



## School Information

### Cawdor Primary School Handbook 2026/2027



Cawdor Primary School  
Cawdor  
IV12 5XZ  
Tel: 01667 402460

e-mail: [cawdor.primary@highland.gov.uk](mailto:cawdor.primary@highland.gov.uk)

Website: [www.cawdorprimaryschool.com](http://www.cawdorprimaryschool.com)

Head Teacher: James Cook

**Numbers as of 01/11/25**  
**Present Roll – 144**  
**(Early Learning and Childcare – P7)**



## Contents Page

1. School Information
2. Contents Page
3. Introduction by Head Teacher
4. Staff Details
5. The School Day
6. School Purpose, Vision, Values, and Aims
7. Our Curriculum
8. Improving Our School/ Our Data
9. Enrolment/ Uniform
10. Parental Involvement in Learning
11. Parent Forum/ Parent Council
12. Attendance at School
13. Equality and Diversity/ Additional Support Needs/ Mental Health & Wellbeing
14. Military Families/ Positive Relationships and Bullying Prevention/ Religious Observance/ Child Protection
15. Medication and Health Care
16. Parent Line/ School Community/ Extra-Curricular/ Transition/ Complaints and Requests for Services
17. School Meals
18. Severe Weather Procedures
19. Your Data

Latest information regarding school term times can be found on the link below:

**[CLICK HERE – HIGHLAND COUNCIL TERM DATES](#)**

Highland Council policies can be accessed on the following link:

**[CLICK HERE – Highland Council Policies and Guidance](#)**

**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.**

Dear Family Member,

Welcome to Cawdor Primary School. Some of you are already familiar with our school, whilst others are joining the school for the first time. I hope you find our handbook informative, giving you an outline and brief profile of our school.

In Team Cawdor, every journey matters. We believe everyone can achieve their dreams. We strive to develop an Early Learning and Childcare (ELC) setting and school that puts each child at the centre of their own learning. We have a school that promotes our values of **kindness, teamwork, belonging and respect**, so that all members feel valued, and achievements of all kinds are recognised. Through our approaches to fostering positive relationships, we aim to support our young learners as they develop as responsible citizens, confident individuals, effective contributors and successful learners equipped for the 21<sup>st</sup> century.

We very much look forward to welcoming you and your child to Cawdor Primary School. If you require any further information or details, please do not hesitate to contact us through the school office on 01667 402460 or [cawdor.primary@highland.gov.uk](mailto:cawdor.primary@highland.gov.uk).

Yours sincerely,

James Cook  
Head Teacher





## **Our Team at Cawdor Primary School (November 2025)**

### Teaching Staff

Head Teacher  
Principal Teacher

James Cook  
Julia Jerrett

Primary 1  
Primary 2/3  
Primary 4  
Primary 5/6JJ  
Primary 5/6SF  
Primary 7

Joanne Harper  
Kathleen Navarro de Paz  
Karen Scally and Caroline Mudie  
Julia Jerrett and Lauren Owens  
Sharleen Foxcroft and Caroline Mudie  
Diane Macleod and Caroline Mudie

Additional Support Needs  
Class Contact Reduction

Pauline Randell (Thursday)  
Francesca Mackintosh-Walker

### Peripatetic Senior Early Years Practitioner (SEYP)

Mairi Laing

### Early Years Practitioners (EYPs)

Adele Mackenzie  
Caroline Docherty  
Gizelle Souter  
Helen Kelly  
Stacey Glass

### Early Years Support Workers

Fiona McAuley  
Gizelle Souter  
Jane Philip

### Breakfast Club Auxiliary

Jayne Babey

### Clerical

Shona Snitch

### Pupil Support Assistants

Corrina Moore  
Irene Macarthur  
Jayne Babey  
Sheena Taylor

### Facility Management Assistant

Andrew Houghton  
Rhona Forsyth

### Catering

Hayley Paterson  
Sarah Grant  
Vicky Stewart

### Cleaning

Jayne Babey  
Matthew Fraser



## **The School Day**

### Early Learning and Childcare

Our Early Learning and Childcare (ELC) setting is open from 9am-3pm Monday to Friday during term time.

### Primary 1- Primary 7

9.15am – Start of day  
9.15am-9.45am – P1-3 outdoor play  
11am-11.15am – Morning interval  
12.45pm-1.25pm – Lunch break  
1.25-3.10pm – Afternoon session  
3.10pm – End of day

### Breakfast Club

The school runs a Breakfast Club from 8am to 9am when school starts. This provision is childcare, registered with the Care Inspectorate, and as such you will be invoiced for use. Please contact the school office if you wish to use the service.

### Severe Weather Procedures

In the event of severe weather, parents/guardians should refer to the school's policy on **page 18** of this handbook.

### Sharing Information with Families

Our main mechanism for sharing information is through the SeeSaw App. Information will be provided at the beginning of the session. We also use our school website to share key information with families.

Information will also be shared via letters, dates for the diary and telephone and email where appropriate.

### Parental Engagement and Involvement

Useful information for parents on how you can get involved in your child's education, how to support the school, and information on curriculum developments, can all be found on [Education Scotland's Parentzone site](#).



## School Purpose, Vision, Values, and Aims

Our purpose, vision, values and aims were developed by the school community in 2022.



Values	Purpose
<ul style="list-style-type: none"> <li>Kindness</li> <li>Teamwork</li> <li>Belonging</li> <li>Respect</li> </ul>	<p>In Team Cawdor every journey matters. We believe everyone can achieve their dreams.</p>
Vision	Aims
<p>Cawdor 2030 will be a safe, welcoming, fun and happy place for everyone to achieve their goals.</p>	<p>To achieve this we will:</p> <ul style="list-style-type: none"> <li>Support everyone to "Give it a go!"</li> <li>Celebrate our differences</li> <li>Use mistakes to help us learn</li> <li>Learn through play outdoors and indoors</li> </ul>

Our policy, ['Cawdor's Way to Wellbeing'](#), developed by children for children and adults, brings together our values, the Wellbeing Indicators (SHANARRI), Children's Rights (UNCRC), Equality and Diversity, Positive Relationships, and Anti-Bullying.



## Our Curriculum

Curriculum for Excellence is designed to achieve a transformation in education in Scotland by providing a coherent, more flexible and enriched curriculum from 3 to 18. The curriculum includes the totality of experiences which are planned for children and young people through their education, wherever they are being educated.

[CLICK HERE – Education Scotland: Curriculum for Excellence](#)

The curriculum aims to ensure that all children and young people in Scotland develop the knowledge, skills, values and attributes that they will need to flourish in life, learning and work. The knowledge, skills, values and attributes learners will develop will allow them to demonstrate four key capacities – to be **successful learners, confident individuals, responsible citizens and effective contributors**. The [Curriculum](#) area of our school website includes further information for families.

### The totality of experiences

The curriculum includes all of the experiences which are planned for children and young people through their education, wherever they are being educated. These experiences are grouped into four categories.

### Curriculum areas and subjects

The curriculum areas are the organisers for setting out the experiences and outcomes. Each area contributes to the four capacities and consists of:

***Numeracy and Mathematics, Literacy and English, Languages, Health and Wellbeing, Religious and Moral Education, Sciences, Technologies, Social Studies and Expressive Arts***

### Interdisciplinary learning

The curriculum should include space for learning beyond subject boundaries which will provide learners with the opportunity to develop insights and apply skills in a way and/or to a degree not offered through the study of a discrete curriculum area.

### Ethos and life of the school

The starting point for learning is a positive ethos and climate of respect and trust based upon shared values with genuine engagement across the school community.

### Opportunities for personal achievement

Children and young people need opportunities for achievements both in the classroom and beyond, giving them a sense of satisfaction and building motivation, resilience and confidence.

Added to this, because children learn through all of their experiences - in the family and community, Early Learning and Childcare (ELC) setting and school - the curriculum aims to recognise and complement the contributions that these experiences can make.

Early Years Practitioners and Class Teachers share our curriculum throughout the year with families through our approaches to Profiling and Reporting. If you would like to find out more about our curriculum framework, contact the Head Teacher. There is also information for parents on [Education Scotland's Parentzone site](#).

Parents have the right to withdraw children from [religious observance](#) and specific teaching points within the [relationships, sexual health, and parenthood curriculum](#). Parents wishing to do so should contact the school's head teacher.



## Improving Our School

We have identified five areas that we will focus on over three years (August 2024 – July 2027) in our effort to ensure that each child and family has a positive learning experience in Cawdor. See [Cawdor's Improvement Five 2024-2027](#)

Each year the school develops, with the school community, a school improvement plan. Through evaluating the progress that the school is making, key actions are identified, and a plan for improvement created. At the end of the school year, a standards and quality report is created to detail the progress that the school has made through the school improvement plan. Our [School Improvement page](#) on the school website provides further information.

The 2024/2025 standards and quality report can be accessed on the following link: [2024/ 2025 Standards and Quality Report](#)

Our school improvement plan has been created in three formats:

[A one page visual that details what improvements we're planning for this year](#)

[A one page visual created by children for children](#)

[An action plan that details how we're planning to improve and who will lead that improvement.](#)

### Our Data

Each year, at the end of Primary 1, Primary 4 and Primary 7 we share our attainment data with the Scottish Government to show our progress in attainment.

- **Listening and Talking:** 98% (combined P1, P4, P7) of children in P1 (Early Level), P4 (First Level) and P7 (Second Level) achieved the Level appropriate to their stage.
- **Reading:** 87% (combined P1, P4, P7) of children in P1 (Early Level), P4 (First Level) and P7 (Second Level) achieved the Level appropriate to their stage.
- **Writing:** 85% (combined P1, P4, P7) of children in P1 (Early Level), P4 (First Level) and P7 (Second Level) achieved the Level appropriate to their stage.
- **Numeracy:** 85% (combined P1, P4, P7) of children in P1 (Early Level), P4 (First Level) and P7 (Second Level) achieved the Level appropriate to their stage.

Teachers at Primary 1, 4 and 7 make these judgements through ongoing assessments and monitoring children's progress in class, linked to the Benchmarks for each of the levels identified by Education Scotland.

Further information on:

[Education Scotland – Find an Inspection Report](#)

[Education Scotland – School Information Dashboard](#)





## Enrolment

### Primary 1 enrolment

Parents may choose to enrol their child to begin school in August if your child's fifth birthday falls before the last day in February of the following year. Enrolment of new Primary 1 pupils take place in January or February and notice of the exact enrolment dates will be available on the [Highland Council website](#).

Arrangements are made between April and June for the new Primary 1 pupils to spend some time in school to get to know their new teacher (if possible) and the school building. Those attending our Early Learning and Childcare (ELC) setting work alongside Primary 1 throughout the year as part of the Early Level curriculum.

### Early Learning and Childcare enrolment

Enrolment for Early Learning and Childcare takes place in February each year.

### Moving into the Area

It is usually possible to find places for pupils wishing to enrol at other stages in the school. In the first instance parents should contact the Head Teacher via the school office for details of available places and how to apply.

### School Placing Requests – Parental Choice

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 Quality Improvement Manager. Transportation to and from school for placing request pupils is a parental responsibility.

Placing request forms can be obtained from:

[CLICK HERE – Make a Placing Request Highland Council](#)

## School Uniform

The core uniform includes (these do not need to be embroidered):

- ☐ Navy blue school sweatshirt, fleece or cardigan
- ☐ Navy blue, sky blue or white polo shirt.

If you wish to purchase uniform with the school logo, there are two suppliers that provide a range of uniform options:

Househill Embroidery
<a href="https://www.househillembroidery.co.uk/cawdor-primary">https://www.househillembroidery.co.uk/cawdor-primary</a>
Schoolwear Made Easy
<a href="https://schoolwearmadeeasy.com/collections/cawdor-primary">https://schoolwearmadeeasy.com/collections/cawdor-primary</a>
<a href="https://schoolwearmadeeasy.com/collections/cawdor-nursery">https://schoolwearmadeeasy.com/collections/cawdor-nursery</a>

Please ensure that all items of clothing and footwear are clearly labelled with your child's name. If eligible, families can apply for financial assistance with uniform.

[CLICK HERE – Free School Meals/ Assistance With Clothing](#)



## Parental Involvement in Learning

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 children and adults, and between the adults at home and at school. Families are encouraged to contact the school to discuss anything that is pertinent to their child's development, learning or wellbeing.

Your child's key worker if your child is in our Early Learning and Childcare (ELC) setting, or your child's class teacher if your child is in Primary 1 – Primary 7, will share your child's learning across the year through a range of approaches including:

- home learning tasks
- sharing your child's learning profile
- pupil progress discussions
- short written report.

Throughout the year we also plan for family learning opportunities so that you can support learning at home. We seek the feedback of families to review our approaches to parental involvement and family learning.

Our ['Learning at Home – Homework in Cawdor'](#) section of our school website provides further information for families.

### Assessment

Our aims are to identify the strengths/ areas to work on for each child and improve their attainment, confidence and motivation. To this end, we use observations, class quizzes, topic assessments, learning dialogues etc. to compile information on your child and help identify their next steps. Continuous on-going assessment takes place throughout the school. As children progress through the school we use a combination of different assessment methods to get the best picture possible of your child and their progress. We use this information to plan your child's learning, sharing their progress and next steps.

[CLICK HERE – Education Scotland: Assessment and Achievement](#)

### High Quality Assessment Tasks

As part of your child's learning in primary school, teachers plan for High Quality Assessment Tasks throughout the year to demonstrate what they have learned. These are part of your child's profile and will be shared with families throughout the year.

### Written Report

For children in P1-P7, an end of year written report is issued to parents in June which summarises a child's progress in relation to what is appropriate for their age and stage.

### Pupil Progress Discussions

Parents are encouraged to come to our twice annual, pupil progress discussions where teachers will share their on-going assessments and identify the next steps for an individual child.

Parents may also make an appointment outside of these times if they have an urgent need to discuss their child's wellbeing or progress with the class teacher. Please be assured you are always welcome to visit the school at a mutually convenient time if you have any other matter you wish to discuss. Please phone the school office to make an appointment or email your child's class teacher in the first instance.



## Parent Forum and the Parent Council

The Scottish Schools (Parental Involvement) Act 2006 has changed the arrangements for parental representation in all schools. Since August 2007, all parents are automatically members of the Parent Forum for their school and they have a right to establish a Parent Council to represent them.

The membership of the Parent Forum is made up of all parents who have a child at an education authority school. Membership of the Parent Forum allows parents to have a say in the local arrangements to enable their collective view to be represented on matters such as the quality and standards of education at the school and other matters of interest to parents. One of the ways parents in the Parent Forum will be able to express their views will be through the Parent Council.

The Parent Council is a group of parents selected by members of the Parent Forum to represent all the parents of children at the school. Parent Councils are very flexible groups and the Parent Forum can decide on the type of group it wants to represent their views.

The types of things a Parent Council could get involved in include:

- Supporting the work of the school
- Gathering and representing parents' views to the Head Teacher, education authority and Her Majesty's Inspectorate for Education (HMIE)
- Promoting contact between the school, parents, pupils and the local community
- Fundraising
- Involvement in the appointment of senior school staff

### Parent Council

Parent Councils are recognised in law from August 2007. As a statutory body, the Parent Council has the right to information and advice on matters which affect children's education. So, the school and the local authority must listen to what the Parent Council says and give it a proper response. We would encourage any parents to get involved in the life of our school, become a member of the Parent Council and help our school be the best it can be.

Generally, members of the Parent Council must be parents of children who attend the school and the chairperson must have a child in the school. However, the Parent Council can decide to co-opt other members from teachers and the community who will have knowledge and skills to help them.

Members of the Parent Council will bring knowledge from their own experience and personal views. However, as parent representatives, they must also consider how they can ensure that the Parent Council presents a co-ordinated, collective voice through consultation with other members of the Parent Forum. Staff and pupils very much appreciate the help given by the Parent Council to the school. New members are welcome at all times.

The Parent Council can be contacted on: [Cawdor.Primary@highlandpc.co.uk](mailto:Cawdor.Primary@highlandpc.co.uk)

Our Parent Council are on Facebook – please search **Cawdor Primary School Parent/Guardian Forum**.



## Attendance at School / Registration

Registration will take place by the early years practitioner/ class teacher and is recorded using an electronic system called SEEMiS. The school office will make arrangements to contact any parents/guardians of pupils who are absent.

It is Highland Council policy that where a child is absent or late (and the school has not been given prior notice), the school will make concerted efforts to contact parents/guardians to find out why.

**Therefore, it is vital that all parents/guardians should contact the school by 9.15am.** Failure to contact the school will result in an unauthorised absence. All unauthorised absences are actively pursued by the school.

### Three Day Rule for Unexplained Absence of Pupils

#### **Day 1; First day of unexplained absence of a pupil**

The school will endeavour to make contact by telephone or email to parents, carers or emergency contacts informing them that the child is absent and requesting a reason for the absence. If no contact can be made with the parents/carers or emergency contacts on the first day of absence this will be noted by the school. If the family is known to other agencies, because of possible concerns about his/her wellbeing, then contact will be made with these agencies.

#### **Day 2; Second day of unexplained absence of a pupil**

The school will make vigorous attempts to contact a carer or family member by telephone, or e-mail. If no contact can be made on the second day of absence, this will be noted by the school.

#### **Day 3; Third day of unexplained absence of pupil**

If no contact is established, a member of staff will arrange a home visit to check the situation. If the child is not found and no satisfactory explanation is given for absence, the police will be notified of the child's non-attendance. The police will treat this as a missing persons alert. The police may be involved to conduct visits where it is not possible for the school to do so.

### Steps for Parents

- Keep the school up to date with your telephone number, including mobile phones if you have one, and other details for emergency contacts.
- Inform the school of any pre-arranged absence e.g. attendance at hospital appointment prior to the absence taking place
- Inform the school or pre-school of your child's absence by 9.15am daily
- Respond promptly to contacts from the school

### Holidays During Term Time

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 as 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.

**[CLICK HERE – Highland Council Term Dates](#)**

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



## Equality and Diversity

In Cawdor we believe that our children, staff, family members and the community should be treated with fairness, dignity and respect. The school's Equality and Diversity policy is driven by the Equality Act (2010), through having due regard to the need to:

- eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act
- advance equality of opportunity between people who share a protected characteristic and those who do not
- foster good relationships between people who share a protected characteristic and those who do not.

We aim to integrate the Equality Act (2010) and the United Nations Convention on the Rights for the Child (UNCRC, 2014) into our curriculum to develop the knowledge, skills, values and attributes set out in the four capacities of Curriculum for Excellence. Our policy, '[Cawdor's Way to Wellbeing](#)' details our approach. Council and National Equality and Diversity policies for schools can be found: [CLICK HERE – Highland Council Equality & Diversity](#)  
[CLICK HERE – Scottish Government Presumption of Mainstream](#)

## Additional Support for Learning

Early Years Practitioners (EYPs)/ 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: [CLICK HERE – Highland Council Additional Support for Learning](#)

All children have a Named Person. In P1-P7, the Named Person for your child is James Cook, the Head Teacher. In Early Learning and Childcare this will be your child's health visitor.

Parents will be involved in discussions about any additional support being suggested for their child and any need that may be identified within the school. 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 the Head Teacher. If your concerns continue, there are a number of means of resolving difficulties and disputes and information on this can be found at:

[CLICK HERE – Highland Council Additional Support for Learning](#)  
[CLICK HERE – Coordinated Support Plan](#)

Further information can be found:

- (a) [Enquire](#) – the Scottish advice and information service for additional support for learning
- (b) [My Rights, My Say](#) – an advocacy and advice service for young people over 12 with additional support needs
- (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.

## Mental Health and 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. Schools 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. Counselling is also available for all pupils from age 10. Information on your school's service can be accessed from your child's teacher. Alternately, there is a completely confidential, online counselling service called Kooth for children and young people from age 10 that can be accessed [here](#). Parents would generally be involved in discussions beforehand, however a young person over the age of 12 can ask for support themselves.





## Military Families

Our school welcomes and supports families and their children and young people from **Armed Forces families: Serving, Reservists and Veterans**. We understand some of the challenges that service life can bring. These may be more difficult during times of mobility, separation due to a deployment, long training exercise or weekending. We look forward to working with you to ensure your child or young person thrives whilst with us in Highland. Please get in touch with us as soon as you can so we can work together to ensure we are ready for your child or young person joining us. This is particularly important if they have additional support for learning (ASL) needs so that we can where possible have the appropriate support in place. (ASL is the term used in Scotland, in England a similar term is SEND).

Highland Council proudly committed to the Armed Forces Covenant many years ago and have built positive relationships with its Armed Forces community. There is a unique and dedicated partnership, [The Military Liaison Group \(Education\)](#), often referred to as "The MLG" extend a warm welcome to you. This was formed to promote and ensure the equity and equality for any child or young person from an Armed Forces family, within an educational context, so that they thrive whilst with us in Highland. There is a dedicated website in Highland, [Armed Forces Families Website](#) that has been developed and informed by our Armed Forces community's needs. It is an easy to navigate website with helpful information, guidance and support for families, educators, children and young people and communities. Here is a link to take you directly to the [Enrolment page](#) which may be particularly helpful. Our children and young people have co-created a [warm welcome to you and your family](#). Please get in touch with the Headteacher if you have any queries or if you would prefer, contact the [MLG \(Education\) lead](#).

## Positive Relationships and Bullying Prevention

The school has developed '[Cawdor's Way to Wellbeing](#)' which supports implementation of Highland Council's guidance on Positive Relationships and Bullying Prevention Policy and Guidance:

[CLICK HERE: Cawdor's Way to Wellbeing](#)

[CLICK HERE: Highland Council Promoting Positive Relationships](#)

[CLICK HERE: Highland Council Positive Relationships Bullying Prevention Policy & Guidance](#)

## Religious Observance: The Rights of Learners and Families

Religious observance adopts an open and respectful approach and does not seek to compromise the beliefs of any pupils or their families. Under the terms of the Education (Scotland) Act 1980, parents have the right to withdraw their child from religious observance. The terms of the Act state that "no pupil in any such school shall be placed at any disadvantage with respect to the secular instruction given therein by reason of his being withdrawn". The school will deal with such requests with sensitivity and understanding. The Head Teacher is happy to meet with any parent wishing to withdraw their child to ensure that they are clear about the school's policy. Where a child is withdrawn from religious observance, the school will make suitable arrangements for your child to participate in worthwhile alternative activity.

## 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 the Child Protection Guidance can be found on:

[CLICK HERE: Highland Council Child Protection](#)

[CLICK HERE: Highland Council Child Protection Guidance](#)

The Designated Child Protection Officer for the school is the Head Teacher.



## Medication and Health Care

At the beginning of each year we ask parents to complete an Emergency Contact Form which gives us details of how to contact you or a family member or friend if your child is ill. **It is important that you inform us of any changes of address, telephone number etc. in writing, in the event that we should need to contact you.**

### Minor injuries

School will only deal with minor cuts and bruises, these will be cleaned and a plaster applied. If your child is injured 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.

### If Your Child Becomes Unwell

If your child becomes ill during school time we will make every attempt to contact you or your emergency contact. If a serious incident occurs, it will be dealt with immediately and this may mean that we take action before we are able to contact you. The safety and good health of your child will always be our main concern.

### Administering Medication

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

[CLICK HERE – Supporting Children & Young People With Healthcare Needs](#)

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.



## **Parent Line**

Children 1<sup>st</sup> Parentline provides support for families. They can be contacted free of charge by telephone or via web chat. Information on the link below.

[CLICK HERE – Children 1<sup>st</sup> Parentline](#)

## **Community Centre**

The school is attached to community facilities which are used throughout the day. There is a security system in operation from 8am to 6pm weekdays keeping the school safe. Out with these times the community have access to areas of the building.

Further information can be found on:

[CLICK HERE – Cawdor Community Centre Association](#)

## **Extra-Curricular Activities**

Throughout the year, different extra-curricular activities are provided. These are delivered by volunteer family members or coaches. Sporting extra-curricular activities are supported by our Active Schools Coordinator.

## **Transition into Cawdor ELC and from ELC through to P1**

Our ELC and P1 Google sites support the into ELC and ELC-P1 transitions.

[CLICK HERE – ELC Google Site](#)

[CLICK HERE – P1 Google Site](#)

## **Transition from Primary to Secondary**

Pupils are normally transferred between the ages of 11 ½ and 12 ½ years old so that they will have the opportunity to complete at least 4 years of Secondary Education. Parents will be informed of the arrangements no later than December of the year preceding the date of transfer at the start of the new session.

Pupils from this school normally transfer to:

Nairn Academy

IV12 4RD

Tel: 01667 453700

Head Teacher: Julie Macdonald

Some of our P7 pupils transfer to Culloden Academy.

Culloden Academy

IV2 7JZ

Tel: 01463 790851

Head Teacher: Claire McGonigal

## **Complaints and Requests for Service**

If a parent has any concerns they should contact their child's key link in the nursery/ class teacher in the first instance, or the Head Teacher if this is deemed more appropriate. 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 Quality Improvement Manager, Mark Jones, on [Mark.Jones@highland.gov.uk](mailto:Mark.Jones@highland.gov.uk).

Please note that transport is not a school responsibility and queries should be addressed to the Transport Development Officer, Highland Council on

[school.transport@highland.gov.uk](mailto:school.transport@highland.gov.uk).



## School Meals

School meals are available at Cawdor Primary School at a price of **£2.40** per meal (at time of print). A copy of the school menu is on the Highland Council website: [\*\*CLICK HERE – Highland Council School Meals\*\*](#)

At present, children in P1-5, and those with funded hours in Early Learning and Childcare (ELC) are entitled to a free school meal.

Pupils may also choose to bring in a packed lunch from home, and in keeping with Highland Council's Health Promoting Policy, it is the school's hope that this packed lunch should contain a healthy balanced diet.

Any child wishing to go home for school lunch should indicate this to their class teacher during registration in the morning.

Research shows that eating breakfast helps you concentrate and perform better in school.

Children of parents/guardians receiving certain benefits may be entitled to a free midday meal. Information and application forms for free school meals may be obtained from school office and from [\*\*Highland Council website\*\*](#).

The school meal service offers nutritionally balanced, well presented food in an environment that is safe, well ordered and sensitive to the needs of pupils in order that they may enjoy the lunchtime social experience. Healthy choices are very much in evidence in all menus. Food and drinks served meet the requirements of The School (Health Promotion and Nutrition) (Scotland) Act 2007.

### Special Diet, Food Allergy

If your child requires a special diet for health reasons, please fill in the Special Diet Food Allergy form available on the link below and from the office. The request will be considered by the head teacher in consultation with the school meals service. Where appropriate, they will seek the advice of the local dietician.

For information and guidance on healthy living topics check out: [\*\*CLICK HERE – Healthy Living Guidance\*\*](#)

Further information on school meals can be found: [\*\*CLICK HERE – Highland Council: School Meals\*\*](#)



## Severe Weather Procedures

In exceptional circumstances, for example as a result of heavy snowfall, power outage or water failure, it may be necessary for the school to be closed or to send children home early.

Where road conditions are the main factor involved, the decision to close the school early will usually be made at the request of the transport contractors who have an obligation to ensure that the children are returned to their pick-up points safely.

The school will contact parents to warn of this outcome. Where parents cannot be reached, the school will contact the emergency contact to arrange collection either at the normal dropping off point, or at the school. In the event of no contact being made with parents or emergency contact, the child will be kept in school until they are collected. Parents are strongly advised to ensure that the names of emergency contacts are kept up to date and that the school be notified immediately should this change.

Please note that while the school contractors will make a risk assessment on the advisability of taking children to school in the morning, the decision as to whether a pupil should attempt to travel to school in adverse weather conditions, either by transport or by foot, lies with the parent. While recognising that education should be interrupted as little as possible, the Education Authority accepts that in severe weather, safety of the pupils is paramount.

The previous dial-in phone service to inform parents of school closures has been withdrawn by Vodafone. Instead parents can obtain information on the [Highland Council school closures webpage](#). The school will also use SEESAW to communicate school closure information with families.

Further information regarding Highland Council Closure guidelines can be found at: [CLICK HERE – Highland Council School Closures](#)

**Moray Firth Radio – [www.mfr.co.uk](http://www.mfr.co.uk)**

Normally hourly news bulletins and half-hourly summaries will carry local information on weather, roads and conditions affecting schools. Morning updates will usually be given at **7.10, 7.40, 8.10 & 8.40am**. In severe conditions normal programmes will be interrupted more frequently to carry emergency bulletins.





## **Your Data**

### 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.

### 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:

[\*\*CLICK HERE: Highland Council – Data\*\*](#)

### 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:

[\*\*CLICK HERE – ScotXed School Education\*\*](#)

### 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\*\*](mailto: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.