

## **Contents**

- Document 1 - Email thread between Scottish Government official and Highland Council officials
- Document 2 - Email thread between Scottish Government official and Highland Council officials
- Document 3 - Email thread between Scottish Government official and Highland Council officials
- Document 4 - Email thread between Scottish Government official and Highland Council officials
- Document 5 - Email thread between Scottish Government official and Highland Council officials
- Document 6 - Email thread between Scottish Government official and Highland Council officials
- Document 7 – Text messages between Scottish Government official and Highland Council officials
- Document 8 - Email thread between Scottish Government official and Highland Council officials
- Document 9 - Email thread between Scottish Government official and Highland Council officials
- Document 10 - Email thread between Scottish Government official and Highland Council officials
- Document 11 - Email thread between Scottish Government official and Highland Council officials
- Document 12 – Email thread between Scottish Government official and Highland Council officials
- Document 13 – Email thread between Scottish Government official and Highland Council officials
- Document 14 – Email thread between Scottish Government official and Highland Council officials
- Document 15 – Email thread between Scottish Government official and Highland Council officials
- Document 16 – Information Request form completed by Highland Council officials
- Document 17 – Information Request form completed by Highland Council officials

## Document 1 – Email thread between Scottish Government official and Highland Council officials

**From** [redacted section 38(1)(b)].gov.scot  
**Sent:** Thu 15/12/2022 12:53  
**To** [redacted section 38(1)(b)].highland.gov.uk  
Hi there,

Sure:

[redacted section 38(1)(b)]

Thanks,

[redacted section 38(1)(b)]  
[redacted section 38(1)(b)]

My normal working pattern is 08:00 – 16:00 Monday to Friday. I will be unavailable outwith these times.

**From:** [redacted section 38(1)(b)].highland.gov.uk  
**Sent:** 15 December 2022 12:51  
**To:** [redacted section 38(1)(b)].gov.scot  
**Subject:** RE: Address of Tain site

Hi [redacted section 38(1)(b)],

Can I get full names against the shoe sizes please?

[redacted section 38(1)(b)],

Thanks

[redacted section 38(1)(b)]

**From:** [redacted section 38(1)(b)].gov.scot  
**Sent:** 15 December 2022 12:49  
**To:** [redacted section 38(1)(b)].highland.gov.uk  
**Cc:** [redacted section 38(1)(b)].gov.scot  
**Subject:** RE: Address of Tain site

**CAUTION:** This email was sent from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Thanks

[redacted section 38(1)(b)] – we'll need one each of [redacted section 38(1)(b)] for the Tain visit.

Thank you,

[redacted section 38(1)(b)]

My normal working pattern is 08:00 – 16:00 Monday to Friday. I will be unavailable outwith these times.

**From:** [redacted section 38(1)(b)].highland.gov.uk

**Sent:** 15 December 2022 12:46

**To:** [redacted section 38(1)(b)].gov.scot

**Cc:** [redacted section 38(1)(b)].gov.scot

**Subject:** RE: Address of Tain site

Hi [redacted section 38(1)(b)]

[redacted section 38(1)(b)] has been collating this information to pass on to [redacted section 38(1)(b)].

Thanks

[redacted section 38(1)(b)]

**From:** [redacted section 38(1)(b)].gov.scot

**Sent:** 15 December 2022 12:15

**To:** [redacted section 38(1)(b)].highland.gov.uk

**Subject:** RE: Address of Tain site

**CAUTION:** This email was sent from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Hi [redacted section 38(1)(b)]

Thanks for this. Are you best person to pass on shoe sizes to, for PPE on the day?

[redacted section 38(1)(b)]

My normal working pattern is 08:00 – 16:00 Monday to Friday. I will be unavailable outwith these times.

**From:** [redacted section 38(1)(b)].highland.gov.uk

**Sent:** 14 December 2022 17:54

**To:** [redacted section 38(1)(b)].gov.scot

**Cc:** [redacted section 38(1)(b)].gov.scot

**Subject:** RE: Address of Tain site

Hi [redacted section 38(1)(b)]

Probably best to use this number [redacted section 38(1)(b)]

Thanks

[redacted section 38(1)(b)]

**From:** [redacted section 38(1)(b)].gov.scot  
**Sent:** 14 December 2022 15:23  
**To:** [redacted section 38(1)(b)].highland.gov.uk  
**Cc:** [redacted section 38(1)(b)].gov.scot  
**Subject:** RE: Address of Tain site

**CAUTION:** This email was sent from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Hi [redacted section 38(1)(b)],

I am aware that you are greeting our Cabinet Secretary when she arrives at Tain on Monday.

Her office have asked if it would be possible to have a note of your phone number in case any members of her office need to contact you on the day.

Would you mind sending this over?

Regards,

[redacted section 38(1)(b)]

[redacted section 38(1)(b)]

I am working from home. My working hours are 08:00 – 16:00, Monday – Friday.

**From:** [redacted section 38(1)(b)].highland.gov.uk  
**Sent:** 14 November 2022 17:29  
**To:** [redacted section 38(1)(b)].gov.scot  
**Cc:** [redacted section 38(1)(b)].gov.scot  
**Subject:** RE: Address of Tain site

Hello [redacted section 38(1)(b)]

I've attached the location plan for the new school site, it is accessed from Craighill Terrace.

[redacted section 38(1)(b)]

**From:** [redacted section 38(1)(b)].gov.scot  
**Sent:** 14 November 2022 15:43  
**To:** [redacted section 38(1)(b)].highland.gov.uk  
**Cc:** [redacted section 38(1)(b)].gov.scot  
**Subject:** Address of Tain site  
**Importance:** High

**CAUTION:** This email was sent from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Afternoon [redacted section 38(1)(b)],

We are looking at the arrangements for the Cabinet Secretary's visit to Highland on 19 December – could you please send across the exact address for the site of the new Tain Campus?

Regards,

[redacted section 38(1)(b)]

I am working from home. My working hours are 08:00 – 16:00, Monday – Friday.

## **Document 2 – Email thread between Scottish Government and Highland Council officials**

**From:** [redacted section 38(1)(b)].gov.scot  
**Sent:** Mon 05/12/2022 09:55  
**To:** [redacted section 38(1)(b)].highland.gov.uk

Good morning,

In order to confirm the logistics for the visit, we will need the information I requested by **Friday 9<sup>th</sup> December**.

Thank you,

[redacted section 38(1)(b)]

My normal working pattern is 08:00 – 16:00 Monday to Friday. I will be unavailable outwith these times.

**From:** [redacted section 38(1)(b)].gov.scot  
**Sent:** 01 December 2022 09:38  
**To:** [redacted section 38(1)(b)].highland.gov.uk  
**Subject:** RE: Cabinet Secretary - Visit

Good morning,

Could I check in on the arrangements for this visit and the information template I sent? I'm happy to arrange some time to discuss as well.

Thank you,

[redacted section 38(1)(b)],

My normal working pattern is 08:00 – 16:00 Monday to Friday. I will be unavailable outwith these times.

**From:** [redacted section 38(1)(b)].highland.gov.uk  
**Sent:** 03 November 2022 14:28  
**To:** [redacted section 38(1)(b)].gov.scot  
**Cc:** [redacted section 38(1)(b)].highland.gov.uk  
**Subject:** RE: Cabinet Secretary - Visit

HI [redacted section 38(1)(b)],,

I will link in with [redacted section 38(1)(b)], and the school to confirm the details of the visit. Thank you

*Best wishes,*

[redacted section 38(1)(b)],

**From:** [redacted section 38(1)(b)].gov.scot  
**Sent:** 03 November 2022 12:09  
**To:** [redacted section 38(1)(b)].highland.gov.scot  
**Cc:** [redacted section 38(1)(b)].highland.gov.scot  
**Subject:** RE: Cabinet Secretary - Visit

**CAUTION:** This email was sent from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Hello [redacted section 38(1)(b)],

Thanks for confirming. I can confirm Ms. Somerville can meet you both as part of her visit. We've suggested meeting at 2:45- 3:30, following her visit to the Royal Academy. Presumably this would be at Council Headquarters Glenurquhart Road?

[redacted section 38(1)(b)], from the Royal Academy has been in touch separately regards dates. Are you happy to engage with the school to confirm the arrangements?

Thank you,

[redacted section 38(1)(b)]

My normal working pattern is 08:00 – 16:00 Monday to Friday. I will be unavailable outwith these times.

**From:** [redacted section 38(1)(b)].highland.gov.uk

**Sent:** 02 November 2022 21:41  
**To:** [redacted section 38(1)(b)]gov.scot  
**Cc:** [redacted section 38(1)(b)]highland.gov.uk  
**Subject:** RE: Cabinet Secretary - Visit

[redacted section 38(1)(b)],,

We are okay with this in terms of the itinerary. [redacted section 38(1)(b)], and I would like to meet the Cabinet Secretary separately.

Is this something that could be arranged as part of her visit?

Kind regards

[redacted section 38(1)(b)],

**From:** [redacted section 38(1)(b)]gov.scot  
**Sent:** 01 November 2022 09:01  
**To:** [redacted section 38(1)(b)].highland.gov.uk  
**Cc:** [redacted section 38(1)(b)].gov.scot  
**Subject:** Cabinet Secretary - Visit

**CAUTION:** This email was sent from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Good morning,

You may be aware that Ms. Somerville, the Cabinet Secretary for Education and Skills, received an invitation from [redacted section 38(1)(b)], to visit Inverness Royal Academy. In particular, she was invited to see the work done at the Sheiling within the school. Ms. Somerville would like to visit just before the Christmas break and combine this with a visit to the Tain campus.

With that in mind, we have arranged a proposed date and itinerary:

**Monday 19<sup>th</sup> December**

- 11:30 (approx.) – 12:15 visit at Tain Campus
- 12:15 – depart Tain Campus
- 13:30 arrive at Inverness Royal Academy
- 14:30 depart Inverness Royal Academy

Would this date and proposed schedule work for you and the schools?

Thank you,

[redacted section 38(1)(b)],

My normal working pattern is 08:00 – 16:00 Monday to Friday. I will be unavailable outwith these times.

### Document 3 – email thread between Scottish Government and Highland Council officials

**From:** [redacted section 38(1)(b)].gov.scot  
**Sent:** Thu 15/12/2022 13:59  
**To:** [redacted section 38(1)(b)].highland.gov.uk

No worries [redacted section 38(1)(b)] – school is happy with 2pm arrival.

They also asked if elected members were planning to travel to the school, as space in the sheiling is limited and they wanted to maximise the time for CabSec to speak with the pupils. My understanding was the elected memebtrs weren't planning to join the school visit as well.

Thanks again for all your help.

[redacted section 38(1)(b)]

My normal working pattern is 08:00 – 16:00 Monday to Friday. I will be unavailable outwith these times.

**From:** [redacted section 38(1)(b)].highland.gov.uk  
**Sent:** 15 December 2022 13:48  
**To:** [redacted section 38(1)(b)]gov.scot  
**Cc:** [redacted section 38(1)(b)].gov.scot  
**Subject:** RE: Cabinet Secretary - Visit

[redacted section 38(1)(b)] sorry missed your call earlier, I was chasing the school but just had them confirm you've spoken to them direct and revised time ok.

[redacted section 38(1)(b)]

**From:** [redacted section 38(1)(b)]gov.scot  
**Sent:** 13 December 2022 14:32  
**To:** [redacted section 38(1)(b)].highland.gov.uk  
**Cc:** [redacted section 38(1)(b)].gov.scot  
**Subject:** RE: Cabinet Secretary - Visit

**CAUTION:** This email was sent from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Thanks!

Could I ask if we could push back the arrival time by 30 minutes? I've suggested new times in red – if this works for the school?

- Met on arrival by [redacted section 38(1)(b)] (13.30-13.35) (14.00-14.05)
- Conversation [redacted section 38(1)(b)] & [redacted section 38(1)(b)]



- (13.35-13.45) (14.05-14.15)  
Meet with pupils to discuss the impact 'The Shieling is having on their lives.'  
(13.45-14.15) (14.15-14.45)

Thank you,

[redacted section 38(1)(b)]

My normal working pattern is 08:00 – 16:00 Monday to Friday. I will be unavailable outwith these times.

**From:** [redacted section 38(1)(b)].highland.gov.uk  
**Sent:** 13 December 2022 14:29  
**To:** [redacted section 38(1)(b)].gov.scot  
**Cc:** [redacted section 38(1)(b)].gov.scot  
**Subject:** RE: Cabinet Secretary - Visit

We neglected to add our new Ness Castle Primary school ( building opening 2023) to the ASG list. Now added.

**From:** [redacted section 38(1)(b)].gov.scot  
**Sent:** 13 December 2022 14:23  
**To:** [redacted section 38(1)(b)].highland.gov.uk  
**Cc:** [redacted section 38(1)(b)].gov.scot  
**Subject:** RE: Cabinet Secretary - Visit

**CAUTION:** This email was sent from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Thanks for this [redacted section 38(1)(b)], I'll pull together and let you know if we need to adjust at all.

I will advise that the planned meeting with [redacted section 38(1)(b)] is cancelled.

[redacted section 38(1)(b)]

My normal working pattern is 08:00 – 16:00 Monday to Friday. I will be unavailable outwith these times.

**From:** [redacted section 38(1)(b)]>.highland.gov.uk  
**Sent:** 13 December 2022 13:42  
**To:** [redacted section 38(1)(b)].gov.scot  
**Cc:** [redacted section 38(1)(b)].gov.scot  
**Subject:** RE: Cabinet Secretary - Visit

Please see attached form for the Inverness Royal Acad visit. The suggested timing is a 1330 start which allows for travel time from Tain to Inverness, and a little bit of slack in there also. Open to feedback however and conscious that doesn't allow time for a meal break.

Regarding the planned visit to HQ afterwards, unfortunately [redacted section 38(1)(b)] will not be available for the planned meeting, so we request that is cancelled.

[redacted section 38(1)(b)]

**From:** [redacted section 38(1)(b)].gov.scot  
**Sent:** 12 December 2022 13:47  
**To:** [redacted section 38(1)(b)].highland.gov.uk  
**Cc:** [redacted section 38(1)(b)].gov.scot  
**Subject:** RE: Cabinet Secretary - Visit

**CAUTION:** This email was sent from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Hi [redacted section 38(1)(b)],

Just had confirmation that we're ok to continue as planned. Grateful if you could send me the information on the school visit and the meeting with council officials.

Thanks,

[redacted section 38(1)(b)]

**From:** [redacted section 38(1)(b)].highland.gov.uk  
**Sent:** 12 December 2022 10:10  
**To:** [redacted section 38(1)(b)].gov.scot  
**Cc:** [redacted section 38(1)(b)].gov.scot  
**Subject:** RE: Cabinet Secretary - Visit

[redacted section 38(1)(b)], any feedback from the Cabsec office on the Royal Acad visit, re our conversation. Last from you they were still considering.

[redacted section 38(1)(b)]  
**From:** [redacted section 38(1)(b)].gov.scot  
**Sent:** 12 December 2022 08:48  
**To:** [redacted section 38(1)(b)].highland.gov.uk  
**Cc:** [redacted section 38(1)(b)].gov.scot  
**Subject:** RE: Cabinet Secretary - Visit

**CAUTION:** This email was sent from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Hi [redacted section 38(1)(b)],

Many thanks for the information on Tain. Do you have the info pack for the Royal Academy/Council visit?

Thank you,

[redacted section 38(1)(b)]

My normal working pattern is 08:00 – 16:00 Monday to Friday. I will be unavailable outwith these times.

**From:** [redacted section 38(1)(b)].gov.scot  
**Sent:** 08 December 2022 16:24  
**To:** [redacted section 38(1)(b)].highland.gov.uk  
**Cc:** [redacted section 38(1)(b)].gov.scot  
**Subject:** RE: Cabinet Secretary - Visit

[redacted section 38(1)(b)],

I am still confirming with Ms. Somerville's private office, but I think it's best to proceed as if the visit will go ahead as planned. I will be in touch once I get the confirmation either way.

Thank you,

[redacted section 38(1)(b)]

My normal working pattern is 08:00 – 16:00 Monday to Friday. I will be unavailable outwith these times.

**From:** [redacted section 38(1)(b)].highland.gov.uk  
**Sent:** 07 December 2022 15:35  
**To:** [redacted section 38(1)(b)].scot.gov  
**Cc:** [redacted section 38(1)(b)].scot.gov  
**Subject:** RE: Cabinet Secretary - Visit

[redacted section 38(1)(b)], I'd left a phone message earlier to discuss an aspect of the visit. Can you call me back please when you get a chance. I don't have a number for you [redacted section 38(1)(b)] to try as an alternative contact.

[redacted section 38(1)(b)]

**From:** [redacted section 38(1)(b)].scot.gov  
**Sent:** 07 December 2022 08:15  
**To:** [redacted section 38(1)(b)].highland.gov.uk  
**Cc:** [redacted section 38(1)(b)].scot.gov  
**Subject:** FW: Cabinet Secretary - Visit  
**Importance:** High

**CAUTION:** This email was sent from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Morning [redacted section 38(1)(b)],

Sam Anson passed me your details. I am arranging a visit to Highland by Ms. Somerville, the Education CabSec, on 19<sup>th</sup> December. I'd requested the attached information to arrange the logistics, but so far have not heard back. I'm sure they are just busy nearing the end of term, but if you're able to check on how this is getting on, I'd be really grateful.

The visit includes visiting Tain Campus, Inverness Royal Academy and then a meeting at the Council HQ. My colleague Matthew is liaising on the Tain side.

Apologies for coming to you, but I don't have contact numbers for [redacted section 38(1)(b)]

Thanks,

[redacted section 38(1)(b)]

My normal working pattern is 08:00 – 16:00 Monday to Friday. I will be unavailable outwith these times.

#### **Document 4 – Email between Scottish Government and Highland Council Officials**

**From:** [redacted section 38(1)(b)].scot.gov

**Sent:** Thu 15/12/2022 12:50

**To:** [redacted section 38(1)(b)].highland.gov.uk

Hi [redacted section 38(1)(b)],

Thanks for confirming the 14:00 arrival on Monday. I forgot to check, would we have permission to take photos during the school visit? My comms colleagues would like to tweet out a few photos from the visit if possible.

Thank you,

[redacted section 38(1)(b)]

My normal working pattern is 08:00 – 16:00 Monday to Friday. I will be unavailable outwith these times.

**Document 5 – email between Scottish Government and Highland Council officials**

**From:** [redacted section 38(1)(b)].gov.scot

**Sent:** Mon 19/12/2022 07:26

**To:** [redacted section 38(1)(b)].highland.gov.uk

Good morning,

Unfortunately Ms Somerville is unwell and we will need to cancel the visit today. I am very sorry for the inconvenience with a last minute cancellation.

Thank you,

[redacted section 38(1)(b)]

**Document 6 – email between Scottish Government and Highland Council officials**

**From:** [redacted section 38(1)(b)].gov.scot

**Sent:** Sun 18/12/2022 15:36

**To:** [redacted section 38(1)(b)].highland.gov.uk

**Cc:** [redacted section 38(1)(b)], Taylor A (Alison)

Apologies, my email below was returned due to an error within the address.

Please see the email below.

Best wishes

[redacted section 38(1)(b)]

Sent with BlackBerry Work ([www.blackberry.com](http://www.blackberry.com))

---

**From:** [redacted section 38(1)(b)]gov.scot

**Sent:** 18 Dec 2022 15:30

**To:** [redacted section 38(1)(b)].highland.gov.uk

**Cc:** [redacted section 38(1)(b)]"Taylor A (Alison)"

**Subject:** Ms Somerville's visit to Inverness Academy 19 December 2022

Dear Mr [redacted section 38(1)(b)]

I am getting in touch to make you aware that unfortunately, due to illness, Ms Somerville's visit to Inverness Royal Academy will not be able to go ahead as planned tomorrow.

I apologise for emailing you with this information. I was unable to leave a telephone message.

My colleague [redacted section 38(1)(b)] will be in touch in due course to make future arrangements. I apologise for any inconvenience caused to you, your colleagues and pupils.

Best wishes

[redacted section 38(1)(b)]

Sent with BlackBerry Work ([www.blackberry.com](http://www.blackberry.com))

### **Document 7 – text messages between Scottish Government and Highland Council officials**

1. To [redacted section 38(1)(b)] From [redacted section 38(1)(b)]

Dear [redacted section 38(1)(b)], I am getting in touch from the Scottish Government's learning directorate to let you know that due to illness Ms Somerville will be unable to attend Tain Academy tomorrow as planned. I have left a voicemail at another number which I also believe is yours and will try to email. I apologise for any inconvenience. [redacted section 38(1)(b)]

Sent by text 18 Dec 2022 15.33

2. To [redacted section 38(1)(b)] From [redacted section 38(1)(b)]

Hello there, thanks for getting in touch. I'll advise everyone that the event will not be going ahead and hopefully we'll be able to rearrange in the new year. [redacted section 38(1)(b)] hasn't been in touch yet but I'll keep an eye on my emails this evening. Thanks. [redacted section 38(1)(b)]

Received by text 18 Dec 2022 16:09

Thanks [redacted section 38(1)(b)], Much appreciated. I have emailed Inverness Royal Academy also to make them aware also. Best wishes. [redacted section 38(1)(b)]

Sent by text 18 Dec 2022 16:11

### **Document 8 – email thread between Scottish Government and Highland Council officials**

**From:** [redacted section 38(1)(b)].highland.gov.uk

**Sent:** 13 December 2022 15:24

**To:** [redacted section 38(1)(b)]scot.gov

**Cc:** [redacted section 38(1)(b)].scot.gov

**Subject:** RE: Urgent - Tain Visit Information

Hi [redacted section 38(1)(b)],

Thank you for the line – I will include this in the invite and issue shortly.

Kind regards,

[redacted section 38(1)(b)]

[www.highland.gov.uk](http://www.highland.gov.uk)  Follow us on social media

**From:** [redacted section 38(1)(b)].gov.scot  
**Sent:** 13 December 2022 15:50  
**To:** [redacted section 38(1)(b)].highland.gov.uk  
**Cc:** [redacted section 38(1)(b)].gov.scot

**Subject:** RE: Urgent - Tain Visit Information

**CAUTION:** This email was sent from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Hi [redacted section 38(1)(b)],

Thanks for getting in touch and apologies for the delay in coming back to you.

For the media invite, could you please include the following?

Please contact [redacted section 38(1)(b)]  
on [redacted section 38(1)(b)]  
or the SG education communications team on 0300 244 9022 if you'd like to request an interview with the Cabinet Secretary.

Kind regards,

[redacted section 38(1)(b)]

[redacted section 38(1)(b)]  
[@scotgov.edu](mailto:[redacted section 38(1)(b)]@scotgov.edu) | [gov.scot/news](http://gov.scot/news)

**From:** [redacted section 38(1)(b)].highland.gov.uk  
**Sent:** 13 December 2022 15:24  
**To:** [redacted section 38(1)(b)]scot.gov  
**Cc:** [redacted section 38(1)(b)].highland.gov.uk; [redacted section 38(1)(b)].scot.gov.uk  
**Subject:** RE: Urgent - Tain Visit Information

Hi [redacted section 38(1)(b)],

Are you able to confirm if the Minister will be available for interviews with local press?

Kind regards,

[redacted section 38(1)(b)]

[www.highland.gov.uk](http://www.highland.gov.uk)  [Follow us on social media](#)

**AMBITIOUS SUSTAINABLE CONNECTED**

**From:** [redacted section 38(1)(b)].gov.scot

**Sent:** 12 December 2022 16:49

**To:** [redacted section 38(1)(b)].highland.gov.uk

**Cc:** [redacted section 38(1)(b)].gov.scot

**Subject:** RE: Urgent - Tain Visit Information

**CAUTION:** This email was sent from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Hi [redacted section 38(1)(b)]

I'm copying in my colleague [redacted section 38(1)(b)], who is picking this up. We may not be able to confirm this afternoon if Ms Somerville will be available for bids at the Tain visit but we'll let you know as soon as we can.

Thanks

[redacted section 38(1)(b)]

[redacted section 38(1)(b)]

Scottish Government | [news.gov.scot](http://news.gov.scot)

**From:** [redacted section 38(1)(b)].highland.gov.uk

**Sent:** 12 December 2022 15:42

**To:** [redacted section 38(1)(b)].gov.scot

**Cc:** [redacted section 38(1)(b)].gov.scot

**Subject:** RE: Urgent - Tain Visit Information

Hi [redacted section 38(1)(b)],

We will issue to our Ross & Cromarty distribution list which includes contacts from Ross-shire Journal, Press & Journal, Highland News. We also have a list of contact who receive a copy of all comms from our office, this includes national contacts from BBC etc

Kind regards,

[redacted section 38(1)(b)]

[www.highland.gov.uk](http://www.highland.gov.uk)  [Follow us on social media](#)

**AMBITIOUS SUSTAINABLE CONNECTED**



**From:** [redacted section 38(1)(b)].scot.gov  
**Sent:** 12 December 2022 15:24  
**To:** [redacted section 38(1)(b)].highland.gov.uk  
**Cc:** [redacted section 38(1)(b)].scot.gov  
**Subject:** RE: Urgent - Tain Visit Information

**CAUTION:** This email was sent from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Hi [redacted section 38(1)(b)]

I'll come back to you this afternoon on this.  
Which media do you intend to invite?

[redacted section 38(1)(b)]

Scottish Government | [news.gov.scot](https://news.gov.scot)

**From:** [redacted section 38(1)(b)].highland.gov.uk  
**Sent:** 12 December 2022 14:37  
**To:** [redacted section 38(1)(b)].scot.gov  
**Cc:** [redacted section 38(1)(b)].scot.gov  
**Subject:** RE: Urgent - Tain Visit Information

Hi [redacted section 38(1)(b)],

We are looking to issue the invite to media by end of today. Would you be able to please pass on the below draft to your comms colleagues for their sight? I have copied in [redacted section 38(1)(b)] who is the [redacted section 38(1)(b)] for Kier Construction.

Some press may wish to request to interview the Minister – can you please indicate the contact for this or confirm please if the Minister will not be available for interview? We can note this on the invite.

We are still awaiting confirmation from Cllr Louden if he would like to make a speech which is why the text is currently in red.

**DRAFT**

### **Media Invitation to attend sod cutting event**

Where: Tain 3-18 Campus

When: Monday 19 December 2022 at 11:30am until 12:30pm.

What: Ministerial visit for sod cutting event at new Tain 3-18 Campus.

Who: Shirley-Anne Somerville MSP, Cabinet Secretary for Education and Skills; Cllr Raymond Bremner, Council Leader; Cllr Glynis Sinclair, Housing and Property Committee Chair; Cllr John Finlayson, Education Committee Chair; Cllr Alistair Rhind, Local Ward Member; Cllr Derek Louden, Local Ward Member; Cllr Sarah Rawlings, Local Ward Member;

Robert Campbell, Service Lead Capital Planning and Estate Strategy; Eileen Henderson, Craighill Primary Head Teacher; Jane MacKay, Knockbreck Primary Head Teacher; Lee Williams, St Duthus Head Teacher; Mark Jones, Tain Royal Academy Head Teacher; Jeff Hedley, Senior Project Manager for Kier Construction North Scotland; Steve McRoberts, Construction Manager for Kier Construction North Scotland.

You are invited to attend a sod cutting event at the new Tain 3-18 Campus (name tbc) and to hear development plans for the site.

The Cabinet Secretary for Education and Skills will be in attendance and any requests to interview the Minister can be made to [\[insert contact – check with SG\]](#).

**Cllr Derek Loudon, Area Chair and Local Ward Member will also make a short speech (TBC).**

Teas and coffees will be served in the afternoon.

If you can attend, please email [corporate.communications@highland.gov.uk](mailto:corporate.communications@highland.gov.uk) by 10am on Thursday 15 December 2022. **Please note that PPE is required.** This can be provided by the contractor, but your shoe size will be required in advance so please state this on your reply.

The meeting up point will be at the site reception at the entrance to the site. Please arrive for 11:15am to collect your media pass.

We hope you can make it.

Kind regards,

[redacted section 38(1)(b)]

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**AMBITIOUS SUSTAINABLE CONNECTED**

**From:** [redacted section 38(1)(b)].gov.scot

**Sent:** 09 December 2022 12:20

**To:** [redacted section 38(1)(b)].highland.gov.uk

**Cc:** [redacted section 38(1)(b)].highland.gov.uk

**Subject:** RE: Urgent - Tain Visit Information

**CAUTION:** This email was sent from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Will do.

Regards,

[redacted section 38(1)(b)]

**From:** [redacted section 38(1)(b)].highland.gov.uk

**Sent:** 09 December 2022 12:14

**To:** [redacted section 38(1)(b)].gov.scot; [redacted section 38(1)(b)].highland.gov.uk

**Cc:** [redacted section 38(1)(b)].highland.gov.uk

**Subject:** RE: Urgent - Tain Visit Information

Hi [redacted section 38(1)(b)],,

That is great, thank you. Can you also include my colleague [redacted section 38(1)(b)], (cc'd in) – I will be away for a couple days next week so she can pick up any last minute changes in my absence.

Kind regards,

[redacted section 38(1)(b)],

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**AMBITIOUS SUSTAINABLE CONNECTED**

**From:** [redacted section 38(1)(b)].gov.scot

**Sent:** 09 December 2022 12:12

**To:** [redacted section 38(1)(b)].highland.gov.uk

**Cc:** [redacted section 38(1)(b)].highland.gov.uk

**Subject:** RE: Urgent - Tain Visit Information

**CAUTION:** This email was sent from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Hi [redacted section 38(1)(b)],,

Thank you for your email, I will speak to my comms colleagues and ask them to get in touch with you.

Regards,

[redacted section 38(1)(b)],

I am working from home. My working hours are 08:00 – 16:00, Monday – Friday.

**From:** [redacted section 38(1)(b)].highland.gov.uk

**Sent:** 09 December 2022 12:07

**To:** [redacted section 38(1)(b)].highland.gov.uk

**Cc:** [redacted section 38(1)(b)].highland.gov.uk

**Subject:** RE: Urgent - Tain Visit Information

Hi all,

I can assist from our communications team on this event. We can issue a media invite to press contacts when details of what will happen on the day have been confirmed.

Property officers – I would suggest you look to book a photographer to guarantee photographs as it is not a certainty that media will share copies of any they take. You can try [redacted section 38(1)(b)], to see his availability.

[redacted section 38(1)(b)], informed local members, appropriate strategy chairs and senior leadership to the date so they can add provisionally to their diaries.

Kind regards,

[redacted section 38(1)(b)]

[www.highland.gov.uk](http://www.highland.gov.uk)  Follow us on social media

**AMBITIOUS SUSTAINABLE CONNECTED**

**From:** [redacted section 38(1)(b)].highland.gov.uk

**Sent:** 09 December 2022 11:49

**To:** [redacted section 38(1)(b).gov.scot; [redacted section 38(1)(b)].highland.gov.uk

**Cc:** [redacted section 38(1)(b)].highland.gov.uk

**Subject:** RE: Urgent - Tain Visit Information

Corporate Communications [Corporate.Communications@highland.gov.uk](mailto:Corporate.Communications@highland.gov.uk)

[redacted section 38(1)(b)]

**From:** [redacted section 38(1)(b)].gov.scot

**Sent:** 09 December 2022 11:42

**To:** [redacted section 38(1)(b)].highland.gov.uk

**Cc:** [redacted section 38(1)(b)].highland.gov.uk

**Subject:** RE: Urgent - Tain Visit Information

**CAUTION:** This email was sent from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Hi all,

Thanks for your email, apologies I didn't notice that [redacted section 38(1)(b)], had sent on this request to [redacted section 38(1)(b)],

A sod cutting ceremony with a photographer seems appropriate for the Tain aspect of the visit. Could you please let me know who the comms contact at Highland is for this visit so that I can put our comms team in touch with them?

Regards,

[redacted section 38(1)(b)],

I am working from home. My working hours are 08:00 – 16:00, Monday – Friday.

**From:** [redacted section 38(1)(b)].highland.gov.uk  
**Sent:** 08 December 2022 08:43  
**To:** [redacted section 38(1)(b)].gov.scot  
**Cc:** [redacted section 38(1)(b)].highland.gov.uk  
**Subject:** Re: Urgent - Tain Visit Information

Hello [redacted section 38(1)(b)],

No problem, [redacted section 38(1)(b)], had sent it on so we will return a combined response.

We will need to engage with [redacted section 38(1)(b)], the contractor for Tain about arrangements on the day, I assume that it would be a sod cutting ceremony with a photographer? We could meet up in the site office beforehand to brief the Cabinet Secretary.

Get [Outlook for Android](#)

---

**From:** [redacted section 38(1)(b)].gov.scot  
**Sent:** Thursday, 8 December 2022, 08:23  
**To:** [redacted section 38(1)(b)].highland.gov.uk  
**Subject:** Urgent - Tain Visit Information

**CAUTION:** This email was sent from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Morning [redacted section 38(1)(b)],,

I have just remembered that I have not sent you the attached template for our Minister's visit to Tain on Monday 19 December. I would be grateful if you and your colleagues at the Council could take a look at this and complete with the details of the agenda of the visit and attendees etc.

I really apologise for the short deadline but would really appreciate if you could complete and return the attached template by 12:00 tomorrow. Happy to give you a call if that is easier.

Regards,

[redacted section 38(1)(b)]

I am working from home. My working hours are 08:00 – 16:00, Monday – Friday.

## **Document 9 – email thread between Scottish Government and Highland Council officials**

**From:** [redacted section 38(1)(b)].gov.scot  
**Sent:** Thursday, 15 December 2022, 12:31  
**To:** [redacted section 38(1)(b)].highland.gov.uk  
**Subject:** RE: Visit on Monday

Many thanks [redacted section 38(1)(b)], appreciate you coming back to me with this update.

Could you send on the media invite that went out? Just for my info.

[redacted section 38(1)(b)].

[@scotgovedu](#) | [gov.scot/news](http://gov.scot/news)

**From:** [redacted section 38(1)(b)].highland.gov.uk

**Sent:** 15 December 2022 12:04

**To:** [redacted section 38(1)(b)].gov.scot; [redacted section 38(1)(b)].highland.gov.uk

**Subject:** RE: Visit on Monday

Hi [redacted section 38(1)(b)],

[redacted section 38(1)(b)], is on annual leave but I can assist in answering the questions below.

Which broadcasters/ media did you send the invite to? And have any of them come back to confirm? - . **All local media including the BBC and STV received a media invite. They have been given a response deadline of 12noon today. We have received one confirmed from Press & Journal/Highland News Media Group.**

Will anyone from the local authority comms be in attendance? – **Both** [redacted section 38(1)(b)], **and** [redacted section 38(1)(b)], **from our Corporate Communications team will attend.**

Are you putting out a news release to mark the visit? If so, we can provide a supportive quote from Cab Sec? – **TBC. Kier Construction would like to issue a PR to announce the awarding of the contract for Tain. A draft will be sent to me today, which I can share for inclusion. PR's for MSP visits are generally issued by SG with THC providing a comment.**

Kind regards

[redacted section 38(1)(b)]

**From:** [redacted section 38(1)(b)].gov.scot

**Sent:** 15 December 2022 11:29

**To:** Corporate Communications <[Corporate.Communications@highland.gov.uk](mailto:Corporate.Communications@highland.gov.uk)>

**Subject:** Visit on Monday

**CAUTION:** This email was sent from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Hi [redacted section 38(1)(b)],,

Hope you're well – just getting in touch with a few questions ahead of the visit on Monday morning.

Which broadcasters/ media did you send the invite to? And have any of them come back to confirm?

Will anyone from the local authority comms be in attendance?

Are you putting out a news release to mark the visit? If so, we can provide a supportive quote from Cab Sec?

I'll be coming along to the visit.

Many thanks.

Kind regards,

[redacted section 38(1)(b)]

[@scotgovedu](#) | [gov.scot/news](#)

## **Document 10 – email thread between Scottish Government and Highland Council officials**

**From:** [redacted section 38(1)(b)].highland.gov.uk

**Sent:** 19 December 2022 09:45

**To:** [redacted section 38(1)(b)].gov.scot; [redacted section 38(1)(b)].highland.gov.uk

**Subject:** RE: Visit on Monday to Tain

Thanks for getting in touch [redacted section 38(1)(b)]. I picked up the message about the postponement of the event yesterday. [redacted section 38(1)(b)] has advised the media and I've let the photographer we had booked know. Hopefully it can be rearranged for another time soon – ideally when we do not still have snow and ice on the ground! Thanks for all your help and I am sure we will be in touch to do it all again early in 2023.

Best wishes

[redacted section 38(1)(b)]

**From:** [redacted section 38(1)(b)].gov.scot

**Sent:** 18 December 2022 14:00

**To:** [redacted section 38(1)(b)].highland.gov.uk

**Cc:** [redacted section 38(1)(b)].highland.gov.uk

**Subject:** RE: Visit on Monday to Tain

**CAUTION:** This email was sent from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Hi both,

I think our policy officials may have been in touch but I wanted to check you had been made aware that the Cabinet Secretary is unable to attend the visit tomorrow.

Kind regards,

[redacted section 38(1)(b)]@scotgovedu | [gov.scot/news](http://gov.scot/news)

**From:** [redacted section 38(1)(b)].highland.gov.uk  
**Sent:** 16 December 2022 11:06  
**To:** [redacted section 38(1)(b)].gov.scot  
**Cc:** [redacted section 38(1)(b)].highland.gov.uk  
**Subject:** RE: Visit on Monday to Tain

Thanks [redacted section 38(1)(b)]– [redacted section 38(1)(b)] from the Ross-shire Journal is not able to attend but has asked for photos and the news release and has said the local paper will cover the story. [redacted section 38(1)(b)] from the P&J has advised us that he plans to attend but their photographer is not available. I checked and photographer [redacted section 38(1)(b)] has been booked to take the official photos and I plan to come along with a camera too. We still have lots of snow and ice so if you still hope to make it – bring a woolly hat to wear under your hard hat!

Here is the latest running order – The plan is for some pupils from Craighill Primary to join us for the sod cutting – but this will be weather dependent.

11.30 Site Welcome, outline of visit & introductions - redacted section 38(1)(b – Tain Ward Cllr & Chair of The Highland Council Resources Committee & redacted section 38(1)(b) from our redacted section 38(1)(b)  
11.45 Development Plans - redacted section 38(1)(b)  
12.00 Sod Cutting – media photos and interviews  
12.15 Teas and Coffees

Regards  
[redacted section 38(1)(b)]

**From:** [redacted section 38(1)(b)].gov.scot  
**Sent:** 16 December 2022 10:51  
**To:** [redacted section 38(1)(b)].highland.gov.scot  
**Subject:** Visit on Monday to Tain

**CAUTION:** This email was sent from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Hi [redacted section 38(1)(b)],

Just wanted to get in touch to say both STV and Bauer have confirmed they will be attending on Monday.

It will be [redacted section 38(1)(b)] from Bauer (shoe size is [redacted section 38(1)(b)])  
From STV, [redacted section 38(1)(b)] and [redacted section 38(1)(b)] will attend who have said they have their own steel toe cap boots for the event.



I'll let you know if anymore come back (though it is only the BBC I am waiting on as PA cannot attend) – I asked for them to let me know by 1pm ahead of your 2pm deadline for arranging PPE.

Kind regards,  
[redacted section 38(1)(b)]  
[@scotgovedu](mailto:@scotgovedu) | [gov.scot/news](http://gov.scot/news)

## Document 11 – email thread between Scottish Government and Highland Council officials

**From:** [redacted section 38(1)(b)].highland.gov.uk  
**Sent:** 15 December 2022 17:00  
**To:** [redacted section 38(1)(b)].gov.scot  
**Subject:** RE: Media Invitation to attend sod cutting event – Tain

I don't have that detail for Tain, but we can aim to find out.  
[redacted section 38(1)(b)]

**From:** [redacted section 38(1)(b)].gov.scot  
**Sent:** 15 December 2022 16:52  
**To:** [redacted section 38(1)(b)].highland.gov.uk  
**Cc:** [redacted section 38(1)(b)].highland.gov.uk  
**Subject:** RE: Media Invitation to attend sod cutting event - Tain

**CAUTION:** This email was sent from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Thanks [redacted section 38(1)(b)]– that's much appreciated. I'll let your colleague know.

One last thing to check – were they going to be any children in attendance on Monday?

Kind regards,  
[redacted section 38(1)(b)].  
[@scotgovedu](mailto:@scotgovedu) | [gov.scot/news](http://gov.scot/news)

**From:** [redacted section 38(1)(b)].highland.gov.uk  
**Sent:** 15 December 2022 16:42  
**To:** [redacted section 38(1)(b)].gov.scot  
**Cc:** [redacted section 38(1)(b)].highland.gov.uk  
**Subject:** RE: Media Invitation to attend sod cutting event - Tain

Hi [redacted section 38(1)(b)].,

My colleague [redacted section 38(1)(b)]. is happy to extend the deadline for media confirmation/shoe sizes to 2pm tomorrow. We will also try and plan for extra PPE!

Please let her know in my absence.

Kind regards  
[redacted section 38(1)(b)].

**From:** [redacted section 38(1)(b)].highland.gov.uk  
**Sent:** 15 December 2022 15:28  
**To:** [redacted section 38(1)(b)].gov.scot  
**Cc:** [redacted section 38(1)(b)].highland.gov.uk; Corporate Communications  
<[corporate.communications@highland.gov.uk](mailto:corporate.communications@highland.gov.uk)>  
**Subject:** RE: Media Invitation to attend sod cutting event - Tain


Hi [redacted section 38(1)(b)].,

They require PPE to enter the site, hence the deadline of today as we need to arrange shoe sizes etc.

If anyone confirms attendance with you before COP today, please ask that they also email: [corporate.communications@highland.gov.uk](mailto:corporate.communications@highland.gov.uk) with a note to attend and their shoe size. Access will be denied without the appropriate PPE.

Please note that I will be out of the office tomorrow so please communicate via the email above and CC [redacted section 38(1)(b)].

Kind regards  
[redacted section 38(1)(b)].

[redacted section 38(1)(b)].  
[www.highland.gov.uk](http://www.highland.gov.uk)  [Follow us on social media](#)  
Tel: Corporate users call me on Microsoft Teams  
[redacted section 38(1)(b)].  
Working hours: Mon-Thurs  
**Ambitious – Sustainable - Connected**

**From:** [redacted section 38(1)(b)].gov.scot  
**Sent:** 15 December 2022 15:15  
**To:** [redacted section 38(1)(b)].highland.gov.uk  
**Subject:** RE: Media Invitation to attend sod cutting event - Tain

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That's great, thanks [redacted section 38(1)(b)].

I've sounded out a few journalists from BBC, STV and Bauer that may be interested in coming along. Can I just check that is okay with you given you are organising the visit?

If helpful, I can follow up with those you've invited to prompt them?

Kind regards,

[redacted section 38(1)(b)].  
[@scotgovedu](#) | [gov.scot/news](#)

**From:** [redacted section 38(1)(b)].highland.gov.uk  
**Sent:** 15 December 2022 14:58  
**To:** [redacted section 38(1)(b)].gov.scot  
**Subject:** RE: Media Invitation to attend sod cutting event - Tain

My mistake it was [redacted section 38(1)(b)] that also confirmed attendance. He also covers Education and is very engaged.

**From:** [redacted section 38(1)(b)].gov.scot  
**Sent:** 15 December 2022 14:40  
**To:** [redacted section 38(1)(b)].highland.gov.scot  
**Subject:** RE: Media Invitation to attend sod cutting event - Tain

**CAUTION:** This email was sent from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

It was [redacted section 38(1)(b)] at the P&J – [redacted section 38(1)(b)].

Kind regards,

[redacted section 38(1)(b)].07880 461430  
[@scotgovedu](#) | [gov.scot/news](#)

**From:** [redacted section 38(1)(b)].highland.gov.uk  
**Sent:** 15 December 2022 14:37  
**To:** [redacted section 38(1)(b)].gov.scot  
**Subject:** RE: Media Invitation to attend sod cutting event - Tain

No more confirmed. Was it [redacted section 38(1)(b)] from the P&J? He covers education.

**From:** [redacted section 38(1)(b)].gov.scot  
**Sent:** 15 December 2022 14:24  
**To:** [redacted section 38(1)(b)].highland.gov.uk  
**Subject:** RE: Media Invitation to attend sod cutting event - Tain

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Thank you [redacted section 38(1)(b)], this is really helpful.

I take it there won't be any children from the local area in attendance? Was thinking it might have been nice for photo opportunities.

Have there been any other confirmations? I had a call from P&J to ask to interview Cab Sec, think that was the one you said had already confirmed.

Kind regards,

[redacted section 38(1)(b)]  
[\[redacted section 38\(1\)\(b\)\]@scotgovedu](mailto:[redacted section 38(1)(b)]@scotgovedu) | [gov.scot/news](http://gov.scot/news)

**From:** [redacted section 38(1)(b)].highland.gov.uk  
**Sent:** 15 December 2022 13:41  
**To:** [redacted section 38(1)(b)].gov.scot  
**Cc:** [redacted section 38(1)(b)].highland.gov.uk  
**Subject:** FW: Media Invitation to attend sod cutting event - Tain

Hi [redacted section 38(1)(b)],  
Please see below the invite that was distributed to all our media contacts.  
Kind regards  
[redacted section 38(1)(b)]

**From:** [mailer@vuelio.co.uk](mailto:mailer@vuelio.co.uk) <[mailer@vuelio.co.uk](mailto:mailer@vuelio.co.uk)> **On Behalf Of** Corporate Communications  
**Sent:** 13 December 2022 16:19  
**Subject:** Media Invitation to attend sod cutting event

**CAUTION:** This email was sent from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

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13 December 2022

## 1. Media Invitation to attend sod cutting event

Where: Tain 3-18 Campus

When: Monday 19 December 2022 at 11:30am until 12:30pm.

What: Ministerial visit for sod cutting event at new Tain 3-18 Campus.

Who: Shirley-Anne Somerville MSP, Cabinet Secretary for Education and Skills; Cllr [redacted section 38(1)(b)], Council Leader; Cllr [redacted section 38(1)(b)], Housing and Property Committee Chair; Cllr [redacted section 38(1)(b)], Education Committee Chair; Cllr [redacted section 38(1)(b)], Local Ward Member; Cllr [redacted section 38(1)(b)], Local Ward Member; Cllr [redacted section 38(1)(b)], Local Ward Member; [redacted section 38(1)(b)], [redacted section 38(1)(b)],

You are invited to attend a sod cutting event at the new Tain 3-18 Campus (name tbc) and to hear development plans for the site.

Please contact [redacted section 38(1)(b)] or the SG education communications team on 0300 244 9022 if you'd like to request an interview with the Cabinet Secretary.

Teas and coffees will be served in the afternoon.

If you can attend, please email [corporate.communications@highland.gov.uk](mailto:corporate.communications@highland.gov.uk) by 10am on Thursday 15 December 2022. **Please note that PPE is required.** This can be provided by the contractor, but your shoe size will be required in advance so please state this on your reply.

The meeting up point will be at the site reception at the entrance to the site. Please arrive for 11:15am to collect your media pass.

We hope you can make it.

---

Corporate Communications Office | Chief Executive's Office | The Highland Council | Glenurquhart Road | Inverness IV3 5NX | Tel: 01463 702020 | [corporate.communications@highland.gov.uk](mailto:corporate.communications@highland.gov.uk) | [www.highland.gov.uk](http://www.highland.gov.uk)  
Our Values: Listening | Open | Valuing | Improving | Supporting | Partnering | Delivering  
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## Document 12 – Email thread between Scottish Government official and Highland Council officials

**From:** [redacted section 38(1)(b)]@gov.scot  
**Sent:** 25 October 2022 10:27  
**To:** [redacted section 38(1)(b)]@highland.gov.uk  
**Cc:** [redacted section 38(1)(b)]@highland.gov.uk  
**Subject:** RE: Tain 3-18 Campus - Ministerial Visit

Thanks for your email [redacted section 38(1)(b)]., I have asked the Cabinet Secretary's office if she has availability in late November. I will be in touch once I hear back from them.

Regards,

[redacted section 38(1)(b)].  
[redacted section 38(1)(b)]. | School Funding, Infrastructure & Organisation Unit | Scottish Government

I am working from home. My working hours are 08:00 – 16:00, Monday – Friday.

**From:** [redacted section 38(1)(b)]@highland.gov.uk  
**Sent:** 24 October 2022 08:02

**To:** [redacted section 38(1)(b)]@gov.scot  
**Cc:** [redacted section 38(1)(b)]@highland.gov.uk  
**Subject:** RE: Tain 3-18 Campus - Ministerial Visit

Hello [redacted section 38(1)(b)].

Do you know if the Cabinet Secretary would be available in late November?

[redacted section 38(1)(b)].

**From:** [redacted section 38(1)(b)]@gov.scot  
**Sent:** 26 September 2022 13:27  
**To:** [redacted section 38(1)(b)]@highland.gov.uk  
**Cc:** [redacted section 38(1)(b)]@highland.gov.uk  
**Subject:** RE: Tain 3-18 Campus - Ministerial Visit

**CAUTION:** This email was sent from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Afternoon [redacted section 38(1)(b)],

Thanks for your email. If you are content, I will ask our Cabinet Secretary's office if she has any availability in late November and to provide some dates?

Regards,

[redacted section 38(1)(b)]

**From:** [redacted section 38(1)(b)]@highland.gov.uk  
**Sent:** 21 September 2022 09:47  
**To:** [redacted section 38(1)(b)]@gov.scot  
**Cc:** [redacted section 38(1)(b)]@gov.scot; [redacted section 38(1)(b)]@highland.gov.uk  
**Subject:** RE: Tain 3-18 Campus - Ministerial Visit

Hi [redacted section 38(1)(b)].

We haven't arranged anything yet so maybe it would be easier to work round dates that suit the Cabinet Secretary?

The date of possession is Monday 26<sup>th</sup> September so site set-up will start next week.

[redacted section 38(1)(b)]

**From:** [redacted section 38(1)(b)]@gov.scot  
**Sent:** 20 September 2022 13:55  
**To:** [redacted section 38(1)(b)]@highland.gov.uk  
**Cc:** [redacted section 38(1)(b)]@gov.scot  
**Subject:** Tain 3-18 Campus - Ministerial Visit

**CAUTION:** This email was sent from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Afternoon colleagues,

During the Tain 3-18 Campus Pre-Construction Workshop last month, I had said that I would be in contact to discuss any planned events/ceremonies for the project. I was wondering if Highland still plan to have a SOD cutting type event for this project? If so, I would be happy to contact our Cabinet Secretary (Shirley-Anne Somerville MSP) to check if she has availability to attend the event.

We had also mentioned the possibility of also linking in some visits to other Highland projects supported by Scottish Government – I would be happy to discuss this with you to put together a programme.

In the first instance, can you let me know if a date has already been agreed at Highland or, if a date has not been agreed, could you provide some options that I can offer to our Cabinet Secretary?

Happy to discuss.

Regards,

[redacted section 38(1)(b)]

### **Document 13 – Email thread between Scottish Government official and Highland Council officials**

**From:** [redacted section 38(1)(b)]@gov.scot  
**Sent:** 14 November 2022 12:05  
**To:** [redacted section 38(1)(b)]@highland.gov.uk  
**Subject:** RE: Cabinet Secretary - Visit

[redacted section 38(1)(b)]

Grateful if you could complete the information request template with details of the day as well. Happy to discuss when convenient.

Thank you,

[redacted section 38(1)(b)]

**From:** [redacted section 38(1)(b)]@gov.scot  
**Sent:** 09 November 2022 15:31  
**To:** [redacted section 38(1)(b)]@highland.gov.uk  
**Cc:** [redacted section 38(1)(b)]@gov.scot; [redacted section 38(1)(b)]@highland.gov.uk  
**Subject:** RE: Cabinet Secretary - Visit

Hi [redacted section 38(1)(b)]

Could we arrange some time to discuss the agenda for the Inverness Royal Academy visit and the follow-up meeting with you both? I can set up a Teams chat when convenient.

I'm off Thursday/Friday this week, but could do Monday, Tuesday or Friday the following week?

Thank you,

[redacted section 38(1)(b)]

### **Document 14 – Email thread between Scottish Government official and Highland Council officials**

**From:** [redacted section 38(1)(b)]@highland.gov.uk

**Sent:** 01 November 2022 14:18

**To:** [redacted section 38(1)(b)]@gov.scot

**Cc:** [redacted section 38(1)(b)]@gov.scot; [redacted section 38(1)(b)]@highland.gov.uk

**Subject:** RE: Cabinet Secretary - Visit

Hello [redacted section 38(1)(b)]

With regard to Tain, I'm sure that we could arrange for the visit to the construction site to take place and have a sod-cutting ceremony on that day.

[redacted section 38(1)(b)]

### **Document 15 – Email thread between Scottish Government official and Highland Council officials**

**From:** [redacted section 38(1)(b)]@scot.gov

**Sent:** 09 December 2022 15:07

**To:** [redacted section 38(1)(b)]@highland.gov.uk

**Subject:** RE: Urgent - Tain Visit Information

Thanks [redacted section 38(1)(b)], much appreciated.

Regards,

[redacted section 38(1)(b)]

**From:** [redacted section 38(1)(b)]@highland.gov.uk

**Sent:** 09 December 2022 14:48

**To:** [redacted section 38(1)(b)]@gov.scot; [redacted section 38(1)(b)]@highland.gov.uk



**Cc:** [redacted section 38(1)(b)]@gov.scot; [redacted section 38(1)(b)]@highland.gov.uk  
**Subject:** RE: Urgent - Tain Visit Information

[redacted section 38(1)(b)] please find attached the form for the Tain visit. A few details still tbc (for example any planned speech by Local Area Chair). Trust this gives sufficient info at this time.

Colleagues copied in I shall leave you to deal with the follow up details in terms of further linking with SG, invites, and practicalities on the day.

[redacted section 38(1)(b)]

**From:** [redacted section 38(1)(b)]@gov.scot  
**Sent:** 09 December 2022 12:12  
**To:** [redacted section 38(1)(b)]@highland.gov.uk  
**Cc:** [redacted section 38(1)(b)]@highland.gov.uk  
**Subject:** RE: Urgent - Tain Visit Information

**CAUTION:** This email was sent from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Hi [redacted section 38(1)(b)] ,

Thank you for your email, I will speak to my comms colleagues and ask them to get in touch with you.

Regards,

[redacted section 38(1)(b)]

**From:** [redacted section 38(1)(b)]@highland.gov.uk  
**Sent:** 09 December 2022 12:07  
**To:** [redacted section 38(1)(b)]@highland.gov.uk  
**Cc:** [redacted section 38(1)(b)]@highland.gov.uk  
**Subject:** RE: Urgent - Tain Visit Information

Hi all,

I can assist from our communications team on this event. We can issue a media invite to press contacts when details of what will happen on the day have been confirmed.

Property officers – I would suggest you look to book a photographer to guarantee photographs as it is not a certainty that media will share copies of any they take. You can try **redacted section 38(1)(b)**, to see his availability.

**redacted section 38(1)(b)**, informed local members, appropriate strategy chairs and senior leadership to the date so they can add provisionally to their diaries. m

Kind regards,

[redacted section 38(1)(b)]

[www.highland.gov.uk](http://www.highland.gov.uk)  [Follow us on social media](#)

**AMBITIOUS SUSTAINABLE CONNECTED**

**From:** [redacted section 38(1)(b)]@highland.gov.uk

**Sent:** 09 December 2022 11:49

**To:** [redacted section 38(1)(b)]@gov.scot; [redacted section 38(1)(b)]@highland.gov.uk

**Cc:** [redacted section 38(1)(b)]@highland.gov.uk

**Subject:** RE: Urgent - Tain Visit Information

Corporate Communications [Corporate.Communications@highland.gov.uk](mailto:Corporate.Communications@highland.gov.uk)

[redacted section 38(1)(b)]

**From:** [redacted section 38(1)(b)]@gov.scot

**Sent:** 09 December 2022 11:42

**To:** [redacted section 38(1)(b)]@highland.gov.uk

**Cc:** [redacted section 38(1)(b)]@highland.gov.uk

**Subject:** RE: Urgent - Tain Visit Information

**CAUTION:** This email was sent from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Hi all,

Thanks for your email, apologies I didn't notice that [redacted section 38(1)(b)] had sent on this request to [redacted section 38(1)(b)].

A sod cutting ceremony with a photographer seems appropriate for the Tain aspect of the visit. Could you please let me know who the comms contact at Highland is for this visit so that I can put our comms team in touch with them?

Regards,

[redacted section 38(1)(b)]

**From:** [redacted section 38(1)(b)]@highland.gov.uk

**Sent:** 08 December 2022 08:43

**To:** [redacted section 38(1)(b)]@gov.scot

**Cc:** [redacted section 38(1)(b)]@highland.gov.uk

**Subject:** Re: Urgent - Tain Visit Information

Hello [redacted section 38(1)(b)]

No problem, [redacted section 38(1)(b)] had sent it on so we will return a combined response.

We will need to engage with [redacted section 38(1)(b)] the contractor for Tain about arrangements on the day, I assume that it would be a sod cutting ceremony with a photographer? We could meet up in the site office beforehand to brief the Cabinet Secretary.

Get [Outlook for Android](#)

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**From:** [redacted section 38(1)(b)]@gov.scot

**Sent:** Thursday, 8 December 2022, 08:23

**To:** [redacted section 38(1)(b)]@highland.gov.uk

**Subject:** Urgent - Tain Visit Information

**CAUTION:** This email was sent from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Morning [redacted section 38(1)(b)],

I have just remembered that I have not sent you the attached template for our Minister's visit to Tain on Monday 19 December. I would be grateful if you and your colleagues at the

Council could take a look at this and complete with the details of the agenda of the visit and attendees etc.

I really apologise for the short deadline but would really appreciate if you could complete and return the attached template by 12:00 tomorrow. Happy to give you a call if that is easier.

Regards,

[redacted section 38(1)(b)]

## Document 16 – Information Request form completed by Highland Council officials



### MINISTERIAL SCHOOL VISIT INFORMATION

This form has been designed to help you to collate briefing information for a Scottish Ministerial school visit. If you require any guidance in completing the form, please do not hesitate to call your Scottish Government contact details of which are provided below.

<b>School:</b>	Tain 3-18 Campus
<b>Date:</b>	Monday 19 <sup>th</sup> December 2022
<b>Time</b>	11:30-12:15
<b>Minister:</b>	Shirley-Anne Somerville MSP, Cabinet Secretary for Education and Skills
<b>Scottish Government Contact:</b>	[redacted section 38(1)(b)]
<b>Telephone:</b>	[redacted section 38(1)(b)]

<b>Scottish Government Education Communications Team</b>	[redacted section 38(1)(b)]
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Should we require to contact the school direct, could you please provide the name and details of the most appropriate person:

<b>Name:</b>	n/a – enquiries to [redacted section 38(1)(b)]
<b>Position:</b>	Service Lead Capital Planning and Estate Strategy
<b>Telephone:</b>	[redacted section 38(1)(b)]
<b>Email:</b>	[redacted section 38(1)(b)]

**Media:** *please give details of any media interest this event is likely to attract. Could you list the organisations who might be present and indicate if there will be a photographer present during the event.*

Ross-shire Journal, Highland Times, Press and Journal.  
There will be a photographer present.

**Media Contact:** *has anyone from your organisation contacted the Scottish Government Education Communication Team? If so who is your named contact?*

Yes link between SG and HC Corp Comms has been made. The Council's Corporate Communications team can be contacted from the link below.

Corporate.Communications@highland.gov.uk

## INFORMATION SPECIFIC TO THE VISIT

**Parking:** *please give details of the parking arrangements for the Minister: where car park is located, will a space be reserved etc. The Minister usually only travels with one car and your Scottish Government contact will tell you if this is not the case.*

Construction site parking, accessed from Craighill Terrace, Tain, IV19 1EU

**On Arrival:** *please provide information on who will be meeting the Minister when he/she arrives For example: The Minister will be met by the Head teacher, Mrs X who will introduce the Minister to Mr Y, local councillor and Mr Z, head of the parent council etc*

[redacted section 38(1)(b)] – Service Lead Capital Planning and Estate Strategy, will greet the minister on arrival and introduce her to the following people:

redacted section 38(1)(b)],

redacted section 38(1)(b)], (Highland Independent) – Elected Member, Local Ward

redacted section 38(1)(b)], (SNP) – Elected Member, Local Ward

redacted section 38(1)(b)], (Scottish Lib Dem) – Elected Member, Local Ward

redacted section 38(1)(b)], (SNP) – Elected Member, Housing and Property Committee Chair

redacted section 38(1)(b)], (Highland Independent) – Elected Member, Education Committee Chair

redacted section 38(1)(b)], (SNP) – Elected Member, Council Leader

redacted section 38(1)(b)],

**Visit Programme:** *please provide a timed programme of the visit with information on what you plan to show/do with the Minister.*

*For example:*

09.30 – Welcome and outline of the visit by Mrs X, Head teacher. Minister introduced to Mr Y & Mrs Y

9.40 – Tour of science block. Minister introduced to Mr Z, chemistry teacher and pupils etc..

*Note: When deciding on an agenda please try to ensure that enough time is given at each stage to allow all parties to get value from the visit. It is often tempting to try to pack the visit but this an area where often less is more. As a rule stick to 4 items per hour of visit. If you require further guidance please call your Scottish Government contact.*

11.30 Site Welcome, Outline of the Visit and Introductions – [redacted section 38(1)(b)]

11.45 Development Plans - [redacted section 38(1)(b)]

12.00 Sod Cutting

12.15 Teas and Coffees

**Speeches:** *if there are any other speakers included in the programme of events, would it be possible to have a copy of their speeches or a synopsis of the main points?*

Potentially one of the Local Members may wish to make a short speech. This will be confirmed as soon as possible. Cllr redacted section 38(1)(b)], (SNP) is the Area Committee Chair and a Local Ward member.

**Presentation:** *will there be a presentation of flowers and/or a gift? If so, could you provide the names of the persons/pupils who will be making the presentation and what the gift will be.*

Nothing planned.

**Key People Information:** *please provide a brief background history, written in the third person, of the key people that the Minister will be introduced to. This need not be more than a small paragraph, for each, containing relevant information. You can also provide a list of other people the Minister may meet on the visit. Please give full names for these people i.e. John Smith not Mr J Smith.*

*For example: John has been Head teacher for 6 Years. Before that he taught English ....etc*

redacted section 38(1)(b)], for Tain Royal Academy for 7 years and was PT for social subjects in the school between 2002 and 2010.

redacted section 38(1)(b)], Craighill Primary School. Head teacher at Craighill since 2015, before that she was head teacher at Tarbat Old and Hill of Fearn Primaries for 8 years.

Head Teacher, Knockbreck and Inver Primaries. Headteacher at Knockbreck since 2012

redacted section 38(1)(b)], St Duthus School. PT ASN for 8 years previously.

**Key People Information continued:** *please could you give a list of any MPs, MSPs or elected members and their political colours who may be attending. You may wish to provide a copy of the guest list.*

redacted section 38(1)(b)], – Elected Member, Ward 07 Tain and Easter Ross, Highland Independent

redacted section 38(1)(b)], – Elected Member, Ward 07 Tain and Easter Ross, Scottish National Party

redacted section 38(1)(b)], – Elected Member, Ward 07 Tain and Easter Ross, Scottish Liberal Democrats

redacted section 38(1)(b)], – Housing and Property Committee Chair, Scottish National Party

redacted section 38(1)(b)], – Education Committee Chair, Highland Independent

redacted section 38(1)(b)], – Council Leader, Scottish National Party

## SPECIFIC INFORMATION ON THE SCHOOL

**Brief history of the School:** *please provide a brief history of the school, eg when the original school was opened, any subsequent refurbishments/extensions; feeder primary schools (if visit is to a secondary school)etc*

Tain Royal Academy building was opened on its current site in 1969, feeder primaries are Craighill, Edderton, Gledfield, Hill of Fearn, Hilton of Cadboll, Inver, Knockbreck, Tarbat.

Craighill Primary was opened in 1975 and had had a number of modular units added in the subsequent years.

Knockbreck is a Victorian Primary School, the building dates back to the late 1870's but was completely refurbished in 1987/1988 after a fire. Modular units have been added since then

St Duthus is currently based in a temporary modular unit opened in 2016.

**School Information:** *please provide information on the following: address and postcode, number of pupils and capacity etc*

New Tain 3-18 Campus (name tbc), Craighill Terrace, Tain, IV19 1EU - Capacity 540 Secondary, 423 Primary, 72 Nursery, 24 ASN, 30 Severe, Complex and Profound Needs; will replace the following schools;

Tain Royal Academy, Scotsburn Road, Tain, IV19 1PS – 513 pupils, capacity 742

Craighill Primary and Nursery, Craighill Terrace, Tain, IV19 1EU – 236 Pupils, Capacity 150

Knockbreck Primary, Ankerville Street, Tain, IV19 1BL – 174 pupils, Capacity 150

St Duthus Severe, Complex and Profound Needs School, Academy Street, Tain, IV19 1ED – 30 pupils, Capacity 24



## OTHER USEFUL INFORMATION

### **Is the school linked with other schools: *if so, please provide details***

The Tain Royal Academy Associated School Group includes the following Primary Schools

Craighill Primary, Edderton Primary, Gledfield Primary, Hill of Fearn Primary, Hilton of Cadboll Primary, Inver Primary, Knockbreck Primary (Tain), Tarbat Old Primary

### **Famous ex-pupils: *if so, could you please provide details***

N/A

### **Does the school have any particular traditions: *eg sport, debating etc. If so, please provide details***

Tain Royal Academy: There is a strong musical tradition with Gizzen Briggs orchestra performing internationally as well as locally. Small but successful Gaelic department who won G-Film award in 2016

Craighill Primary School have a fantastic choir who perform at school and community events. A strong Gaelic department who won FilmG in 2021 and who do very well at MOD

Knockbreck Primary School was part of 'Adopt a Chef' Programme for over ten years, working with the chef Albert Roux to organise a Gala dinner for the local community and deliver food education to pupils

St Duthus – Well established in our local community.

### **Is the school involved in specific work: *eg international studies. If so, then please provide details***

N/A

### **Does the school have any specific achievements/awards: *if so, please provide details***

Knockbreck Primary School – Digital Schools award

### **Any other relevant information: *please let us know if there is any other information which we should be aware of, such as school closures, issues in the media etc***

PPE required for all attendees site access

<b>Information Provided By:</b>	[redacted section 38(1)(b)]
<b>Telephone:</b>	[redacted section 38(1)(b)]
<b>E-Mail:</b>	[redacted section 38(1)(b)]

*Once completed please email this form to your Scottish Government contact. It is helpful if you could provide this information as much in advance as possible. This will allow us to get*

back to you with any queries or any requests for further information. If you are in doubt about anything feel free to call your Scottish Government contact.

## Document 17 – Information Request form completed by Highland Council officials



### MINISTERIAL SCHOOL VISIT INFORMATION

This form has been designed to help you to collate briefing information for a Scottish Ministerial school visit. If you require any guidance in completing the form, please do not hesitate to call your Scottish Government contact details of which are provided below.

<b>School:</b>	Inverness Royal Academy
<b>Date:</b>	Monday 19 <sup>th</sup> December 2022
<b>Time</b>	13:30 – 14:15
<b>Minister:</b>	Shirley-Anne Somerville MSP, Cabinet Secretary for Education and Skills
<b>Scottish Government Contact:</b>	[redacted section 38(1)(b)]
<b>Telephone:</b>	[redacted section 38(1)(b)]

<b>Scottish Government Education Communications Team</b>	[redacted section 38(1)(b)]
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Should we require to contact the school direct, could you please provide the name and details of the most appropriate person:

<b>Name:</b>	Nigel Engstrand
<b>Position:</b>	Head Teacher
<b>Telephone:</b>	[redacted section 38(1)(b)]
<b>Email:</b>	[redacted section 38(1)(b)]

**Media:** *please give details of any media interest this event is likely to attract. Could you list the organisations who might be present and indicate if there will be a photographer present during the event.*

THC Corporate Communications team can be contacted on [corporate.communications@highland.gov.uk](mailto:corporate.communications@highland.gov.uk)

**Media Contact:** *has anyone from your organisation contacted the Scottish Government Education Communication Team? If so who is your named contact?*

No



## INFORMATION SPECIFIC TO THE VISIT

**Parking:** please give details of the parking arrangements for the Minister: where car park is located, will a space be reserved etc. The Minister usually only travels with one car and your Scottish Government contact will tell you if this is not the case.

Car parking is available at the front of the school.

A space will be made available for the Minister immediately in front of school building on right hand side

**On Arrival:** please provide information on who will be meeting the Minister when he/she arrives For example: The Minister will be met by the Head teacher, Mrs X who will introduce the Minister to Mr Y, local councillor and Mr Z, head of the parent council etc

The Minister will be met by the Head Teacher of the school, Mr Nigel Engstrand and also Heather Wilson, Children Services Worker

### Visit Programme:

- Met on arrival by Rector, Nigel Engstrand (13.30-13.35)

Conversation with [redacted section 38(1)(b)] & [redacted section 38(1)(b)] (13.35-13.45)

- Meet with pupils to discuss the impact 'The Shielling is having on their lives. (13.45-14.15)

**Speeches:** if there are any other speakers included in the programme of events, would it be possible to have a copy of their speeches or a synopsis of the main points?

No speeches

**Presentation:** will there be a presentation of flowers and/or a gift? If so, could you provide the names of the persons/pupils who will be making the presentation and what the gift will be.

No presentation

**Key People Information:** please provide a brief background history, **written in the third person**, of the key people that the Minister will be introduced to. This need not be more than a small paragraph, for each, containing relevant information. You can also provide a list of other people the Minister may meet on the visit. Please give full names for these people i.e. John Smith not Mr J Smith.

For example: John has been Head teacher for 6 Years. Before that he taught English ....etc

Initial reception will be with Nigel Engstrand, Rector, who has been headteacher of the school since 2016. Prior to that he was headteacher at Speyside High School Moray.

A brief introduction to the work of 'The Shieling' will then be given by [redacted section 38(1)(b)] along with her colleague [redacted section 38(1)(b)]

The main part of the visit will be hosted by some of the young people who access 'The Shieling' and for whom this intervention has made a significant difference.

**Key People Information continued:** *please could you give a list of any MPs, MSPs or elected members and their political colours who may be attending. You may wish to provide a copy of the guest list.*

None

### SPECIFIC INFORMATION ON THE SCHOOL

**Brief history of the School:** *please provide a brief history of the school, eg when the original school was opened, any subsequent refurbishments/extensions; feeder primary schools (if visit is to a secondary school)etc*

The current school building was opened in 2016. Inverness Royal Academy has stood on several sites within the city of Inverness since it was founded in 1792

**School Information:** *please provide information on the following: address and postcode, number of pupils and capacity etc*

Culduthel Road  
Inverness  
IV2 6BS

Current school roll is 1342 and functional capacity is around 1460

## OTHER USEFUL INFORMATION

### Is the school linked with other schools: *if so, please provide details*

The Inverness Royal Academy Associated School Group includes the following Primary Schools.

Aldourie Primary, Bun-sgoil Ghaidhlig Inbhir Nis, Cauldeen Primary, Farr Primary (Inv), Foyers Primary, Hilton Primary, Holm Primary, Lochardil Primary, Stratherrick Primary

### Famous ex-pupils: *if so, could you please provide details*

Dame Professor Sue Black (Pathologist & Writer)  
Alistair MacLean (Novelist)

### Does the school have any particular traditions: *eg sport, debating etc. If so, please provide details*

### Is the school involved in specific work: *eg international studies. If so, then please provide details*

- The school has a very strong L.G.B.T. group.
- The school's nurture provision 'The Bothy' was noted nationally by the attainment advisor for the Highlands for its work.
- The school runs a humanitarian expedition with its partner charity 'Blythswood' to Romania every summer where our students work with underprivileged children. The war in Ukraine has meant cancellation this year.
- The school is a dual language school and has one of the most significant Gaelic provisions in the Highlands.
- The school has a specialist provision for young people with autism spectrum disorder.

### Does the school have any specific achievements/awards: *if so, please provide details*

- The school is a UNICEF Rights Respecting School and has Silver status currently (the first in the Highland to achieve this award) with the ambition to achieve Gold status this year.

### Any other relevant information: *please let us know if there is any other information which we should be aware of, such as school closures, issues in the media etc*

Information Provided By:	Nigel Engstrand
Telephone:	[redacted section 38(1)(b)]
E-Mail:	[redacted section 38(1)(b)]

*Once completed please email this form to your Scottish Government contact. It is helpful if you could provide this information as much in advance as possible. This will allow us to get back to you with any queries or any requests for further information. If you are in doubt about anything feel free to call your Scottish Government contact.*