



Balnain Primary
School Handbook
2010 - 2011

email: balnain.primary@highland.gov.uk

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INTRODUCTION TO PARENTS



Balnain School
Glen Urquhart
Drumnadrochit
Inverness
IV63 6TJ
Tel: 01456 476262
Fax:01456 476769

Dear Parents

Welcome to Balnain School. Our school is situated in the beautiful rural locality of Glen Urquhart, close to the community of Drumnadrochit. Health promotion and an active lifestyle is a special feature of the school and its extensive playground areas creates a stimulating environment out of doors.

In the classroom we are actively engaged in providing pupils with all the necessary opportunities to develop skills, increase learning and build up confidence for their future years beyond school. In the course of the school day we seek to promote a happy family atmosphere in which everyone feels settled and secure. There is a strong feeling of staff and pupils working together to promote the health and welfare of all pupils.

We encourage regular contact with parents and we have several formal and informal means of letting you know how pupils are progressing. This partnership not only develops strong links between home and school but also reinforces to each pupil that their needs are being taken seriously.

We hope this handbook will fully inform you of what life is like at Balnain School, however, you are welcome at any time to contact the school with any queries or suggestions.

We look forward to many happy years of working with you.

Yours sincerely

Margaret Livingstone
Head Teacher

Catchment area

Balnain School is located in the village of Balnain on the road between Drumnadrochit and Cannich. The catchment areas spread linearly along the glen. It includes the village of Balnain; Kilmartin, Shenval and Corrimony to the west of the school and Rychraggan to the east. There is a school bus service which pupils may use to transport them from these communities to Balnain.

Parents who live outwith these areas have a right to apply for a placing request. If a placing request is sought, it is advisable to visit the school and speak to the Head Teacher prior to the submission. The request has to be made in writing to:

Area Education Manager
Area Education Office
13 Ardross Street
Inverness
IV3 5NS



OS Ordnance Survey
Explorer 431
Glen Urquhart and Strathglass
Drumnadrochit and Muir of Ord
1:25000 scale

School Aims

Balnain Primary School looks to the future by:

- ⌘ Respecting and maintaining the school's rich historical and social links with the past.
- ⌘ Believing in the importance of all school partnerships in providing high quality, 21st century learning experiences for all its pupils.
- ⌘ Endeavouring to move forward as a school, respecting the balance between continuity and change.

AIMS

- 1 **We aim to create** a stimulating, inclusive and challenging environment where all pupils are valued.
- 2 **We will create** opportunities for all pupils to become successful learners, confident individuals, responsible citizens and effective contributors to society.
- 3 **We will extend our** whole school ethos in developing fitness, healthy attitudes to eating and pupil's rights and we will make the school eco friendly in as many ways as we can.
- 4 **We will plan and develop** programmes of study within the framework for 'A Curriculum for Excellence' which will be appropriate to each pupil's individual stage of development and preferred learning style.
- 5 **We will provide** support for all pupils in working towards their next level of attainment by effective teaching, daily lesson evaluation with carefully adjusted planning of next steps.
- 6 **We will encourage** a caring attitude towards all members of the School Community by strengthening the partnership between home, school and the wider world through parental support, community events and extra-curricular activities.
- 7 **We will continue** to ensure that all pupils are mentally, physically and emotionally prepared for the transition to secondary school and beyond through planned programmes on pupil's rights and responsibilities, road and water safety, racism, bullying and personal relationships.
- 8 **We aim to create** a forward moving school by encouraging staff to develop their personal interests, directing them towards good staff development opportunities and by engaging the staff in the collegiate programme.
- 9 **We aim to encourage and develop** pupil choice in relation to curriculum developments and to ensure that professional adjustments are made, based on pupil recommendations.

Date of last review of aims: September 2010

STAFF

Currently the school roll is 39 pupils. Primary 1-4 (16 pupils) is shared between two teachers and Primary 5-7 (23 pupils) is taught by the Head Teacher and a Management teacher.

HEAD TEACHER	Mrs Margaret Livingstone	
TEACHING STAFF	Mrs Julie MacLeod 0.6FTE Mrs Mina Johnstone 0.4FTE Mrs Margaret Livingstone	P1 – P4 P1 – P4 & CCR & Management [P5-P7] P5 – P7
VISITING TEACHERS	Mrs Susan Mann Mrs Laura Fraser	CCR Teacher P.E.
INSTRUCTORS	Miss Rona MacKay Various tutors	Strings Instructor Youth Music Initiative
ANCILLARY STAFF	Mrs Fiona MacLennan Mrs Karen Price Mrs Pamela Stewart Mrs Hilary Taggart Mr Allan Kane	Clerical Assistant Classroom Assistant Canteen/Playground Supervisor Cleaner Janitor
CANTEEN STAFF	Mrs Phyllis Robertson	Canteen Assistant
VISITING MINISTERS	Rev Hugh Watt Rev John MacKay Holly Hutchens	Church of Scotland Free Church of Scotland Episcopal Church
MEDICAL ASSISTANCE	Mrs Mary Finlay	Community Nurse

SCHOOL DAY

CLASS	OPEN	INTERVAL	LUNCH	CLOSE
Infant class	0900	1045 - 1100	1230 - 1315	1430
Senior class	0900	1045 - 1100	1230 - 1315	1500

ENROLMENT

Likewise with all other schools in Highland Council, an enrolment week takes place in February and the dates will be published in the local newspaper. Parents and carers who are seeking to place a child in Balnain School are welcome to visit the school prior to making the enrolment arrangements. The Head Teacher will be available to meet with parents during the school day on Monday and Tuesday of that week or any day after school closes if this is more suitable. The child's birth certificate has to be shown at the time of enrolling. At the point we will be able to give out specific details about meeting the new teachers, viewing the classroom and finding out details of the school routines.

Hopefully new entrants will have attended a Nursery school prior to starting Primary 1. Our local Nurseries are located in Cannich Bridge Primary School and at the Glen Urquhart Childcare Centre. In June, a member of the Infant staff visits each Nursery to meet the new pupils and to establish if any new pupil will need special help or assistance in school. This makes the transfer as smooth as possible for all concerned.

New parents in the catchment area with children who are already school age are asked to contact the school as soon as possible to arrange a starting date for their children to enrol at school.

ORGANISATION OF VISITING STAFF

SUBJECT	DAY	TIME	GROUP
Physical Education	Thursday	Morning	Seniors
Strings Instruction	Friday	Morning	Seniors only
ASN Officer	Any day	By arrangement	Individual pupils
Youth Music Programme	Negotiable	Morning/Thursday afternoon	P1 – P4 and P5 – P7
Health Programme-Nurse	Any day	Negotiable	P1 – P4 and P5 – P7

SESSION DATES FOR 2011 - 2012

School opens on Monday, 15 August [staff only]

SCHOOL OPENS FOR PUPILS

Tuesday, 16 August 2011
Tuesday, 25 October 2011
Monday, 9 January 2012
Tuesday, 17 April 2012

SCHOOL CLOSES

Friday, 7 October 2011 at 3.00 pm
Thursday, 22 December 2011 at 3.00 pm
Friday, 30 March 2012 at 3.00 pm
Friday, 29 June 2012 at mid-day

OTHER SCHOOL CLOSURES

Good Friday 6 April 2012, Easter Monday 9 April 2012
May Day Monday, 7 May 2011
2 casual days – Monday, 13 & Tuesday, 14 February 2012
+ 6 days In-service

EMERGENCY CONTACTS

Parents are requested to provide information about the person who should be contacted should an emergency occur. Parents should ensure that any change of home address, telephone number, workplace number and the number of the emergency contact is given to the school as soon as changes occur.

ILLNESS AND ACCIDENTS AT SCHOOL

Minor cuts and grazes will be treated in school as a matter of routine. Parents will be sent a note describing the injury and how it was treated. However, serious injuries that require more attention will be logged in a Health and Safety register and copies will be sent to the Area Office and to the Health and Safety Team in Edinburgh. In the event of a serious injury or a child becoming ill, the child's parents or emergency contact will be notified immediately.

ABSENCE FROM SCHOOL

On the morning of the first day of your child's absence from school, you are obliged to contact the school by **9.45 am**. All absences have to be recorded and coded for statistical reasons. If you fail to explain an absence it will be recorded as *unauthorised*. Please bear in mind that family holidays taken within the school calendar year cannot be authorised. In most cases, absence from school will affect your child's progress.

PARENT COUNCIL

Balnain School constituted its first council meeting in the Autumn term in 2007.

The former Parent-Teacher Association, now absorbed into the Parent Council, continues their work in organising fund raising events and it supports some of the practical and financial aspects of school life.

The 2010-2011 elected members are:

Chairperson : Mr Alan Graham
Secretary : Mrs Paula Cooper
Treasurer : Mrs Lurna Stobbo

TRANSFER TO SECONDARY SCHOOL

Close links are established between Balnain School and Glen Urquhart High School to which Primary 7 will transfer at the end of their primary education. Many curricular visits are made to GUHS to enhance learning for both infants and seniors in the course of their planned areas of study. In this way, pupils are acquainted with the school, the Head Teacher and some of the teachers by the time they are in Primary 7. However, in the summer term, a member of staff from GUHS formally visits the school to speak to the pupils about their transfer. Following this a whole week's visit is made to GUHS whereupon all the necessary details about the school is made clear to the pupils.

TRANSPORT

Pupils under eight years of age who live more than two miles from the school are entitled to free school transport. Also pupils over eight years of age who live more than three miles from the school are also entitled to free school transport. Other pupils may travel on the bus as a concessionary fare-paying passenger. The service is operated by Stagecoach and application forms for free entitlement are available from the school office.

CURRICULUM

This session the new Curriculum for Excellence Learning outcomes are being used and the school is developing a new syllabus with revised levels of achievement and a new means of assessing learning. The learning process continues to be developed through direct teaching, investigation, research, group work, problem solving and discussions, with a greater emphasis on inter-relating the core subjects.

MATHEMATICS

- Number, Money and Measurement
- Information Handling of data
- Shape, Position and Movement
- Problem Solving and Enquiry

Within each of these categories pupils engage in learning and enquiry. Mental Maths and discussion about mental strategies keeps the process challenging and interactive. Infants use the New Scottish Heineman material. Senior pupils use Maths in Action and Tee Jay materials. Maths homework reflects the section of work that the pupils are currently working on in class. Where appropriate, 'Active Learning' tasks are set which link real life situations to problem solving tasks.

LANGUAGE

Language skills are developed from the new experiences and outcomes in listening, talking, reading and writing. In the Senior Class this also includes the teaching of French.

The Infant Class use Ginn New Reading 360 as the basic reading scheme supplemented by a collection of genre including poetry, big books, other stories and non-fiction literature. Breadth of reading materials stimulates writing and develops expression. Spelling and punctuation, grammar, handwriting and language structures are taught to develop good writing skills. These skills for Writing are taught and nurtured from a very early stage.

The Senior Class are using novels with a support bank of non-fiction and poetry books. They are encouraged to read effectively to communicate to an audience, to listen to others reading and assess their delivery, to read quietly looking closely for information and to read for research and personal enjoyment.

'Trio work' in both classes, expands their knowledge base when many non-fiction genres and environmental print is made available to them for exploration and discussion.

The school has just replenished its stock of books in our classroom reading corners. We are currently in Year 2 of the Highland Literacy Programme [HLP]. The pupils have been involved in the development, which greatly enriches their understanding of literature.

PROJECT WORK

Integrated topic work takes place each term when a subject is chosen and developed in a number of ways. The emphasis each term varies to accommodate balance within the curriculum. In general, these projects give the pupils experiences and outcomes in the following subjects:

Sciences

Through Sciences pupils develop their knowledge and understanding of science language, enquiry, investigation and the impact of science on our world.

Social Studies

Through Social Studies pupils develop their understanding of our country and other countries both in the past and present day. They also develop their understanding of democracy, citizenship and enterprise.

Technologies

Through Technologies pupils develop their understanding of how to use technologies and how these technologies affect our lives.

Religious and Moral Education

Religious and Moral Education provides pupils with information about Christianity and other world religions. It supports the development of beliefs and values within societies.

*Information gained by the pupils is presented and displayed through the **Expressive Arts**.*

AN OVERVIEW OF THE CURRICULUM

In recent years we have been moving towards the Curriculum for Excellence, becoming more conscious of knowledge, skills and understanding that pupils need to become:

successful learners, confident individuals, effective learners and responsible citizens

The new curriculum has seven principles, detailed below, which have different emphases as pupils learn and develop:

Challenge and enjoyment

Pupils should find their learning challenging, engaging and motivating.

Breadth

Pupils should have a broad, suitably weighted, range of experiences.

Progression

Pupils should experience a continuous progression in their learning with each stage building upon prior experiences.

Depth

Pupils should develop different types of thinking and learning and how to apply them.

Personalisation and choice

Pupils' needs, aptitudes and talents should be responded to and pupils should exercise responsible personal choice.

Coherence

Pupils' learning experiences should form a coherent experience.

Relevance

Pupils should understand the purpose and value of their learning and its relevance to their lives now and in the future.

The curriculum allows pupils to develop an understanding of the world around both in the past and the present. Computer software and use of the Internet ensure that the information they receive is varied, comprehensive and up to date. Pupils have set tasks to develop the ICT skills they require to do this task independently.

EXPRESSIVE ARTS

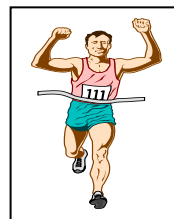
The Expressive Arts play an important role in developing the pupils' imaginative, motor, physical, and kinaesthetic, intellectual and aesthetic skills. A great emphasis is placed on the regular diet and practice time required for each of the following subjects:-

Physical Education
Music
Art
Drama

Physical Education

Throughout the school year work is carried out in:-

- Gymnastics
- Athletics
- Cross Country Running
- Swimming
- Country Dancing
- Ball games



Pupils must wear their P.E. kit for these sessions. Shorts, T-shirt and soft-soled shoes are required for working in the gym hall and out of doors. It is recommended that pupils have their kit with them every day to take advantage of good weather on other days. It is also helpful to have dry clothes to change into should their school uniform get wet. Regular competitions - Cross Country
- Inter School Sports
- Sports Day at Cannich

Music

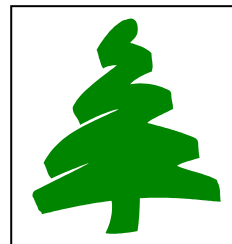
Music activities are carefully selected to give pupils a wide range of musical experiences and practise time to develop skills. The school is fairly well equipped with instruments and recording devices to explore sound. In the Senior class strings instruction takes place. Seniors also have set musical activities regularly allowing dedicated time to practise playing tuned percussion instruments with piano or taped accompaniments. Performance skills are nurtured and opportunities for presenting them are actively sought. We have two annual concerts and we are keen participants in The Inverness Musical Festival.



The Youth Music Initiative programme covering 12 school weeks includes the development of Gaelic Song, singing games and group music making.

Art

Exploring Art techniques and various mediums are the tasks of the regular teaching staff, as we do not have a specialist teacher. We set ourselves the task of displaying exemplary pieces of work throughout the session. We hold our three-yearly exhibition of Art at Glen Urquhart High School



Drama



Drama performed for an invited audience is a regular feature of school life. Specialist help is sought for these productions from the 'Out of Eden' team and from French specialists. Our big projects were, "The Day the Inspector Came" and "Le Café à Nouvion" and "Cinderella and Rockerfella".

RELIGIOUS AND MORAL EDUCATION PERSONAL AND SOCIAL DEVELOPMENT HEALTH

Religious And Moral Education

Our programme of study covers Christianity, other world religions and personal search. Within the course of a topic, customs, sacred writings, stories and beliefs are shared with the pupils. One of the key issues in teaching RME is that understanding and tolerance is encouraged through knowledge of beliefs and practices other than their own. These outcomes lead to the development of good social relationships not only within the school but beyond into the community.

We are privileged in Balnain School to have Religious Observance delivered by three ministers in the local area who take part in a scheduled plan to conduct religious assemblies at school once a month. In this practical way, tolerance and co-operation is enjoyed and appreciated by all concerned. The provision is monitored regularly.

Personal And Social Development

Balnain School has a family atmosphere, which we endeavour to keep and foster. Pupils are very good at "looking out for each other" and this spirit is encouraged in the classroom and in the playground. The infant pupils have chosen "buddies" from the senior class to look after them in a special way. Circle Time in class groups and as whole school activities, often focuses on relationships and areas of common concern.

Teachers in particular, watch over the welfare of the pupils. There is regular informal discussion about concerns and triumphs within the school community.

The school has a very active Pupil Council and Eco Schools Committee with representatives from every class. The meetings are taken by a rota of teachers on a termly basis. They discuss and make decisions that make a difference to life within the school.

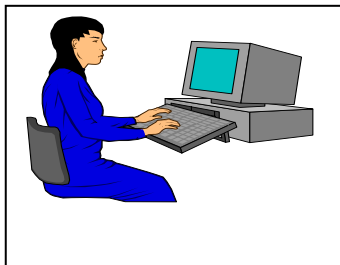
Health

Balnain School is a Health Promoting School. Pupils are made aware of issues relating to their health and there is a common understanding about what is included in eating a healthy diet. School meals are cooked in Glen Urquhart School and transported to our kitchen on a daily basis. Menus relating to the four week cycle are given to parents to inform them of their choices. Packed lunches are popular too. All pupils eat together and the meal is supervised closely by the Canteen Assistant, the Head Teacher and the Canteen Supervisor. All food is checked to make sure that every pupil is eating sufficient. When difficulties occur, the Head Teacher phones parents to inform if their child is not eating enough to get good value for their money. Meals are £1.70 each day. An application form for free school meals can be obtained from the school office.

**Hungry
for
Success**

Healthy attitudes are a way of life and pervade all areas of the school curriculum, but in particular, we have set themes in the Infant and Senior class in relation to age and personal development. Some topics are shared with the School Nurse in consultation and in delivery. Sensitive subjects like Smoking, Bullying, Sex Education and Drugs are related to parents in a letter outlining the teaching lesson plan. Visits from the Community Police are encouraged to sharpen the awareness of social dangers within the community.

USE OF ICT



Ready access to computers has opened up a new layer of learning and as such, it has created an attractive and informative approach to learning for all pupils. Both classrooms have computers and interactive whiteboards that are constantly used for a variety of tasks. Pupils are taught basic skills in keyboarding and in becoming familiar with word processing, searching the internet, scanning and presenting data in all subject areas

SUPPORT FOR LEARNING

Each pupil's progress is of paramount importance to us and where progress appears to be impeded, formative steps are taken to find a way of helping the pupil to come to grips with their problem area. When serious blocks occur or if progress is very slow, the pupil will be allocated extra support from the Classroom Assistant. More able pupils are given challenging tasks that keep their attention and their interest high.

We have a temporary Learning Support Assistant and additional Classroom Assistant hours, also on a temporary basis

HOMEWORK

It is a generally accepted fact that pupils can significantly increase their learning by taking part in the Homework programme given by the school especially when it is completed under parental supervision. In Balnain School, Maths homework tasks are designed to cover work previously taught in class to indicate to you and your child what they are currently working on. Language tasks may include extended writing, spelling, or completing a project worksheet. It is expected that P1-P3 parents will help their child by hearing the reading and writing a comment in the "Reading is Fun" notebook.

Senior pupils are regularly issued with "Work It Out" sheets in addition to their set work. This task is often a recreational type of task in which we encourage parental collaboration. ICT, Technology, Health, Geography and historical research tasks are also interspersed into the homework diet for seniors. Parents of senior pupils report back to the school about the effectiveness of the set homework in the weekly "Home From School" sheet.

ASSESSMENT AND REPORTING

Assessing pupils' work is an important part of learning and teaching. It becomes part of the planning process as teachers take note of previous lessons taught, gauge their effectiveness along with the pupils' response, and plan the next steps in the pupils' learning.

Teachers monitor the progress of pupils using the following methods:

- Observing how well pupils work on tasks
- Moderating the learning process by questioning for understanding
- Viewing finished pieces of work
- Testing informally to ascertain recall of knowledge
- Using assessment materials promoted by A Curriculum for Excellence

Achievement over the last three years using 5-14 National Assessments

	READING	WRITING	MATHEMATICS
June 2010	90%	75%	90%
June 2009	84%	70%	95%
June 2008	84%	74%	89%

In this session [2010-2011] we have started to use the ACfE experiences and outcomes to inform our assessments. This transition will take time to embed into teaching practice. A new report sheet will be issued in May 2011 laying out the new levels of attainment.

CONTACT BETWEEN TEACHERS AND PARENTS

The school issues termly newsletters to keep parents in touch with school life. On a more regular basis, short printed notes are sent out to inform parents of any change or of any new information that must be shared. Brief summaries of injuries are also sent home and advice notes regarding unacceptable behaviour. In the senior class, a weekly Home From School sheet is completed by the pupil, teacher and the parent as a reflective report on the week's work in the classroom.

An annual report is sent to parents in May that will detail a pupil's progress in all aspects of the curriculum. This report provides a sound basis for discussion with the teacher at the following Parents Evening.

Parent interviews are held twice a year in November and June when parents discuss their child's progress.

SCHOOL RULES

To ensure pupils' safety and mutual respect for property, the following rules are asked to be observed:-

1. Pupils should not leave the school premises during school hours without permission.
2. The school buildings and the playground should be kept tidy.
3. Pupils must not climb up or over walls.
4. Bullying in whatever form, will not be tolerated.
5. Bad language and any form of unpleasantness are discouraged.
6. All members of the school should show courtesy and respect for one another.
7. Personal items that may create a danger or a distraction should be left at home.

There are procedures for pupils who repeat inappropriate behaviour. It is hoped that restorative work would prevent such behaviour from escalating, but in extreme cases, an exclusion order will be issued.

SCHOOL UNIFORM

Wearing of school uniform is strongly encouraged. Red Balnain school sweatshirts and other items are available for purchase from the Schoolwear Shop, Academy Street, in Inverness. Navy, grey or black skirts and trousers are a suitable accompaniment.

CHILD PROTECTION

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.

More information about Child Protection Procedures within Highland can be obtained from:-

Child Protection Development Officer

Mrs Susan MacLaren

Highland Child Protection Committee

Kinmylies Building

Leachkin Road

INVERNESS

IV3 8NN

Tel: 01463 703483

Fax: 01463 713237

TELEPHONE INFORMATION SERVICE

Highland schools now have a dial-in service if there is a risk of closure due to adverse weather. This allows parents to listen to a recorded message from the Head Teacher.

When severe weather warnings are received, the school will endeavour to keep the system updated. However, this does not replace existing methods of giving out information such as radio broadcasts. Rather, it is an enhancement to the present service.

Note that this is an 0870 service and charges are slightly higher than normal. However there is no queuing and an advance weather call should last less than one minute.

How to use the service

- Dial Highland Council's access number – **0870 054 6999**
- Now enter the council code - **04** then the school's own pin number **1510**
Two attempts can be made to enter the correct pin number. If it is wrong, disconnection occurs after the second attempt. When this happens, check the number and redial.
- The school's name will be given. Ensure that it is correct before going on.
- The MAIN MENU will offer 4 options.
- **Press 1** to hear the school's message

TRAVELLING TO SCHOOL DURING ADVERSE WEATHER

It is the responsibility of parents or carers to decide if a pupil should attempt to travel to school, by transport or on foot, in adverse weather conditions. The Education Authority encourages full attendance at school but in severe weather conditions the safety of pupils is much more important. Parents and pupils are often concerned that important examinations may be missed, but this should not over-ride good judgement. Schools normally make alternative arrangement for missed examinations.

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

- Parents should advise schools of an alternative address, as close as possible to the school, which may be used by their children in emergencies
- The school will advise parents of normal local arrangements for school transport and any special arrangements in the event of adverse weather
- The school will establish a system of communication with parents and transport operators and ensure that parents are fully informed of the arrangements. This will include an 0870 telephone information service, details of which will be issued separately

When weather conditions are poor:

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

Broadcast Times

BBC Radio Highland

0655 - 0700

0750 - 0800

1255 - 1300

1655 – 1700

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

Moray Firth Radio

Normally hourly news bulletins and half-hourly summaries will carry local information on weather, roads and conditions affecting schools. In severe conditions normal programmes will be interrupted more frequently to carry emergency bulletins.

Please do not telephone these radio stations for advice but listen to appropriate broadcasts.

For pupils using school transport:

- Parents should advise their children on how long they should wait at the pick up point for their transport. This will depend on the prevailing weather conditions and the availability of shelter at the pick up point. During adverse weather conditions no pupil is expected to wait longer than twenty minutes past the normal pick up time
- Parents should note differences between contract vehicles and public service vehicles. Drivers of contract vehicles are advised not to drop off children where there is any doubt that they may not safely reach home or other places of shelter. Drivers of public service vehicles must travel their normal routes and cannot make special provision for the individual pupils.
- Where parents are concerned about weather conditions at drop off points, they should contact the school as early as possible

When weather conditions are poor, parents should arrange to have children met at the drop off point, especially where public service transport is used.

Where such conditions prevail, or are forecast, Head Teachers have total discretion as to the closure of schools in respect of those pupils likely to be adversely affected. At such times it may well be that children living close to the school can continue in education while those involved in longer journeys are sent home.

Where no school transport is provided, this will give an indication of inclement weather conditions or untreated roads. Parents taking their children to school by car should wait until staff arrive at the school before dropping children off. They will also assume responsibility for their children's transport home at the end of the day.

Similarly, if pupils walk to school, for safety and security purposes, NO child should proceed further than inside the school gate until a member of staff is present.

Decisions taken to close the school have to be taken very early in the day so that all members of staff travelling to the school can be informed. School closures will be broadcast on Moray Firth Radio and BBC Radio Highland.