



# SGOIL A' BHAC



## SCHOOL HANDBOOK



## DECEMBER 2011

SGOIL A' BHAC, BACK, ISLE OF LEWIS, HS2 OLB

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## SCHOOL AIMS

Ann an Sgoil a' Bhac agus Sgoil Araich Loch a Tuath tha sinn a' strì ri:

- foghlam math, farsaing a thoirt dhuibh
- àite sàbhailte, sona a bhith agaibh airson ionnsachadh agus cluiche
- cothrom a thoirt dhuibh dèanamh cho math sas urrainn dhuibh
- ur stiùireadh gu bhith nar deagh dhaoine anns an sgìre
- eòlas a bhith agaibh air ur n-àrainneachd agus ur cultur
- tuigse a thoirt dhuibh air dòigh beatha fhallain

Our aim in Sgoil a' Bhac is:

“to develop happy, ambitious people who care about others”.

We try to give pupils:

- a very good all-round education
- a safe and happy place in which to work and play
- the opportunity to fulfil their potential
- guidance on how to become responsible citizens
- an appreciation of the local environment and culture
- an appreciation of what makes a healthy lifestyle.

## SCHOOL ROLL 2011/2012

	Pre-school (2½ - 5 yrs)	P1	P2	P3	P4	P5	P6	P7	S1	S2	Total
<b>Sgoil Araich Loch a Tuath</b>	25										<b>25</b>
<b>Primary English Medium</b>		8	10	6	11	8	12	13			<b>68</b>
<b>Primary Gaelic Medium</b>		10	7	11	9	6	8	7			<b>58</b>
<b>Total Primary</b>		18	17	17	20	14	19	20			<b>126</b>
<b>Secondary</b>									29	24	<b>53</b>
<b>Total</b>											<b>204</b>

### CLASSES

<b>PRIMARY</b>			
<b>ENGLISH</b>		<b>Gaelic</b>	
E1/2	18	G1/2	17
E3/4	17	G3/4/5	20
E5/6	20	G6/7	21
E7	13		
<b>TOTAL</b>	<b>68</b>	<b>TOTAL</b>	<b>58</b>

<b>SECONDARY</b>			
<b>S1</b>		<b>S2</b>	
1A	15	2A	13
1B	14	2B	11
<b>TOTAL</b>	<b>29</b>	<b>TOTAL</b>	<b>24</b>

## STAFF

Name	Role (Health & Wellbeing, Literacy & Numeracy – responsibility of all)	Subject/Class Taught
Agnes Macdonald	Headteacher	S2 Literacy/English
Peigi Mairi Nicholson	Depute Headteacher	S1 & S2 Science
Donna Macdonald	Principal Teacher Primary	Gaelic Primary 5, 6 & 7
Donna Murray	Principal Teacher Whole School Curriculum	English Primary 7
Lorraine Campbell	Teacher	English Primary 1 & 2
Amy Maclean	Teacher	English Primary 3 & 4
Patricia Sinclair	Teacher	English Primary 5 & 6
Chrissie Graham	Teacher	Gaelic Primary 1 & 2
Netta Macleod	Teacher	Gaelic Primary 3 & 4
Muriel Macleod	Teacher	S1 & S2 Mathematics, Social Studies: Geography (People, place & environment) & Religious & Moral Education
Stephanie Sargent	Teacher	S1 & S2 English, Social Studies: History (People, past events & societies) & PSE (Personal & Social Education)
Chriselle Bain	Teacher (Itinerant)	S1/S2 Languages (Gaelic NS)
Morag Martin	Teacher (Itinerant)	S1/S2 Languages (Gaelic LS)
Louise Reeves	Teacher (Itinerant)	S1/S2 Modern Languages (French)
Laura Maynard	Teacher (Itinerant)	Primary & Secondary Expressive Arts (Art & Design)
Avril Duncan	Teacher (Itinerant)	Primary & Secondary Expressive Arts (Music)
Donald J Smith	Teacher (Itinerant)	Primary & Secondary Health & Wellbeing (Physical Education, Physical Activity & Sport)

<b>Name</b>	<b>Role</b> (Health & Wellbeing, Literacy & Numeracy – responsibility of all)	<b>Subject/Class Taught</b>
Ruth Campbell	Teacher (Itinerant)	S1/S2 Technologies (Food & Textiles)
Calum Mackay	Teacher (Itinerant)	S1/S2 Technologies (Craft, Design, Engineering & Graphics)
Lena Maclennan	Teacher (Part-time)	Primary Gaelic Language Support
Katie S Matheson	Teacher (Part-time)	Primary Support
Chrisann Mackenzie	Teacher (Itinerant)	Additional Support for Learning
Christine Martin	Playgroup Leader	Sgoil Araich Loch a Tuath
Maureen Campbell	Play Assistant	Sgoil Araich Loch a Tuath
Angela McMurdo	Play Assistant	Sgoil Araich Loch a Tuath
Iain Maciver	Instructor (Itinerant)	Primary – Gaelic Singing
Ashley Macdonald	Instructor(Itinerant)	Primary – Piping
Gavin Woods	Instructor(Itinerant)	Primary – Brass
Neil Johnson	Instructor(Itinerant)	Primary – Fiddle
Joan E Walker	Auxiliary/Classroom Assistant	Primary
Marina Macrae	Auxiliary	Primary
Katherine Maciver	Auxiliary	Primary
Chrisell Macleod	Auxiliary	Secondary
Maureen Macdonald	School Assistant	
Donald Macdonald	School Janitor	
William Macdonald	Playground Supervisor	
Mary Stewart	Cook	
Cathie M Macleod	Kitchen Assistant	

Name	Role	Subject/Class Taught
Caroline Whitehill	Kitchen Assistant	
Jessie Campbell	Cafeteria Supervisor	
Erica Mackay	Cleaner in Charge	
Morag Matheson	Cleaner	
Anna Mackenzie	Cleaner	
Anne Macritchie	Cleaner	

## SGOIL ARAICH LOCH A' TUATH



Children in Need Pyjama Day



Halloween Party



Learning in the Community

The Gaelic Nursery, located on the school grounds, caters for pupils from 3-5 years and, this session, has a roll of 25 pupils. The three staff work closely with infant teachers from the Primary department to ease transition to P1. Nursery staff and pupils use the school regularly (e.g. weekly gym lessons and Gaelic singing sessions) and pre-school pupils have a programme of daily half-hour Gaelic classroom lessons to develop the language further and to familiarise the children with the school. A Care Commission Inspection in May 2010 rated Sgoil Araich Loch a' Tuath "Excellent" in the two aspects inspected, i.e. Quality of Care and Support and Quality of Staffing. (\*See Appendix for daily routine)

## ENROLLING YOUR CHILD

New P1 entrants (children who will be five years of age before the last day of February after the start of the session in August) may enrol in February, with notices of dates being posted in the local press. For exceptional early admission, parents should submit a request to the Director of Education. *Birth Certificates should be brought to the school for all new enrolments.*

Parents of pupils who wish to transfer to Sgoil a' Bhac should, in the first instance make a placing request through the Education & Children's Services Department. Once the request has been granted parents should contact the school by telephone or email to arrange a visit/tour.

## THE CURRICULUM

The **Curriculum** programme, from Sgoil Araich to Secondary 2, aims to develop our young people as:

- successful learners
- confident individuals
- responsible citizens
- effective contributors

The eight curricular areas (Expressive Arts; Health and Well-being; Languages; Mathematics; Religious and Moral Education; Sciences; Social Studies and Technologies) are the focus of learning, with the development of Literacy, Numeracy and Health and Wellbeing permeating all activities. Pupil choice is offered, at all stages, as part of their ongoing learning, but specifically through Masterclasses in Primary and Rich Tasks in Secondary.

## PRIMARY



**Science Energy Workshops**



**Art & Design Model Making**



**Infants Art Attack!**

Pupils develop core Literacy and Numeracy skills daily, with slots allocated each morning, first for Literacy, followed by Numeracy and Maths. Other curricular areas are covered mostly through project work, usually in the afternoons. In addition, Primary pupils currently have specialist teachers for Art, Music and PE. The YMI programme allows pupils from P5 – 7 to opt for tuition in one instrument of their choice, with sessions being held weekly in chanter, string and brass.

**Masterclasses** (daily from 11.30am, for a week each term) include: Creative Cookery; Design and Technology; Photography; Drama; ICT; Textiles and Science. Pupils are given an opportunity to say what they want to learn and their choices are taken into account when drawing up a list of Masterclass (Primary) and Rich Task (S1/S2) options.



**Primary 3-D Design**



**Primary Photography Masterclass**



**Design & Technology Masterclass**

## S1/S2 CURRICULUM

Pupils are taught in mixed-ability classes for most subjects. However, in Maths/Science and English/French, learners are grouped according to their respective Quantitative and Verbal CAT (Cognitive Abilities Tests) scores.

S1 subjects include: English; Maths; Science; Gaelic; French; History; Geography; Art; PE; Home Economics; Technological Studies; Personal and Social Education; Drama; Financial Education.

In S2, pupils study English; Maths; Science; Gaelic; French; History; Geography; Art; PE; Home Economics; Technological Studies and Personal and Social Education. (See Appendix 3 for S1/S2 timetable).

Cross-curricular links are created through a variety of projects.

Meetings are held with Nicolson Institute management and Learning Support staff, throughout the year, to prepare pupils for the transition and S3 subject choices. The Nicolson Institute, Stornoway (Tel: 707000).



**S1/S2 Cycling Group**



**S1/S2 Pupil-led Dance Group**

In S1/S2, pupils participate in a weekly **Rich Task** (Thursdays 1.10-3pm), with the options changing each term. This session, choices have included:

- Dynamic Youth Awards (Global Citizenship and live link with partner school in Moldova)
- Cycling Group
- Pupil-led Dance
- Press Gang (Young journalists producing school newsletters and Loch a' Tuath school pages)
- Young Librarians (organising and running library, including story-time sessions for infants)
- Folk Group

## ADDITIONAL SUPPORT NEEDS (ASN)

Pupils with Additional Support Needs are identified through a monitoring programme and their specific needs are addressed in collaboration with the pupil, the parent and the Learning Support Teacher. While most needs (either less able or very able pupils) are met through normal differentiation in the classroom, some pupils may require a specific Action Plan. A smaller number will require an Individualised Education Programme (IEP) and any pupils with more complex needs, involving different agencies, will have a Co-ordinated Support Plan (CSP).

## HOMEWORK

Pupils, at all stages, are encouraged to have a homework routine each evening and should use the Homework Diary provided by the school to record details of any work set. Teachers and parents also use the diaries to communicate any information which may be useful. Parents are encouraged to support their child as appropriate to their age/stage. In the event of a prolonged absence, parents should contact the school to arrange for work to be sent home.

## ATTAINMENT, ASSESSMENT AND REPORTING TO PARENTS

Assessment of attainment is ongoing. This may be observations; formal tests; dialogue with pupils; evidence from written work; photographs; audio or video presentations. Broadly speaking, pupils should develop along the following categories:

Level	Stage
Early	The pre-school years and P1 or later for some
First	To the end of P4, but earlier or later for some
Second	To the end of P7, but earlier or later for some
Third and Fourth	S1 to S3, but earlier for some. The fourth level broadly equates to SCQF Level 4
Senior Phase	S4-S6 and college or other means of study

In recording attainment and reporting to parents, teachers will identify pupil progress within each of these broad categories using the descriptors **Developing, Consolidating and Secure** (e.g. a pupil who has just started Second Level would be described as **Sd**, while someone who has attained Third Level and has shown they can apply their learning would be **Ts**).

**Pupil-led Parents' Evenings** (November and June) allow pupils to be at the centre of their learning and to discuss their learning with parents. Demonstrations of learning (class presentations or specific skills e.g. gymnastics) are also a feature of the Pupil-led Evenings. Teachers are available for consultation with parents at both events and produce formal, detailed reports in May/June.

*Parents are always welcome at the school. Appointments may be made to meet with any staff members, by phoning the school office, to arrange a mutually convenient time.*



**Pupil-led Parents Evening in Sgoil Araich Loch a' Tuath**

## ATTENDANCE

Regular attendance is crucial to a child's learning. Daily attendance is recorded electronically and parents are asked to telephone the school if their child is absent:

- P3-S2 – before 8.45am
- Sgoil Araich, P1-P2 – before 9am

A Groupcall will automatically be sent to any parent whose child has not registered that day, and for whom no reason has been given for absence.

Attendance			
98-100%	Excellent	90-93.9%	Satisfactory
96-97.9%	Very Good	Below 90%	Causing Concern
94-95.9%	Good		

Parents should avoid holidays during term-time. Where attendance falls below 90%, without reasonable explanation, the school will contact the parents to highlight concerns.

## ACHIEVEMENTS



Sgoil a' Bhac Prizewinners June 2011

Opportunities for achievement are planned. Pupil-led assemblies are held each term, where all classes (on a rota basis) present their learning, through their chosen media: music and song; drama or Powerpoint presentations. At the end of each assembly, Certificates of Achievement are presented to pupils, from P1 to S2, for a range of successes.

Pupil-led initiatives (e.g. Buddy reading scheme in Primary; Young Librarians; Press Gang; Dance group; Pupil Council football coaching for infants) develop confidence, organisational and leadership skills. The annual Future Chef Competition (S1/S2) creates links with business and industry, while promoting healthy eating. Young Leader Awards in Primary (in partnership with Active Schools Co-ordinator) and the

Dynamic Youth Awards (Community Education personnel) in Secondary formally recognise their skills.



**S1 Gaelic Class (Native Speakers) recording for Film G**



**S1/S2 Future Chef Competitors**

Achievements are promoted at school level (assemblies and newsletters), in the community (local monthly newspaper 'Loch a' Tuath News') and through collaboration with parents, in individual pupil reports.

## **WIDER ACHIEVEMENTS**

School pupils have achieved success in many other areas. For example, at both Local and National Mods, Back School pupils have had outstanding successes in individual and choral singing; presenting; conversation; Bible reading; poetry recitation; sgeulachd; melodeon; keyboard and folk group.

Sporting successes are also noteworthy. Pupils from Back Primary and Secondary have excelled in local and national cross-country events and athletics: Back secondary pupils were winners of the S2 trophy at the Rural Sports in June 2011. This session, the Back School Primary Boys reached the semi-finals of Cuach na Cloinne, a national football tournament, for Gaelic Medium schools, in Fort William.



**Coach Willie Macdonald and Primary Boys in Fort William**

Back School pupils are also involved in: Coisir Og a' Bhac; Army Cadets; Rainbows and Brownies; Isle Dance; Church Youth Club; ballet and gymnastics classes and many other groups. *Attendance, Attainment and Achievement are monitored monthly within the school and bi-monthly at Learning Community level.*

## **RELIGIOUS OBSERVANCE**

The school works in partnership with chaplain, Reverend C I Macleod in the delivery of assemblies each term. In line with CnES and national policy, and to meet the spiritual needs of the school community, these assemblies are designated purely for religious observance, so are not a forum for normal school business. Parents who do not wish their child(ren) to attend, should notify the school.

## PROMOTING POSITIVE RELATIONSHIPS

Learning is most effective when pupils feel secure and happy. To this end, we aim to promote positive relationships in a number of ways: having a clear anti-bullying policy; modelling positive relationships; regular monitoring through confidential questionnaires and interviews; using Suggestion Boxes to pass on information; using the Restorative Practice approach to resolve conflicts and working closely with parents to identify and resolve bullying issues. Parents should keep a brief record of any suspected bullying (Who? What? Where? When?) and immediately pass it on to the school management.

### BEHAVIOUR CODE (Drawn up in consultation with pupils and staff)

#### Corridor Code

- Always walk
- Keep hands, feet and unkind words to yourself
- Follow directions straight away
- Look after property and equipment
- Arrive in time for class

#### Canteen Code

- Always walk
- Keep hands, feet and unkind words to yourself
- Follow directions straight away
- Look after property and equipment

#### Class Code

- Always walk
- Keep hands, feet and unkind words to yourself
- Follow directions straight away
- Look after property and equipment
- Arrive on time and ready to learn

### Rewards for Good Behaviour and Special Effort - Primary pupils

- praised by the teacher or given a sticker
- invited to the Headteacher's office to show their work
- awarded House points
- given a Certificate of Achievement
- recognised by having an Achievement Card sent home
- given their own choice of music for some activities
- given extra playtime
- awarded with a prize for excellence or exceptional performance

### Rewards for good behaviour and special effort - Secondary pupils

- praised by the teacher or given a sticker
- invited to the Headteacher's office to show their work
- awarded House points
- recognised by having an Achievement Card sent home
- given a Certificate of Achievement
- awarded with a prize for excellence or exceptional performance

## PUPIL COUNCIL

The Pupil Council, elected each session, meets several times a term, to plan and organise activities and discuss new ideas and issues.



**Pupil Council 2011-2012**

### **Pupil Council Report by Catherine Macdonald S2**



The Pupil Council was elected in September 2011 and now consists of seven members. We meet regularly and we take it in turn to chair the meeting, take minutes and circulate the minutes and agendas. All Pupil Council members wear badges and pupils can come up to us at any time with ideas or concerns which we then discuss at our meetings on their behalf. We have also organised a Children in Need Pyjama Day. This was very successful with the pupils (and staff) turning up to school in their pyjamas. Hot chocolate and tea are now being served in the canteen thanks to our Pupil Council.

So far this session our main achievement has been to obtain a cheque for £100 which will be used to purchase playground equipment. We have also established a friendship log. All pupils will be making use of the playground equipment and the friendship log. The pupils are very thankful for all donations and contributions.

Our main targets for the rest of this session are to establish a Gaidhlig and English infant club at morning breaks and an infant football club. We also hope to raise funds to purchase a football table and so far we have held a no school uniform day and other fundraising events will be held soon.

## PARTNERSHIP WITH PARENTS

This is a key component of our pupils' learning experience. In addition to the Pupil-led Parents' Evenings, parents (and grand-parents) are invited to Open Days and assemblies. Parents support the school by occasionally sharing their expertise in classrooms and running the annual Scholastic Bookfair.

As a school, we support parents. Diaries and newsletters are used to communicate with parents and the Groupcall system is used for reminders. In September 2011, parents were invited to a workshop on Health issues. These included presentations on Health and Sex Education in the curriculum; Internet safety; Media influences on young people; Alcohol awareness and Illegal substances.

Parental evaluation questionnaires are completed at key events and we seek the views of parents, through confidential questionnaires, at the end of each session.

## PARENT COUNCIL

Formal links with parents exist through the Parent Council. See below the new Parent Council elected in September 2010.



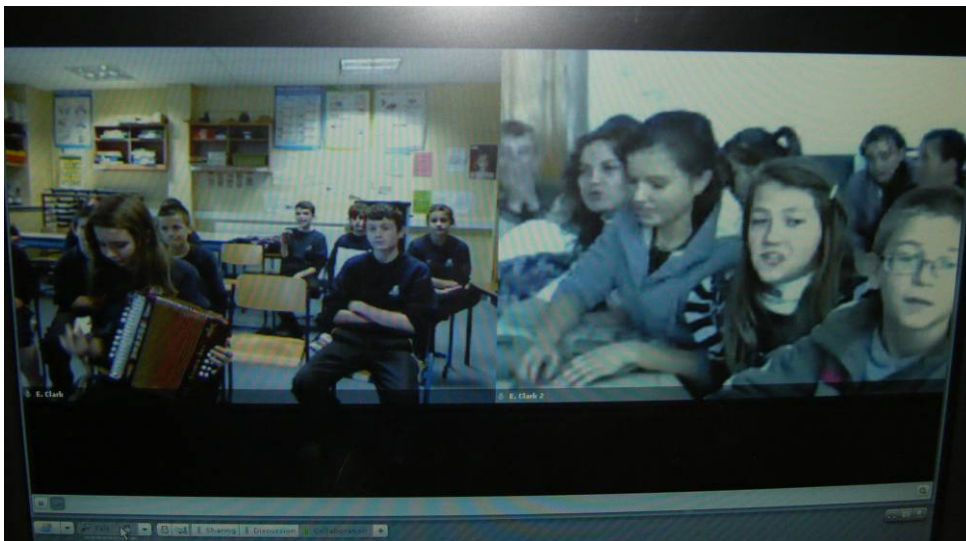
Back row left to right: Calum Macdonald (Treasurer), Janet Mackenzie, Mandy Gillies and Jane Hartley-Oliver (Chairperson)

Front row left to right: Christine Martin, Sara-Anne Maclean (\*has now transferred to another school), Sue Emmott, and Alayne Barton (Secretary)

Missing from picture: Alex Tearse and Donna Murray (Teacher representative)

## SCHOOL AND COMMUNITY

The school has strong links with the local and wider community. Members of the community contribute to the learning in many different ways. For example, visiting speakers supplement learning (e.g. Energy Advisory Service) and there are links with business and industry. These include: visits to MG Alba for Masterclass; recording adverts at Isles FM; participating in 'Aileag' at BBC Radio studio; participation in Film G in collaboration with local playwright and film crew; the Stag Bakery Challenge (an S2 Enterprise Project involving the design of a new biscuit which was produced and marketed by a local bakery); the Future Chef competition (S1/S2); visits to local workplaces e.g. Arnish Fabrication yard; Scottish and Southern Energy; local business (Post Office, Paint a Pot; chemist, hairdresser and garage. Enterprise projects (e.g. production of CD in collaboration with local church) involve close links with businesses.



**Video link with Stephan Cel Mare School in Moldova**

Sgoil a' Bhac has ongoing ties with Stephan Cel Mare School in Moldova. A live video link, organised by the Dynamic Youth group in October 2011, allowed pupils to talk to each other, sharing experiences of school and their lives in general.

## EXTRA-CURRICULAR ACTIVITIES

Pupils are offered a range of lunchtime and after-school activities.

Day	Lunchtime	After School
<b>Mon</b>		3-5pm P1-P4 Gaelic After-school Club 3-4pm P5-P7 Scripture Union 4-5pm P1-P3 Football Training
<b>Tue</b>	12.30-1.25pm – Primary Cycling Club	3-5pm P1-P4 Gaelic After-school Club 3-4pm Choir Practice 3.30-5pm P4-P5 Football Training
<b>Wed</b>	12.40-1.10pm – Scripture Union	3-5pm P1-P4 Gaelic After-school Club 3.30-6pm P6-P7 Football Training 3-4pm Melodeon Group
<b>Thu</b>	12.30-1.25pm – Primary Cycling Club	3-5pm P1-P4 Gaelic After-school Club 3.30-5pm S1/S2 Football Training 3-4pm Choir Practice
<b>Fri</b>		3-5pm P1-P4 Gaelic After-school Club

Facilities at the school include: extensive playing fields, incorporating two football pitches; outdoor ball court; large gymnasium; ICT suite; Craft & Design workshop; Science lab and Home Economics room. The spacious, newly refurbished library is used regularly by community groups.

## SCHOOL UNIFORM

The pupils, parents and Parent Council of Sgoil a' Bhac support the wearing of school uniform.

SWEATSHIRTS	26	28	30	32	34	S	M	L	XL
Price	£12.00								
V-neck PULLOVERS	26	28	30	32	34	36			
Price	£10.00								
CARDIGANS	26	28	30	32	34				
Price	£10.00								
POLOSHIRT	26-28 5-6	28-30 7-8	30-32 9-10	32-34 11-12	36 XS	38 S	40 M	42 L	46 XL
Price	£10.00								
T-SHIRT	26 5-6	28 7-8	30 9-10	32 11-12	34 13	36 S	38/40 M	42/44 L	46 XL
Price	£8.00								
FLEECE - JACKET	24/26	28/30	32/34	S	M	L	XL		
Price	£17.00								
KNITTED HAT	ONE SIZE								
Price	£3.00								

### The Uniform

- Navy sweatshirt, cardigan or pullover with school logo and white polo shirt with school logo or white [formal]/blue [informal] shirt with navy school tie.
- Trousers and skirts may be black, grey or navy.
- School fleece jackets and knitted hats are also available.

### PE Kit

- T-shirt and shorts or jogging trousers (\* **School sweatshirts must not be worn**)
- Jewellery must not be worn during PE classes.

The Parent Council (this session, parent Mandy Gillies and staff member Christine Martin) organises school uniform orders and sales, which should be placed through the school office. Clothing grant application forms are available from the school.

## SCHOOL MEALS

The school operates Cashless Catering, overseen by CnES. Parents complete a Cashless Catering form to identify which method they wish to use for school meals payment and give consent for fingerscans. School meal accounts may be credited by going online and using Parentpay ([www.parentpay.com](http://www.parentpay.com)) or any Paypoint outlet (e.g. Back Post Office, Co-op, Spar, Campbell's Service Station, Cearns Community Shop or Engebretsens). Pupils who are entitled to free school meals will receive an automatic credit on their accounts and will use the system in the same manner as other pupils. Safeguards can be built into the pupils' accounts limiting the amount per day a pupil can spend. Any parents who wish to use this security should inform the school. **Parents should monitor spending at least once a week, to ensure that accounts do not go into debt.** Accounts which are overdrawn e.g. £1-£20 will receive a reminder letter from the school: accounts overdrawn by more than £20 will be invoiced by CnES.

Parents who wish to apply for free school meals should contact the school, or the Education & Children Services Department CnES, for a form. A free meal constitutes the equivalent of a two course meal and this can include filled rolls, salads, various main course items, accompanied by vegetable, side salad and potatoes as the first course and a choice of cold/hot dessert, yoghurt/fresh fruit etc as a second course. A glass of milk or fruit juice is also sometimes available as part of the two course meal depending on the menu. Items such as bottled drinks, baking etc do not form part of the 'free meal' content, so must be purchased separately.

Children are entitled to a free midday meal where they are:

- children of families who receive Income Support;
- children of families who receive Income Based Job Seeker's Allowance;
- children of families who receive support under Part VI of the Immigration and Asylum Act 1999;
- children who receive Income Support or Income Based Job Seeker's Allowance in their own right;
- children of families who receive Child Tax Credit but do not receive a Working Tax Credit and who have an annual income (as assessed by the Inland Revenue) of below £13,480.

## HEALTH CARE

The school has a purpose-built medical room and six members of staff who are trained First Aiders. Details of pupils with specific health issues are issued to relevant staff, with copies held centrally for emergency access. Parents of pupils who suffer from asthma should complete the School Asthma Card and provide a spare inhaler, which will be stored in the medical room, in case of emergencies. Parental consent is required for the administration of any medication. Under normal circumstances, no medication may be given to pupils.

## EMERGENCY CLOSURE

It may be necessary on occasions (e.g. adverse weather, power failure or lack of water) to close the school at short notice. Parents will be notified by Groupcall in the first instance, but the local authority website [www.cne-siar.gov.uk](http://www.cne-siar.gov.uk) (see Public Information Notices) and local radio stations will also carry updates.

It is very important that the school office has a number on which parent(s) can be contacted in emergencies. ***Please ensure contact details are kept up to date.***



**COMHAIRLE NAN EILEAN SIAR**  
**Roinn an Fhoghlaim is Seirbheisean Chloinne**  
 Department of Education and Children's Services

**SCHOOL HOLIDAYS 2012-2013 LEWIS AND HARRIS**

**Term 1 – 2012**

School Status	Affects	Date	Notes
Open	Teachers	Monday 13 <sup>th</sup> August	
Open	Pupils	Thursday 16 <sup>th</sup> August	
Close	Teachers/Pupils	Thursday 11 <sup>th</sup> October	Projected close on Friday 12 <sup>th</sup> October (use one local day)

**Term 2 – 2012**

School Status	Affects	Date	Notes
Open	Teachers	Tuesday 23 <sup>rd</sup> October	
Open	Pupils	Thursday 25 <sup>th</sup> October	
Close	Teachers/Pupils	Thursday 29 <sup>th</sup> November	Use one local day
Open	Teachers/Pupils	Tuesday 4 <sup>th</sup> December	Use one local day
Close	Teachers/Pupils	Thursday 20 <sup>th</sup> December	

**Term 3 – 2013 – Lewis Schools**

School Status	Affects	Date	Notes
Open	Teachers/Pupils	Monday 7 <sup>th</sup> January	
Close	Teachers/Pupils	Wednesday 13 <sup>th</sup> February	Use two local days
Open	Teachers/Pupils	Tuesday 19 <sup>th</sup> February	Use one local day
Close	Teachers/Pupils	Friday 29 <sup>th</sup> March	

**Term 4 – 2013**

School Status	Affects	Date	Notes
Open	Teachers/Pupils	Monday 15 <sup>th</sup> April	
Close	Teachers/Pupils	Thursday 2 <sup>nd</sup> May	Use one local day
Open	Teachers/Pupils	Tuesday 7 <sup>th</sup> May	Use one local day
Close	Teachers/Pupils	Friday 28 <sup>th</sup> June	

## SCHOOL DAY

INFANTS P1-P2	P3-P6	P7	S1/S2
9.15 open	8.40 open	8.40 open	8.35 open
10.25 INTERVAL	10.25 INTERVAL	10.25 INTERVAL	10.25 INTERVAL
10.40	10.40	10.40	10.40
12.15 LUNCH	12.20	12.05	12.30
12.50	13.25	13.10	13.10
15.00 close	15.00 close	15.00 close	15.00 close

		1 8.35 9.30	2 9.30 10.25	3 10.40 11.35	4 11.35 12.30	5 13.10 14.05	6 14.05 15.00
Mon	1A	PE	Financial education/ Drama	Gaidhlig	Maths	English	French
	1B	Drama/ Financial education	PE	Gaelic	Science	French	English
	2A	Art	Gaidhlig	Geography	PE	Maths	Science
	2B	Geography	Gaelic	PE	Art	Science	Maths
Tues	1A	Music	Geography	French	PE	Science	Maths
	1B	Geography	PE	English	PSE	Maths	Science
	2A	English	French	Maths	Science	PE	Music
	2B	French	English	Science	Maths	Music	PE
Wed	1A	Gaidhlig	English	French	PSE	Maths	Science
	1B	Gaelic	French	English	RME	Science	Maths
	2A	English	Gaidhlig	HE	HE	Tech	Tech
	2B	French	Gaelic	Tech	Tech	HE	HE
Thur	1A	RME	Art	Science	History	Rich Tasks	
	1B	Music	History	Maths	Art		
	2A	English	Maths	French	Science		
	2B	French	Science	English	Maths		
Fri	1A	Gaidhlig	English	Tech	Tech	HE	HE
	1B	Gaelic	French	HE	HE	Tech	Tech
	2A	French	Gaidhlig	History	Literacy (Top-up)	RME	PSE
	2B	English	Gaelic	Literacy (Top-up)	History	PSE	RME

Registration to be taken in Assembly Hall following warning bell at 8.30am

<b>SGOIL ARAICH LOCH A' TUATH – DAILY SCHEDULE</b>				
<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>09.00</b> <b>Free-play</b> <b>Children's choice e.g.</b> <b>Play dough, writing table,</b> <b>kitchen</b>	<b>09.00</b> <b>Free-play:</b> <b>.Children's choice e.g.</b> <b>Computer, sand water. Table</b> <b>games</b>	<b>09.00</b> <b>Free-play</b> <b>Children's choice e.g.</b> <b>Train set ,cars, dressing up,</b> <b>crafts</b>	<b>09.00</b> <b>Free- play</b> <b>Children's choice e.g.</b> <b>Jigsaws, drawing , role play,</b> <b>Numeracy games</b>	<b>09.00</b> <b>Free –play</b> <b>Children's choice e.g.</b> <b>Reading corner,</b> <b>construction sets, white board</b>
<b>09.45 Literacy</b> <b>Registration</b> <b>Circle time</b>	<b>09.45 Literacy</b> <b>Registration</b> <b>Circle time</b>	<b>09.30 Literacy</b> <b>Registration</b>	<b>09.45 Literacy</b> <b>Registration</b> <b>Circle time</b>	<b>09.45 Literacy</b> <b>Registration</b> <b>Circle time</b>
<b>10.00</b> <b>Tidy up time</b> <b>Hand washing</b> <b>Snack time</b>	<b>10.00</b> <b>Tidy up time</b> <b>Hand washing</b> <b>Snack time</b>	<b>09.35</b> <b>Hand washing</b> <b>Baking</b>	<b>10.00</b> <b>Tidy up time</b> <b>Hand washing</b> <b>Snack time</b>	<b>10.15</b> <b>Gym session/weather</b> <b>permitting ball court</b> <b>Bikes</b>
<b>10.30</b> <b>Tooth brushing</b>	<b>10.30</b> <b>Tooth-brushing</b>	<b>10.00</b> <b>Tidy up time</b> <b>Hand washing</b> <b>Snack time</b> <b>10.30</b> <b>Tooth-brushing</b>	<b>10.30</b> <b>Tooth -brushing</b>	<b>10.40</b> <b>School classroom</b>
<b>10.40 numeracy</b> <b>Table games/story</b>	<b>10.40</b> <b>School classroom</b>	<b>10.40</b> <b>School classroom</b>	<b>10.40</b> <b>School classroom</b>	<b>11.15</b> <b>Hand washing</b> <b>Snack time</b>
<b>11.15</b> <b>Singing session with Gaelic</b> <b>singing instructor</b>	<b>11.40</b> <b>Story time</b>	<b>11.15</b> <b>Change to outdoor clothes.</b> <b>Outdoor play.</b>	<b>11.15 Topic crafts</b>	<b>11.30</b> <b>Tooth brushing</b>
<b>11.35</b> <b>Outdoor play</b>	<b>12.00</b> <b>Home time</b>	<b>11.40</b> <b>Singing</b>	<b>11.45 Story time</b>	<b>11.45 story time</b>
<b>12.00 Home time</b>		<b>12.00 Home Time</b>	<b>12.00 Home-time</b>	

**Stornoway → Tong, Back & Tolsta** Operated by Bus Na Comhairle 01851 822661 **W5**

Days Operated: <b>Monday to Friday no service 26/27 Dec or 02/03 Jan</b>															
	Sch	Sch	NSch	Sch	Sch	NSch									Sch
Bus Station dep.	0735	0755	0755	0755	0835	0840	0840	0945	1045	1125	1215	1245	1350	1420	1445
WI Hospital	0740	0800	0800	0800	0840	0845	0845	0950	1050	1130	1220	1250	1355	1425	1450
Tong School	0746	0805	0805	0805	0846	0851	0851	0956	1056	1136	1226	1256x	1401	1431	1456
Aird Tong	:	:	0808	0808	0849	:	0855	1000	:	1140	:	1302	:	1435	:
Upper Coll	:	:	0812	0814r	:	0858	0901r	1007	:	:	:	1309r	:	1442r	:
Coll	:	0812	:	0816	0904	:	0902	1012	:	1149	:	1315x	:	1447	:
Back Garage	0753	0814	0823	0820	:	0905	:	:	1101	:	1231	:	1406	:	1503
Vatisker	:	:	:	:	0908	:	0908	1017	:	1153	:	1320	:	1451	:
Back, Lighthill	0800	:	:	:	:	0909	0912	1022r	:	1157	:	:	:	1455	:
Back School	:	0818	0825	:	0912	0913	:	:	:	:	:	1321r	:	:	1505
Back Village	0801	:	:	:	:	:	:	:	:	1158	:	1322r	:	1457	:
Back New Street	:	:	:	:	:	:	:	:	:	:	:	1323r	:	:	:
Gress Loop	:	:	0823r	:	0921r	0920r	:	1106r	:	1236r	:	1411r	:	1515	:
North Tolsta (New Street)	:	0839	0832	:	0930	0929	:	1117	:	1244	:	1419	:	1530	:
Camach Park	:	0840	:	:	0932r	0931r	:	1118r	:	1247r	:	1421r	:	:	:
School Road	:	:	:	:	0933r	0932r	:	:	:	1250	:	1424	:	1535	:
New Tolsta	:	0845	0835	:	0936r	0935r	:	1122	:	1253	:	1428	:	1541	:

Days Operated: <b>Monday to Friday no service 26/27 Dec or 02/03 Jan</b>											
	NSch	Sch	NSch								Friday
Bus Station dep.	1450	1600	1600	1600	1710	1735	1805	1805	1940	2120	2305
WI Hospital	1455	1605	1605	1605	1715	1740	1810	1810	1945	2125	2310
Tong School	1501	1611	1611	1611	1721	1746	1816	1816	1950	2130	2315
Aird Tong	:	1615	:	:	1725	:	1820	:	1953	2133	2318
Upper Coll	:	1622	:	:	:	:	1827r	:	:	:	:
Coll	:	1627	:	:	1734	:	1832	:	1958r	2137r	2322r
Back Garage	1508	:	1617	1617	1737	1753	:	1823	:	:	:
Vatisker	:	1631	:	:	:	:	1836	:	2001r	2139r	2324r
Back, Lighthill	1515	1635	:	:	1740	:	1840	:	2004r	2141r	2326r
Back Village	1517	1636	:	:	1741	:	1841	:	2005r	2142r	2326r
Gress Loop	1520r	1630r	1625r	:	1800r	:	1830r	2008r	2144r	2329r	:
North Tolsta (New Street)	1530	1639	1631	:	1809	:	1839	2015	2150	2335	:
Camach Park	1531r	1641	1632r	:	1811r	:	1841r	:	:	:	:
School Road	1535	1643r	:	:	1813r	:	:	:	:	:	:
New Tolsta	1541	1645	1635	:	1815	:	1845	2020	2155	2340	:

**Codes:**  
**Sch** - Schoolday  
**NSch** - School Holiday  
**c** - clockwise  
**r** - On request  
**x** - request to Clachan Biorach & Sothem side road in Upper Coll

# Tolsta, Back & Tong → Stornoway

Operated by Bus Na Comhairle 01851 822661

**W5**

**Days Operated: Monday to Friday no service 26/27 Dec or 02/03 Jan**

Codes	Sch	Sch	NSch	Sch	NSch	Sch
School Road	0747	(0855)	0942	1250	1424	
New Tolsta	0705 0750	(0845)	0850 0945	1125	1253	1428
Camach Park	0708	:	(0840) :	0951	1131	1259 1434
N. Tolsta (New Street)	0710	0752	0838 0852	0953	1133	1301 1436
Gress Loop	0716	0805	0909e 0905	1001	1141	1309 1444
Back, Lighthill	: 0703	: 0800	0909 : 0910	1008	: 1157	: 1325 : 1455 1510 (1515)
Back School	: :	: :	0920⇒ 0920	: :	1025	: : : : 1505 : 1505
Back New Street	: :	: :	: :	: :	1029	: : : : : : :
Back Village	: 0704	: 0801	: :	: :	1030	: 1158 : 1326 : 1507 1511 1517
Vatisker	: 0707	: 0804	: :	: :	1012	: : 1201 : 1329 : 1510 1514 :
Back Garage	0724	: 0812	: 0922 0917	: 1033 1149	: 1317	: 1452 : : 1520
Coll	: 0711	: 0808	: :	: :	1016 1038d	: 1205 : 1333 : 1515 1518 :
Upper Coll	: :	: 0813	: :	: :	1046	: : : 1338 : : 1523 1530
Aird Tong	: 0720	: 0825	: :	: :	1025 1054	: 1214 : 1345 : 1531 1530 :
Tong School	0729 0724	0819 0829	0929 0924	1029 1102f	1154 1218	1322 1349 1457 1535 1535 1535
WI Hospital	: 0729	0829 0834	0934 0929	1034 1107	1159 1223	1327 1354 1502 1540 1540 1540
Bus Station arr.	0746n 0735	0835 0840	0940 0935	1040 1113	1205 1228	1332 1400 1508 1545 1545 1545r

**Days Operated: Monday to Friday no service 26/27 Dec or 02/03 Jan**

School Road	1535					
New Tolsta	1541c	1645	1845	2030	2155	
N. Tolsta (New Street)	1550	1649c	1850	2035	2200	
Gress Loop	1557	1700	1859	2043	:	
Back, Lighthill	1602 1635	: 1740	1845 : 2048	2208#		
Back Village	1604 1636	: 1741 1846	: 2049	2209		
Vatisker	1609	: :	: 1851	: 2052	:	
Back Garage	: 1638	1707 1743	: 1907	: 2212		
Coll	1613	: :	: 1854	: 2055	:	
Aird Tong	1620	: 1714	: :	1914	2100 2217	
Tong School	1624 1645	1718 1750	1859 1918	2104	2220	
WI Hospital	1629 1650	1723 1755	1904 1923	2110	2225	
Bus Station arr.	1635 1656	1729 1801	1910 1929	2115	2230	

Codes:

**e** - Clockwise via Gress Village

**Sch or s** - Schoolday

**f** - serves Clachan Biorach 1059

**NSch** - Schoolholiday

**c** - serves Camach Park at 1648

**n** - via Newvalley

**( )** - Stops served out of sequence

**r** - On request

**#** - request on earlier evening journey

**d** - serves Southern Outend Coll side road

## **DISCIPLINE ON SCHOOL TRANSPORT: CODE OF CONDUCT RELATIVE TO PUPILS' BEHAVIOUR**

The driver will be responsible for maintaining the good conduct of pupils.

- (a) In the event of misbehaviour by any pupil(s) the following action should be taken:
  - (i) drivers should stop the vehicle;
  - (ii) give a warning to those concerned;
  - (iii) drive on.
  
- (b) If this warning has no effect:
  - (i) the driver should stop again;
  - (ii) take the names of the offender(s);
  - (iii) report the nature of the misbehaviour to the Head Teacher, as soon as possible and not later than 24 hours after the occurrence of any misbehaviour.
  
- (c) A driver shall not put a pupil off a bus for misbehaviour. In the event of severe misbehaviour by a pupil, which affects the safety of the other pupils, the driver should: seek assistance from the company staff, school staff, the police or by any reasonable means.

It should be noted that when a driver is required to warn and/or take the name of a pupil because of misbehaviour the pupil can not be set down at a location other than that indicated by the Comhairle on that particular journey. If the child concerned has to be excluded from the vehicle, the driver will be informed by the Director of Education and any decision to exclude a pupil from the vehicle will be confirmed in writing. No smoking is permitted on the vehicle. Drivers should endeavour to ensure that this is enforced.

## INFORMATION FOR PARENTS 2011 PRIMARY SCHOOLS

<b>School:</b> Back School	<b>Id No.:</b> 235 - 6232531
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### *Budgeted Running Costs For Financial Year 2011-2012*

<b>School Roll at September 2010</b>	129
<b>Total School Running Costs at April 2011 (£)</b>	702,268
<b>Cost per Pupil (£)</b>	5,444

Key to symbols: The symbol ## indicates that the data are not available.

### *Attendance And Absence For School Year 2010/2011*

	Stage							
	P1	P2	P3	P4	P5	P6	P7	P1-7
<b>Total Number of Possible Attendances (Pupil Half Days)</b>	6307	5936	7199	5194	6523	7161	10211	48531
<b>Percentage Authorised Absences</b>	2.8	2.6	4.4	2.6	4.7	3.2	3.6	3.5
<b>Percentage Unauthorised Absences</b>	0.3	0.5	0.3	0.3	0.1	0.4	0.3	0.3

Key to Symbols:

Asterisks (\*\*) have been inserted instead of figures for some schools and categories:

- Counts and percentages based on data for more than 0 but fewer than 5 pupils, because they could be misleading or lead to the identification of individuals.
- In other cases, it is not possible for the school to have any data for the category, for example, cases where the relevant year group roll figure is zero.

The symbol (##) indicates that the school has recently opened or merged with another school and this information is not available.

### *Minimising Overall Absence*

	<b>Absence recorded (2009/2010) Average number of half days absence per pupil</b>	<b>Absence recorded (2010/2011) Average number of half days absence per pupil</b>
<b>Absence</b>	12.1	14.3

Where schools have 9 openings per week, please note that all local authority and national figures are based on 10 openings per week, and so are not directly comparable.

Key to Symbols: The symbol (##) indicates that the data are not available or comparable with other years.

## INFORMATION FOR PARENTS 2011 SECONDARY SCHOOLS

School: Back School	Id No.: 235 - 6232531
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### Leaver Destinations

#### Number Of Pupils Leaving In School Year 2010/2011 And Percentage With Destination As:

Total Number of Leavers (=100%)	##
Higher Education	##
Further Education	##
Training	##
Employment	##
Other Known	##
Not Known	##

Key to symbols:

Percentages for schools where the number of leavers is greater than 0 but less than 5 have been replaced by asterisks (\*\*) because they could be misleading or lead to identification of individuals. The symbol (##) indicates that the data are not available or comparable with other years because the school has recently opened or merged with another school, or is temporarily closed.

### Budgeted Running Costs For Financial Year 2011-2012

School Roll at September 2010	50
Total School Running Costs at April 2011 (£)	403,154
Cost per Pupil (£)	8,063

Key to symbols: The symbol ## indicates that the data are not available.

### Attendance And Absence For School Year 2010/2011

	Stage					
	S1	S2	S3	S4	S5	S1-5
Total Number of Possible Attendances(Pupil Half Days)	9275	9275	##	##	##	18550
Percentage Authorised Absences	5.8	4.7	##	##	##	5.2
Percentage Unauthorised Absences	0.6	0.2	##	##	##	0.4

Key to symbols:

Asterisks (\*\*) have been inserted instead of figures for some schools and categories:

- Counts and percentages based on data for more than 0 but fewer than 5 pupils, because they could be misleading or lead to the identification of individuals.
- In other cases, it is not possible for the school to have any data for the category, for example, cases where the relevant year group roll figure is zero.

The symbol (##) indicates that the school has recently opened or merged with another school and this information is not available.

## INFORMATION FOR PARENTS 2011 SECONDARY SCHOOLS

<b>School:</b> Back School	<b>Id No.:</b> 235 - 6232531
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### *Estimated S5 January Roll As A Percentage Of The S4 Roll In September Of The Previous Session*

2008/2009	2009/2010	2010/2011
##	##	##

### *Examination Results (within Scottish Credit and Qualifications Framework)*

*(2010/2011 results are pre-appeal)*

Percentage of the relevant September S4 roll achieving:									
By end of S4	5+ @ level 3 or better			5+ @ level 4 or better			5+ @ level 5 or better		
	08/09	09/10	10/11	08/09	09/10	10/11	08/09	09/10	10/11
	##	##	##	##	##	##	##	##	##

Percentage of the relevant September S4 roll achieving:									
By end of S5	1+ @ level 6 or better			3+ @ level 6 or better			5+ @ level 6 or better		
	08/09	09/10	10/11	08/09	09/10	10/11	08/09	09/10	10/11
	##	##	##	##	##	##	##	##	##

Percentage of the relevant September S4 roll achieving:									
By end of S6	3+ @ level 6 or better			5+ @ level 6 or better			1+ @ level 7		
	08/09	09/10	10/11	08/09	09/10	10/11	08/09	09/10	10/11
	##	##	##	##	##	##	##	##	##

Key to symbols:

Counts and percentages for year groups which contain more than 0 but less than 5 pupils are replaced by asterisks (\*\*) because they could be misleading or lead to identification of individuals.

The symbol (##) indicates that the data are not available or comparable with other years. Possible reasons for this include: the school has recently opened or merged with another school; S5 and S6 results for S1-S4 schools; S4, S5 and S6 results for S1-S2/S3 schools; cases where the relevant year group roll figure is zero.

### *Minimising Overall Absence*

	Absence recorded (2009/2010) Average number of half days absence per pupil	Absence recorded (2010/2011) Average number of half days absence per pupil
<b>Absence</b>	11.1	21.9

Where schools have 9 openings per week, please note that all local authority and national figures are based on 10 openings per week, and so are not directly comparable.

## Policy on the Use of Mobile Phones by Pupils

1. Sgoil a' Bhac generally discourages parents and pupils from bringing mobile phones or other valuable items to the school on the grounds that they may get lost or stolen. If a phone or other valuable item is brought to the school, parents are advised that, where possible, the items should be marked in some way to aid future identification if lost and subsequently found.
2. If a pupil does bring a mobile phone to school, the phone must remain switched off during the school day and may not be used on school premises, grounds or during off-site school curricular activities (such as swimming or other sports activities). The only exceptions to this will be on school trips, where the school will have discretion to allow pupils to carry and use phones if they wish (e.g. during planned solo activities), in emergencies or with the express approval of a member of school staff.
3. If a pupil is found by a member of staff to be using a mobile phone for any purpose, without authorisation, the phone will be confiscated from the pupil and will generally only be returned to the pupil's parent. However, the phone may be returned directly to the pupil:
  - a) on a first breach, if it is clear that the pupil did not understand the school's policy on the use of mobile phones; or
  - b) in a situation where there is genuine concern that the pupil requires the phone directly after the school day on security, health and safety or similar grounds; or
  - c) on receipt of a signed authorisation from the parent, where travel or other issues make it difficult for the parent to attend the school to receive the phone.

## What you need to know about the 2009 Additional Support for Learning Act

### Legal information

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

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

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

Here are some of the main changes:

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

- There is a section about placing requests that states that parents of children with additional support needs, (including those that have CSPs) can make placing requests to any school in Scotland including schools outside of the local authority area they live in.
- All appeals about placing requests to special schools (whether the child has a CSP or not) will be referred to the Additional Support Needs Tribunal. Some of the changes made in the 2009 Act deal specifically with children who have, or may require a CSP, and in particular to disagreements between local authorities and parents about the CSP.
- The Act extends the reasons that a parent or young person can make a referral (called a reference) to the Additional Support Needs Tribunal. Parents can make a referral when a local authority decides that a child does not need a CSP but also when local authorities have: failed to provide the additional support set out in the CSP; not responded to a parent's request to find out whether their child needs a CSP within a given time; or, after having said they will consider whether a CSP is required have not made a decision (within a given time) on whether the child needs a CSP or not.
- The Act also gives the Additional Support Needs Tribunal extra powers to force local authorities to provide, or make arrangements providing additional support that is set out in a CSP if they have not done so.
- The new Act includes a duty for the Scottish Government to fund a national independent advocacy service (on request and free of charge) to support parents and young people in Additional Support Needs Tribunal proceedings.

The above points do not include all the changes resulting from the 2009 Act but simply cover the main points. Throughout the summer Enquire will be changing all their guides and factsheets to take account of the 2009 Act.

### **If you have any questions about the 2009 Act**

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

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