

Dalneigh Primary School

Handbook

2022/23

Dalneigh Primary School

St Ninian Drive

Inverness

IV3 5AU

Tel: 01463 232636

Head Teacher: Rhona MacCormick

dalneighblog1.wordpress.com

dalneigh.primary@highland.gov.uk

Facebook: Dalneigh PS

Twitter: Dalneigh PS

Be the best you can be

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Head Teacher's Welcome

Dear Parents/Carers

Welcome to Dalneigh Primary School.

Your child is about to join our family here at Dalneigh and this can be an apprehensive time for you both. We aim to make this move as smooth as possible and will work closely with you to ensure your child reaches their full potential whilst with us.

We encourage our children to be the best they can be and provide a variety of opportunities for them throughout their time with us.

If we can help in any way, please do not hesitate to contact us.

Kind regards

Rhona MacCormick
Head Teacher

December 2021

The ongoing pandemic continues to affect the normal running of schools in many ways. This Handbook reflects the way the school *usually* runs but does not cover all of the changes that we have made because of the pandemic. Our arrangements have changed in many ways since March 2020, and may well change again, depending on how the pandemic develops. For the most up-to-date information about any aspect of the work of the school, please make contact and we will be able to tell you about our current arrangements. For the latest information about how the pandemic affects children, young people and families across Scotland, please visit the [Scottish Government website](#), which has helpful information [about Coronavirus and its impact on education and children](#).

Contact Details

Dalneigh Primary School

St Ninian Drive

Inverness

IV3 5AU

Tel: 01463 232636

Website: dalneighblog1.wordpress.com

Email: dalneigh.primary@highland.gov.uk

Facebook: Dalneigh PS

Twitter: Dalneigh PS

Parent Council Chairperson: Elaine Johnston Email: ejohnsto35@aol.com

Good communication is vital in any school and parents are encouraged to contact the school if they wish to discuss an issue.

You can telephone the school directly and arrange a time to meet with a teacher or member of staff or you can send in a note to your child's Class Teacher or come directly to the school office.

We have the Connectus app and this keeps families up to date with what is happening in the school and is good to refer to for dates of events. If you need the login details, please get in touch with the school office.

About the School



Dalneigh School was built in 1954 and officially opened in 1957. The name Dalneigh comes from the Gaelic Dail an Eich, which means field of the horse. The area was known for its horse racing in the 1600's.

It provides education for children in P1-P7 and also 3 and 4 year olds in our early learning centre. The school is within easy walking distance of all parts of Dalneigh, the Caledonian Canal, Eden Court Theatre and the town centre. A copy of the catchment area, which populace is around 1,000 people, is available from the school office. The current school role is 250 pupils with a further 40 places available in the early learning centre.

At the school, we really want the very best for all of our children and we work closely with parents and other partners in the wider school community. Relationships are at the heart of all we do at Dalneigh.



School Staff

Head Teacher
Depute Head
Principal Teacher

Mrs Rhona MacCormick
Mrs Louise Kinnear
Mrs Julie Wilson

Class Teachers

P1 Mrs D Cameron
P1/2 Miss S Marwick
P2/3 Mrs K Gillespie
Mrs C Kennedy
P3 Miss H Russell
P3/4 Miss E MacKenzie
Mrs R Cant
P4 Mr M Doyle
P5 Mrs M Mason
P5/6 Mr D McDonald
P6 vacancy
P7 Miss K Clark
CCR Mrs M Paterson

Support for Learning Teachers

Mrs J Gut
Mrs L Folly

Nursery

Mrs S Maciver
Mrs F Simpson
Ms Munro
Mrs S McCairn

Pupil Support Assistant

Mrs W Kelsey
Mrs G Rattray
Ms H Hodge
Mr F Cabrera
Mrs A Kinani
Mrs Waiya Sajjad
Mrs Siread Woolley
Mrs M Mlynarczyk
Mrs D MacKenzie

CSW

Vacancy

Clerical Assistant

Mrs D Martin

FMA

Mrs V McCracken

Catering Staff

Mrs R MacDonald
Mrs M Maciver
Mrs K Ronaldson
Mrs D O'Kane

Mrs J Wright

Cleaning Staff

Mrs M MacPherson
Mrs A Duncan
Mrs J Wright

The School Day

P1-3: 9.00-2.30pm

P4-7: 9.00-3.00pm



Break time

10.45-11am (*currently staggered between 10.10am and 11.00am*)

Children may bring a snack for break, but please remember that we are a health promoting school so we would prefer children did not bring sweets for their snack.

The children can also visit the tuck shop, operated by the school canteen. They may purchase toast, fruit and other healthy snacks as well as bottles of water.

This is currently suspended.

We encourage children to drink water throughout the school day and a bottle of water can be kept in the classroom, however this must be just plain water.

Cans, fizzy and energy drinks and glass bottles are not allowed in school at any time.

Lunchtime Arrangements

12.00 – 12.45pm P1, P1/2, P2/3, P3

12.15 – 1.00pm P3/4, P4, P5, P5/6, P6 and P7

School Ethos

They make learning fun

Great education

We want our children to be the best they can be!

They are encouraged to work hard and give their best at all times. We regularly discuss manners and respect, and encourage our children to always do the right thing.

After discussion with pupils and staff the four Core Values we chose for Dalneigh are to be

Respectful



Staff always have time for what you say

All staff are helpful

Makes you feel safe

We have great values

We all treat each other with respect, staff and pupils

Happy

We are the best

Sometimes things can be tricky but it's a good school

Caring

All staff are respectful

We work as a team



Honest

Great pupils

At Dalneigh, we celebrate the children's success both in and out of school in a variety of ways. Children are encouraged to bring in medals and certificates

from clubs out with school for us to photograph for our 'Dalneigh News' wall. We have weekly Star of the Week certificates and children receiving this award get to choose a treat from the Head Teacher.

We value our local community and all it has to offer. We have created partnerships with local groups and business, these include

- James Cameron Community Centre
- Dalneigh Church
- Police Scotland
- British Waterways
- Sustrans
- Bikeability Scotland
- MFR
- Highlife Highland
- John Muir Trust
- Outward Bound Trust
- Morgan Sindall
- Dalneigh Stores
- Tesco Metro
- Inverness Cathedral
- Clarity Walk

At Dalneigh, we work with a number of organisations as we strive to do our very best for our pupils. We are very proud to have achieved our Silver Award for Rights Respecting Schools and we have just started to work towards our Gold Award. Kit bags have been introduced to support the children's emotional well-being and we have worked with Children 1st to do this.

https://www.highland.gov.uk/downloads/file/11627/promoting_diversity_and_equality_policy

[https://www.highland.gov.uk/info/886/schools -
_additional_support_needs/1/support_for_learners](https://www.highland.gov.uk/info/886/schools_-_additional_support_needs/1/support_for_learners)

Absences

Good attendance is vital if pupils are to achieve their full potential, but if a pupil is absent from school, a parent or guardian should hone the school on the first day of absence, on either the school message number: 01463 252260 or the school number: 01463 232636. When returning to school after an absence, the parent or guardian must give written reason for the time absent.

Permission to leave during the school day: If a pupil needs to leave during the school day for an appointment, etc. pupils need to bring with them a note from parent or guardian. Pupils must report to the school reception and 'sign out', if returning the same day, they must report again to the reception and sign in. Where at all possible, medical and dental appointments should be made out with school hours.

If pupils fall ill during the day, parents are contacted for them to collect their child, therefore it is essential that we have up to date daytime contact numbers and emergency contact numbers for all pupils.

Schools are required to keep an attendance register by law. We have a responsibility for the care and welfare of all pupils during the school day therefore need to know the whereabouts of absent pupils.

When parents are considering whether or not to remove their children from school for a family holiday, they should be aware that such a decision:

- Will result in a significant loss in classroom experience
- Will result in a pressure to 'catch up' on missed work by pupils
- Could result in pupils missing assessments with consequential impact on pupils and teachers
- Could result in the loss of curricular activities
- Will affect school attendance records and efforts to raise standards of attendance

- Under the guidance issued at a national level, most family holidays will be coded unauthorised absence, only in exceptional cases will the absence be recorded as authorised

In conclusion, we would ask parents to be aware of these considerations when making decisions on planning holidays during term time. We have enclosed a link to the school term dates on the Highland Council website to aid parents in planning any holidays they may be considering.

https://www.highland.gov.uk/info/878/schools/32/school_term_dates

If parents decide to make holiday arrangements during school term, this should be confirmed in writing to the Head Teacher.

During the current pandemic, we may need to amend our approaches to recording attendance, for example if it becomes necessary for pupils to work from home. For more details, please contact the school.

Placing requests

Each school serves its own particular catchment area. Pupils whose homes are located in that area, will have priority in being allocated a place in the school. However, parents have the right to specify the school in which they wish to place their child. Application must be made to the Area Education Manager, Glenurquhart Road, Inverness IV3 5NX where placing request forms can be obtained from.

https://www.highland.gov.uk/info/878/schools/887/enrol_your_child_for_school

Transportation to and from school, for placing request pupils, is a parental responsibility.

If pupils live out with the school catchment area and their parents wish them to attend Dalneigh Primary School, they can contact 01463 232636 to arrange a visit.

Parents of children with additional support needs, (including those that have Coordinated Support Plans) can make placing requests to any school in Scotland including schools outside of the local authority area they live in. All appeals about placing requests to special schools will be referred to the Additional Support Needs Tribunal.

If your child attends this school but you live outside the catchment area of our associated secondary school—Inverness High School, you will need to complete a placing request to the Area Education Manager (address above) **prior to your child attending Secondary School and no later than the 15th of March the year your child will be transferring.** Please note that there is no guarantee that your placing request will be granted. Furthermore, you should still enrol your child at the local secondary school for the area in which you live. You should do this well before your child's entry to the school in August. Transportation to and from school, for placing request pupils, is a parental responsibility. Please note that transport is not a school responsibility and any queries should be addressed to the Local Transport Officer, Transport Office: <http://www.highland.gov.uk/learninghere/schools/informationforparents>.

Promoting Positive Behaviour

At Dalneigh we promote positive behaviour using praise and a range of rewards including stickers, house points, extra breaks and Star of the Week certificates to reward and reinforce positive behaviour.

We aim to deal with problems in a restorative way and encourage the children to reflect on their behaviour. A copy of our behaviour policy can be found here

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

https://www.highland.gov.uk/downloads/file/19358/anti_bullying_-_guidance_for_schools

Complaints and Requests for Service

If a parent has any concerns they should contact their child's Named Person in the first instance, (this will usually be the Head Teacher in a primary school and Guidance Teacher in a secondary school) or the Senior Management Team for more serious issues.

The school will always endeavour to resolve issues by listening to parents and seeking solutions in partnership. Should a situation not be resolved, parents can contact the Area Education Manager Glenurquhart Road Inverness IV3 5NX.

Please note that transport is not a school responsibility and any queries should be addressed to the Transport Development Officer, Highland Council, Glenurquhart Road, Inverness IV3 5NX, or public.transport@highland.gov.uk.

All concerns will be investigated fully and recorded on our system.

Parentline: <https://www.children1st.org.uk/help-for-families/parentline-scotland/>

Pupil Council

Each class nominates a representative to give input on school improvements.

PUPIL COUNCIL



P1	Kian Scobbie	Emilia Vukicea
P1/2	Jack Holland	Amaya Stevens
P2/3	Raffy Ayorinde	Amelia Carruthers
P3	Olus Jesionowski & Niko Kucharski	AJ Angus & Lauren Anderson
P3/4	Vanessa Rahim	Lily Anderson
P4	Lily Mlynarczyk	Charlotte Dingwall
P5	Daniel Reid & Ariya Stewart Mulroy	Amber Martin & Sebastian Manning
P5/6	Sean Miller	Shaun MacLean
P6	Arran Miller	Gabriela Petersone
P7	Ellie Craig	Ali Wojcieszczuk & Abi Grzegorek

Dress Code

All pupils are expected to wear the Dalneigh School Uniform this adds to the sense of belonging at school.

Dalneigh Primary School Uniform consists of:

- Red sweatshirt or cardigan with school badge
- White shirt/ blouse or polo shirt,
- Black or grey trousers or skirt



Children also have the option to wear their white shirt with a school tie. School uniform can be purchased from Schoolwear Made Easy, Harbour Road, Inverness or online at www.myclothing.com

School ties are available to buy from the school office.

The school can become warm throughout the day and children may remove their jumpers or cardigans, please ensure that all clothing is labelled to ensure that it does not get lost.

All children change into indoor shoes on arrival in school. Black pumps are ideal for this.

PE kit should be brought in on Monday and kept in your child's tray until Friday. No football tops please.

Outdoor Clothing

Suitable outdoor clothing and shoes should be worn every day, especially in the autumn, winter and spring term when the weather can be unpredictable. The children spend their break times outside unless there is torrential rain or we have problems with snow. Please clearly label all items of outdoor clothing so that things don't get lost.

[https://www.highland.gov.uk/info/899/schools -
grants and benefits/10/free school meals and assistance with clothing](https://www.highland.gov.uk/info/899/schools-_grants_and_benefits/10/free_school_meals_and_assistance_with_clothing)

School Lunch

From August 2021 all Primary 1-4 children are entitled to a free school meal.

This Scottish Government funded initiative will entitle all Primary 1 to 3 children to a free school meal at lunchtime only – you will still need to provide your child with money for any other service provision in school such as morning break or breakfast. The meal is completely optional and all the choices provided are healthy and nutritious and meet all the requirements of the Scottish School's Health Promotion and Nutrition Act.

There is no application form involved for a child in Primary 1-3 to have a school meal however you will still need to apply for clothing grants where applicable. If your child has a medically confirmed special diet an application form (available on request from school) must be completed and returned to the Head Teacher.

This initiative does not cover children in Primary 5 to 7, who, if entitled still need to apply for Free School Meals following the usual process.

All Highland Primary Schools have been awarded the bronze Food for Life Catering Mark, for more information on school meals and to view school meal menus please visit –

https://www.highland.gov.uk/info/878/schools/9/school_meals

Clothing Grant and Free School Meal Application Form-

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

Menus are provided by Highland Council and copies are sent home and available on The Highland Council website -

https://www.highland.gov.uk/downloads/download/9/school_menus

Every effort is made to accommodate any child who, for medical reasons, requires a special diet.

The dining hall is always supervised by staff.

The cost of a school meal is £2.30.



Packed Lunches

As we are a Health Promoting School, it is expected that packed lunches will provide a healthy and balanced meal.



Home Lunches

The majority of our pupils stay in school for a school dinner or bring a packed lunch; however, you may choose to take your child home for lunch. To ensure that there is no misunderstanding about arrangements parents must ensure that they telephone the school or send a letter before a child goes home for lunch.

If a pupil is to go home every day, a letter at the beginning of each term will be sufficient. Pupils whose parents have chosen to have their child at home for lunch are in the care of their parents for the duration of the lunch break.

Breakfast Club

We currently run a Breakfast Club from 8.30am until 9am. If you would like your child to attend, please ask for a registration form from the school office. There is no charge for this.

After School Clubs

Day	Time	Activity	Class
Monday	2:30- 3	Multi sports	P1-3
	3 - 4		P4-7
	3 - 3	Creative Writing	P5 -7
Tuesday	3-4	Choir	P4-7
Wednesday	3-4	French	P6-7
Thursday	3-4	Board Games	P4-7

Curriculum

Scotland's curriculum places learners at the heart of education. At its centre are four fundamental capacities. These capacities reflect and recognise the lifelong nature of education and learning. They:

- Recognise the need for all children and young people to know themselves as individuals and to develop their relationships with others, in families and communities.
- Recognise the knowledge, skills and attributes that children and young people need to acquire to thrive in our interconnected, digital and rapidly changing world.
- Enable children and young people to be democratic citizens and active shapers of that world.

Refreshed narrative 2019

The four capacities are:

- Successful learners
- Confident Individuals
- Effective Contributors
- Responsible citizens

Successful learners at Dalneigh are:

- enthusiastic and motivated to learn
- determined to reach high standards of achievement
- open to new thinking and ideas

Confident individuals at Dalneigh have:

- self-respect
- a sense of physical, mental and emotional wellbeing
- secure beliefs
- ambition

Effective contributors at Dalneigh have:

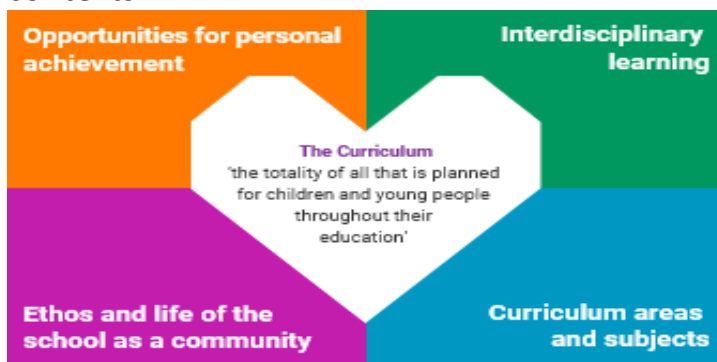
- an enterprising attitude
- resilience
- self-reliance

Responsible citizens at Dalneigh have:

- respect for others
- commitment to participate responsibly in political, economic, social and cultural life

As part of their learner journey, all children and young people in Scotland are entitled to experience a coherent curriculum from 3 to 18, in order that they have opportunities to develop the knowledge, skills and attributes they need to adapt, think critically and flourish in today's world.

Curriculum is defined as the totality of all that is planned for children and young people from early learning and childcare, through school and beyond. That totality can be planned for and experienced by learners across four contexts:



Literacy is at the heart of all learning and at Dalneigh Primary it is our main priority, especially in the early years. Pupils are taught the skills they need to successfully develop their reading, writing, talking and listening skills co-operatively. All these skills are reinforced across the curriculum with IDL projects and in other curricular areas. We are working hard to create a love of reading with the children and regularly invite guests in to read to our children. We have also developed our library and bought lots of lovely new books.

Maths is another core subject at Dalneigh. We aim to provide children with a good understanding in maths and equip them with excellent skills for lifelong learning. Maths is taught in line with the Highland Numeracy Strategy and teachers aim to deliver active, meaningful lessons to reinforce mathematical concepts in an engaging manner.

Throughout their time at Dalneigh, the children will go on trips out of school to consolidate their learning. Trips could range from visiting the local supermarket to see where our food comes from to visiting the beach. As the children reach the senior end of the school we start to introduce residential trips.

Primary 6 visit Edinburgh and stay for two nights. We visit many of the attractions in Edinburgh and for many of our children, this is the first time they have stayed away from home.

Primary 7 have a four-night residential trip to Loch Eil. The majority of this trip is spent outdoors trying out new activities such as kayaking. This trip gives the children a chance to challenge themselves and develop their team work skills.

At Dalneigh we want our children to be aspirational and to leave us at the end of Primary 7 with knowledge of the jobs available to them and in a position that they can be whatever they want to be. At every opportunity we will have visitors in to school to talk about their jobs.

We recently had a working group to look at our Relationships and Sexual Health policy. This group included parents and staff. This area of the curriculum is covered throughout your child's time in primary school and is built upon each year. We will let you know by letter when your child is covering this topic.

All children in Primary 6 and 7 have their own Chromebook and this is used to support their learning. Younger children have access to Chromebooks and laptops on a regular basis.

French is taught throughout the school as a second language. We also learn BSL.

If you would like to find out more about Curriculum for Excellence follow the link below.

<https://education.gov.scot/parentzone/>

Religious Observance

The school attends Dalneigh Church three times a year; summer, Christmas and Easter. Parents are invited to these services.

The local minister attends assemblies termly when he can.

Unfortunately, due to Covid restrictions this has not been possible recently.

Special arrangements will be made for pupils whose parents do not wish them to participate in religious observance.

Support for Pupils

Additional Support Needs

Class teachers, in conjunction with Additional Support Needs Teachers monitor the progress of pupils with additional support. The needs of such pupils are generally catered for within the normal curriculum but with specialist advice and support as required. If necessary, a child's plan may be put in place to help plan, organise, monitor and regularly review a child's progress. Parents and pupils will be involved in these procedures and in reviews. More information can be found about the Highland Council model for support and child's plans at:

[http://www.highland.gov.uk/downloads/file/230/highland_practice_model - delivering additional support for learners](http://www.highland.gov.uk/downloads/file/230/highland_practice_model_-_delivering_additional_support_for_learners)

[http://www/highland.gov.uk/download/downloads/id/11/co-ordinated support plan](http://www/highland.gov.uk/download/downloads/id/11/co-ordinated_support_plan)

Sometimes a Children's Services Worker will be involved in supporting a child. A CSW is often based at the school and will generally focus on more social and emotional needs rather than issues about the curriculum or classroom learning. They:

- work in collaboration with the support team in school
- work to support families in their own communities
- work with individual pupils and small groups – offering a further level of support

Parents/Carers will **always** be involved in discussions about any additional support being suggested for their child and any need that may be identified within the school. At Dalneigh we work hard to ensure the needs of all our pupils are being met and we regularly review support to ensure this is happening.

Highland Council would seek to work in partnership with parents at all times, but sometimes you will have a concern that you don't feel is being addressed, or will want to talk to someone out with the school. Should you have any concerns that your child's additional needs are not being met, you should contact your child's named person in the first instance. This will usually be the Head Teacher.

If you require further information or advice please follow the link below;
Support for Learners Websites and further information;

- (a) **Enquire – the Scottish advice and information service for additional support for learning** <http://enquire.org.uk/>
- (b) **My Rights, My Say – an advocacy and advice service for young people over 12 with additional support needs** <http://enquire.org.uk/myrightsmysay/>
- (c) **[Scottish Independent Advocacy Alliance](#)**, an advocacy service to support parents and children
- (d) **[Scottish Child Law Centre](#)**, an organisation providing free legal advice to young people

Progress

Parents wishing to enquire about a pupil's progress or have concerns about their progress are invited to get in touch with the class teacher in the first instance or Head Teacher.

Transition

Parents/ carers will be involved in discussion regarding their child's move to secondary school. Enhanced transitions can be arranged to help with the move and this can include additional visits to the school and meeting staff to help build relationships.

Reporting and Assessment

As a school, we seek to provide information to pupils, parents and staff to assist in the effectiveness of learning and teaching process and in raising attainment.

Teachers will use the assessment process as an evaluative, diagnostic and formative tool to provide evidence of pupil attainment and progress and to inform learning and teaching approaches and pupil targets.

Pupils should view the assessment process as a motivating experience which takes place within the overall context of a supportive school. Pupils should make use of feedback, in all its forms to inform next steps for the improvement of their own learning.

Parents will receive feedback on their son or daughter's progress through pupil reports, progress checks, and target setting information.

Pupils will reflect on their progress, achievement and best work on their profiles.

Progress

Parents wishing to enquire about a pupil's progress are invited to get in touch with their child's class teacher.

You will be invited to a parents evening during Term 2 and again towards the end of Term 3.

<https://education.gov.scot/parentzone/learning-in-scotland/assessment-and-achievement>

School Improvement

This year, because of the pandemic, all schools in Highland are focusing on certain key priorities as follows:

1. Health and wellbeing
2. Recovery of learning, teaching and assessment
3. Attainment in session 2020/21 (focusing on identifying new or widened gaps caused by the Covid-19 situation)

All details of the School Improvement Plan are included in our Standards and Quality Report which is available to view on our website at dalneighblog1.wordpress.com

Attainment has dipped as a result of two school closures due to Covid. Everyone is working incredibly hard to get the children back on track as quickly as possible. Please also remember that each year group is different and this also impacts on attainment.

Data Comparison Chart

Reading		P1	P4	P7	P1,4, 7
	2016	0%	45%	22%	26%
	2017	52%	66%	53%	57%
	2018	91%	38%	62%	65%
	2019	74%	76%	76%	75%
	2020				
	2021	52%	53%	52%	52%
Writing	2016	0%	38%	15%	21%
	2017	42%	37%	39%	39%
	2018	92%	31%	47%	58%
	2019	72%	69%	53%	64%
	2020				
	2021	52%	30%	26%	35%
Numeracy	2016	4%	50%	7%	25%
	2017	48%	57%	42%	49%
	2018	91%	38%	50%	61%
	2019	79%	59%	38%	58%
	2020				
	2021	74%	8%	26%	40%
Listening and Talking	2016	4%	60%	19%	33%
	2017	74%	83%	64%	74%
	2018	91%	58%	74%	75%
	2019	85%	72%	89%	83%
	2020				
	2021	81%	73%	59%	71%

Pupil Equity Fund

The main focus for PEF money is currently literacy and nurture. Additional PSA time and resources have been bought to help support this development. We also offer a Breakfast Club every morning during term time and this is open to all children. A music specialist is also paid for from the fund and all children from P2 – 7 have sessions once a fortnight. (P1 have music sessions with Artsplay).

This session we have also managed to put additional numeracy support in place.

Head Boy and Head Girl

We highly value giving the children responsibility in the school and so each year we give the Primary 7's the chance to become Head Boy and Head Girl. This is a huge honour and children are chosen by vote and interview. They are given extra responsibilities throughout the year and are called upon to represent the school at a number of events.



Head Boy: Ronan MacLean



Head Girl: Emma Turner

Ellie Craig, Ryan Hallam and Laila Sinclair complete our Leadership Team.

Houses

Dalneigh Primary School has a well-established houses system; there are four houses at Dalneigh; Lilac (Blue), Maple (Yellow), Hawthorn (Green) and Rowan (Red). All children are allocated a house, siblings will be in the same house, and they will be given opportunities to earn points for a variety of achievements.

The winning house each term is rewarded with a film.

Primary 7 pupils are elected to represent their house as a House Captain or Vice-Captain for the year and can apply for this role at the start of their P7 session.

Lilac	Captain – Ellie Whitton	Vice – Charlie McQueen
Maple	Captain – Ali Wojcieszczuk	Vice – Malak Kinani
Rowan	Captains – Ali Grzegorek & Amy Fox	
Hawthorn	Captain – Chelsea Grant	Vice – Alex MacPherson

Homework

Following discussion with pupils, parents and staff during the 2016/17 academic year it was agreed that the main focus for homework would be reading. This was reviewed during the 18/19 academic year and parents were happy to continue with the focus of homework remaining as reading. Unfinished work may on occasion also be sent home.

Clubs are amazing

Extra-Curricular Activities

We have a variety of extracurricular activities at Dalneigh. These take place after school. There are also opportunities for children in the middle and upper stages to learn an instrument.

Gymnastics	Board Games
Football – Boys & Girls	French
Karate	Choir
Multi Sports	Creative Writing
Basketball	



We hope to get all clubs up and running soon.

At other times (usually summer months when we can use outside) we have athletics and games for P1-2.

Parental Involvement

The ongoing pandemic has affected the way in which we are able to engage with parents. For the latest information, please contact the school.

We believe that much of the strength of the school lies in the positive relationships between staff, pupils and their parents. These relationships must be nurtured by a healthy exchange of information between teachers and pupils, between home and school. We always welcome parental interest in the welfare of our pupils. Whatever the nature of the issue, you can be assured of our help.

The school works very hard to keep parents informed regarding their child's progress and any key decisions being made about their education. This includes:

- Parents' evenings
- Progress checks
- Target Setting
- Course choice/ Options evenings
- Information on the school website

The support of parents in their children's education is key to the success of young people. Taking time with them, discussing work, practicing language, helping them manage their homework and encouraging responsibility are important ways of supporting children's learning.

The school always seek to involve parents in any key decisions about their child's education and keep parents informed about progress.

Parental information is obtained from questionnaires issued regularly at Parents evenings and from Parent Forums.

Parent Council is a group of parents selected to represent all parents of children at the school. Any parent who wishes to raise an issue for the Parent Council to consider can do so by contacting <insert Parent Council Contact details>

Useful information for parents and how to get involved in your child's education, how to support the school, information on curriculum developments can all be found at Parentzone: <https://education.gov.scot/parentzone/>



Health

Health questionnaires are issued to each pupil on enrolment. Health screening is carried out in P1 by the school nurse team. Periodically other screening may take place throughout your child's time in primary school. Please feel free to contact the school if you wish to speak with the school nurse about health matters.

The school also has the service of a visiting speech and language therapist.


We understand that from time to time some younger pupils may experience toileting accidents at school. This can be embarrassing for the child however staff endeavour to ensure these matters are handled with sensitivity and discretion. Parents will be offered support and advice by the school nurse or other health professionals, if required.

Head lice are often a problem within school and the wider community. Regularly practising 'wet combing' is advisable for parents of children throughout their school years. If head lice are detected, Pharmacists are able to advise on the management of a head louse infection. We would be grateful if you would contact us if you find your child has head lice. Children should be returned to school once they have been treated. We will contact you personally or by letter if we detect head lice and will be able to give advice and support about treatment if required. Information about how to treat and deal with head lice is available from the school at all times. Head Lice 'alert letters' are against Highland Council policy as most schools will have a few pupils with head lice at any one time. In the past these letters have led to parents attempting preventative treatment, this does not work and over-use of treatment may lead to resistance. Head lice information will regularly be included in the school newsletter.

We have a first aider who deals with minor cuts and bruises which occasionally happen in school. If your child has been involved in an incident you will be informed. If the First Aider suspects something more serious you will be contacted straight away.

Mental Health & Wellbeing

Staff will support the emotional development and wellbeing of pupils through formal and informal curricular activities. Any concerns about a pupil's wellbeing can be discussed with the named person. School have access to Highland Council's Primary Mental Health Worker Service and consultation and advice may be sought if there are concerns that might require more targeted support. Parents would always be involved in discussions beforehand and this step would only be taken with full consent from parents and (where appropriate) the pupils themselves. We also have a counselling service available for our senior pupils.



*Someone to talk to
when you're upset*

Administration of Medicines

Administration of Medicines

National Guidance on the Administration of Medicines in Schools has been issued by the Scottish Government.

<https://www.gov.scot/publications/supporting-children-young-people-healthcare-needs-schools/>

This guidance is based on a number of common principles that will be consistently applied when identifying, supporting and reviewing the healthcare needs of children and young people in Highland schools to enable them to make the most of their learning.

Under Article 24 of the United Nations Convention on the Rights of the Child, all children have a right to the highest attainable standard of health and to health care services that help them attain this. Article 7 of the United Nations Convention on the Rights of Persons with Disabilities states that children with disabilities have the right to express their views freely on all matters affecting them. The arrangements for each individual will therefore take account of the

health professionals' advice, the pupil's views and, where appropriate, their parent's views.

NHS Highland, Highland Council and school staff will work collaboratively to ensure that pupils receive the service they need in the way most appropriate to their personal circumstances.

We will work with pupils and parents/carers to support the healthcare in our school, making reasonable adjustments that children and young people with healthcare needs might need and require.

Where appropriate, we will make arrangements for staff providing healthcare to pupils to receive appropriate training from a health professional, or other accredited source in the care they are providing.

Assistance with intimate care may be needed by children in any school and this will be provided if required to support these needs quickly and with respect for children's privacy, dignity and rights.

If your child requires medication, please note that this will only be administered by staff when there is clear written guidance from a parent/carer, providing:

- The name of the medicine, the quantity of the medicine to be given, the time it has to be given.
- As far as possible prescriptive medication should be given at home by parents/carers. If it is required to be given in school, the medication should be unopen, clearly marked with the directions from the pharmacist and administered as part of an agreed medical protocol.

Minor Injuries

School will only deal with minor cuts and bruises, these will be cleaned and a plaster applied. If your child is injured, falls or becomes unwell during the school day you or the emergency contact you have provided, will always be contacted and you may be advised to collect your child from school.

Confidentiality

Parents and children have a right that confidentiality be maintained.

- Staff will not discuss individual children with people other than the parents or carers of the child
- Staff are always willing to listen or help with any concern you may have about your child. However, parents should be aware that if they disclose any information of a child protection nature then staff are duty bound to pass this on to the Head Teacher who may be required to involve other agencies.

Due to the multi-agency nature of child care services it may be necessary to share information with other professionals e.g. School Nurse, Social Workers, Speech Therapists etc.

Access to Pupil Records

The school pupil records (Scotland) Regulations 1990 extend to parents the right of access (with certain specific exceptions) to any record held by the Authority in relation to their child. Parents may make application to the Head Teacher.

Data Protection Legislation

Information on pupils, parent and guardians is stored on a computer system and may be used for teaching, registration, assessment and other administrative duties. The information is protected by data protection legislation and may only be disclosed in accordance with the codes of practice.

Transferring Educational data about pupils

The Scottish Government and its partners collect and use information about pupils through the *Pupil Census* to help to improve education across Scotland. This note explains why we need this information, how we use it and what we do to protect the information supplied to us. Further information can be obtained from <http://www.gov.scot/Topics/Statistics/ScotXed>.

Data about pupil preferred routes, preferred occupations and anticipated school leaving date is also collected from S3/S4 to support planning for leaving school. This information is shared with Skills Development Scotland. Further information about 16+ Data can be found here:

<http://hi-hope.org/directory/listing/16plus-planning>

Data policy

Information about pupils' education is collected through our statistical surveys in partnership between the Scottish Government and Local Authorities through the ScotXed Programme which aims to help schools and Local Authorities by supporting efficient collection, processing and dissemination of statistical information. The Scottish Government then provides analysis of the data to support research, planning, management and monitoring of education services as well as to produce National Statistics publications.

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

The individual data collected by Scottish Government through the Pupil Census is used for statistical and research purposes only.

Information on why we collect data about pupils and who we share this data with can be found in Highland Council's Privacy Notice which is available here: https://www.highland.gov.uk/directory_record/1095920/enrol_your_child_at_a_school

Why do we need your data?

In order to make the best decisions about how to improve our education service, Scottish Government, education authorities and other partners such as the SQA and Skills Development Scotland need accurate, up-to-date data about our pupils. We are keen to help all our pupils do well in all aspects of school

life and achieve better examination results. Accurate and up-to-date data allows us to:

- plan and deliver better policies for the benefit of all pupils
- plan and deliver better policies for the benefit of specific groups of pupils
- better understand some of the factors which influence pupil attainment and achievement
- share good practice
- target resources better
- enhance the quality of research to improve the lives of young people in Scotland

Your data protection rights

The collection, transfer, processing and sharing of ScotXed data is done in accordance with data protection legislation. We also comply with the National Statistics Code of Practice requirements and other legislation related to safeguarding the confidentiality of data. Data protection legislation gives you the right to know how we will use your data. This note can give only a brief description of how we use data. Fuller details of each individual ScotXed survey, including the purpose of each and the published data, can be found on the ScotXed website

<http://www.gov.scot/Topics/Statistics/ScotXed/SchoolEducation>

Scottish Government works with a range of partners including Education Scotland, Skills Development Scotland and the SQA. On occasion, in order to help meet our aim of improving the life of young people in Scotland, we may make individual data available to partners such as the National Registers of Scotland to carry out research relating to the national population census and also academic institutions and organisations to carry out additional research and statistical analysis to meet their own official responsibilities. Any sharing of data will be done under the strict control of Scottish Government, and will be consistent with our data policy. This will ensure that no individual level data will be made public as a result of the data sharing and that these data will not be used to take any actions in respect of an individual. Decisions on the sharing of data will be taken in consultation with relevant colleagues and individuals within and outwith Scottish Government. At all times pupils' rights under the Data Protection Act and other relevant legislation will be ensured.

Concerns

If you have any concerns about the ScotXed data collections you can email the Head of Schools Analysis at ScotXed@scotland.gsi.gov.uk or write to The ScotXed Support Office, Area 2D, 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.

Equality and Inclusion

For up-to-date information please see:

http://www.highland.gov.uk/info/751/equality_diversity_and_citizenship/313/equal_opportunities

In summary, our activities in school should ensure that we:

Eliminate unlawful discrimination, advance equality of opportunity, promote good relations. Activities should not discriminate against any of the following 'protected characteristics' age, disability, race, religion or belief, sex, sexual orientation, gender reassignment, pregnancy and maternity.

Protection of Children

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 the priority for Education Service staff.

COPIES OF CHILD PROTECTION POLICY GUIDELINES are available from Rhona MacCormick on 01463 232636 or dalneigh.primary@highland.gov.uk

http://www.highland.gov.uk/info/1361/childcare_and_family_care/438/child_protection

Military Families

Our school welcomes and supports families, their children and young people from Forces families: serving, veteran and reservists.

We understand some of the challenges that mobility of service life can bring and we look forward to working with you to ensure a smooth transition for your child/young person coming into or moving on from our school. Please get in touch with us as soon as you can so we can work with you to ensure the transition is as smooth as possible.

Highland Council have proudly committed to the Armed Forces Covenant and as such support our veteran and reservist families as well as those currently serving. There is a dedicated Highland Council Military Liaison Group (MLG) which has been formed to promote and ensure equality and equity for your children and young people in their education.

Visit the Highland Council Armed Forces Website for lots of helpful information and support

https://www.highland.gov.uk/info/886/schools_-_additional_support_needs/833/armed_forces_-_support_for_families_and_schools

Please get in touch with your child's named person or the Head Teacher if you have any concerns.

Transition

Children at Dalneigh ELC are involved in many activities with the primary school to ensure that they feel happy and secure within the bigger school. N4 children have regular visits to the P1 classroom throughout the year and from Term 3 of their pre-school year, the visits are weekly. This allows the children to get to know school staff and for school staff to get to know the children. By the time your child starts in Primary 1, we will already know them very well. During Term 4 parents of N4 children will be invited in for information meetings and also for a school lunch.

Children from Dalneigh usually transfer to Inverness High School and throughout their time in Primary 7 various transition activities are set up to ensure that this move is as smooth as possible. Children with additional support needs will have an enhanced transition process and this will be tailored to meet the needs of the child. All children in Primary 7 participate in

the Resilient Kids programme which aims to develop skills, build confidence and help children become more resilient.

If you do not want your child to attend Inverness High School, please see the guidance on placing requests earlier in this handbook.

Inverness High School Montague Row Inverness

Tel 01463 233586 Email: invernesshighschool@highland.gov.uk



Policies

Many of the policies that we follow are authority policies and they can be found at <https://www.highland.gov.uk/directory/39/policies/category/229>

Emergency Planning

https://www.highland.gov.uk/downloads/file/6342/preparing_for_emergencies_in_the_highlands_and_islands

Adverse Weather

It is the responsibility of parents or carers to decide if a pupil should attempt to travel to school, by transport or on foot, in adverse weather conditions. The Council encourages full attendance at school but in severe weather conditions the safety of pupils is much more important. Parents and pupils are often

concerned that important examinations may be missed, but this should not over-ride good judgement. Schools normally make alternative arrangements for missed examinations.

The school updates its procedures for adverse weather closure annually, therefore

- **parents** should advise schools of an alternative address, as close as possible to the school, which may be used by their children in emergencies
- **the school** will advise parents of normal local arrangements for school transport and any special arrangements in the event of adverse weather
- **the school** will establish a system of communication with parents and local transport operators and ensure that parents are fully informed of any revised arrangements. A telephone service is offered to provide parents with up-to-date information. Parents may call 0800 564 2272 to access your schools' information. Please note, you will need the unique pin number for your school which is available from your school or Highland Council website.
http://www.highland.gov.uk/downloads/file/4653/telephone_pins_for_checking_if_a_school_is_closed
- **The Highland Council Website, Facebook and Twitter**
- The Council's **website** <http://www.highland.gov.uk/schoolclosures> will be updated with information for individual schools
- The Council's **Facebook** page at <https://www.facebook.com/highlandcouncil> will show updated posts on the latest news of school closures and weather related problems
- The Council's **Twitter** page at <https://twitter.com/HighlandCouncil> will list Tweets of the latest news of school closures and weather related problems
- Care & Learning Service, Highland Council, Glenurquhart Road, Inverness IV3 5NX, Tel: 01349 886606

When weather conditions are poor

Local radio stations issue news and weather bulletins on traffic conditions and school closures. Transmissions may not cover all households and may be subject to re-scheduling but should be helpful. Parents are advised to remain “tuned in” to ongoing road weather, or school information updates.

Broadcast times

BBC Radio Highland

6.30am	7.30am	8.30am
12.30pm	4.30pm	5.30pm

In extreme conditions, Radio Highland will interrupt Radio Scotland transmissions (usually on the hour), to carry emergency bulletins.

Nevis Radio will carry bulletins at roughly ten minute intervals between 7.00 am and 8.00 am

Lochbroom FM will carry bulletins at quarter-hour intervals between 7.15 am and 8.45 am.

Moray Firth Radio www.mfr.co.uk

Local news on the hour 6am – 6pm carries local information on weather, roads and conditions affecting schools. In severe conditions normal programmes will be interrupted more frequently to carry emergency bulletins.

Two Lochs Radio will broadcast a local news bulletins from 7.30am. In severe conditions normal programmes will be interrupted more frequently to carry emergency bulletins.

Please do not telephone local Radio for advice but listen to appropriate broadcasts.



Dates may be subject to change.

2021 holidays

- Christmas and New Year break - 23 December to 5 January

2022 holidays

- February break - 21 and 22 February
- In service day - 23 February
- Easter holidays - 4 April to 18 April
- May Day - 2 May
- In-service day - 5 May
- Summer holidays - 1 July to 12 August
- In-service day - 15 August
- In-service day - 12 September and 13 September
- October holidays - 10 October to 21 October
- Christmas and New Year break - 23 December to 6 January

2023 holidays

- February break - 20 February and 21 February
- In service day - 22 February
- Easter holidays - 31 March to 17 April
- May Day - 1 May
- In service day - 5 June
- Summer holidays - starts 30 June

Whilst the information in this handbook is considered to be true and correct at the date of publication, changes in circumstances after the time of publication may impact on the accuracy of the information.