2027-2028

Cawdor Primary School

Cawdor Early Learning and Childcare (ELC)

Cawdor Primary School

Key Information

Cawdor Primary School
Cawdor
IV12 5XZ
Tel: 01667 402460

Email: cawdor.primary@highland.gov.uk

Website: www.cawdorprimaryschool.com

Head Teacher: James Cook

Numbers as of November 2026
- Early Learning and Childcare: 26
- P1-P7: 114

Parent Council email: cawdor.primary@highlandpc.co.uk

Our school website includes up-to-date information for families. The links contained in this document will direct you to relevant sections.

www.cawdorprimaryschool.com

School Day

P1-P7:
- 9:15am - Start of day
- 9:15am-9:45am - P1-P3 Outdoor Play
- 11:00am-11:15am - Morning Interval
- 12:45pm-1:25pm - Lunch
- 3:10pm - End of School Day

We have a breakfast club for P1-P7 children which operates from 8am-9am. This service is registered with the Care Inspectorate as part of Cawdor Early Learning and Childcare, currently charged at £5.30 per day. Further information can be requested by contacting the school office on cawdor.primary@highland.gov.uk.

Cawdor Early Learning and Childcare (ELC)

Children under school age in Scotland are entitled to 1,140 hours of childcare following their third birthday. Cawdor ELC operates from 9am-3pm Monday-Friday during school term time. The Cawdor ELC Google Site has been developed to provide key information for prospective and current ELC families:
https://sites.google.com/highlandschools.net/our-team-cawdor-elc/home?pli=1&authuser=0



Adverse Weather and Temporary School Closures

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

Information is available on our school website:
https://cawdorprimaryschool.com/severe-weather/



Communication

Our contact overview provides families with information about who to speak to within our team, and how families can get in touch.
https://cawdorprimaryschool.com/get-in-touch/

In Cawdor we use SEESAW to communicate with families. The school community is also provided with regular updates through our online newsletter.
https://cawdorprimaryschool.com/newsletter/



Curriculum and Pedagogy

We continuously develop our approaches to learning, teaching, and assessment to support all children's development, learning, and wellbeing using research in pedagogy (how our children learn) and curriculum (what our children learn).
https://cawdorprimaryschool.com/learning-teaching-and-assessment/

Our Curriculum Rationale explains how we have built Cawdor's curriculum.
https://cawdorprimaryschool.com/our-curriculum/

In P1-P7, termly overviews are shared with parents to support their understanding about what their child is learning and to connect learning between school and home.
https://cawdorprimaryschool.com/termly-overview-2/

As part of the curriculum, we have six planned religious observance assemblies delivered by local faith communities timetabled across the year.
https://cawdorprimaryschool.com/religious-observance-the-rights-of-learners-and-families/



Improving our ELC Setting and School

Continuous improvement of Cawdor Early Learning and Childcare (ELC) and Cawdor Primary School is led by the headteacher. The headteacher works with children, families, partners, and staff to evaluate what is going well and what the next steps are

in our journey to excellence. Our school improvement information is available on the following link:
https://cawdorprimaryschool.com/school-improvement/

Each year our school and early learning and childcare setting produce a 'Standards and Quality Report'. This includes our evaluation of our school improvement: how we are doing, how we know and what we're going to do next. Our one-page Standards and Quality Report for 2025/2026 can be found on the link below.
https://cawdorprimaryschool.com/wp-content/uploads/2026/06/sqr-25_26.png

Through our evaluation of our improvement, we have identified five areas that we will focus on between August 2024 and July 2027 in our effort to ensure that each child and family has a positive learning experience in Cawdor. You can see our five drivers on our overview below.
https://cawdorprimaryschool.com/wp-content/uploads/2026/06/24-27-medium-term.pdf

Each year we then produce a school improvement plan with the key areas for the year ahead. We have used Cawdor's Improvement Five to create our school improvement plan for the 2026/2027 academic session. Our one-page School Improvement Plan for 2026/2027 can be found on the link below.
https://cawdorprimaryschool.com/wp-content/uploads/2026/06/sip-overview-26-27.pdf



Learner Engagement in Improvement

Children are central to improving our Early Learning and Childcare (ELC) setting and school. As part of this, all children from ELC to Primary 7 are in one of our pupil leadership groups, driving school improvement. During 2026/2027 children progress school improvement through the following pupil leadership groups:

- Book Bandits
- Digital Leaders
- French Friends
- House Captains
- Outdoor Group
- Rights Rangers
- Sustainability Squad.



Parental Involvement

As partners to their child's learning, parents support the connection between children's learning at school and at home. Throughout the year we have termly opportunities for children to share their learning with their families and for families to share and celebrate their child's wider achievements.
https://cawdorprimaryschool.com/sharing-our-learning/

Working with families, we have developed an approach to learning at home (homework) in P1-P7 which is focused on fluency, is optional, and can be planned for within a family's schedule.
https://cawdorprimaryschool.com/learning-at-home-homework-in-cawdor/

Listening to the voices of our families, our annual family questionnaire shapes how we continuously improve Cawdor.
https://cawdorprimaryschool.com/family-questionnaire-2026/

Parents are invited to 'Tea With Mr C' termly. This is an opportunity to meet with the headteacher to support the school's continuous improvement.

In November and March, Early Years Practitioners (EYPs) and teachers meet with families at our pupil progress discussions to review children's progress, share next steps, and identify how learning can be supported at home. In P1-P7, families receive a written summary of their child's learning in our end of year reports in June. In ELC, families are invited to a third pupil progress discussion in June.

Our Parent Council represent the views of our parent forum (all parents in Cawdor).
https://cawdorprimaryschool.com/parent-forum-parent-council/

Practical Information: P1-P7

Information on what children need each day is available on our school website:
https://cawdorprimaryschool.com/ready-for-school/

For children in P1-P7, the playground opens at 9am, prior to school beginning at 9.15am. The school gate is supervised until 9.15am.

The playground is supervised by pupil support assistants during:

- outdoor play for P1-P3 between 9.15am-9.45am
- morning break for P1-P7 between 11am-11.15am
- lunchtime for P1-P7 between 12.45pm and 1.25pm.

In P1-P7, staff supervise children's safe exit from the school premises each day. At the end of the day, children are dismissed from:

- the main school door if getting a bus home
- the Community Centre door if getting picked up, walking, or cycling.

Policies

Cawdor Early Learning and Childcare (ELC)
Our ELC policies are available on our school website:
https://cawdorprimaryschool.com/elc-policies/

Cawdor Primary School
The following Cawdor Primary School policies are available on our school website:

- All Weather Outdoors:
  https://cawdorprimaryschool.com/all-weather-outdoors/
- Cawdor's Way to Wellbeing:
  https://cawdorprimaryschool.com/cawdors-way-to-wellbeing/
- Mobile Devices:
  https://cawdorprimaryschool.com/mobile-devices-policy/
- Safeguarding and Child Protection:
  https://cawdorprimaryschool.com/safeguarding/

School Ethos

Our purpose, vision, values, and aims are the heart of our school.
https://cawdorprimaryschool.com/purpose-values-vision-and-aims/

The wellbeing of children and adults is central to development, learning and growth. Wellbeing is a wide concept which takes in a number of threads. Our children have written a policy which explains Cawdor's Way to Wellbeing for children and adults.

This brings together:

- Our Values
- The Wellbeing Indicators (SHANARRI)
- Children's Rights (UNCRC)
- Equality
- Positive Relationships
- Anti-bullying.

https://cawdorprimaryschool.com/cawdors-way-to-wellbeing/

Sharing the building with our school is Cawdor Community Centre. We work in partnership with the Cawdor Community Centre Association to enhance our children's experiences, provide family learning, and plan community events.



Support for Cawdor Learners

Barriers to Learning

We aim to remove all barriers to learning. Possible barriers may be linked to an additional support need, a health care requirement, attendance, or the cost of the school day. On our website, parents have access to information to support their child and their family:
https://cawdorprimaryschool.com/supporting-your-child/

Additional Support for Learning (ASL)

All children in Cawdor Early Learning and Childcare (ELC) and Cawdor Primary School are educated within a mainstream environment.

Early Years Practitioners (EYPs) in ELC and class teacher monitor and track each child's development, learning, and wellbeing. Where required, they plan for appropriate additional support, working alongside pupil support assistants (PSAs), the additional support needs (ASN) teacher, and the headteacher. In planning for children's needs, there may also be input from relevant support services.

For most children, information will be communicated through pupil progress updates. Depending on each child's support needs, we may schedule solution focused meetings and review meetings with children, their families, and relevant partners.

Accessing Support

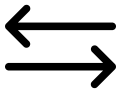
Links to guidance and support services for families can be accessed via our school website:
https://cawdorprimaryschool.com/learning-and-support-for-families/.

Named Person

Each child in Cawdor ELC and Primary School has a Named Person as the point of contact for coordinating children's development, learning, and wellbeing.

The Named Person for children in Cawdor Early Learning and Childcare (ELC) is the link health visitor. They can be contacted by emailing HealthVisitors.InvEastNairn@highland.gov.uk or telephoning 01667 422832.

The Named Person for children in Cawdor Primary School is the head teacher. They can be contacted via the school office by emailing cawdor.primary@highland.gov.uk or telephoning 01667 402460.



Transitions

Enrolment for Early Learning and Childcare

You can enrol your child for Cawdor Early Learning and Childcare (ELC) via the Highland Council website. Enrolment week each year is late January/ early February.
https://www.highland.gov.uk/schools-learning/enrol-child-nursery-childcare

Enrolment for School (catchment)

If you live in our school catchment, you can enrol your child at Cawdor via the Highland Council website. For children beginning Primary 1, enrolment week each year is late January.
https://www.highland.gov.uk/schools/enrol-child-school

Enrolment for School (non-catchment)

If you do not live in our school catchment area, and would like to be considered for a place in Cawdor Primary School, you can make a placing request to Highland Council.

For children beginning Primary 1 in August, you must make your placement request by mid-March. All placing request decisions received prior to mid-March will be made by Highland Council by the end of April.
https://www.highland.gov.uk/schools/enrol-child-school-outside-catchment-area

Transition Arrangements

We have developed a supportive transition programme for children and families transitioning into Early Learning and Childcare (ELC) and transitioning through from ELC to Primary 1.

Programmes are adapted to meet the needs of individuals, and we continuously review our programmes using feedback from children, families, and staff. We share information about our transition programmes once a place has been allocated in Cawdor ELC or Cawdor Primary School.

We work with local secondary schools to support the transition from P7 through to S1.

Pupils from this school normally transfer to:
Nairn Academy
Head Teacher: Julie Macdonald

Some of our P7 pupils transfer to Culloden Academy.
Culloden Academy
Head Teacher: Claire McGonigal



Pupil Attendance/Absence Information
Fiosrachadh Làthaireachd/Neo-làthaireachd Sgoilearan

Good attendance is vital if pupils are to achieve their full potential. If a pupil is absent from school, a parent or guardian should telephone the school on the first day of absence. When returning to school after an absence, the parent or guardian must give a written reason for the time absent.

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

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

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

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

- Will result in a significant loss in classroom experience
- Will result in a pressure for pupils to 'catch up' on missed work
- 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. Find below a link to the school term dates on the Highland Council website to aid parents in planning any holidays they may be considering:

https://www.highland.gov.uk/schools/school-term-dates

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

Placing Requests
Iarrtasan airson Àite-sgoile

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. Placing request applications are made online at:
https://www.highland.gov.uk/schools/enrol-child-school-outside-catchment-area

If parents wish their child to attend a school which is outside their catchment area, they may contact the school to arrange a visit.

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

Parents of children with additional support needs (including those that have Coordinated Support Plans) can make placing requests to any school in Scotland including schools outside of the local authority area they live in.

All appeals about placing requests to special schools will be referred to the Additional Support Needs Tribunal.

Placing requests for an August start must be submitted no later than 15 March. Parents will be notified of the outcome by no later than 30 April.

School Meals
Biadh Sgoile

Our catering service is proud to provide good value meals using quality ingredients carefully sourced. All of our schools follow the new school food guidelines set by the Scottish Government in 2021.

All our primary schools and early years and childcare settings have been awarded the bronze Food for Life Served Here award from the Soil Association.

As part of this, over 75% of the menu is freshly prepared with ingredients that are GM free, with no undesirable E-numbers or hydrogenated fats.

Find out more about school meals, our menus, and eligibility criteria for free school meals at: https://www.highland.gov.uk/school-meals

Adverse Weather and Temporary School Closures
Droch Shìde agus Sgoiltean a' Dùnadh airson Ùine Ghoirid

Parents and carers can find information on schools closed due to adverse weather or other reasons leading to a temporary school closure on the Council's website at: https://www.highland.gov.uk/school-closures

Your school may also have additional arrangements to advise parents and carers of a temporary closure, such as social media.

Curriculum
Curraicealam

Curriculum for Excellence:
https://education.gov.scot/curriculum-for-excellence/

Highland Literacy, Numeracy and Health & Wellbeing Strategies:
https://www.highland.gov.uk/downloads/download/688/school-policies-and-guidance---curriculum-learning-and-teaching

Gaelic Medium Education
Foghlam tron Ghàidhlig

Gaelic Medium Education (GME) helps children learn through Gaelic. It supports the survival and growth of the Gaelic language and is a priority for the Scottish Government.

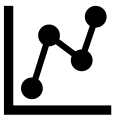
GME is a way of learning where Gaelic is used as the main language in the classroom. Children are taught in Gaelic across all subjects. This helps them to become confident and fluent speakers.

Further information about GME in The Highland Council area, including catchment areas and schools, is available at:
https://www.highland.gov.uk/gaelic/gaelic-education/2

Religious Observance
Cleachdadh Cràbhach

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

Guidance on Religious Observance:
https://www.highland.gov.uk/downloads/file/3689/religious-observance-guidance-for-schools



Assessment and Reporting
Measadh agus Aithris

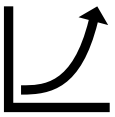
Schools will provide information to pupils, parents and staff to assist in the effectiveness of learning and teaching process and in raising attainment.

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

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

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

Parents wishing to enquire about their child's progress are invited to get in touch with their school.



School Improvement
Leasachadh Sgoile

How good is our school? (HGIOS) underpins effective self-evaluation as the starting point for school improvement, providing a suite of quality indicators that support school staff in all sectors to look inwards, to evaluate what is working well for learners and what could be better.
It is an important aspect of the Scottish approach to school improvement and is used to support self-evaluation and reflection by practitioners at all levels.

All schools produce and publish an annual improvement plan, which outlines how they intend to continue to improve. Schools are also required to produce an annual standards and quality report.

School Improvement Plans can be requested by contacting the school directly. School Standards and Quality Reports:
https://www.highland.gov.uk/schools/school-quality

School Inspection Reports:
https://educationinspectorate.gov.scot/inspection-reports/find-an-inspection-report

Additional school information can be found at:
https://education.gov.scot/parentzone/my-school/school-information-dashboard/



Administration of Medicines
Rianachd Chungaidhean-leighis

National Guidance on the Administration of Medicines in Schools was issued by the Scottish Government in 2017:
https://www.gov.scot/publications/supporting-children-young-people-healthcare-needs-schools/

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

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

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

We will work with pupils and parents/carers to support the healthcare in our school, making reasonable adjustments that children and young people with healthcare needs might need and require.
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 a child or young person requires medication, this will only be administered by staff when there is clear written guidance from a parent/carer. Your school will be able to provide more information on what is required.



Support for Learners
Taic airson Luchd-ionnsachaidh

When a child or young person experiences barriers to their learning, for whatever reason, they may have additional support needs (ASN) and can receive appropriate support to overcome these barriers and be successful in their learning.
We work closely with our partner agencies to support children with ASN and their families.

We are committed to working positively with parents, carers, nurseries, schools and partnership agencies to:

- provide high quality support for children with additional support needs
- reduce barriers to learning
- maximise achievement

More information can be found at:
https://additionalsupportforlearninghighland.wordpress.com/

Policies and Guidance:
https://www.highland.gov.uk/downloads/download/678/school-policies-and-guidance---support-for-learners
Education (Additional Support for Learning) (Scotland) Act 2009:
https://www.legislation.gov.uk/asp/2009/7/contents

Additional support for learning: statutory guidance 2017:
https://www.gov.scot/publications/supporting-childrens-learning-statutory-guidance-education-additional-support-learning-scotland/

Other advice and Guidance:

Enquire:
https://enquire.org.uk/

My Rights, My Say Advocacy service:
https://myrightsmysay.scot/

Scottish Independent Advocacy Alliance:
https://www.siaa.org.uk/

Scottish Child Law Centre:
https://sclc.org.uk/



Support for Families
Taic airson Teaghlaichean

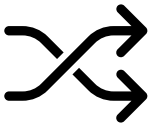
Children 1st Support Line for Families:
https://www.childrenfirst.org.uk/get-support/support-line/

Support for Armed Forces Families in Highland:
https://armedforcesfamilieshighland.wordpress.com/families/

ParentZone Scotland:
https://education.gov.scot/parentzone/

Change, Loss, Bereavement Highland:
https://clbhighland.com/

Supporting the Wellbeing of Children & Young People in Highland:
https://www.wellbeinghighland.co.uk/



Transitions
Eadar-ghluasadan

Transitions include

- Transition into a new school
- Transition from nursery to primary school
- Transition from primary to secondary school
- Transition in secondary school into Senior Phase
- Leaving school to go to post school learning, training, work, supported placement, apprenticeships, etc.

My Transition Guide for Parents, Professionals and Partners:
https://www.highland.gov.uk/downloads/file/3384/my-transition-guide-for-parents-professionals-and-partners

My Transition Guide for Children & Young People:
https://www.highland.gov.uk/downloads/file/3383/my-transition-guide



Protection of Children
Dìon Chloinne

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.

Our Getting it Right for Every Child and Young Person in Highland Interagency Practice Guidance & Child Protection Procedures are available at:
https://hcpc.scot/wp-content/uploads/2025/01/Highland-Child-Protection-and-GIRFEC-Guidance-2024-Update-Dec-24-V2.pdf



Promoting Positive Relationships
A' Brosnachadh Deagh Dhàimhean

Anti-bullying Guidance for Schools:
https://www.highland.gov.uk/downloads/file/3365/anti-bullying-guidance-for-schools

Promoting Positive Relationships Framework & Guidance:
https://www.highland.gov.uk/downloads/file/3386/promoting-positive-relationships-framework-and-guidance



Mental Health & Wellbeing
Slàinte Inntinn & Sunnd

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.

The Highland Council offers a variety of information relating to mental health and emotional wellbeing which can be accessed at:
https://www.wellbeinghighland.co.uk/home

Schools have access to The 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 these services can be accessed from your child's school.

There is also completely confidential, online counselling service called Kooth for children and young people from age 10 that can be accessed at:

https://www.kooth.com/

Parents would generally be involved in discussions beforehand, however a young person over the age of 12 can ask for support themselves.



Equality & Inclusion
Co-ionannachd & Ion-ghabhaltas

Our activities in school should ensure that we:

- Eliminate unlawful discrimination
- Advance equality of opportunity
- Promote good relationships

Activities should not discriminate against any of the following 'protected characteristics' age, disability, race, religion or belief, sex, sexual orientation, gender reassignment, pregnancy and maternity.

The United Nations Convention on the Rights of the Child has now been incorporated into Scots Law. To find out more about this and the rights for all children in Scotland, you can access information at:
https://www.gov.scot/publications/statutory-guidance-part-2-uncrc-incorporation-scotland-act-2024/



Armed Forces Families
Teaghlaichean nam Feachdan Armaichte

Our schools welcome and support 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.

There is a dedicated website in Highland, developed and informed by our Armed Forces community's needs, to provide information, guidance and support for families, educators, children and young people and communities.
Access the Armed Forces Families Highland website at:
https://armedforcesfamilieshighland.wordpress.com/

Access to Pupil Records and Data Protection Legislation
Cothrom-inntrigidh do Chlàran Sgoilearan agus Reachdas Dìon Dàta

The Pupils' Educational Records (Scotland) Regulations 2003 extend to parents the right of access (with certain specific exceptions) to any record held by the Authority in relation to their child. Parents may make an application to the Head Teacher.

The Pupils' Educational Records (Scotland) Regulations 2003:
https://www.legislation.gov.uk/ssi/2003/581/contents

Information on pupils, parents, guardians and carers 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.

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

Data about pupil aspirations, i.e. preferred routes, preferred occupations and anticipated school leaving dates are also collected in secondary schools to support planning for leaving school. This information is shared with Skills Development Scotland.

Data Policy
Poileasaidh Dàta

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.

Our Privacy Notice can be found at:
https://www.highland.gov.uk/directory-record/12690/enrol-your-child-in-school-or-early-learning-and-childcare-setting

Your Data Protection Rights
Na Còraichean Dìon Dàta Agaibh

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 at:
http://www.gov.scot/Topics/Statistics/ScotXed/SchoolEducation

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

If you have any concerns about the ScotXed data collections you can email the Head of Schools Analysis at ScotXed@scotland.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.

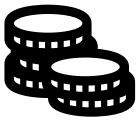


Complaints about a school
Gearanan mu Sgoil

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

The school will always endeavour to resolve issues by listening to parents and seeking solutions in partnership. Should a situation not be resolved, parents can raise their concerns formally at How to make a complaint - Highland Council

Please note that transport is not a school responsibility and any queries should be emailed to school.transport@highland.gov.uk.



Education Maintenance Allowance
Cuibhreann Cumail Suas Foghlaim

An EMA is a weekly payment worth up to £30 for pupils who are planning to stay on at school after their leaving age. They must complete a learning agreement at school for normally a minimum of 21 hours of guided learning per week.

Further information on full eligibility criteria and the online application process can be obtained from your child's school or at:
https://www.highland.gov.uk/benefits-money-help/education-maintenance-allowance-ema



16+, Post-school and Careers Advice
Comhairle 16+, Às Dèidh Sgoile is mu Dhreuchdan

No-one Left Behind is a commitment by Scottish Government to deliver an employability system that tackles inequalities in Scotland's labour market, creating a responsive and aligned approach that helps people of all ages who face the greatest barriers to progress towards, into and to sustain work, particularly people with health conditions, disabilities and others who are disadvantaged in the labour market.

Highland Council has a lead role in respect of this agenda to enable all young people to access and progress in learning and to equip them with the skills to participate and progress, where possible into eventual employment.

Work Life Highland:
https://worklifehighland.co.uk/
No-one left Behind:
https://www.gov.scot/publications/no-one-left-behind-employability-strategic-plan-2024-2027/
My World of Work:
https://www.myworldofwork.co.uk/
WorkIt:
https://www.workit.info/About

Disclaimer

Whilst the information in our school handbooks is considered to be accurate at the date of publication, changes in circumstances after the time of publication may impact on the accuracy of the information.