



# Laxdale Primary School

## School Handbook

2024



*If You Believe, You Can Achieve  
Ma Chreideas Tu, Coileanaidh Tu*



# **SECTION 1**

## **INFORMATION ABOUT THE SCHOOL**

### **Contact Details**

**Head of School – Miss Mairi Macleod**

**Laxdale Primary School  
Newmarket  
Isle of Lewis  
HS2 0DY**

**Telephone: 01851 702171**

**E-mail: [laxdaleschool@gnes.net](mailto:laxdaleschool@gnes.net)  
Website: [www.laxdaleprimaryschool.co.uk](http://www.laxdaleprimaryschool.co.uk)  
Facebook: Laxdale Primary School  
Twitter: @LaxdalePrimary**

**Parent Council E-mail Address: [pclaxdale@gmail.com](mailto:pclaxdale@gmail.com)  
Parent Council Facebook: Laxdale Primary Parent Council**

### **Pupil Voice - House Captains for Session 2023-24**



**Taigh Shìophoirt – Seaforth**



**Taigh Phortronaidh – Portrona**



**Taigh MhicMhathain – Matheson**



**Taigh Leverhulme – Leverhulme**

## Welcome

Whether your child has joined us at Laxdale Primary School for the first time this session or you already have a child at the school, we extend a warm welcome to you as parents and look forward to a happy and successful partnership over the coming years. Partnership is a two-way process in which parents and teachers work together to support learning. Good lines of communication are in place so that parents should feel that they are always welcome to voice concerns, ask for information, request or give advice and become actively involved with the life of the school.

The aim of this handbook is to provide information to parents regarding staff, the school and its activities. We would like you to be informed about and involved in your child's education. Confidence in a school comes from knowing and understanding what is happening within it.

Our newsletter, Naidheachdan Lacasdail/Laxdale News provides a fresh approach to celebrating pupils' successes and achievements. It also provides information about upcoming events. Laxdale News can be accessed on our school Facebook page and school website at [www.laxdaleprimaryschool.co.uk](http://www.laxdaleprimaryschool.co.uk)

The school has an open door policy where parents are welcome to make an appointment to meet with the Head Teacher or Class teacher to discuss any issues arising. Parent appointments are issued in October and parents can speak with class teachers to discuss their child's progress.

As a school team of teaching, non-teaching and management staff we are fully committed to continue and enhance this partnership in the interests of all our pupils.

**Miss Mairi Macleod**  
Head of School



**Mrs Amy Rigg**  
Principal Teacher



**Mrs Kathleen Macleod**  
Executive Head Teacher



## About the School

Laxdale Primary School is situated in the village of Laxdale. The catchment area includes: Newmarket, Benside, Bakers Road, Newvalley, Napier Hill, Laxdale, Bennadrove, Marybank, and Maryhill. We currently have a roll of 157.

The school caters for pupils from Primary 1 to Primary 7 and includes provision for Gaelic Medium Education and a Nurture Classroom. The school is non-denominational.

The school has responsibility for Sgoil Araich Lacasdail which offers an English and Gaelic provision. The Sgoil Araich Gaelic room has 11 pupils registered. They are open every day from 8:30am – 5:30pm (term time only). The Sgoil Araich English room has 16 pupils registered and they are open from 8:30am – 5:30pm every day (all year provision). The Sgoil Araich meet and engage regularly in joint learning sessions with the GM1 and P1 teachers. Further information can be accessed by contacting Mrs Gillian Macaulay, the Nursery Manager at Laxdale Primary School.

The main building accommodates on two floors: twelve classrooms, two nursery classrooms, a Gym Hall, Cafeteria, Library, Infant Toilets/Senior Toilets, Support for Learning Base, General Purpose Room, Nurture Room, Nurture Class (The Bay), Staff Resource Base, Staff Common Room, School Office and Head Teacher's Office. A lift was installed in the main school building in April 2003.

An extension to the school was completed in April 2019, this included a new cafeteria, gym hall and two nursery classrooms with an enclosed garden area. Playground leisure facilities include a large playing field and ball-court area to the rear of the school. In the front playground leisure facilities include a traverse climbing wall, infant play area, several playground floor games, seating areas, school garden and polytunnel.

The school was inspected by His Majesty's Inspectors in May 2023. Copies of their report, in both English and Gaelic, are available on the Education Scotland website:

<https://education.gov.scot/inspection-and-review/find-an-inspection-report/find-an-inspection-report/details?id=3380>

Laxdale School has received the following awards:

- June 2005 – Gold status Health Promoting School
- May 2008 - Gold award for Enterprise Education
- April 2009 - Bronze award for Eco Schools. In September 2011 we achieved our first Eco Schools Green Flag and in October 2013 we achieved our second Eco Schools Green Flag. In June 2016 and June 2020 we achieved our third and fourth Eco Schools Green Flags respectively.
- June 2018 - Sport Scotland Silver Sports Award. In November 2019 and again in August 2023 the school were awarded the Sports Scotland Gold Sports Award.
- June 2020 - Rights Respecting School Silver Award after a virtual accreditation.



Green Eco Flag



Gold Sports Award



Silver Rights Respecting School Award

## Organisation of the School Day

Pupils start school at 9.10am and continue until 3.15pm. The school day for pupils is structured as follows:

	School Opens	Morning Interval	Lunch	School Closes
<b>Pupils (P5-7 &amp; GM 5 -7)</b>	9.10am	10.45 - 11.00am	12.30pm – 1.20pm	3.15pm
<b>Pupils (P1-4 &amp; GM 1-4)</b>	9.10am	10.45 - 11.00am	12.45pm – 1.35pm	3.15pm

### Agreed Term Dates for 2023/24

<b>Autumn 2023</b>	14 August 2023	School Opens (Teaching Staff)
	17 August 2023	School Opens (Pupils)
	12 October 2023	School closes for October Holiday
<b>Winter 2023</b>	25 October 2023	In-Service Day (Teaching Staff)
	26 October 2023	School opens (Pupils)
	24 November 2023	Occasional Holiday
	27 November 2023	Occasional Holiday
	21 December 2023	School closes for Christmas Holiday
<b>Spring 2024</b>	4 January 2024	School opens (Staff & Pupils)
	16 February 2024	Occasional Holiday
	19 February 2024	Occasional Holiday
	20 February 2024	Occasional Holiday
	21 February 2024	In-Service Day (Teaching Staff)
	29 March 2024	School closes for Easter Holiday
<b>Summer 2024</b>	15 April 2024	School opens (Staff & Pupils)
	26 April 2024	Occasional Holiday
	29 April 2024	Occasional Holiday
	27 June 2024	School closes for Summer Holiday

## Enrolment

Parents wishing to enrol their child at Laxdale Primary can do so via the online enrolment form issued by CNES. Enrolment dates are issued by the school and local authority.

## Attendance and Absence

Registration takes place each morning at 9.10am and again in the afternoon at 1.20p.m. for Primary 5 - Primary 7 and again at 1.35p.m. for Primary 1 - Primary 4. Any unknown absences will be recorded as 'Truancy or Unexplained Absence'.

If your child is absent, parents are asked to ensure that they contact the school by telephone before 9.30am. If a pupil cannot attend school because of illness or other circumstances and the school has not been informed by telephone parents should inform the school in writing on the child's first day back at school. It is also useful if a note is sent to the school explaining a long-term absence in advance of the child's return to school. If a pupil has to be off school long-term, parents should keep the school informed regularly.

It is important that this is done so that any absences can be authorised.

Families are requested to make every effort to arrange holidays to coincide with school closure. Holidays taken during school term time will lead to disruption to their own and other children's work programmes. If, however, you intend to withdraw your child from school for a holiday, you must apply to the Head Teacher by completing a 'Notification of Short-Term Withdrawal of Children from School' form. It is important for parents to note that in almost all cases, holidays taken during term time will be classed as an unauthorised absence.

## School Uniform

Pupils are encouraged to wear the school uniform which can be purchased from the Parent Council. The Parent Council is responsible for the ordering and distribution of the uniform. School uniform can be purchased through the school website. Parents will be issued with a price list and an order sheet before children come to school. Paper copies are available at the school and can be downloaded from the website. Completed order forms are to be placed in the box located outside the Head Teacher's Office, where they will be dealt with by the Parent Council.

Parents are asked that any queries regarding school uniform are made directly to the Parent Council. Contact Mrs Rachel Macleod Drummond at [macleodrachel@ymail.com](mailto:macleodrachel@ymail.com)

Ties	-	Purple/Gold. Price - £2.50
Polo Shirt	-	Gold with embroidered school badge. Prices starting from £11.00.
V-Neck Pullovers & Cardigans (to order)	-	Purple with embroidered school badge. Prices starting from £20.00.
Sweatshirts	-	Purple with embroidered school badge. Prices starting from £12.50.



## Free School Meals and Assistance with School Clothing

All parents in receipt of Income Support, Employment and Support Allowance (ESA), Income Based Job Seekers Allowance, Child Tax Credit and Working Tax Credit and Universal Credit, are eligible for free school meals and a clothing grant to ensure that their children are able to make use of educational provision. Application forms for clothing grants are available from the school office.

**Parents must apply each school year for their child.**

An online form can be completed on the CNES website. If anyone would like help or support to complete the form please contact the school office and ask to speak to Miss M Macleod, Head of School.

## School Meals

Primary and Secondary School Menus offer healthy and tasty meal options which reflect the Scottish Government food and drink legal requirements for school lunches.

Primary 1 to Primary 5 pupils are entitled to free school meals. A free school meal consists of a main meal + pudding or packed lunch option. Pudding can be exchanged for biscuits and cheese, yogurt or fresh fruit. Juice and baking are not included in the free school meal entitlement and must be paid for. The cafeteria operates a cashless catering system and is not obliged to accept any cash. Parents can pay for school lunches using ParentPay (on-line).

Food is prepared in the school kitchen. Pupils are provided with a menu sheet weekly on a Friday from which to choose a range of meals, snacks and beverages.

- ❖ Provision is made in the cafeteria for pupils with packed lunches.
- ❖ The children are closely supervised during meal time.
- ❖ Parents should let the school know in advance if their child has any special dietary requirements.

Pupils are encouraged to bring water bottles to school. Cups of water are available during the day from the cafeteria.

## Communication with Home

From time to time your child will bring home important and routine communications from the school. Parents are encouraged to check their child's schoolbag for the communications. We also communicate by email, website, Facebook, Twitter and text messaging. Class teachers communicate with home and share learning experiences using Seesaw and Glow email.

The school newsletter, *Naidheachdan Lacasdail/Laxdale News*, is emailed weekly. It contains important information relating to school events. Additionally, the school Facebook page is regularly updated with school events and information.

Parents are encouraged to notify the school of any pupil achievements out with the school so they can be recorded, celebrated and shared.

## Travel to and from School

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

Tickets can be purchased from Education & Children's Services Department, Comhairle nan Eilean Siar, telephone number 01851 822729.

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

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

Parents are reminded of the school system for dropping off and for collecting pupils at the school. Parents should enter the drop-off area from the top entrance and exit from the lower end. The staff car park should **not** be used for dropping off or collecting pupils. Parents should be aware of children crossing from the drop off area and also across the main road at the traffic lights. We thank you for your cooperation in this respect. Our children's safety is of paramount importance.

## Unexpected Closures

It may be necessary, occasionally, to close the school at short notice and send the pupils home, for example, in exceptionally bad weather or if the electricity or heating faults. If parents are not regularly at home during school hours, they should always make arrangements to have someone available to receive their children should such an emergency occur. The school will ask each parent at the point of enrolment to provide the address and/or telephone number of a person who can be contacted in these circumstances. Please ensure this information is kept updated and notify the school of any changes. Parents will be notified of unexpected closure via Groupcall, e-mail and local radio stations. If the electricity is off, parents will be contacted via Seesaw or email using mobile devices.

Parents should also feel free to contact the school if they are concerned about the safety of the children because of severe weather conditions and they are at liberty to call for them at any time.

## Mobile Phones

Laxdale Primary School generally discourages pupils from bringing mobile phones or other valuable items to the school on the grounds that they may get lost or stolen. If a phone or other valuable item is brought to the school, parents are advised that, where possible, the items should be marked in some way to aid future identification if lost and subsequently found.

If a pupil does bring a mobile phone to school, the phone must remain switched off during the school day and be handed to the class teacher for safe-keeping until the end of the school day. The school does not take responsibility for mobile phones. Any phones taken in are at the pupil's own risk. The only exceptions to this will be on school trips, where the school will have discretion to allow pupils to carry and use phones if they wish, in emergencies or with the express approval of a member of school staff.

If a pupil is found by a member of staff to be using a mobile phone for any purpose, without authorisation, the phone will be confiscated from the pupil and will generally only be returned to the pupil's parent. However, the phone may be returned directly to the pupil:

- on a first breach, if it is clear that the pupil did not understand the school's policy on the use of mobile phones; or
- in a situation where there is genuine concern that the pupil requires the phone directly after the school day on security, health and safety or similar grounds; or
- on receipt of a signed authorisation from the parent, where travel or other issues make it difficult for the parent to attend the school to receive the phone.

## Complaints, Comments and Suggestions Procedure

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

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

Please make any complaints initially to the Head Teacher. This makes sure that the school knows what is going on and has an opportunity to respond and resolve the issue.

If you are unhappy with the service or with our response, then you will have the right to take the matter further. You can put your complaint in writing or fill in a complaint form. Completed forms should be sent to: Director of Education and Children's Services, Comhairle nan Eilean Siar, Sandwick Road, Stornoway, Isle of Lewis, HS1 2BW.

If you are still unhappy after further investigation you can take the matter up with the Scottish Public Services Ombudsman. The reply will include the contact details.

Further information can be found at <https://www.cne-siar.gov.uk/have-your-say/complaints/>

## **Medical & Health Information**

### **MEDICAL SERVICES**

Parents should inform the school regarding any significant medical history e.g. asthma, epilepsy, diabetes etc - at the earliest possible opportunity.

Any pupil who feels unwell in class should inform the class teacher who will make arrangements to seek medical advice if necessary. The school has four trained First Aiders. In some cases, it may be necessary to send your child home but this will only be done after consultation with the Head Teacher and after contact has been made with the parent/carer /emergency contact to make arrangements.

### **ADMINISTERING OF MEDICINE TO PUPILS**

When it is essential for a child to have medication while in school, this will be carried out by one of our First Aiders, but only when the appropriate request form has been filled in and signed by a parent/carer. Forms are available from the School Office. No medication will be administered when unaccompanied by a letter of instruction from parent/carer. If there is no accompanying letter, the parent/carer will be contacted by telephone in order to give verbal consent/instructions.

All medication must be given to a First Aider, to be stored in the medical box or fridge in the staffroom.

When administering medication, the First Aider must have a witness present.

Any medicine given to a pupil must be logged in the Medicine Log Book.

### **DENTAL SERVICES**

The Dentist visits the school regularly to attend to the children's teeth.

## **Safety**

### **FIRE DRILL**

Notices instructing what to do in the event of a fire are displayed in every room/area in the school. Teaching staff remind all pupils of fire procedures at regular intervals and the school holds a fire drill once a term.

### **ROAD SAFETY**

The safety of the children is of major concern, and pupils are reminded frequently by the staff of the need to use the road with care.

Pupils are not allowed to cross the main road without supervision. The lollipop man or lady is on duty at the traffic lights in the morning and at school closing time. Pupils are also supervised when getting on buses at the end of the school day. Parents are requested to park in the designated drop off/pick up point and not in the staff car park.

## **School Policies**

### **HOMEWORK**

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

#### **PURPOSE OF HOMEWORK**

- Encourage independent learning
- Develop self-discipline
- Make use of materials and sources of information outwith the classroom
- Build and extend work done in class
- Preparation for class work
- Consolidation of work done in class
- Means by which parents can become more actively involved with the child's formal education and also more familiar with the content of the curriculum

#### **FREQUENCY OF HOMEWORK**

Children are not expected to spend a lengthy period of time each evening working on maths or language exercises. Homework is generally given on Monday to Thursday evenings via Seesaw, with weekends free. The individual teacher however is within his/her rights to decide when it is appropriate or otherwise to issue homework.

Homework will not be issued over holiday periods or to families going on holiday during term time unless requested.

#### **CONTENT**

At Primary 1 and 2, homework will normally be reading. It is vitally important that parents sit with the child at this stage and carry out the recommended task.

At Primary 3 the homework will begin to vary with the inclusion of some written tasks or topic-related work in addition to reading.

At Primary 4-7 there may be further progression and development. In addition to Reading, Spelling, Maths and Language exercises, work relating to Social Subjects, Expressive Arts etc. may also feature. Homework need not necessarily involve writing - interviews and research can be required or watching a television programme for example.

#### **MARKING**

Written homework will be marked, discussed or assessed as deemed necessary by the Class Teacher.

#### **PROBLEMS**

When a child cannot legitimately carry out a homework task parents are asked to send a note to the teacher to this effect.

Homework tasks beyond a child's capabilities will not be given by a Class Teacher. If a child, however, experiences difficulties at home, parents are asked to encourage and assist but they are not asked to complete the assignment. The aim is for the child to learn and benefit and the parent to encourage and motivate. Further information and guidance on homework can be viewed on our school website at [www.laxdaleprimaryschool.co.uk](http://www.laxdaleprimaryschool.co.uk)

## **DISCIPLINE**

All schools must have rules if pupils are to learn and join in activities effectively and safely. Rules are linked clearly to the safety of the children and the well-being of the school community.

Unfortunately, there are times when some of these rules are broken and the school system of discipline has a scale of sanctions ranging from discussions; counselling; verbal and written apologies; exclusion from break times; supervision at break times; discussions with parents/carers; letter to parent/carers; individual behaviour action plans. In a very exceptional circumstance a pupil may be excluded from school.

We would hope to give parents 'early warning' of any problems, and work in partnership with them to resolve any situations that could affect the learning and teaching of their child/other pupils in the school

Our Positive Behaviour Policy can be found on the school website. It ensures a consistent approach from all staff across the school.

As a means of providing positive experiences for the whole school we operate a behaviour system where all pupils have been assigned to one of four houses - Seaforth, Portrona, Leverhulme and Matheson. Points are awarded by any staff member to acknowledge positive behaviour. House prizes are awarded each term and the overall winning house for the year receives a team reward.

## **SCHOOL ROLL**

<b>BI-LINGUAL CLASSES</b>					
<b>P1</b>	<b>P2/3</b>	<b>P3/4</b>	<b>P5/6</b>	<b>P6/7</b>	<b>TOTAL</b>
<b>16</b>	<b>21</b>	<b>18</b>	<b>22</b>	<b>22</b>	<b>99</b>
<b>GAELIC MEDIUM CLASSES</b>					
<b>GM P1</b>	<b>GM P2 – 4</b>	<b>GM P5 – 7</b>	<b>TOTAL</b>		
<b>14</b>	<b>21</b>	<b>23</b>	<b>58</b>		
<b>School Roll 157</b>					
<b>ENGLISH NURSERY</b>	<b>16</b>				
<b>SGOIL ARAICH</b>	<b>11</b>				

# STAFF

## TEACHING STAFF

NAME	POST	NAME	POST
Mrs K Macleod	Executive Head Teacher	Miss K A Afrin	Class Teacher (GM P.5-7)
Miss M Macleod	Head of School	Mrs M MacIver	Class Teacher (GM P.2-4)
Mrs A Rigg	Principal Teacher RCCT cover Additional Support Need Teacher	Mrs L MacIver	Class Teacher (GM P.1)
Mr S J Campbell	Class Teacher (Primary 7)	Mrs M Campbell	Class Teacher (Primary 1) (0.2)
Miss J Randle	Class Teacher (Primary 5/6)	Mrs J Macleod	Nurture Teacher
Mrs L Morrison	Class Teacher (Primary 3/4)	Miss M J Macleod	RCCT GM Classes (0.6)
Miss C Monrad	Class Teacher (Primary 2/3)	Miss T Davey	RCCT Teacher (0.3)
Miss P MacLennan	Class Teacher (Primary 1) (0.6)	Mr B Jones	Art (0.2)

## NON-TEACHING STAFF

Mrs E MacKenzie	Secretary (0.4) Classroom Assistant (0.6)	Mrs L MacLeod	Support for Learning Assistant (0.8)
Mrs R Baxter	School Assistant (0.6)	Mr I MacMillan	Support for Learning Assistant (0.6)
Mr I MacDonald	Janitor	Mrs M Stewart	Support for Learning Assistant
Mrs C Campbell	Support for Learning Assistant (0.5)	Mrs I MacIver	Support for Learning Assistant (0.4)
Mrs A MacDonald	Support for Learning Assistant	Miss D Morrison	Support for Learning Assistant (0.5)
Mrs S Maciver	Support for Learning Assistant	Miss L O'Donnell	Education Attainment Apprentice (0.8)
Mrs C Macleod	Support for Learning Assistant (0.6)	Miss M Macleod	Education Attainment Apprentice (0.2)

## CAFETERIA / CLEANING STAFF

Mrs C Campbell	Cleaner-in-Charge
Mrs K Lonie	Cleaner
Mr G Fox	Cleaner
Miss J Mackenzie	Cleaner
Mrs T Ross	Cook-in-Charge
Mrs R Durrant	Cafeteria Staff
Mrs J Gilroy	Cafeteria Staff
Miss R Johnstone	Cafeteria staff

## NURSERY STAFF

Mrs G MacAulay	Nursery Manager
Mrs A Morrison	Play Leader (English)
Mrs D Cay	Key Worker
Mrs F MacDonald	Key Worker
Miss J MacLennan	Key Worker
Miss K Marzella	Key Worker
Mrs D MacPhail	Key Worker
Mrs A Murray	Key Worker
Miss E Stewart	Key Worker

## INSRUCTORS

Mr F Smith	Gaelic Music	Mrs D Woods	Woodwind
Mr N Johnstone	Fiddle	Mr A Yearly	Guitar
Mr L Macleod	Guitar	Mr J MacKenzie	Piping
Miss E Young	Drumming		

## **SECTION 2**

### **PARENTAL INVOLVEMENT IN THE SCHOOL**

#### **Parental Involvement**

At Laxdale Primary School we greatly value partnership with parents and staff. Partnership is a two-way process: both parents and teachers have extremely important parts to play. We aim to promote a strong partnership by offering opportunities for parents and teachers to work together to support learning. This means taking an active interest in their child's work and progress and giving encouragement. Support for the discipline and authority of the school by the parents is also an important factor. Good lines of communication are set up so that parents feel they are always welcome to voice concerns, request/give advice or ask for information. Support to Gaelic Medium parents is available. Opportunities are usually given to parents to see the work of the school through Open Days, Celebration Assemblies and whole school projects.

Through the Gold Sports Awards, we have developed parental links with parents supporting and leading sports clubs and attending sporting events with pupils throughout the year.

A significant strength of the good ethos of Laxdale Primary School is its well-developed links and good relationship with parents and the community. Funds raised by the Parent Council provide much-needed resources and parental help is always appreciated. We encourage parents to participate in extra-curricular activities e.g. sports, swimming, concerts and the Mod. Many parents and members of the community have expertise and knowledge which the pupils enjoy benefitting from. We try to capitalise on this by inviting them into school to talk with the children, thus enriching the children's education. Parents are also invited to be active participants in the life of the school through the Parent Council.

If you would like to volunteer to participate in school activities and become actively involved with school life in general, please contact the Head Teacher.

#### **Formal Parent Representation**

The role of the Parent Council is to:

- Support the school in its work with parents.
- Represent the views of all parents.
- Encourage links between the school, parents, pupils, pre-school groups and the wider community.
- Report back to the Parent Forum (all parents are members of the Parent Forum).

Parents/Carers are encouraged to volunteer or put themselves forward to be chosen as representatives of the Parent Council. The Parent Council meets 2/3 times per school term. All meetings are open and parents are welcome to attend.

Laxdale Primary School has always enjoyed the active support of parents and other members of the community in providing the best possible education for our pupils. All parents are members of the Parent Forum and are eligible to become members of the Parent Council. The Head Teacher attends all meetings in an advisory capacity.

## **The Benefits of the Parent Council to the School are:**

- Parents bring skills which complement teachers' skills and expertise
- Parents contribute their time, so together parents and teachers are able to do more activities with pupils than teachers can do on their own
- Pupils' attainment and behaviour improve
- Parents have fresh ideas about how the school can best support the children
- Teachers have people with whom they can talk over ideas and get help when developing plans for the school
- Parents can give advice and help around reaching other parents

## **The Benefits for the Children are:**

- It is easier for children to learn when they get encouragement at home
- They will do better and achieve more when their parents are involved
- Children get access to more activities in and out of school when there are more adults to help
- Their concerns can be sorted out quicker when their parents have a positive relationship with school staff
- They are happy when their parents are enjoying events in the school.

## **The Benefits for Parents are:**

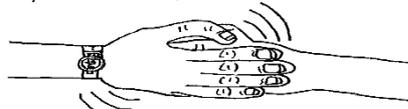
- Their children do better when they are involved
- They are better able to help and encourage their children
- They have more information about their children's education
- Parents can build their own confidence and skills
- Where there is a positive relationship between parents and their child's school there are benefits all round
- Parents get reassurance that their children are receiving a good education.

The Parent Council work in partnership with the school to support the education and Welfare of the pupils and to organise school events/engage in fundraising activities. Parents are informed of the work of the Parent Council via the school newsletter and minutes of the Parent Council Meetings are displayed on the school website.

Parent Council Contact details: [pclaxdale@gmail.com](mailto:pclaxdale@gmail.com)

Chairperson	-	Chrissie Clelland
Vice-Chairperson	-	Rachel Macleod Drummond
Secretary	-	Amanda Macleod
Treasurer	-	Norma Robb

*Laxdale Primary School  
Parent Council*



Connecting the Parents  
To The Staff and Pupils



# Parentzone

## SCOTLAND

**Information and advice on education and learning for parents in Scotland**

*Be at the heart of your child's learning . . .*

Sign up to receive our Parents and Carers e-bulletins for the latest developments in Scottish education.

[edscot.org.uk/p/LQE-391/subscribe](https://edscot.org.uk/p/LQE-391/subscribe)

Email: [enquiries@educationscotland.gov.scot](mailto:enquiries@educationscotland.gov.scot)

[education.gov.scot/parentzone](https://education.gov.scot/parentzone)



## PUPIL VOICE

In Laxdale Primary School we seek the views and opinions of our pupils and we aim to promote Pupil Voice whenever possible. Pupils are regularly involved in projects which aim to make our school a better place. Often these projects will include links with the local community and with businesses.

Pupil Voice is evident through our development projects and other areas of the curriculum. This session, pupils are represented on the Rights Respecting School Steering Group, Infant Ambassador Group, Eco Committee, Sports Council and House Captains.



**Sports Council and Mini Sports Council 2023-24**



**ECO Committee 2023-24**



**Infant Ambassadors 2023-24**



**Digital Leader 2023-24**

## School Ethos

### Our Vision

In Laxdale Primary we continually aspire to take a whole school bilingual approach to learning through pupil voice, strong community partnerships, equity, nurture and inclusion.

### ***IF YOU BELIEVE, YOU CAN ACHIEVE - MA CHREIDEAS TU, COILEANAIDH TU***

### Our Aims

- Provide a wide variety of rich learning opportunities which involve pupils in decision making
- Develop confident and resilient pupils who feel safe, valued and respected
- Promote and celebrate Gaelic Language and Culture through Music, Drama and the wider curriculum.
- Develop family learning opportunities which encourage parental engagement to raise attainment and promote lifelong learning
- Work together to support and encourage Learning for Sustainability, Global Citizenship and Outdoor Education to create rewarding and meaningful learning experiences.

### Children's Aims

- Continue to be fit and healthy so we can keep our Gold Sports Award
- Be kind and helpful to each other and always do our best
- Work towards becoming a Rights Respecting School
- Keep our Green Flag Eco Award by taking care of our school environment inside and out
- Take part in more Outdoor Learning lessons.

### Our School Values are based on

**Càirdeas** - Friendship

**Ag Obair Comhla** - Teamwork

**Coibhneas** - Kindness

**Spèis** - Respect

**Co-roinneadh** - Equity

The above vision & aims were updated after consultation with pupils, parents and staff to seek their views during Session 2019/2020.

Laxdale Primary School has a focal point in the ever-expanding local community. Many events are hosted at the school to which the wider community is invited.

Education, Skills and Children's Services Key Priorities can be accessed through the link below.

<https://www.cne-siar.gov.uk/media/14500/key-priorities.pdf>

The school adopts a nurturing approach with pupils. Most members of staff have been trained in this area to ensure a consistent approach. The school promotes positive behaviour through the House Points System and pupils respond to getting House Points. Pupils are encouraged by staff to be solution focussed.

The school has a Nurture Room available to pupils and also a General Purpose Room where pupils can have time out of class if required to refocus which will enable them to engage fully with their learning.

## **PARTNERSHIPS**

The school has many partnership links in the community. These partners work alongside the school to deliver high quality learning experiences for the pupils. In order to continue progress in Developing the Young Workforce (DYW) partner agencies come in to school to talk to pupils about their job and the skills they require. Pupils and staff have visited work places in the local community for pupils to experience first hand what it is like to work in different settings. The school is currently working towards achieving the Gold Rights Respecting School Award. Strong links have been made with different groups to assist with the ongoing work of the project. As mentioned previously the school has a Green Flag Eco Award and a Sport Scotland, Gold Sports Award. Many partnerships have been developed through both of these awards with parents and organisations outwith the school.

*'The school is active in seeking parents' views and consults frequently on a range of issues. It works very effectively with the supportive Parent Council, which meets monthly'*  
*Report of Assisted Self Evaluation*  
*May 2013*

## **SPIRITUAL, MORAL, SOCIAL AND CULTURAL VALUES**

Laxdale Primary School aims to develop the spiritual, moral, social and cultural values of its pupils, having regard to the Christian values of the community, and guided by the recommendations contained in national and regional guidelines

As a non-denominational school, we have pupils from different religions and backgrounds. Parents who wish to exercise their right to withdraw their child from Religious Education should put their request in writing to the Head Teacher. On such occasions arrangements should be discussed with the Head Teacher.

The school's chaplaincy team consists of Rev Tommy MacNeil of Martins Memorial Church; Rev James MacIver of The Free Church, Kenneth Street; Rev William Heenan, St Columba's Old Parish Church; Gordon Macleod, High Church; Father William MacLean of Our Holy Redeemer; Lieutenants Christopher and Faith Thompson, Salvation Army and Reverend Canon Peter Moger, St Peter's Episcopal Church. The School Management Team communicate with School Chaplains to discuss how they may support the school and to arrange assembly topics and dates.

School Chaplains support staff and pupils through class projects and by offering emotional support at relevant times.

The Head Teacher leads assemblies on a weekly basis with separate sessions for P.1-3 and P.4-7. School chaplains take services regularly and various speakers are invited to attend throughout the year. In accordance with the Scottish Government's February 2011 Guidelines, "Religious observance needs to take place sufficiently frequently to have an impact on the spiritual development of the school community. It is, however, the quality of such occasions which is of greatest importance".

Every school is required to provide opportunities for religious observance at least six times in the school year, in addition to traditional celebrations central to the life of the school community, and preferably with greater frequency.

The programme for, and reports on, school assemblies are regularly shared with parents.

## **Pupil Conduct**

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

## **Dealing with Bullying**

Parents should inform the school immediately if they become aware of any incidents of bullying. The child should be encouraged to discuss any worries or problems of this nature with the Class Teacher/Head Teacher as soon as possible. The playground is supervised during the morning break and lunch breaks by the School Janitor and Support for Learning Assistants. Supervision is also provided in the school dining hall.

Parents should keep a written record of any incidents including the date, the child(ren) involved, and what happened. This will help the school to deal with the situation and agree the best way to support the child inside and outside the school. We do endeavour to create an anti-bullying ethos in the school through school assemblies, circle time and through instilling caring values in our interactions with one another.

## **SECTION 3**

### **THE SCHOOL CURRICULUM**

The Curriculum for Excellence (CfE) is the curriculum in Scotland for children and young people from 3 to 18 years. All Nursery, Primary and Secondary Schools have been given CfE guidelines that detail national expectations of learning and progression from the Early to Fourth curriculum levels, i.e. from Nursery to the end of S3.

Curriculum for Excellence aims to enable children to become:

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

Schools need to incorporate enterprising learning and teaching in all curricular areas with children developing thinking skills and taking responsibility for their own learning as much as possible. Cross-curricular learning includes aspects such as education for equality, enterprise and citizenship. The whole curriculum is intended to contribute to the personal and social development of pupils. Active learning will feature across all stages. There is now a greater focus on outdoor learning and pupils' wider achievements. Pupils with Additional Support Needs may require a significantly differentiated curriculum.

Our priority is to provide a happy, stable environment where each child has the opportunity to grow in confidence and develop his/her own abilities and gifts. Primary children have great enthusiasm for learning, and we aim to foster this in our approach to their education.

There are eight curriculum areas:

- Health & Wellbeing (incorporating PE)
- Languages (incorporating English, Gàidhlig, learner Gaelic & French)
- Mathematics
- Social Subjects
- Sciences
- Technologies
- Expressive Arts
- Religious and Moral Education

These curriculum areas may be organised as discrete subjects or within interdisciplinary projects and studies. In planning for the new curriculum areas, we will give specific time to the core areas of Language and Mathematics but there will be much greater flexibility in organising the rest of the curriculum. When planning the curriculum, teachers will consider the seven principles of curriculum design: challenge and enjoyment, breadth, progression, depth, personalisation and choice, coherence and relevance.

In making provision for pupils the school liaises with a range of support services including psychological services, inclusion staff, active schools staff, speech and language therapists, physiotherapists, occupational therapists, health visitors and social services.

Further information relating to the school curriculum can be accessed on

[www.education.gov.scot](http://www.education.gov.scot)

## GAELIC MEDIUM EDUCATION

In Gaelic Medium (GM) Education the whole curriculum is delivered through the medium of Gaelic for the first two years with English introduced as a second language in Primary 3.

Support for pupils with additional educational needs will be offered through Gaelic as available. It is of particular importance that Gaelic should be the language through which the contemporary world and its culture, at local, national and world levels, are viewed and that curricular dimensions such as information technology and media education be explored through the medium of Gaelic.

Parents interested in educating their children through the medium of Gaelic are very welcome to meet with the Head Teacher. The Comhairle adopts a 'Gaelic first' policy for pupils enrolling in Primary 1. A Gaelic Open day is usually held at the school. The programme for the day includes: pupil presentations on current school initiatives from Gaelic Medium classes and from the Sgoil Araich class, parent discussion and research findings, presentations on 'Gaelic in the World of Work', Stòrlann Resources and online support, the secondary school perspective on Education through Gaelic and Gaelic homework support.

Gaelic open days are both informative and enjoyable, not only for parents of pre-school children but also for parents whose children are currently in GM Education.

Gaelic Medium promotional videos have been produced by the Comhairle and the school, and shared with parents.

GM pupils participated in a Dìleab: Metagama performance in April 2023, Mòd Ionadail Leòdhais in June 2023 and led the learning for English Medium pupils during Là na Gàidhlig, November 2023.



## **ADDITIONAL SUPPORT NEEDS**

The Education Authority aims as far as is possible to educate pupils who have additional support needs alongside their peer group, in a mainstream class at their local school. Where necessary, help is provided in the form of additional support for learning or for behaviour. This support is delivered in a flexible manner and the pupils can be seen individually, in a group or in class. In addition, the Authority's Psychological Service advises teachers on teaching materials, methods and programmes of work which are appropriate to support pupils' needs.

Most pupils who require some additional support will have their learning needs met in day-to-day classroom practice. In some circumstances, more formal planning arrangements may be required in the form of an Individual Educational Plan (IEP). Where a child has significant learning difficulties, the Psychological Service may establish a Co-ordinated Support Plan, in consultation with parents and other agencies involved with the child. The Co-ordinated Support Plan (CSP) replaces Records/Statements of Need and is used to ensure a co-ordinated approach to providing support for children. The CSP will summarise assessments carried out for the child, explain the nature of the child's difficulties and outline the steps the Authority will take to support the pupil's needs. An assessment service is also provided by the itinerant teacher of children with visual and hearing impairment.

Consultation is high on our priority list - the Additional Support Needs Teacher works very closely with staff. The school liaises with the home and other agencies to support individual needs. When necessary, a behaviour modification programme is devised to suit the needs of an individual and all available resources are explored and communicated. Co-operative and team-teaching is encouraged to achieve aims. Support for Learning Assistants and Classroom Assistants support teaching and learning.

## **NURTURE CLASSROOM – THE BAY (January 2022)**

Laxdale Primary School provides a nurturing environment for all pupils. Pupils feel safe, valued, and listened to by all staff. Safe, stable, and nurturing relationships and environments are essential to ensure all children reach their full potential.

There are a small number of pupils however that need more support and help for them to feel safe and secure in school. Often, they have had experiences which make it difficult for them to form trusting relationships with adults, and sometimes this results in them displaying social, emotional, and behavioural difficulties.

The Nurture Classroom (The Bay) was established in Laxdale Primary School in January 2022 is a school-based intervention which will aim to develop positive pupil relationships in a supportive environment. This long-term investment is required to improve engagement levels of vulnerable children and support their ability to self-regulate and manage relationships. The ultimate aim is for children to access their learning and education alongside their peers more successfully.



## WHAT YOU NEED TO KNOW ABOUT THE 2009 ADDITIONAL SUPPORT FOR LEARNING ACT

### Legal information

The Education (Additional Support for Learning) (Scotland) Act 2004 came into force in November 2005. In June 2009, the Act was amended. These amendments form the Education (Additional Support for Learning) (Scotland) Act 2009 and it came into force on 14<sup>th</sup> November 2010.

### **What does this mean for pupils and parents?**

The new Act doesn't change the basic purpose of the 2004 Act – it aims to strengthen some duties under the Act and clarify parts that have been confusing.

Here are some of the main changes:

- ❖ Under the 2004 Act 'additional support' means support that is provided in a classroom or a school. The 2009 Act changes this to include support that is given out of school but that helps a child get the most out of their school education. This could include a social worker helping a child who refuses to go to school or a mental health nurse supporting a child to cope with issues affecting their school life.
- ❖ Children who are looked after by a local authority will automatically be assumed to have additional support needs. For looked after children who don't need extra help this will have little impact. For those who do need help it will make sure their needs are considered as they move through school or if they change school. Local authorities will also be expected to check whether these children require a Co-ordinated Support Plan (CSP) or not.
- ❖ The 2009 Act allows parents to ask their local authority for a specific type of assessment at any time. Under the 2004 Act parents had this right only when asking the education authority to identify whether their child had additional support needs or when asking the education authority whether their child required a CSP.
- ❖ The duties that local authorities have towards young disabled children have been strengthened. Under the new Act local authorities have a duty to assess disabled children aged between 0 and 3 and provide them with additional support, if required, in agreement with their parents.
- ❖ Local authorities will have to publish information on where parents and carers can find help, information and advice, including contact details for Enquire. Local authorities will have to make sure that a summary of this information (including details of dispute resolution and mediation services) is available from all schools (and other sites that provide education). They also need to make sure this information is included in school handbooks and on their website.
- ❖ There is a section about placing requests that states that parents of children with additional support needs, (including those that have CSPs) 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 (whether the child has a CSP or not) will be referred to the Additional Support Needs Tribunal. Some of the changes made in the 2009 Act deal specifically with children who have, or may require a CSP, and in particular to disagreements between local authorities and parents about the CSP.

- ❖ The Act extends the reasons that a parent or young person can make a referral (called a reference) to the Additional Support Needs Tribunal. Parents can make a referral when a local authority decides that a child does not need a CSP but also when local authorities have: failed to provide the additional support set out in the CSP; not responded to a parent's request to find out whether their child needs a CSP within a given time; or, after having said they will consider whether a CSP is required have not made a decision (within a given time) on whether the child needs a CSP or not.
- ❖ The Act also gives the Additional Support Needs Tribunal extra powers to force local authorities to provide, or make arrangements providing additional support that is set out in a CSP if they have not done so.
- ❖ The new Act includes a duty for the Scottish Government to fund a national independent advocacy service (on request and free of charge) to support parents and young people in Additional Support Needs Tribunal proceedings.

The above points do not include all the changes resulting from the 2009 Act but simply cover the main points. Enquire have changed all their guides and factsheets to take account of the 2009 Act.

If you have any questions about the 2009 Act

Please feel free to ask the Head Teacher at your child's school, and they will aim to find out the answer to your query.

Alternatively, you can contact the Enquire Helpline on 0845 123 2303 or by email on [info@enquire.org.uk](mailto:info@enquire.org.uk)

## **Sensitive Aspects of Learning**

### **Teaching Sensitive Subjects**

What makes a subject sensitive is subjective, but due to society's competing values they are often identified as being Relationships, Sexual Health and Parenthood, Substance Abuse and some aspects of Religious and Moral Education. However, it is essential that we deliver the Curriculum for Excellence in its totality, at the same time taking cognisance of cultures and beliefs as well as the legal entitlements of the UNCRC article 2.\*

Laxdale Primary School will ensure that you are aware when sensitive subjects are about to be taught. For Sexual Health and Religious Education there is a right to withdraw. You will be given this option at the time. We will handle all sensitive subjects with extreme care ensuring that work is differentiated and meets the needs of the individual in their context and community.

\*Conduct of Relationships, Sexual Health and Parenthood Education in Schools: Scottish Government December 2014

## Active Schools

Active Schools work with schools and communities to help make sure children start active and stay active. The fundamental aim is to offer children and young people the opportunities and motivation to adopt active, healthy lifestyles, now and into adulthood. Our Active Schools Co-ordinator is Eric Macleod and he works with the school to develop an action plan of work they can support throughout the school year. For example, Mr Macleod worked with our Young Leaders to organise and run a Western Isles Island Games Association (W.I.I.G.A.) day in May 2023.



*Mr Eric Macleod, Active Schools coordinator, in attendance at our Parent Partnership evening February 2023*

## W.I.I.G.A. Day



## Assessment / Reporting to Parents

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

Assessment is built into the everyday learning experiences of children. In this way all children are encouraged to discuss what they are learning and how they are learning.

Some of the strategies used in each of the classes are:

- Clarifying and sharing our learning intentions and success criteria
- Involving the children in self-evaluation against the learning intention - *How Well Did I Do?*
- Empowering the children to assess each other's work.
- Target setting so that children and parents know what they are aiming for.

Reports on pupil's progress are an important form of communication between home and school. Consultation and reporting afford opportunities for home and school to work together to enhance the child's education. Pupil reports will be issued in March. Should we feel that a child is not making satisfactory progress and is in need of additional support, we will inform parents and invite them to the school to discuss the matter. The school report indicates the level a pupil is working at and their application. Class Teachers provide a written comment to parents on their child's progress. Parents are also given the opportunity to comment.

Individual and whole school open-days are usually held throughout the session where pupils share their learning and achievements with their parents. Online platforms are now used to share learning with home, which allows parents to 'like' and comment on their child's work. This allows parents to keep in regular touch with their child's learning.

Laxdale School operates an 'open-door' policy where parents are welcome to telephone the Head Teacher and make an appointment to visit the school to discuss any matter which is causing them concern.

### SUMMATIVE ASSESSMENT

Testing also takes place over the course of the school session at Laxdale Primary.

#### SNSA – Scottish National Standardised Assessments

Pupils will be assessed in P1, P4 and P7

#### MCNG – Measaidhean Coitcheann Nàiseanta airson Foghlam tron Ghàidhlig

Pupils will be assessed in GM1, GM4 and GM7

Cognitive Ability Tests (CAT) are taken by children in Primary 5. Further information is provided by the school prior to taking the test and individual results are distributed to parents as well as being recorded on pupil reports.

## **SECTION 4**

### **SUPPORT FOR PUPILS**

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

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

All Looked After Children and Young People are considered to have additional support needs. This is the case unless the school establishes they do not have additional support needs. The Local Authority must consider whether each looked after child requires a Co-ordinated Support Plan (CSP). The CSP is used to ensure a co-ordinated approach to providing support for children. The CSP will summarise assessments carried out for the child, explain the nature of the child's difficulties and outline the difficulties the Authority will take to support the pupil's needs. An assessment service is also provided by the teacher of children with visual and hearing impairment. The Speech Therapist and Occupational Therapist will visit the school to help any pupil who requires support.

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

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

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

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

Children in Scotland: Working for Children and their Families, trading as Enquire – a charitable body registered in Scotland under registration number SCO03527  
Scottish Independent Advocacy Alliance, a charitable body registered in Scotland under registration number SCO33576  
Scottish Child Law Centre, a charitable body registered in Scotland under registration number SCO12741

Further information locally can be obtained from the School or Area Principal Teacher of Learning Support.

## **Pastoral Support Arrangements**

Staff members undertake training in Child Protection annually and have also recently engaged with Data Protection training. These, along with awareness raising sessions in a range of conditions, gives staff members the capacity to support and encourage pupils to achieve and to progress. Supervision of pupils at break times is carried out by Support for Learning staff and the school janitor.

## **Transitions**

### **Sgoil Araich / Nursery**

Early Learning & Childcare enrolment usually takes place in February on a date notified to parents by local press advertisement. Children securing a funded place are entitled to a maximum of 30 hours, term time or 22.5 hours all year funded Early Learning and Childcare in any one week. Children who enrol in the setting will be invited by their key worker into their new playroom to experience a little of the nursery atmosphere and to meet the staff and children.

More information can be obtained from the Sgoil Araich Manager, Mrs Gillian MacAulay, Telephone number 01851 702171.

### **Transfer from Nursery to Primary**

Before leaving nursery, a profile and transition record for each child will be prepared by nursery staff to hand over to Primary School staff to ensure a smooth transition and continuity of education for the child transferring to Primary. There will also be a number of visits to the Primary Class in the lead up to the child commencing in P1. Both EM and GM class teachers visit the Sgoil Araich weekly and pre-school children from each room visit the P1 and GM1 classrooms to work alongside pupils. A formal Joint Learning/Transition programme takes place in terms three and four.

### **Primary School Admissions**

Children who will be four years of age by 28<sup>th</sup> February 2024 are eligible for infant enrolment in August 2024. Enrolment takes place at the beginning of February, on a date specified by press advertisement.

In our school, pupils can be taught through the Medium of Gaelic or English and parents should indicate their preference on the enrolment form. At the time of enrolment, parents are requested to provide a copy of their child's Birth Certificate and should indicate on the form any medical issues or additional needs which their child may have. New entrants are invited into the school in terms three and four prior to entry to sample some typical P1 activities. Two induction mornings take place in June.

Other children, whose families have just moved into our catchment area, should be accompanied by a parent or guardian on their first day of reporting to school if they have not already been in contact with the school.

Parents who wish to apply for a place at a school other than the local Primary School for new enrolments should complete a Placing Request Form, which can be accessed using the following link: <https://www.cne-siar.gov.uk/forms/placing>

## **Primary to Secondary Transfer**

Two Induction days to the Secondary School is organised in June and children from other catchment schools will have the opportunity to meet and get to know each other and their teachers. When pupils complete Primary 7 they will normally transfer to The Nicolson Institute, Springfield Road, Stornoway. Telephone number 01851 707000.

Community Learning Department (CLD) offer a transition programme to P7 pupils in term 3 and 4. They work with P7s to prepare them for their move to secondary school.

The Education Attainment Apprentice works with any P7 pupils who have some concerns/anxieties about transitioning to secondary school. Pupils will engage in an informal programme of activities.

Additional support is arranged with the Secondary School in order to assist pupils with additional needs to make successful transitions.

## **Placing Requests**

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

If you wish to make a Placing Request, you should complete the form online - <https://www.cne-siar.gov.uk/forms/placing>. If a Placing Request is successful, parents will be responsible for the safety and transportation costs of their child to and from their chosen school.

## **SECTION 5**

### **SCHOOL IMPROVEMENT**

#### **Standards & Quality Report/ School Improvement Plan**

Each year the school publishes a Standards and Quality Report and School Improvement Plan. The Standards & Quality Report highlights the school's major achievements in the previous year.

The School Improvement Plan highlights the school's major development projects for the following session.

The Standard & Quality Report and School Improvement Plan is available for viewing on the school website. Paper copies can be requested from the school.

<https://laxdaleprimaryschool.co.uk/>

#### **Raising Attainment**

Additional measures have been introduced to raise attainment in Literacy, Numeracy and Health and Wellbeing. Two Education Attainment Apprentices have been employed to work with pupils. Their input provides additional measures to raise attainment. We track Attainment, Attendance, Participation, Engagement and Inclusion to ensure equity for all.

Class teachers meet with Management, Support for Learning Teacher and the Attainment Apprentices to track the progress of all pupils and to identify next steps for learning.

After School and Holiday Clubs have been established in partnership with CLD to provide additional opportunities for some pupils.

Information regarding the school's performance at local and national level can be obtained through the following link:

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

#### **Transferring Education Facts about Pupils**

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. The 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 decisions about how to improve our Education service, Scottish Government, Education Authorities and other partners such as 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](http://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 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 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 colleagues within and outwith Scottish Government.

## Activities, Groups, Clubs

Laxdale Primary School actively encourages and offers pupils opportunities to take part in a varied programme of extra-curricular activities. There are a number of sporting, musical and other activities on offer. Swimming lessons are given as part of the annual curriculum for Primary 4 pupils.

### SCHOOL CLUBS

Monday - Gaelic Homework Club

Tuesday - Gaelic Homework Club

A variety of After School Clubs will be reintroduced this session. These include Choir, Football, Netball, Sports Hall Athletics, Unihoc, Tchoukball, Running, Highland Dancing, Badminton, Rugby and Infant Sports. The Education Attainment Apprentices run sports clubs for class groupings. These are planned with Mr Eric Macleod from Active Schools.

**All clubs run from 3.15pm – 4.15pm except for Gaelic Homework Club which finishes at the later time of 4.45pm.**

After School Sports Clubs are organised by staff and the Sports Council. Information is sent home to parents with the details of the club. Parents are asked to sign that their child has permission to attend and to indicate if they are able to help out.

The school regularly participates in the local Sports Festival. A high number of teams are entered throughout the year. Again, the Sports Council organise the teams and enter them (under the supervision of staff). We rely on parent helpers to assist with After School clubs and Sports Festival.

The Laxdale Community Hall across the road from the school is used regularly for Youth Clubs, Cub Scouts, etc. Facilities are available for games such as badminton, indoor football, snooker and table tennis.

### SCHOOL SPORTS WEEK JUNE 2023



