion. **Below is a picture of our RRS committee: Back row- Kate McConnachie P3G, Isla Matheson P7E, Lily Macleod P6G, Lucas Macphail P6E, Hanifa Ahmed P6E. Front row - Saul Havinden P2G, Amelia Macleod P3E, Cora Havinden P4G, Robbie Wylie P5G.**



## SCHOOL SPORTS COMMITTEE

In the next couple of years, we are aiming to achieve the Sports Scotland Gold award. We have set up a new Sports committee this year which is led by Mrs Lesley Ann Macleod (P1-4E class teacher). The committee will be actively involved in setting up a variety of lunch time sports clubs for the pupils.

*Below is a picture of our Sports Scotland award committee: **Back row-** Marnie Morrison P6G, Kai Macdonald P6E, Iona Hill P7E, Jonathan Mackenzie P7G **Front row:** Micah Munro P1E, Ross Macleod P2G, David Joshua Maclean P4E, Sonny Morrison P3G*



## 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. Our school **Promoting Positive Behaviour policy** is evaluated and if necessary updated annually.

## 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.
- 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>

We also have our own school Anti-bullying policy as well as a Pupil friendly version that is evaluated and updated by the Pupil Council each session if required. Parents can request to see this policy at any time.

## 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.

**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.

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 diary. 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. 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](http://www.educationscotland.gov.uk)

## **SGOIL ÀRAICH**

At present our Sgoil-àraich has 19 pupils registered. We have one playroom and all learning is in Gaelic. We have a separate and very detailed Handbook for the sgoil-àraich and this can be requested for the school office or the sgoil-àraich itself. This is available electronically and as a hard copy.

## 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.cnesiar.gov.uk/education/policiesprocedures/documents/policy/Religious%20Observance%20Policy.pdf>

## CHILDLINE

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](http://www.childline.org.uk)

## USEFUL WEBSITES AND LINKS

### School Website

<https://blogs.glowscotland.org.uk/es/sats/>

### Parent Council

#### Easy Fundraising

<https://www.easyfundraising.org.uk>

### School Meal Payments (P6-7 Pupils)

- [www.cne-siar.gov.uk](http://www.cne-siar.gov.uk)
- There is a **PAY IT** option and when you click on it which will give you a list of options. The one you want to click on is **MISCELLANEOUS PAYMENTS**
- Miscellaneous Online Payments

Once in this option you click on **SCHOOLS CATERING** and select **SGOIL AN TAOBH SIAR**

- Parentzone provide information and resource for parents and Parent Councils - <http://www.educationscotland.gov.uk/parentzone/index.asp>

Please do not hesitate to contact the school by phone or e-mail if you have any questions at all. Thank you for your continued support.

Alice Macleod  
Headteacher

APPENDIX 1

OUR NEW CURRICULUM RATIONALE

**Skills for Life and Work Inclusion**  
**Sgoil an Taobh Siar Curriculum Rationale**

**Equality**

**Mod Film G Safeguarding Relationships**

**Moran taing Thank you**

**John Muir award**

**Ar Luachan/Our Values**

- Coibhneas Kindness
- Modh Manners
- Onair Honesty
- Urram Respect

**Ar Cànan**  
**Ar Cultar**  
**Ar Dileab**  
**Our language**  
**Our Culture**  
**Our heritage**

**A'faighinn air adhart còmhla**

- Ar clann Our children
- Ar pàrantan Our parents
- Ar coimhearsnachd Our community

**Enabling all to become:**

- Successful Learners
- Confident Individuals
- Responsible Citizens
- Effective Contributors

**Sport Scotland award**

**In A world where you can Be Anything Be Kind**



## APPENDIX 2 LUNCH MENU

Mon Week 1	Tues	Wed	Thurs	Fri
<b>MAIN COURSE</b>	<b>MAIN COURSE</b>	<b>MAIN COURSE</b>	<b>MAIN COURSE</b>	<b>MAIN COURSE</b>
Macaroni & Garlic Bread	Sausage Casserole & Mashed Potatoes	Chicken Curry & Rice	Steak Pie & Roast Potatoes	Fish & Chips
or	or	or	or	or
Seasonal Veg Soup & Tuna Sandwich (MF)	Lentil Soup & Cheese Sandwich	Baked Potato with Cheese	Veg Soup & Ham Sandwich	Chicken & Rice Soup & Cheese Sandwich
Beans Sweetcorn	Peas Broccoli	Green Beans Sweetcorn	Peas Broccoli	Coleslaw Seasonal Mixed Salad
<b>PUDDING</b>	<b>PUDDING</b>	<b>PUDDING</b>	<b>PUDDING</b>	<b>PUDDING</b>
Yoghurt & Fruit or Fruit	Seasonal Fruit Salad or Fruit	Sponge, Custard & Fruit or Fruit	Ice Cream & Fruit or Fruit	Jelly & Fruit or Fruit

Mon Week 3	Tues	Wed	Thurs	Fri
<b>MAIN COURSE</b>	<b>MAIN COURSE</b>	<b>MAIN COURSE</b>	<b>MAIN COURSE</b>	<b>MAIN COURSE</b>
Macaroni & Garlic Bread	Chicken Pasta Bolognese	Sausage & Wedges	Roast Chicken, Mashed Potatoes & Gravy	Fish & Chips
or	or	or	or	or
Lentil Soup & Cheese Sandwich (MF)	Baked Potato & Beans	Cheese & Carrot Salad	Mackerel or Salmon Goujons Mashed Potatoes	Chicken Noodle Soup & Ham Sandwich
Beans Seasonal Salad	Broccoli Seasonal Salad	Beans Sweetcorn	Carrot Cauliflower	Peas Seasonal Salad
<b>PUDDING</b>	<b>PUDDING</b>	<b>PUDDING</b>	<b>PUDDING</b>	<b>PUDDING</b>
Crackers & Cheese or Fruit	Melting Moments & Fruit or Fruit	Frozen Yoghurt & Fruit or Fruit	Melon & Fruit or Fruit	Yoghurt or Jelly & Fruit or Fruit

Mon Week 2	Tues	Wed	Thurs	Fri
<b>MAIN COURSE</b>	<b>MAIN COURSE</b>	<b>MAIN COURSE</b>	<b>MAIN COURSE</b>	<b>MAIN COURSE</b>
French Bread Pizza & Wedges	Spaghetti Bolognese	Chicken Goujons Wrap with Mayo	Roast Chicken, Yorkshire Pudding & Mashed Potato & Gravy	Pastry Sausage Roll & Chips
or	or	or	or	or
Baked Potato with Beans	Cheese Salad	Lentil Soup & Tuna Sandwich	Leek & Potato Soup & Cheese Sandwich	Sweet Potato & Carrot Soup & Ham Sandwich
Carrot Sticks Green Beans Spaghetti Hoops	Peas Sweetcorn	Savoury Rice, Mixed Salad, Coleslaw	Carrots Cabbage	Peas Beans
<b>PUDDING</b>	<b>PUDDING</b>	<b>PUDDING</b>	<b>PUDDING</b>	<b>PUDDING</b>
Angel Delight & Fruit or Fruit	Shortbread & Fruit or Fruit	Ice Cream & Fruit or Fruit	Jelly & Fruit or Fruit	Yoghurt or Crackers Cheese with Fruit or Fruit

Mon Week 4	Tues	Wed	Thurs	Fri
<b>MAIN COURSE</b>	<b>MAIN COURSE</b>	<b>MAIN COURSE</b>	<b>MAIN COURSE</b>	<b>MAIN COURSE</b>
Tomato Pasta & Garlic Bread	Chicken or Vegetable Burger & Wedges	Mince & Mashed Potatoes	Roast Chicken, Yorkshire Puddings, Roast Potatoes and Gravy	Fish Fingers & Chips
or	or	or	or	or
Lentil Soup & Cheese Toastie	Cheesy Pasta	Vegetable Soup & Tuna Sandwich	Tomato Soup & Egg Sandwich	Baked Potato & Cheese
Broccoli Carrot Sticks	Seasonal Salad Beans	Green Beans	Sweetcorn Peas	Spaghetti Hoops & Seasonal Mixed Veg
<b>PUDDING</b>	<b>PUDDING</b>	<b>PUDDING</b>	<b>PUDDING</b>	<b>PUDDING</b>
Frozen Yoghurt & Fruit or Fruit	Oat Biscuit with Fruit or Fruit	Crackers, Cheese & Fruit or Fruit	Ice Cream & Fruit or Fruit	Yoghurt & Fruit or Fruit