


A NOTE FROM THE HEAD TEACHER

Welcome to the Mount Pleasant Primary School Handbook. We hope it will acquaint you with procedures and practices in our school. For those of you who are receiving this guide for the second, third or even fourth time I hope that you will see and understand how we are taking the school forward and will join us and help us on our Journey to Excellence.

We always welcome parents and visitors into the school and we hope you will make the most of our open door policy. Contact can be made via telephone, email, by appointment, or even just popping in! Should you have any questions regarding the topics covered in the handbook, or any other aspect of school life or your child's education, please do not hesitate to contact the school.

MRS SUZANNE URQUHART
Head Teacher
Mount Pleasant Primary School

 *"Mrs Urquhart is a fab and funny head teacher. I love her dancing"*

HOW TO CONTACT THE SCHOOL

Mount Pleasant Primary School
Castletown Road
THURSO
Caithness KW14 8HL


Tel: 01847 893419
Email: mountpleasant.primary@highland.gov.uk
Website: mount-pleasant-primary.co.uk

NB: Mrs Suzanne Urquhart is the "Key Adult or Named Person" for children attending our school.

HANDBOOK INFORMATION

It is our hope that this working document will be a source of information for both current and prospective new parents of Mount Pleasant Primary School.

This document has been written in accordance with The Education (School and Placing Information) (Scotland) Regulations 2012 and is very much a team effort involving staff, parents and pupils. We welcome comments and suggestions for improvement to our handbook at any time throughout the school year.

 Throughout our handbook we have included supporting comments from parents and pupils which are indicated where you see this symbol.

The handbook is available online at www.mount-pleasant-primary.co.uk and also at www.highland.gov.uk, however if you would prefer this in an alternative format please contact the School Secretary who will make appropriate arrangements for you.

Please note that whilst the information contained in our School Handbook is considered to be correct at the time of printing, it is possible that there may be changes affecting a matter dealt with in the document.

This handbook was last updated:

JANUARY 2018

CONTENTS

	<u>PAGE</u>
<u>OUR AIMS & VALUES</u>	3
Mission Statement, Values and Aims	
<u>ABOUT OUR SCHOOL</u>	4
Introduction, How to Enrol Your Child(ren), Staff List	
<u>GENERAL INFORMATION</u>	7
School Times, Crossing Patrol, School Openings, Public Holidays, In-Service Training, School Meals, School Clothing, School Meals & Clothing Grants, Transport, School Assemblies	
<u>SCHOOL RULES AND DISCIPLINE</u>	11
What to Bring to School, Naming/Loss of Property, Bullying, Behaviour and Discipline, Absences/ Appointments During the School Day, School Grounds, Car Parking	
<u>CURRICULUM AND ASSESSMENT</u>	15
Introduction, Subject Groups, Formative Assessment Vision Statement, Assessment & Reporting to Parents, Additional Support, Transition to High School, Transition to Primary 1	
<u>PUPIL CARE, WELFARE & SAFETY</u>	21
Illness, Medical Conditions, Medication/Inhalers, Health and Welfare, Adverse Weather/School Closure Procedures, Fire Safety, Highland Council Child Protection Policy, Access to Personal Records, Photography in School, Data Protection, Policies & Procedures.	
<u>SCHOOL ACTIVITIES</u>	25
House Captains, Pupil Council, Eco Committee, SNAG, Scripture Union, Caithness Music Festival, Primary 7 Residential Trip, Educational Visits, Sports, Community Partnership	
<u>WORKING WITH PARENTS</u>	28
Visits to School, Homework, Emergency Contacts, Information for parents, Parent Council, Comments/Complaints, Useful Links & Contacts	
<u>TRANSFERRING EDUCATIONAL DATA</u>	32
Why do we need your data? Data Policy, Your Data Protection Rights, Concerns, Want more information?	

OUR AIMS AND VALUES

MISSION STATEMENT

Mount Pleasant Primary School and Nursery strives to equip children with all the qualities necessary to thrive in a changing society and admits no obstacle as sufficient to prevent achievement.

VALUES

Every child, every family and every member of staff will be supported within our community of learners. Every classroom will demonstrate our values and beliefs in all aspects of its life.

AIMS

- Mount Pleasant Primary School and Nursery aims to be a happy and dynamic learning environment in which pupils are encouraged to achieve their full potential. Every member of our school community should be treated equally and with respect.
- Learning and caring are at the heart of school and nursery activities, both formal and informal. We aim to promote a positive attitude to learning, to encourage pupils to be proud of their school, to celebrate their own efforts and achievements and those of others and to feel that all their contributions are valued.
- Through effective learning and teaching we aim to raise attainment by providing a variety of challenging experiences that cater for all our pupils' needs and prepare them to take an active role in their life long learning.
- We want our pupils to become active and caring citizens who respect the needs and feelings of members of their own community and understand the responsibility they have within the wider community. Our pupils are encouraged to be involved in the community and we welcome members of the community into school. We value the contributions they make and the example they set in providing positive role models.
- We value the role parents play in encouraging pupils to become independent and enthusiastic learners. With open and honest dialogue we will work together to support our pupils and provide good quality resources to enhance their learning.
- We aim to provide a professionally fulfilling environment for all staff, teaching or ancillary. All staff are encouraged to work together as an effective team within an atmosphere of mutual support. Opportunities for professional development are given a high priority.
- We aim to work closely with other agencies in order to meet the needs of every child and, with them, help overcome obstacles to learning and successful development.



"I like Mount Pleasant Primary School because all the pupils and teachers respect each other"

ABOUT OUR SCHOOL



Mount Pleasant Primary School was built in 1966. The location of the school is a very pleasant one overlooking Thurso River and the Harbour. There are magnificent views of the Pentland Firth, the Orkney Islands and the Old Man of Hoy, Thurso East and Thurso Castle and much of the town of Thurso.

The school is fortunate in having good-sized classrooms, a large assembly hall with stage, a gymnasium, a library and a music room. Within the main building we also have a Nursery and an Enhanced Provision Unit. The building by the main gate houses Croileagan, our Gaelic Medium Nursery which became part of our school in October 2015. There is a generous tarmac area around the school and a large grass area with two junior size football pitches. We have recently installed an all-weather accessible path around the pitches. Throughout the school year children have opportunities to experience and explore our enclosed Nature Garden.

Currently there are 189 mainstream pupils in straight year classes from Primary 1 through to Primary 7 plus 19 pupils within our Gaelic Medium Provision Unit and 6 pupils in the Enhanced Provision with additional provision for drop in sessions for pupils from mainstream classes.

Our Nursery currently operates five days a week with a choice of morning, afternoon and flexible attendance slots available from 8.40am to 3.30pm, All our sessions cater for mixed groups of three and four year olds - currently we have 44 children enrolled. Our Croileagan Gaelic Nursery currently has 16 pupils enrolled for the forthcoming year. Nursery brochures are available from the school office on request.

In 2013 we were given the honour of launching the first Gaelic Medium Class in Caithness. This has increased the linguistic and cultural dimension of the school. It allows a smooth transition from our Croileagan Gaelic Nursery to Gaelic Medium Primary 1. We view this as a new beginning for language development in the school and the local community.

“I have made new friends, learned new things and had great fun”

“My child amazes me every day with the amount of Gaelic vocabulary he has already learnt

HOW TO ENROL YOUR CHILD(REN)

Choosing the best school for your child can be an extremely daunting and worrying process for any parent, whether they are starting school for the first time or changing schools at any point during their education. At Mount Pleasant Primary our aim is to make this transition as easy and seamless as we possibly can.

To get a real feel for our school we would strongly recommend that you and your family visit the school for our "guided tour". It is a good time to meet staff, show your child(ren) the different areas of the school and discuss any queries or concerns you may have.

For families living within the school catchment area the registration process is simple, straight forward and, as long as class numbers allow, your child will be able to join us immediately. Full assistance with registration will be given by the School Secretary.

A map of the Mount Pleasant Primary catchment area can be found by visiting:

<http://highland.maps.arcgis.com/apps/webappviewer/index.html?id=531a30ee33564231866ff94e96607f26>

Parents have the right to ask for their child(ren) to be educated in a school other than their local school. This applies only to primary and secondary school. Parents pre-school and nursery children can place their child at any pre-school or nursery provision centre.

Families living out with the school catchment area are required to complete a placing request which is passed to the Area Education Manager for approval.

AREA EDUCATION MANAGER

Jacquelyn Jennett
Highland Council - ECS
Drummuie,
GOLSPIE
Telephone: 01408 635338

Advice or placing requests can be arranged with the school office or by visiting:

http://www.highland.gov.uk/info/878/schools/11/school_enrolment/2

Standards & Quality Report & School Improvement Plan

<http://mount-pleasant-primary.co.uk/information/documents/>

HMIe - Inspection Report

http://www.educationscotland.gov.uk/Images/MountPleasantPrimaryIns20070223_tcm4-696570.pdf



"I think that Mount Pleasant is a great school and I completely recommend coming to this school. We do clubs and activities and there is always space for more. Here in Mount Pleasant we are a family and we are very happy to make our family bigger."

STAFF LIST

Management Team	Head Teacher	Mrs Suzanne Urquhart
	Depute Head Teacher	Mrs Christine Firth
	Principal Teacher	Mrs Jennifer Gordon
	Principal Teacher	Mrs Laura MacDonald
Class Teachers	Gaelic Medium	Miss Lynsey Munro
	Primary 1	Miss Laura Wood
	Primary 2 (Mon)	Mrs Susan Buchan
	Primary 2 (Tue Wed Thu Fri)	Mrs Jennifer Gordon
	Primary 3 (Mon Tue Wed)	Miss Linda Ramage
	Primary 3 (Thu Fri)	Mrs Kathleen Gulloch
	Primary 4 (Mon Tue Wed)	Mrs Christine Firth
	Primary 4 (Thu Fri)	Mrs Laura MacDonald
	Primary 5	Mr Simon Harper
	Primary 6	Mrs Shona McNicol
	Primary 7	Miss Charlene Bartholomew
Support for Learning	Support for Learning Teacher	Mr Thomas McAlonan
	Pupil Support Assistant	Mrs Elizabeth Elder
	Pupil Support Assistant	Miss Laura Farquhar
	Pupil Support Assistant	Mrs Jane O'Kane
	Pupil Support Assistant	Mrs Alison Page
	Pupil Support Assistant	Mrs Elaine Wares
	Pupil Support Assistant	Mrs Catriona Cormack
	Pupil Support Assistant	Miss Siobhan Thwaites
Supporting Teachers	CCR (Tue Wed)	Mrs Susan Buchan
	P4 Management & CCR (Thu Fri)	Mrs Laura MacDonald
Enhanced Provision	Support for Learning Teacher	Mrs Heather Carberry
	Pupil Support Assistant	Mrs Linda McIntosh
	Pupil Support Assistant	Mrs Jacqueline Sinclair
	Pupil Support Assistant	
English Medium Nursery	Early Years Practitioner	Mrs Donella Boulton
	Early Years Practitioner	Mrs Jane McPhee
	Early Years Practitioner	Mrs Fiona Malcolm
	Early Years Practitioner	Miss Ann Thomson
	Early Years Practitioner	Miss Laura Farquhar
	Early Years Practitioner	Ms Kim Cormack
Gaelic Medium Nursery	Early Years Practitioner	Mrs Catriona Smith
	Early Years Practitioner	Miss Justine Mackay
Auxiliary Staff	Secretary	Mrs Sandra Noble
	Cook in Charge	Mrs Catriona Manson
	Crossing Patroller	Mrs Audrey Mulgrew
Visiting Instructors	Active Schools Coordinator	Mr Kenny Russell
	Woodwind Instructor	Mrs Karen Anderson
	Strings Instructor	Mr Kevin Gunn
	Piping Instructor	Mr Kevin Gunn

GENERAL INFORMATION

SCHOOL TIMES

	PRIMARIES 1 to 3	PRIMARIES 4 to 7
SCHOOL DAY	09.00 to 14.40	09.00 to 15.10
Morning Interval	10.40 to 10.55	
Lunch Break	12.35 to 13.30	

CROSSING PATROL

A School Crossing Patroller on the Castletown Road serves the school. The patroller is on duty at the following times and pupils should not cross the road to school until she arrives:-

8.40 am - 9.10 am **12.35 pm - 1.40 pm** **2.40 pm - 3.20 pm**

If, for any reason, the crossing patroller is not in place then children should not cross the road but return to the school or to home.

SCHOOL OPENINGS

SCHOOL OPENS TO PUPILS	LAST DAY OF SCHOOL
Monday 8 th January 2018	Friday 16 th February 2018
Thursday 22 nd February 2018	Wednesday 28 th March 2018
Monday 16 th April 2018	Friday 4 th May 2018
Tuesday 8 th May 2018	Friday 1 st June 2018
Tuesday 5 th June 2018	Friday 29 th June 2018
Tuesday 21 st August 2018	Friday 14 th September 2018
Wednesday 19 th September 2018	Friday 12 th October 2018
Monday 29 th October 2018	Friday 21 st December 2018
Monday 7 th January 2019	Friday 15 th February 2019
Thursday 21 st February 2019	Friday 5 th April 2019
Tuesday 23 rd April 2019	Friday 3 rd May 2019
Tuesday 7 th May 2019	Friday 31 st May 2019
Tuesday 4 th June 2019	Friday 4 th July 2019



"I like going to Mount Pleasant Primary School"

PUBLIC HOLIDAYS

- Good Friday - 30th March 2018
- Easter Monday - 2nd April 2018
- May Day - Monday 7th May 2018
- Good Friday - 19th April 2019
- Easter Monday - 22nd April 2019
- May Day - Monday 6th May 2019

IN-SERVICE TRAINING

In-service training days are organised to allow staff to attend Professional Development Training and Curriculum Development Meetings throughout the Highland Area. The following are the In-Service dates to the end June 2017; the school will be open to **staff only** on these dates.

- Wednesday 21st February 2018
- Monday 4th June 2017
- Monday 20th August 2018
- Monday 17th September and Tuesday 18th September 2018
- Wednesday 20th February 2019
- Friday 3rd June 2019

SCHOOL MEALS

School meals are served in the Main Hall at 12.35 pm. Supervision is provided by a member of the SMT. Menu copies are sent home with the children, they are displayed in the office, at the servery and be accessed electronically by visiting

http://www.highland.gov.uk/downloads/file/6432/primary_school_main_menu

Should a child require a special diet on medical grounds or for certain matters of conscience, every effort is made to accommodate such a request. All meals are cooked on the premises. Menus are formulated by dieticians with careful note of sugar, fat and salt content. Children have two choices of main course, and fruit or yoghurt is always available as an alternative dessert.

School lunch costs £2.30 per day. When paying by cheque, it should be made payable to Highland Council, with the school, child's name and class and the name and address of the person who signed the cheque written on the back.

PACKED LUNCHES - lunch boxes should be clearly marked with the pupil's name. No glass containers, fizzy or canned drinks are allowed as part of a packed lunch. Lunch boxes should be transported in a separate bag to avoid leaky containers destroying schoolbooks. Pupils should bring a plastic bag so they can take home what they have not eaten to show their parent.

TUCK - Pupils can purchase toast, bottled water and fruit juice at break time.

Free school meals are available to families who are on a low income. For more information please see section School Meals and Clothing Grants on the next page. All Primary 1 to 3 pupils receive free school lunches.

 "The lunches are awesome"

SCHOOL CLOTHING

We strongly encourage the wearing of school uniform by all children during the normal school day, during school excursions and when representing the school at special occasions such as the Caithness Music Festival.

The school colours are black and white and the school uniform is as follows:

**School sweatshirt, hooded sweatshirt and polo shirt,
Black/dark grey trousers or skirt**

Uniform orders will be placed in May and October of each year - order forms will come home with the children. Due to storage restrictions, we only hold a very small stock of basic items in the office so please use the May and October order forms. Items available are polo shirts, sweat shirts, hoodies, zipped hoodies, hats, storm jackets, fleeces, reflective bands, book bags, back packs, swim bags and gym kit/shoe bags.

Embroidered uniform items are also available by visiting

http://www.tesco.com/direct/ues/?icid=schooluniform_stamp5_embroidereduniforms

Clothing should be comfortable and safe. Parents should bear in mind that children are outside for some considerable time at interval and lunchtime and ensure children are dressed appropriately for Caithness weather.

SCHOOL MEALS & CLOTHING GRANTS

Free school meals and assistance with school clothing can be claimed if you are receiving any one of the following:

- Income Support
- Income- Based Job Seekers Allowance
- Any income related element of Employment and Support Allowance
- Child Tax Credit, but not in receipt of Working Tax Credit, and your income is less than £16105 (as assessed by the Inland Revenue)
- Child Tax Credit and Working Tax Credit and an income below £6,420 (as assessed by the Inland Revenue)
- If you are an asylum seeker receiving support under part VI of the Immigration and Asylum Act 1999

The clothing allowance, in normal circumstances, is made once per school year, and payment is made directly to the applicant for the sum of £81 for every eligible child in Primary or Secondary school. Applications for free school meals and the clothing grant must be completed online by visiting

https://www.highland.gov.uk/info/899/schools_-_grants_and_benefits/10/free_school_meals_and_assistance_with_clothing

You must include proof of entitlement with your application form. Queries should be directed to:

Operations Team, PO Box 5650, Inverness. IV3 5YX Telephone: 01463 703645



"Mount Pleasant is awesome and the best school ever!"

TRANSPORT

Free transport to school is available for children living within the delineated area of the school:

- if under eight years of age and over two miles from school,
- or are eight years of age and over three miles walking distance from the school.

Application forms for free transport are available from the school office, on line via the Highland Council Website or from the Transport Office, Highland Council, Market Square, Wick.

SCHOOL ASSEMBLIES

The School is non-denominational. In its religious observances, the school aims to engender humanity, compassion and caring attitudes in our pupils towards themselves and others. Assemblies are held once a month and are attended by our school chaplains from the Salvation Army who also actively help and support the school throughout the year. Parents have the right to withdraw their child from religious observance.

Our assemblies also act as a focus for our positive behaviour system, with good work and behaviour being rewarded by presentation of badges, stickers and certificates.

Every day, at all stages in the school, children are encouraged to develop a sense of self and social responsibility.



"My child is happy in school and loves to come home and talk about her interesting day."



"Mount Pleasant is the best school because it is fun and people are kind, helpful and funny."

SCHOOL RULES & DISCIPLINE

WHAT TO BRING TO SCHOOL


Children should arrive in school each day with homework books or jotters they require. They should also have their own pencil, eraser, pencil sharpener and a few colouring pencils and pens. Ideally this should all fit in one pencil-case. Other items required, such as calculators, compasses etc will be provided by the school.

All children require shorts, t-shirt and gym shoes for PE. Since this kit is also used for other activities, we ask that this is kept in school. All kit should be clearly marked with the pupil's name and stored in a suitable bag. We have drawstring nylon bags available to purchase in House Team colours from the school office. As we have carpets throughout the school children are required to change into soft shoes at the beginning of the day, gym shoes ideally double up as soft shoes to avoid extra unnecessary expense for parents.

NAMING/LOSS OF PROPERTY

It is of enormous help if all belongings, especially items of clothing, are marked with the pupil's name. It is extremely difficult to trace unnamed items.

Any loss of property should be reported promptly to the class teacher or janitor. Children finding items in school should hand them in to the class teacher or janitor to allow them to be claimed. Lost items are stored in the 'Lost Property Box' in the main hall. Any unnamed and unclaimed items of school uniform will be resold via our second hand uniform stock with monies going into the School Fund which directly benefits the children. Any other unclaimed lost property is donated to local charity shops at the end of each school term.

 I feel I can discuss any issues I have or may have worries about with various members of staff and they always make time to listen.

BULLYING

There may be times when children are being bullied or believe that they are. It is important that parents, who are concerned about possible bullying incidents, contact the school at the earliest opportunity to discuss the problem. At Mount Pleasant we have an Anti-Bullying Policy, which clearly details the action that will be taken and how all children concerned may be supported to ensure incidents are not repeated.

BEHAVIOUR AND DISCIPLINE

A high standard of discipline is expected of pupils within, and out with the school, when taking part in school related activities. Children are encouraged to show respect and consideration for people and property and to accept responsibility for their own behaviour.

Each child is made aware of the school rules which should be obeyed. The co-operation of parents is essential to encourage pupil's self discipline and sense of honesty, fair play and mutual respect.

When incidents of bad behaviour do occur, the following are examples of the sanctions which may be imposed, depending on the seriousness of the incident:

- Non verbal cues eg silence, disapproving look
- Quiet word/rebuke
- Stern reprimand/threat of punishment
- Written punishment
- Withdrawal of privileges
- Detention at breaks
- Behaviour modification programme/behaviour diary
- Removal from classroom for a short time
- Exclusion from school (a last resort only used for very serious offences)

If a pattern of bad behaviour seems to be building up, or the incident is very serious, the Head Teacher will contact parents to seek a joint approach to the problem. Co-operation between home and school usually results in an improvement in behaviour and can prevent more serious action by the school. Details of discipline procedures can be found in the school's Discipline Policy.

In the playground there are two simple rules which underpin everything else:

- Be safe in the playground and help everyone else to be safe
- Enjoy the playground and help everyone else to enjoy it



"I like Mount Pleasant because we have Reward intervals when we get enough house points"

ABSENCES AND APPOINTMENTS DURING THE SCHOOL DAY

For your child to gain the maximum benefit from school, he/she needs to attend each day of the school year if at all possible. Any absences from school, however short, have a detrimental effect on a child's learning. Lost teaching and learning time cannot be made up however willing parents are to help complete work at home.

Parents/carers must inform the school of the reason for absence of their child(ren) on the first day of absence preferably before 9:30am. Please do not use Class Dojo to notify us of appointments or absences

The best way of doing this is to leave a message noting your child's name, class, date and reason for absence on our

SCHOOL'S ABSENCE MESSAGE LINE 01847 896030

The benefit of using this system is that you do not have to wait until the school opens to leave a message and as the school receives a high volume of incoming calls at the start of each day you will no longer have to keep phoning because the line is busy.

A great deal of our time is spent phoning parent/carers of children who are not in school and we have not been advised of a reason. Please ensure that you make contact if you know your child is not going to be in school to prevent time wastage.

If the school has not been advised of the reason for absence then the school has a responsibility to contact parents to find out the reason for the absence, this is in line with Highland Council policy. If the school cannot make contact with the parents/carers within three days then the school has an obligation to pass this information to Social Services, Area Education Manager and the Police. This procedure is strictly adhered to.

The school should be advised in advance of any medical or dental appointments during the school day. Children should be collected from the office. Children must not be removed from the school without first informing the office staff.

Parents are responsible for their children's prompt attendance at school. Lateness not only disrupts the class but it also means the child will be missing a part of his/her education.

Highland Council discourages the practice of taking children out of school for holidays and parents should give careful consideration to the disruption in their child's education before removing them from school in term time. Pupils find it difficult to try to catch up work missed. This also puts additional unnecessary stress on the child.

 *"I really like school because it is a fun place to go"*

SCHOOL GROUNDS

Pupils should not arrive in the school grounds before 8.40 am. Access to the school building will not normally be given before 9.00 am as there is limited adult supervision before then. However, children who need to book a school lunch will be given access to the kitchen area to do so.

In bad weather children should spend as short a time as possible in the playground before school and during breaks. We would ask parents to plan their child's arrival in school to be as close to the opening time as possible. Only limited supervision is available for children who stay in school for a school lunch or a packed lunch.

When the weather allows, children play in the playground under the supervision of the Pupil Support Assistants, who have had training in playground games.

Children who have a packed lunch or school lunch **must not** leave the playground during the lunch hour and **no child** should leave the school playground during morning interval.

In the interest of security, parents should **not** approach their own child or any other child in the playground. Parents should always make arrangements with the office if they need to make contact with their child during the school day and children should be met/collected at the school office **not** directly from their class.


CAR PARKING

Parents are requested **not** to use the staff and visitors car park at the front of the school as a drop off point for children.

Children are not permitted to cross the car park or the turning area used by the Enhanced Provision transport. Parents should use the parking area on the opposite side of Castletown Road in Castle Terrace and the children cross at the Crossing Patrol.

Children should be encouraged to walk to school or parents may choose to drop children a short distance from the car park to encourage healthy walking habits and ease congestion in the drop off car park.

Parents collecting children during the school day can use the staff and visitors' car park, as there will be no Crossing Patrol available during the school day.

 "I like the Cook's Toast - she makes the best"

CURRICULUM & ASSESSMENT

INTRODUCTION

The curriculum aims to better prepare children for the challenges of the future and places a far greater emphasis on not just acquiring skills but being able to use them effectively and creatively. It places literacy, numeracy and health and wellbeing at the heart of the curriculum.

We aim to plan and deliver a broad and balanced curriculum which will ensure our children achieve their full potential. Children are taught using a variety of teaching methods, in small groups, individually or as a whole class depending on the activity or on the needs of the children involved.

For more information please visit:


<https://education.gov.scot/parentzone/learning-in-scotland/about%20the%203-18%20curriculum>

LANGUAGE & LITERACY

The main components are Talking, Listening, Reading and Writing. All classes follow the Highland Literacy Progression, using Oxford Reading Tree, Treetops and Collins resources as well as a wide range of non-fiction supporting language development. The children work at differentiated levels according to their ability.

Primary 3 to Primary 7 are involved in an Accelerated Reading Programme, where their reading age is assessed and they are encouraged to participate in a programme of reading and assessment at their individual level. This programme has been proven to significantly improve children's reading capabilities and performance. Many parents also use the "Home Connect" feature which allows them to sign up and receive e-mails which inform them of their child's progress each time they take a quiz.

At Mount Pleasant we support the Scottish Government's commitment to work towards the European Union 1 + 2 Language acquisition model. We are keen to create a learning environment where children will be able to learn two languages in addition to their mother tongue. At present we are lucky to have a strong Gaelic language base in our school and in addition French is integrated into the children's learning journey from Primary 1. The 1 + 2 Model is in its infancy and we are seeking to build on our firm foundations.

 *"My child embraces all the challenges that come with learning a new language"*

 *"I like silent reading and imaginative writing"*

MATHEMATICS & NUMERACY

The mathematics programme is based on The Highland Numeracy Progression with Scottish Heinemann Mathematics forming our main resource. This maths scheme puts great emphasis on direct, interactive teaching methods and the development of strong mental maths, strategies and proficiency.

Additional activities and experiences are also provided, using ICT where appropriate, to ensure that our pupils have as broad and comprehensive an understanding as possible.



“The teacher engages her children entirely; it is so much fun but she challenges them continually within their individual abilities”

EXPRESSIVE ARTS

Expressive Arts involves Music, Art and Design, Drama and Physical Movement through Dance. Visiting teachers make a valuable contribution to this area of the curriculum, and class teachers provide an interesting and appropriate programme based on the Curriculum for Excellence Guidelines.

This academic session we have continued our “Early Energiser” to get the pupils and staff ready for a busy day ahead. The whole school participates in dancing, stretching and balancing activities which demonstrates incorporating exercise into our daily routines as well as providing smiles and enjoyment.

SCIENCE & TECHNOLOGIES

Our Science and Technologies programmes are based around Highland Science Framework, incorporating aspects of Curriculum for Excellence so that children experience progression and structure but also have some elements of enjoyment, choice and personalisation. They help our pupils to develop inquiry and investigative skills alongside scientific analysis skills.

We also take part in our local Science Festival, an annual event which hosts a wide variety of activities for pupils throughout the school, and participate in various initiatives such as CREST Award making good use of our local STEM Ambassadors.

ICT plays an increasingly important part across the curriculum, and our well-equipped classrooms ensure that our pupils can make full use of the benefits of this.

SOCIAL SUBJECTS

The school has developed a programme of topics that follow the Curriculum for Excellence Guidelines in Social Studies. These topics provide children at each stage with an appropriate experience of Science, Social Studies and Technology. Children will be given opportunities to develop skills in Information and Communications Technology and also utilise ICT as a tool for enhancing learning in other curricular areas.

HEALTH & WELLBEING

Health Education deals with physical, emotional and social aspects of healthy development. Physical education, physical activity and sport is also promoted as part of a healthy lifestyle, with pupils generally receiving at least 2 hours of PE each week. We encourage a health active start to the school day with our Early Energiser and have recently built an all-weather path around the school fields.

A full programme, covering all aspects at every stage, is used throughout the school. Visits from various Health professionals and activities provided by our Active Schools co-ordinator also help us to provide a very comprehensive programme for all our pupils.

Primary 4 and 5 pupils take part in weekly swimming lessons at Thurso Swimming Pool.


As part of our topic on Health we watch the Channel 4 series of Living and Growing throughout Primaries 4-7. This covers the following topics:

- Physical and emotional changes at puberty
- Body image and self-worth
- Understanding of own developing sexuality
- Developing an awareness of gender identity
- Changing nature of friendships
- Dealing with sexual feelings
- Menstruation, pregnancy and birth

We appreciate that this is a delicate subject so at the start of your child's time in Primary 4 we will write to parents requesting participation permissions for their child. Parents who have some concerns are encouraged to chat over the contents with teaching staff or view the DVD to allow them to make the best decision for their child.

A guide for parents and carers can be found by visiting

<http://www.scotland.gov.uk/Resource/Doc/158295/0042865.pdf>

 "Mount Pleasant is best because of its PE"

RELIGIOUS & MORAL EDUCATION

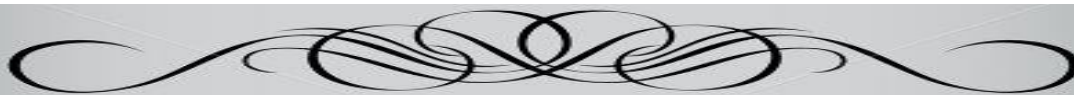
Mount Pleasant Primary School is a non-denominational school. The Religious Education programme is based on the Curriculum for Excellence Guidelines and develops Personal Search, Christianity and Knowledge of Other World Religions.

Moral Education focuses on Citizenship and developing positive attitudes towards others, respecting and valuing differences. Every child is encouraged to develop a high level of self-esteem, recognising their individual value in society.

 "We are very happy with all aspects of the school"

 "I love that we are given the opportunity to participate in school activities"

ASSESSMENT & REPORTING TO PARENTS



FORMATIVE ASSESSMENT VISION STATEMENT

Mount Pleasant Primary School is working towards embedding a progressive, consistent approach to effective formative assessment which will further enhance the learning and teaching that takes place within our school.



The four capacities of 'A Curriculum for Excellence' are linked to Assessment is for Learning and through this children are encouraged to be active participants in their learning and apply collaborative strategies to reflect on their progress.

Teachers are constantly monitoring the children's progress as they work in their classes. From time to time more formal testing is carried out to give confirmation of the teacher's formative assessment. Each term the Head Teacher holds tracking meetings with teachers to discuss each pupil's progress and their future learning.

Further information can be found at

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

Pupils' progress is shared with parents in June in a written report which informs parents of progress in relation to Curriculum for Excellence Experiences and Outcomes. The report will give an overall assessment of attainment in Languages and Mathematics and a more general report on attainment in Health and Wellbeing, Social Studies, RME, Expressive Arts, Sciences and Technologies. There will be a comment on the pupil's strengths and development needs. Pupils are also given the chance to reflect and provide a written comment on the progress of their learning over the year.

Parents' Evenings are usually held in November and March when verbal reports are given and work can be examined and discussed in detail. Parents who are concerned about their child's progress at other times may contact the school to discuss the matter with staff. Where children have additional support needs there will be regular meetings and reviews.

This session pupils in Primaries 1, 4 and 7 will participate in the Scottish National Standardised Assessments.

 "The school has a wonderful atmosphere and is a very welcoming place."

 "I really love school"

ADDITIONAL SUPPORT NEEDS

All children need support to help them learn. Some children require more help than others. We follow The Highland Practice Model staged approach to assessing, identifying and supporting additional support needs. In this model every child has a 'named person' who is responsible for making sure that the child or young person has the right help to support his/her development and well-being.

If you have a concern about your child in primary school please contact your child's class teacher in the first instance or the 'named person'. Mrs Suzanne Urquhart is the "Key Adult or Named Person" for children attending our school.

Sometimes a Child's Plan may be put in place to help organise, monitor and regularly review your child's progress.

If you wish to find out more about The Highland Practice Model or the Child's Plan you can access more information at:

http://www.highland.gov.uk/info/886/schools_-_additional_support_needs/1/support_for_learners/4

Most difficulties will be identified, initially by the class teacher, who will implement short term strategies to support the child. If the difficulties continue the class teacher will discuss these with the Additional Support teacher and a programme of work will be decided upon as well as a timescale for review. As part of this programme, the child or group may receive additional input from a member of the Additional Support team. Parents will be informed and advised as to how they may be able to support their child.

If it is found that considerable differentiation of the class work is required, a Support Plan may be drawn up for a child. All those involved will take part in the consultation process.

Additional Support is for all pupils, and children who excel in some way are just as likely to receive input from the Additional Support team.

The type and level of support will vary according to the individual but will normally be carried out within the classroom or in a small group, unless there is a specific reason why this would be inappropriate.

Transition meetings for children with additional support needs are held approximately 12 months prior to moving on. Parents, pupils, school staff and appropriate agencies are all invited to these meetings.

Further help, advice, support and information can be sought at:

<http://enquire.org.uk/>
<http://www.siaa.org.uk/>

www.chipplus.org.uk
<http://www.sclc.org.uk/>



"My child absolutely loves school and I could not have hoped for a better introduction to his education"

TRANSITION TO HIGH SCHOOL

At the end of Primary 7, pupils transfer to Thurso High School. The High School is supplied with relevant information about each pupil's progress, along with any other information, which may help to ease the transition from primary to secondary education. A guidance teacher from Thurso High meets the Primary 7 pupils in their own primary school environment. He/she will talk to the pupils informally, answering any questions they may have. The High School guide is then issued with details of the pupils' preliminary visit days and their registration classes for the coming session. Parents of the Primary 7 pupils are invited to Thurso High School to meet teachers, see the school and receive additional information.

On the preliminary visits pupils experience two simulated days timetable at Thurso High School. Pupil Profile Record Files and electronic data are then transferred to the High School.

Contact Details for Thurso High School:

Mrs Kathryn Mackay - Acting Head Teacher
Thurso High School, Ormlie Road, THURSO
Telephone: 01847 893822

ENGLISH & GAELIC TRANSITION (Nursery to Primary 1)

During their time in Nursery children frequently visit different areas in the school and meet the Staff. The Primary 1 and Gaelic Medium teachers also visits the Nursery on a regular basis so that they become a familiar and trusted person.

A "Resilient Kids to School" circle time programme is carried out in the final term of Nursery to aid transition and introduce the school's Golden Rules.

Towards the end of the Nursery year the children will attend school break times, sports day and other special events. As their final Nursery month approaches the Primary 1 teacher will invite the children to attend several sessions in the Primary 1 and Gaelic Medium classrooms to ease their transition. The Support for Learning teacher will also liaise with the teachers and Nursery staff at this time.



"I like doing the Christmas Show because I like acting"

PUPIL CARE, WELFARE & SAFETY

ILLNESS

If a pupil takes ill at school he or she should, in the first instance, tell the class teacher who will inform the school office. The parent or emergency contact will be notified and a responsible adult, known to the pupil, should collect the pupil from the school office.

In cases of emergency medical services will be contacted and, if necessary, the child will be transported to the nearest Health Centre or Hospital. Parents will be contacted at the earliest opportunity.

MEDICAL CONDITIONS

Any medical condition likely to affect your child's learning or well being must be notified to the school. Our First Aiders are trained to deal with various medical conditions.

MEDICATION/INHALERS

Staff are not obliged to administer medication to children and it is preferred that parents make arrangements to ensure they are able to administer medication to their own children. Where this is not possible some members of staff may be willing to carry out this duty and only where they have been trained and approved to do so. Non-prescribed medicines will not be administered by staff under any circumstances. **PRESCRIBED MEDICATION ONLY** should be delivered to and collected from the school office by an adult. **Children should not transport medication to and from school.** A pro forma for written instructions is available from the school office. This must be completed and signed by a parent/carer. Any medication must be in its original container. All medication, other than inhalers for P1-3 pupils, is stored in the school office area.

It is essential that children who require inhalers have them in school every day. Children should be aware of maximum dosages. Arrangements are in place for inhalers to be stored in classrooms for P1-3 pupils for easy access during the school day. To encourage independence P4-7 pupils carry their own inhalers. An additional inhaler may also be kept in school in case of emergencies if parents request this. Parents are responsible for ensuring their child has an inhaler for out of school activities such as school trips, swimming etc. Parents should take note of the expiry date of any medication to be kept in school to ensure it does not go out of date.

 *Mount Pleasant is a really good school because everyone is friendly.*

ADVERSE WEATHER/SCHOOL CLOSURE PROCEDURES

From time to time it may be necessary to close the School and/or Nursery. This would usually only happen if the heating should fail or in severe weather conditions when it may be unsafe for pupils or staff to attend.

In the case of severe weather, the decision as to whether to close the school or not will be made by 7.30am by the Management Team. If the school is closed a message will be left on our Schools Information Line by 7.45am

0800 564 2272 school's pin number **04 2640** select "Severe Weather"

This is our primary method of advising you of any closure - if there is no message by 7.45am it means that the school is open as normal.

Other ways of informing parents of school closures, these are:

- By visiting the Highland Council winter weather website:

<http://www.highland.gov.uk/schoolclosures>

- By tuning into Moray Firth Radio who regularly provide updates of school closures.
- By visiting School Stories on your ClassDojo.
- By visiting and liking our Face book page :

Mount Pleasant Primary School Information Service

The decision as to whether a pupil should attempt to travel to school in adverse weather conditions, whether by transport or by foot, lies with the parent. Please be assured that if you decide that it is unsafe for your child to come to school the absence will be classed as an authorised one - all you have to do is leave us a short message on our Absence Line **01847 896030**. You are encouraged to read the Education Authority policy guidelines on travelling to school in adverse weather conditions. This policy can be found by visiting **www.highland.gov.uk**

Should it be necessary to close the school during the school day it is essential we have emergency contact information for every child. It is the parents/carers responsibility to ensure such information held by the school is kept up to date and that we are informed in writing of any changes at the earliest opportunity.

We would be very grateful if you do not telephone the school at these times as the staff and phone lines will be tied up arranging collection and transport for children.



"I like that everyone cares about each other"

HEALTH AND WELFARE

Parental permission is sought in advance to allow the school nurse to examine pupils in P1 and P7. Parents may be present at the examination if they wish.

At Mount Pleasant we are lucky enough to have a tooth brushing scheme for Primaries 1 and 2. Children are encouraged to brush their teeth after they have eaten their lunch. Pupils are supervised during the brushing which takes place in the girls' gym changing room during lunch break. The Child Smile Dental Health team also visit our school annually for fluoride varnish application. These are carried out once parental permission is given.

For more information please visit:

<http://www.child-smile.org.uk>

FIRE SAFETY

Regular Fire Drills are held in school to ensure all pupils and staff are familiar with the school's evacuation procedures.

HIGHLAND COUNCIL CHILD PROTECTION POLICY

From time to time incidents can occur within the school setting, which cause concern and could indicate that a pupil is suffering some form of abuse. In terms of Highland Child Protection Committee Inter-agency Protection Guidelines, Education Service staff must report such incidents to Social Work Services which can lead to a joint Social Work/Police investigation. All agencies involved in Child Protection are obliged to make the welfare of children their paramount consideration and this will be a priority for Education Service staff.

More information about Child Protection Procedures within Highland can be obtained from the *Child Protection Development Officer, Highland Child Protection Committee, Kinmylies Building, Leachkin Road, Inverness, IV3 8NN - Telephone (01463) 703483, Fax - (01463) 713237*

ACCESS TO PERSONAL RECORDS

Parents will have ready access to the files and records of their own children, but will not have access to information about any other child.

PHOTOGRAPHY IN SCHOOL

Mount Pleasant School recognises the issues of child protection and personal privacy and that a policy aimed at safeguarding pupils exists. We strictly adhere to The Highland Council Photography Procedures for Schools.

DATA PROTECTION

Any information you have supplied/any information gathered from or about pupils will be used only for the purpose for which it was provided and any relevant procedures following from this. This data will be maintained in accordance with the Act and will not be passed on to any other organisation without your prior approval unless this is a legal requirement.

POLICIES AND PRODECURES

Mount Pleasant Primary adheres to relevant Highland Council Schools Policies and Procedures. Please follow visit the following URL if you would like to read more about these policies.

http://www.highland.gov.uk/info/893/schools_-_general_information/29/school_policies_procedures_and_guidelines



"Mount Pleasant is a really great school because everyone is helpful and teachers are kind."

SCHOOL ACTIVITIES

HOUSE CAPTAINS

All children are members of House Teams. House Captains are elected from P7 and are given responsibility for organising a range of events during the year. Interested candidates are ranked by interviews hosted by the Head Teacher and P7 Teacher - from there the children participate in a whole school election.

PUPIL COUNCIL

A Pupil Council is established in the school. The Council members are voted for by their classmates. The Council meets regularly throughout the school year under the guidance of Mrs McNicol and these meetings are minuted. The purpose of the Council is to encourage the children to be involved in the running of their school, putting forward their ideas for improvements and solutions to problems.

ECO COMMITTEE

The Eco Committee comprises representatives from P4-7. The members are voted for by their classmates. The Committee meet regularly throughout the year under the guidance of the Principal Teacher. There are also staff and parent members on the Committee. The Committee who have been awarded a "Silver Flag" from Eco Schools Scotland aim to achieve a green flag over the next year or two.

FLAG

The FLAG group is the Food for Life Action Group. They work to improve not only the nutrition that children have but to improve the quality of food experiences. Food is not just what you eat and when you eat it; it brings families and communities together. Food can help children learn about sustainability for the future. FLAG looks at helping children see food from farm or garden to plate. The group will promote ways of making the dining experience a positive one, where social interaction and good communication are paramount. For centuries in Scotland food has brought people together to share moments of happiness, sadness and to celebrate special events. This cultural sharing of food and stories is important for children to learn and develop their cultural awareness and strengthen their knowledge of the world around them. The FLAG group aims to encourage interaction between staff, pupils, parents and the community to make Food habits in Scotland a priority. Through food children can learn so much and FLAG are there to support this learning.



"In Primary 7 I liked doing the House Captain Elections"

SCRIPTURE UNION

Volunteers provide lunch time sessions fortnightly for P4-7 pupils throughout the year.

CAITHNESS MUSIC FESTIVAL

Mount Pleasant Primary participates in the Caithness Music Festival in June every year. This can range from school choirs to individual solos, poetry reading and differing music categories.

PRIMARY 7 RESIDENTIAL TRIP

The Primary 7's have an opportunity to go on a weeklong residential trip. This year they are going to Fairburn Activity Centre near Beaulieu where they will experience a variety of outdoor activities.

EDUCATIONAL VISITS

Opportunities are provided for pupils to take part in educational visits and excursions. These vary in type according to the age of the pupils, with our youngest pupils participating in short local visits while senior pupils are given the opportunity to take part in residential visits of up to a week in length. Occasionally, parents will be asked to contribute towards the cost of transport etc but, wherever possible, these costs are met from school funds.

SPORTS

Sports Day is organised annually by the staff and all children are encouraged to participate in a variety of events. Parents are invited to attend. The school takes part in many sporting events over the year. There are inter-school competitions for football and netball, which the P6-7 pupils are encouraged to take part in.

The local Active Schools Co-ordinator, Kenny Russell, organises various sporting activities throughout the year such as:

- Fitness checks for P7 pupils
- Rugby for all age groups
- Highland Games
- Dance Workshops
- Inter-school Swimming Gala
- Athletics
- Football
- Aerobics
- Shinty
- Inter-school Sports



"Sports Day is really fun"

"The PE classes are fun"

COMMUNITY PARTNERSHIPS

We are lucky enough to run After School Clubs. On a Monday we host the Caithness Junior Orchestra run by Katrina and Susie from Caithness Music.com. During terms 3 & 4 Mrs Wares and Mr Harper coach our netball and football teams. Mr Harper runs our very popular weekly Homework Club.

Other visitors who have helped out with class lessons include:

Thurso Police

Riding for the Disabled

STEM Ambassadors

Thurso Library

Episcopal Church

Thurso Town Improvements

We encourage the children to become Responsible Citizens by thinking of others and what they can do help. The school supports the Blythswood Shoe Box appeal and, within the last year, have taken part in local and national events raising funds for Children in Need, MacMillan Coffee Morning, Red Nose Day, Thurso Town Improvements to name a few.



"We do fun days like Children in Need, Red Nose Day and more"
"We have great fun making money for charity"

WORKING WITH PARENTS

We are very keen to promote a strong home-school relationship. Parental opinions matter a great deal; these allow us to recognise our strengths and address any weaknesses. Currently we do this by working closely with our Parent Council, regular parental contact and consultation. We also conduct our Annual Survey so we can gauge improvements being made or recognise potential problem areas. In the meantime we actively encourage parents to contact us if they have any comments, suggestions or issues they would like addressed.

VISITS TO SCHOOL

Parents are always welcome to visit the school to discuss any aspects of their child's educational experience. Appointments can be arranged with the office if parents wish to meet with teachers or the Head Teacher. However, we are more than happy for you to pop in at any time and whenever possible we will attend to your query there and then.

Throughout your child's career at Mount Pleasant there will be many opportunities to come in to your child's class to participate in a range of activities. You may even have skills or knowledge that could be shared with the children, eg, baking, crafting, etc. Information about topics the children are covering will be shared through the class newsletters. All volunteers are gifted a "leaf" to display on our "Helping Hands Tree" in the main hall.

Parents' Evenings are held twice a year and give parents the opportunity to have a ten minute appointment with their child's class teacher. These are held in November and March.

A security system is in operation and all visitors can access the school by ringing the visitors' bell at the main entrance. While children are in school there is no other access to the building.

HOMEWORK

One of the most important aspects of homework is the link it provides between home and school, enabling parents to see their child's progress with class work. Homework is useful in encouraging pupils to pace their work and to develop the study habit, approximately half an hour each evening should suffice. Homework should be done in a quiet, comfortable place, away from distractions such as television. For older children it may involve research associated with ongoing classroom work.

Although some homework can be tackled independently, we would encourage parents to show interest in their child's work and assist or encourage them, as they feel appropriate. A parent or responsible adult must sign all homework.



"I always feel welcome in Mount Pleasant School, it is a friendly environment for parents"

EMERGENCY CONTACT

Minor emergencies may arise such as a fall in the playground or gym. Parents are all too aware that children can become ill quite quickly. For these reasons it is essential the school is able to contact a parent, or an appointed emergency contact, at any time during the school day. The school will issue Emergency Contact Forms annually to keep records up to date and we ask that parents inform us as soon as possible of any change in circumstances.

No child will be sent home without either a parent or emergency contact being informed and asked to come to the school to collect the child. In the case of an emergency, medical services will be contacted and if necessary the child will be transported to the nearest Health Centre or Hospital as appropriate. Parents will be contacted at the earliest opportunity.

INFORMATION FOR PARENTS

Newsletters and notes are issued regularly by the school to every child in school. These are intended to keep parents up to date with holiday dates, pupil achievements, school events etc. There are several ways that notes, information and newsletters are distributed to parents - these are by ClassDojo, Facebook, School Website and schoolbag mail - it is therefore extremely important that parents make a habit of checking their Dojo account, Facebook or children's school-bags for these newsletters. Additional class newsletters/notes are issued at various times during each term in the same manner

The school website can be found at mount-pleasant-primary.co.uk. This contains information about past and forthcoming events, policies and reports, dates for your diary, pupil blogs, galleries, menus and much more.

Facebook - you can find us by looking us up under **Mount Pleasant Parent Information Service** All you have to do is "Like" our page and our updates will then appear on your Facebook Newsfeed. This page is purely to distribute information for parents of pupils in our school - for example; school events, dates for your diary, details of notes issued and youth opportunities in the local area. At no time will we post personal information or photographs of children on this page. Only administrators may post to this page and the messenger facility is disabled. Please do not post questions or personal information on any of the post as this page is not checked by admin on a regular basis - if you have any questions or issues then please just phone or call into the school.



"Mount Pleasant is great because we have all sorts of fun things like Summer Fayres, Christmas Shows, football and netball"

PARENT COUNCIL

Parent Councils play an active role in supporting parental involvement in the work and life of the school, while also providing opportunities for parents to express their views on children's education and learning. At Mount Pleasant Primary we are extremely fortunate to have an active and supportive Parent Council.

The Parent Council is a group of parents selected by members of the Parent Forum to represent all the parents of children at a school. Teachers and other Highland Council staff may also attend these meetings. The Parent Council also has Office Bearers who are elected at the AGM, which is held in October.

The Parent Council is there to represent the parents/carers of children at the school. Mount Pleasant Primary School Parent Council welcomes all parents from Nursery upwards to get actively involved in helping with fundraising, school events and meetings; these are usually held once per term.

Activities which the Parent Council may be involved in include:

- supporting the work of the school
- gathering and representing parents'/carers' views to the Head Teacher, Education Authority and HMIE
- promoting contact between the school, parents/carers, children and young people and the local community
- fundraising
- involvement in the appointment of Senior School Staff

The current Parent Council post holders are as follows:

Chairperson	Audrey Mulgrew
Treasurer	Elaine Laird
Secretary	Linda Manson
Vice Chairperson	Sandra Mann

COMMENTS/COMPLAINTS

We hope you will enjoy your child's time at school and welcome comments or suggestions, which could help us to improve our service and there are a variety of opportunities to do this over the course of the school year. Although we strive to resolve issues quickly and efficiently there may be times where parents wish to complain about certain aspects of our school, staff or pupil welfare. The current procedure, in the first instance is to contact the Head Teacher. If your complaint is regarding the Head Teacher then your complaint should be made to the Area Education Manager, Drummie, Golspie, Sutherland. KW10 6TA Tel: 01408 635343, Fax: 01408 634041. All complaints will be dealt with in a confidential and sympathetic manner and response will be made within 5 days or within an agreed timescale should further investigation be required.



"I like Mount Pleasant because they make learning fun"

USEFUL LINKS, ADDRESSES AND TELEPHONE NUMBERS

Highland Council

www.highland.gov.uk/learninghere/schools/informationforparents/

Highland Council Policies and Procedures

www.highland.gov.uk/info/893/schools_-_general_information/29/school_policies_procedures_and_guidelines

Guidance on the Scottish Schools (Parental Involvement) Act 2006

www.scotland.gov.uk/Publications/2006/09/08094112/0

Parentzone provide information and resource for parents and Parent Councils

www.educationscotland.gov.uk/parentzone/index.asp

Highland Council policies can be found on at:

<http://www.highland.gov.uk/learninghere/schools/policies/>

Children in Scotland: Working for Children and their Families (Enquire)

<http://enquire.org.uk/>

Scottish Independent Advocacy Alliance

<http://www.siaa.org.uk/>

Scottish Child Law Centre

<http://www.sclc.org.uk/>

AREA EDUCATION MANAGER

Jacquelyn Jennett

Highland Council - C&L

Drummuie,

GOLSPIE

Telephone: 01408 635338

THURSO HIGH SCHOOL

Mrs Kathryn Mackay

Acting Head Teacher

Ormlie Road

Thurso

Telephone: 01847 893822

COMMUNITY PAEDIATRICIAN

EDUCATIONAL PSYCHOLOGIST

Jenny Fraser-Smith

Culcabock Education,

Inverness,

SCHOOL NURSE

Mrs Yvonne Mackintosh

Caithness House

Market Place

Wick

SCHOOL NURSE

Ms Susan Arnold

Caithness House

Market Place

Wick



"Mount Pleasant is the best school ever"

TRANSFERRING EDUCATIONAL DATA

Education authorities and Scottish Government have collected data about pupils on paper forms for many years. We now work together with schools to transfer data electronically through the ScotXed programme. Thus Scottish Government has two functions: acting as a 'hub' for supporting data exchange within the education system in Scotland and the analysis of data for statistical purposes within Scottish Government itself.

WHY DO WE NEED YOUR DATA?

In order to make the best decisions about how to improve our education service, Scottish Government, education authorities and other partners such as the SQA and Careers Scotland need accurate, up-to-date data about our pupils.

We are keen to help all our pupils do well in all aspects of school life and achieve better examination results. Accurate and up-to-date data allows us to:

- plan and deliver better policies for the benefit of all pupils,
- plan and deliver better policies for the benefit of specific groups of pupils,
- better understand some of the factors which influence pupil attainment and achievement,
- share good practice,
- target resources better.

DATA POLICY

The ScotXed programme aims to support schools and Local Authorities by supporting the collection, processing and dissemination of statistical information required for planning, management and monitoring of Scottish education services.

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

The individual data collected by Scottish Government is used for statistical and research purposes only. We hope that the explanations contained on the ScotXed website will help you understand the importance of providing the information.

YOUR DATA PROTECTION RIGHTS

The collection, transfer, processing and sharing of ScotXed data is done in accordance with the Data Protection Act (1998). We also comply with the National Statistics Code of Practice requirements and other legislation related to safeguarding the confidentiality of data. The Data Protection Act gives you the right to know how we will use your data. This message can give only a brief description of how we use data. Fuller details of the uses of pupil data can be found on the ScotXed website (www.scotxed.net).

Scottish Government works with a range of partners including HM Inspectorate of Education and the SQA. On occasion, we will make individual data available to partners and also academic institutions and organisations to carry out research and statistical analysis. In addition, we will provide our partners with information they need in order to fulfil their official responsibilities. Any sharing of data will be done under the strict control of Scottish Government, which will ensure that no individual level data will be made public as a result of the data sharing and that these data will not be used to take any actions in respect of an individual. Decisions on the sharing of data will be taken in consultation with relevant colleagues and individuals within and outwith Scottish Government.

CONCERNS

If you have any concerns about the ScotXed data collections you can email the Senior Statistician, Peter Whitehouse, at Peter.Whitehouse@scotland.gsi.gov.uk or write to The ScotXed Support Office, Area 1B, Victoria Quay, Leith, EH6 6QQ. Alternative versions of this page are available, on request from the ScotXed Support Office, in other languages, audio tape, braille and large print.

WANT MORE INFORMATION?

Further details about ScotXed are available on the ScotXed website, www.scotxed.net, which contains a section on 'frequently asked questions' at:

<https://www.scotxed.net/jahia/Jahia/lang/en/pid/220>.

 *"I like the school trips and can't wait for Fairburn!!!"*

 *"My children are very happy going to school."*