

Fossoway Primary School



School Handbook

Academic Session 2009/2010

School information

The school handbook is legally required to contain some information and this is marked below with an asterix*. Those areas which are not marked are Perth & Kinross Council recommendations only.

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1 Introduction

Hello everyone, and welcome to our school handbook. My name is Ms Sam Nicholson and I have been in post as head teacher of Fossoway Primary School and Nursery since August 2008.

This school is built in the lovely rural village of Crook of Devon and is a friendly place to work and learn in. The staff, pupils and parents play, investigate and above all learn together. We have 6 primary classes (some composite) and a Nursery. An extension, built in 2004, houses all but two classes and has an open plan Early Years Dept incorporated, where Nursery, P1 and P2 all work, play and learn together. We are also lucky to have a mobile hut which houses an extensive library and is available to let out to the wider community.

With a hard play area outside, beside a large, open field and wild meadow picnic area and walk, all varieties of play activities, for all stages are easily accommodated. Older pupils are trained in mediation skills and support playground supervisors in resolving conflicts should they arise, as well as actively encouraging a positive time is had by all.

Parents are actively encouraged to be part of the life of our school. We have an extremely dedicated team of fundraisers in the Fossoway Primary School Association, together with an enthusiastic Parent Council. We welcome parent involvement wherever possible and appreciate the ongoing support from parents and carers both present and past. We have good solid links with the village community and have strong working partnerships with schools in our cluster group.

We pride ourselves on our ever developing curriculum and on our many extra curricular experiences for the children. The Pupil Council, Eco Committee, Website development team to name but a few are all ensuring that we maintain the high standards we have set ourselves. We are one big happy family here at Fossoway and have a shared understanding of where we are, where we want to be and how everyone can work together to get there.

If you would like to know more or would like to visit our school, please do not hesitate to get in touch or indeed drop in, we would love to meet you.

Sam Nicholson

2 Delineated Area

Carnbo, Crook of Devon, Powmill, Rumbling Bridge

3 Factual Information

School Address: Fossoway Primary School
Crook of Devon
Kinross
Perth & Kinross
KY13 0UL

School Phone Number: 01577 840333
Fax Number: 01577 840187
School e-mail address: headteacher@fossoway.pkc.sch.uk

Teaching Staff

Head Teacher	Ms Sam Nicholson
Principal Teacher	Mrs Anne Marie Sands
Nursery Teacher	Mrs Carmen Hearn / Mrs Carol Farquhar
P1 Teacher	Mrs Janine Seymour
P2 Teacher	Mrs Katherine Gunn
P3/4 Teacher	Mrs Lesley McGuigan
P4/5 Teacher(s)	Mrs Anne Marie Sands / Miss Nicola Tomney
P5/6 Teacher(s)	Mrs Kirsty Stewart / Miss Nicola Tomney
P7 Teacher(s)	Mrs Leanne Stirton / Miss Nicola Tomney

Visiting Teachers

Support for Learning	Mrs Mairi Illsey
PE	Mr Mark Ainsworth
NCCT (non-class contact time)	Miss Nicola Tomney / Mrs Helen MacLachlan

Office Staff

DSM Clerks	Mrs Nicola McRobert	Mon Tues Wed am
	Mrs Olive Hamilton	Wed pm Thurs Fri
Typist /Auxiliary	Mrs Denise Wilson	Monday to Friday

Non Teaching staff who work in the classrooms

Classroom Assistant (CA)	Mrs Lorna Wilkie
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Early Childhood Practitioners (ECP)	Mrs Kirsty Pirrie Mrs Susan Teale Mrs Susan Shanks
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Support for Learning Assistants (SLA)	Mrs Amanda Barclay Mrs Gillian Logan Mrs Fiona Scougall Mrs Debbie Williams Tbc
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Kitchen Staff

Cook	Mrs Michelle Percy
Kitchen Assistant(s)	Tbc

Cleaning Staff

Mrs Margaret Downie
Mrs Cate Johnson

Crossing Patroller/ Visiting Janitor

Mrs Della Wilson

Other Helpful Information

School Doctor	Dr Ruth McKay (based at Drumhar Health Centre)
School Nurse	Ms Virette Swift (based at Loch Leven Health Centre)
Community Link Worker	Mrs Pat Doran
Educational Psychologist	Mr Frank Savage
Occupational Therapist	Ms Jacqui Hirst
Speech&Language Therapist	Ms Sarah-Jane Soper

School Bus Operator	Hunters Coaches	01259 215560
	Gordons	01592

620202

C of S Minister	Rev Joanne Finlay	850231
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Perth and Kinross Area Education Office	01738 476200
Executive Director of Children & Education	Mr John Fyffe

Head of School Education Services
School Service Manager
Anderson

Mr Chris Webb
Ms Margaret

Lunch Money or a Packed Lunch?

Healthy and nutritious school meals are cooked on the premises and are very popular.

The cost is **£1.70 per day or £8.50 per week** preferably payable on a Monday (all money should be sent in a labelled envelope). Free school meal forms are available from the school office or from Perth and Kinross Council, Children and Education Services, Pullar House, 35 Kinnoull Street, Perth, PH1 5DG

There is normally a choice of both the amount and type of food the children can have and pupils are encouraged to eat what they have chosen. Both vegetarians and children with particular dietary requirements can be catered for.

If your child is likely to take school meals we suggest they do this from as early on as possible as it helps them settle into the school routine. It will help your child too if you are already encouraging them to use a knife and fork properly at home.

Children who bring packed lunches have their lunch in the school dining hall with the other children. They are expected to eat what you have provided for them. Please do not include a sugary drink, sweets or biscuits in your child's packed lunch box. Due to nut allergies within the school we would also prefer if our school could be a nut free zone.

Something for Playtime

There is a school tuck-shop at Fossoway selling healthy snacks twice a week or children can bring their own sensible snack instead.

In Primary 1 and 2 your child will be given a piece of fruit to eat as a morning snack 3 times a week. Your child will also be given a personal water bottle when they start school and will have access to this all day. This will be sent home for cleaning at the end of each week.

All playtimes are supervised by playground supervisors.

In wet, very cold or windy weather the children are usually brought inside and are looked after by the Playground Supervisors and P6/7 monitors.

All children are encouraged to go to the toilet during break times to establish this as the 'time' when they should 'go'.

4 School Aims

The School considers itself a welcoming place, which aims to:

Care for and encourage all pupils in all aspects of their development irrespective of gender, colour, disability or religion.

Promote individual self respect and positive self esteem.

Encourage respect for and responsibility towards others and the environment.

Promote, encourage and value individual, school and community achievement.

Foster a love of learning and promote the idea of Learning, Attainment and Achievement as continuing and life long activities.

Strive for quality and excellence in our provision.

The School hopes to achieve these aims by ...

- 1) Providing a secure, caring and stimulating environment for learning and teaching.
- 2) Offering a well-balanced, relevant curriculum which provides continuity and progression for all pupils and is supported by a wide range of learning experiences.
- 3) Being a fair, responsible and disciplined community which values, celebrates and is proud of its achievements.
- 4) Working in partnership with pupils, staff, parents and the wider community to:
 - Encourage dialogue and consensus and share concerns.
 - Promote common values and principles.
 - Communicate progress and share success.
 - Encourage understanding and knowledge of the curriculum and how it is assessed and taught.
 - Improve the teaching and learning process for all pupils and staff through planned developments in curriculum work, staff training, school organisation and administration.

5 Visits

Whenever your child is to be taken on a trip or involved in any activity, either outside of the school grounds or after normal school hours, you will be told about this by letter and will have to give your written permission for your child to take part.

A 'Blanket' consent form is now issued at the start of the year to cover written permission for most trips and activities, eg study visits, local walks, travel to sports, etc.

Parent help is usually invited (and much appreciated) for school trips and activities but please remember you must not transport pupils on school business unless you have child safety seats for children under 11, are appropriately insured to do so and have been asked to do so by the Head Teacher or her representative.

If you wish to help in school regularly you will also be asked to complete an enhanced disclosure check. The school pays for this.

6 Organisation of School Day

School day	9.00 am to 3.15 pm
Morning Break	10.30 am to 10.45 am
Lunchtime	12.15 pm to 1.15 pm
NURSERY TIMES	
Morning Session	9.00 am to 11.30 am
Afternoon Session	12.40 pm to 3.10 pm

7 Uniform/Clothing

We do not insist on a school uniform but like the children to be sensibly dressed for

practical every day work and, of course, the weather.

Fossoway has a royal blue school sweatshirt and a white polo shirt with badge. We would ask parents to encourage their children to wear these. We also sell a school fleece for outside wear.

All ordering details from the School office.

All your child's property should be clearly marked with his or her name. It is particularly important to label items of clothing especially:

TROUSERS and SKIRTS
SWEATSHIRTS and POLO SHIRTS
GYM SHOES and WELLINGTONS

Remember in P1 all these items look the same so please do all you can to help busy staff.

Please encourage your child to put on his/her own clothes and shoes before they come to school. Assistance will be given with tricky buttons, zips etc. It is a great help to everyone if children are already trying to manage these things for themselves.

PE Kit

This consists of a Fossoway Polo shirt or T shirt, shorts, socks and gym shoes. Trainers and tracksuit bottoms may be worn for outdoor work only.

Kit should be brought in a drawstring or other suitable bag and taken home regularly. It's very important that parents keep checking that gym shoes fit their growing child.

Gym bags are on sale at the school office.

PE and Movement lessons are normally held at set times throughout the week but can vary. It is advisable that your child has their kit readily available.

' Inside' Shoes

To cut down on wear and tear, the children are encouraged to bring a soft pair of shoes, slippers or gym shoes, to change into during the day. These should be brought in a strong bag and can be left in the school from Monday until Friday. Please check these shoes regularly to make sure they still fit your child and have not worn out.

A School Bag

Your child will need a bag to put personal belongings in and carry schoolwork home in. (For the younger children, it's always a good idea to put a plastic bag with a change of underwear in it too, just in case!)

8 Curriculum

What will my child be taught?

The National Curriculum Guidelines for 5-14 year olds in Scotland recommended that your child be taught key ideas and skills in 5 curricular areas.

These are:

Language	Reading, Writing, Talking and Listening
Mathematics	Number, Money and Measure, Shape, Position and Movement, Information Handling, Problem Solving and Enquiry
Environmental Studies	Science, Social Subjects (Geography, History, Modern Studies) Home Economics and Technology
Expressive Arts	PE, Dance, Drama, Music Art and Craft

Religious & Moral Education Christianity, other World Religions, Personal Search

Health Education Safety, Drugs, Nutrition and Sex Education

ICT Word Processing, Information Handling, Control and Graphics

Parents should also be aware that German is currently taught in P5, P6 and P7

However.....

Things are changing...How children learn....What should they learnWhat we teach... How we teach... When and where we teachHow we assess.... New National Guidelines on the curriculum are currently being produced in Scotland and they will cover all Learning from 3-18 years of age.

They are known as The Curriculum for Excellence. This new curriculum is beginning to be implemented now.

Your child will still be taught knowledge and skills in all areas of the curriculum outlined above but there will be more emphasis on making what they are learning more relevant. By helping them develop capacities and skills, we aim to encourage children to actively go on learning throughout their lives and be more flexible and resilient in an ever changing world.

The Curriculum for Excellence aims to enable all our young people to become

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

In all aspects of learning your child's Personal and Social Development is being focussed on in a very structured way.

You can find out more about the Curriculum for Excellence by visiting the website of Learning and Teaching Scotland at www.ltscotland.org.uk.

Homework

Your child will be set homework on a regular basis. We expect that parents will help to support their child with the homework, by discussing the content and ensuring that it is completed on time. We do not ask that parents actually do the homework for pupils (although you are free to have a go yourselves). Usually tasks set will be to consolidate work completed in school. It may be a research task or a job involving making a model of some kind. Class teachers will usually give you instructions to aid support at home if this is the case. If your child is struggling with a homework task, we need to know, so please inform your child's teacher as soon as possible if this is the case.

Pupils with Additional Support Needs

All children learn at different rates and use different strategies to access the curriculum at various times in their life. Their needs are usually met within the differentiated planning completed by their class teacher on a termly basis. Some children need additional help and or support to meet their individual needs. This can be on a short term or a long term basis.

Here at Fossoway, class teachers regularly meet with our Support for Learning Staff to

ensure the needs of all of our pupils are met and are including everyone in what we do. If particular children are identified within this process as needing extra planning to meet their needs, we will firstly contact parents and assess the pupil's needs in accordance with Perth and Kinross Policy.

After this process has been completed and in discussion with everyone involved, if we feel that a child requires a different level of planning, we will ensure that this is done so that progress can continue and every child can meet their potential within our school. We are committed to inclusion for all and have a wonderful support network of outside agencies working closely with us to ensure this happens.

(also see Additional Support needs)

Assessment

There are a variety of assessments we use in school to work out where children are in their development.

The first type is formative assessment. This is where pupils are assessed against learning objectives on an ongoing basis. Pupils are given regular feedback on how they have done, they are encouraged to self assess and assess each other. It is important that pupils take ownership of their learning, understand why they are doing a task and what the expectation are for a lesson or project. By assessing in this way, the evaluation of progress is an ongoing, unobtrusive process and informs the planning process for teachers and next steps for pupils.

The second type of assessment is summative or diagnostic. This incorporates the more formal type such as National Tests (5-14), currently required in Maths, Reading and Writing. These are usually completed as part of the ongoing work in class. Other assessments may be utilised from time to time to identify or rule out a particular difficulty or indeed strength and may be carried out by a number of professionals working in the school.

Reporting

Two formal parent interviews to discuss your child's progress are offered each year, normally in October/November and May/June.

Teachers are sometimes available at 3.15 pm for a brief chat to help with enquiries or give advice should you need to contact them urgently. Phone and check if it is convenient for them first. (On Mondays and Thursdays staff are usually involved in training or development work after school.)

If you think, however, you will need more time to discuss matters properly it's always best to call the office and ask to make an appointment.

We hope, during the year, to invite you into the School during the day and in the evening to see your child's work and to find out more about how and what he/she is learning.

9 Extra Curricular Activities

As well as offering a wide range of visits and speakers during school hours, the School has a number of after school activities.

Throughout the year these change but include book buddies, gardening and eco club, ICT and web design, football, choir, dancing, art/crafts, school show rehearsals and various sports opportunities after school.

Pupils in some stages are involved in school swimming activities and pupils in P1-3 are trained in pedestrian safety. Cycle training is offered in P7 and older pupils also get opportunities such as curling, orienteering, hockey, country dancing, kwik cricket, etc during term time.

In addition to these activities the School has organised residential trips to a computer/activity centre at Dalguise, near Dunkeld on a regular basis and has also made visits to schools in Germany and Holland as part of the Modern Languages and European partnership programmes. It is hoped that such trips will continue to be promoted where possible for our older pupils.

10 Positive Behaviour Management

Our school discipline is rooted in our school aim and values. These aims are based on the principles of equality, fairness and respect, especially

Respect	for the individual - self-respect
Respect	for our families, our school and our community
Respect	for our environment
Respect	for achievement, for hard work and effort
Respect	for learning, for skills and knowledge

From Nursery in Fossoway we work hard at encouraging and fostering these ideas through our school's personal and social development programme.

We don't have a big list of rules. We prefer to concentrate on encouraging sharing and co-operation; thinking about our own and other people's feelings and safety and looking after the environment in which we all live, work and play. Any behaviour which works against these aims is discouraged. We believe that all children and their families and staff have rights but we also all have responsibilities which we must accept, especially for what we do and say.

You can help us by supporting this approach.

You can also help by measuring us against what we say we're trying to do and telling us what you think. We need to know if there are problems and we need to know if you think that we're doing a good job too.

We have begun using restorative approaches, which will further enhance our positive behaviour management programme.

11 School Rules

(see Positive Behaviour Management)

12 Attendance

If your child is going to be or is absent from school you **MUST** contact the school to inform them of this, giving the reason. This can be done by phone or letter. If your child is to be off school for more than 3 days or if the absence is to be of a casual nature eg holidays, the school would prefer that they be told by letter.

13 Health Care

WHAT IF MY CHILD BECOMES ILL?

If your child becomes ill in school, staff will always try to contact parents first and then your Emergency Contact. If your child has been unwell please keep him or her at home

until they are fit and well enough to cope with school again.

TAKING MEDICINES IN SCHOOL

No medicine of any kind will normally be administered to your child in school. If your child requires prescribed medicine you should ask your doctor to prescribe a dosage which can be taken before or after school time. If your child requires to have medicine administered because they have an ongoing condition such as asthma, epilepsy, diabetes or nut allergy this must be negotiated formally with the school and the appropriate forms and procedures signed and agreed beforehand.

Pupils are not allowed to bring medicines of any kind to school. This is part of our safe use of drugs policy and these guidelines are strictly adhered to.

If your child is asthmatic and requires to use an inhaler, please arrange for a spare reliever (blue one) to be kept in school for emergency purposes.

14 Instrumental Tuition

At present, we have visiting teachers who provide individual (or small group) tuition on Bagpipes and Stringed instruments. (see section F for further details)

All pupils engage in learning to read music at a basic level and gain opportunities to explore music and various instruments through our whole school music programme.

15 Parent Councils

We have an active Parent Council named Fossoway School Council. More details can be found on their web site www.fossowayschoolcouncil.org.uk.

16 School & Community Links

The school actively encourages links with the local community and these are regarded as a very important dimension to school life.

The Church of Scotland Parish minister works closely with staff to plan and participate in assemblies and support, where appropriate, the teaching of R&ME. Also through the church links the school is able to participate in wider community events.

The school has worked with the WALC committee for many years, supporting and contributing to their work in developing community pathways in the area.

Throughout the school year the learning and teaching of Personal and Social Development programme together with the Health and Well Being initiative is supported by visits from Tayside Police Community Officers.

An Out of School Club runs independently within the school premises and regular meetings ensure good communication between the school and club.

The Community Link Worker, Pat Doran, based at Kinross High School has very positive relationships with school staff. Her input supports the smooth transition to Kinross High School for vulnerable pupils and assists with family support where required.

Within the school, both the School Council and the Fossoway Primary School Association (FPSA) are active and dedicated in promoting family involvement in all aspects of the life and work of the school. The FPSA makes a significant contribution to fundraising and organising fun activities we offer our pupils.

Parental support is appreciated in their participation in many activities including running several after school clubs, the Walk Wise programme and cycle training. Parents are regularly encouraged to offer their services, skills and talents.

17 Name of Child Protection Officer

Mrs Helen Black
Ms Sam Nicholson

18 Additional Support Needs

At some point in their school career the majority of children are likely to experience difficulties of one sort or another in their learning. Sometimes this may be only a very minor problem or sometimes a child may swing in and out of difficulty depending on what and how something is being taught. Sometimes though a learning problem may be very serious and may be resulting in the pupil making little progress or underachieving and becoming distressed.

Pupil progress is regularly monitored and checked and assessment and support given if required. Sometimes the school may seek advice from other professionals eg Speech and Language therapist, School Nurse etc. Parents will always be informed about this and their views and support sought. If you have any concerns about your child's progress please contact the school for help and advice.

Learning difficulties can usually be sorted into those which are:

- 1) Child based e.g. perhaps a spelling problem, or a short concentration span, poor study skills or difficulty managing behaviour or relationships etc. etc.
- 2) Curriculum based e.g. resources or methods are not matched well enough to the child to help him learn effectively; new resources and methods are being introduced for the first time etc.

In all situations it is the job of the class teacher to identify that there is a problem and to try to offer appropriate help.

The class teacher is supported in this work by the Support for Learning Teacher (SfLT), who is able to offer a range of skills and services to help pupils and staff.

This may involve the SfLT in assessment work or direct teaching of a child or group of children. She may be introducing new skills or resources or revising or re-teaching a particular part of the curriculum.

She may also be working co-operatively with the class teacher, trying to improve methods or materials in a specific area e.g. problem solving, motor skills etc. She might also be working with very able children extending their learning experiences.

The SfLT often acts as an advisor to all staff and the Head Teacher letting them know about new ideas and resources, as well as planning programmes to help particular pupils be more successful.

In Fossoway the SfLT works in all classes and with children of all levels of ability.

The class teacher also works co-operatively with lots of other staff in the school to help support individual, or groups of, children. These staff include our Support for Learning Assistants (SfLA), our Early Years Childhood Practitioners (EYCP), our Classroom Assistant (CA) and office staff with auxiliary duties.

19 Spiritual, Moral, Social & Cultural Values

We are a non-denominational school who base our religious beliefs around the Christian faith. We endeavour to teach our pupils to understand, respect and appreciate the diverse social and cultural differences of our world, through moral stories and teaching as part of our Religious and Moral Education curricular input.

Assemblies are held regularly and sometimes attended by our School Minister, Rev Joanne Finlay.

20 Attendance Rates – Authorised & Unauthorised absence

All absence is either authorised or unauthorised and attendance recorded daily on a Council wide data base. An individual report on your child's attendance will be sent to you annually. Parents should note that family holidays in term time are usually unauthorised.

Attendance And Absence For School Year 2007/2008

	Stage							
	P1	P2	P3	P4	P5	P6	P7	P1-7
Total Number of Possible Attendances(Pupil Half Days)	5,158	5,336	5,992	5,046	6,666	7,168	5,632	40,998
Percentage Authorised Absences	4.7	2.2	1.5	2.3	1.4	2.7	2.4	2.4
Percentage Unauthorised Absences	0.2	0.9	0.3	0.3	0.7	0.2	1.0	0.5

Minimising Overall Absence

	Absence recorded (2006/2007) Average number of half days absence per pupil	Absence recorded (2007/2008) Average number of half days absence per pupil
Absence	14	11

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.

21 School Costs

The SOEID Circular 10/93 requires schools to issue costs per pupil. For the December 2008 handbook, this information is based on the roll as at September 2008 census and on the budget expenditure for the financial year 2007/2008.

It is misleading to suppose that a school automatically offers a better deal for pupils because its costs per pupil are higher. It would also be unrealistic to assume that schools with lower unit costs than others are necessarily managed more economically and efficiently.

Costs per pupil are dependent on a considerable number of factors. For instance, the size of the school plays a big part in determining costs per pupil, and a small primary school in a rural area is almost certainly likely to have a much higher unit cost than a large primary school.

Other schools have particular situations – an annexe for example – which may considerably raise their unit costs.

In comparing unit costs of their child's school with regional and national averages therefore, parents should be careful to consider such matters before making a judgement either on the quality of provision in the school or on the school's "value for money".

School Roll at September 2007	109
Total School Running Costs at April 2008 (£)	454,836
Cost per Pupil (£)	4,173

22 Nursery

Each nursery provision will have a defined locality which may not be the same as the primary school catchment area. Localities are agreed and registered with the Education Services within Education & Children's Services. Parents of children attending nursery should be aware that a place in a local authority managed nursery class does not give children priority in gaining a place in the same school when enrolling for primary school. Entitlement to primary school is determined by the child's home address. The designated nursery provision for this school is Fossoway Primary School Nursery.

Further details of nursery provision in Perth and Kinross are available in the Council's "Policy & Guidelines for Admission to Nursery Schools and Classes for School", which can be accessed on the Council's website at the following address:

www.pkc.gov.uk/Education+and+learning/Nurseries+and+childcare/Nursery

23 Arrangements for Emergency Closures

A whole School closure is regarded as a last resort and every attempt will be made to continue with the normal or best possible educational provision for pupils until there is no alternative, because of health and safety factors, to close.

In the event of closure, the School uses a network system of local businesses and parents to let the community know that the school is closed or closing. We are investigating a group call system to further enhance this procedure.

During the School day parents should wait to be advised that the school is shutting. If the decision to close the school has to be made out of school hours parents should contact the network numbers themselves. An updated list of parent network contacts is provided every session.

Parents should also try to listen to local news on Radio Tay and Radio Forth.

Perth and Kinross Council Information Line

(Available from 06:30 for widespread severe weather, available from 08:45 for localised severe weather conditions, available from 07:00 for blanket closure)

Parents/Carers should not call the school but dial 0845 3011100

24 Other information

USE OF CAMERAS, VIDEOS AND MOBILE PHONES

When children enrol at school, parents have to give their permission about how pictures of their children can be used. This can affect whether or not we can allow other parents to use personal photographic equipment, including mobile phones, in school. If you are unsure, always check with the school office.

Pupils should not bring mobile phones to school.

THE SCHOOL BUS

Once you have applied for school transport for your child you need not apply again unless you move or your child transfers to High School.

We suggest that children who are going to travel on the school bus do so from the start as it helps them settle in more quickly. If your child is not going to be travelling on the school bus for any reason try to let the driver and/or the school know.

NO PUPIL MAY TRAVEL ON THE SCHOOL BUS UNLESS THEY HOLD A VALID SEASON TICKET. This is for insurance purposes.

COMPLAINTS PROCEDURE

If you have a concern, complaint, request or enquiry you should raise this in the first instance with the Class Teacher. If for any reason this is not possible or you feel this is inappropriate then your concerns should be addressed to the Head Teacher.

All complaints will be recorded and acknowledged and dealt with fairly in a sensitive manner. Every effort will be made to deal with your concern/query as soon as possible. Any action taken will also be reported back to the complainant and a summary of the concern/query will be retained in the pupil records file. If the problem is not resolved the complaint must be put in writing to Perth and Kinross Council, who will investigate further.

Introduction

In accordance with the Education (Scotland) Act 1980 and the Education (School and Placing Information) (Scotland) Regulations 1982, Perth & Kinross Council Education & Children's Services' schools produce handbooks covering the following three categories of information:

- 1 School Information
- 2 Local Authority information
- 3 Statistical information

Whilst the information contained in this school handbook was accurate at the time of publication (December 2008), further changes may have occurred since then.

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A Placing in Schools - Primary, Secondary and Special

The policy of Perth & Kinross Council Education Authority is to assign to each school a defined zone known as a catchment area. Pupils resident within a school's catchment area are entitled to a place within that school.

In accordance with the provisions of the legislation mentioned at the start of this handbook, parents have a right to make a request that their child be placed in a school of their choice other than the school which normally serves the area in which they reside. Parents' wishes will be met where possible. If the number of places in any particular school is limited, priority for admissions shall be determined on the following basis:

Priority 1 –

Children normally resident within the catchment area of the specified school.

NB Within denominational schools places will be allocated first to children who have been baptised in the Roman Catholic Church.

Priority 2 –

Children not normally resident within the catchment area of the specified school, but having a brother or sister (or relative permanently living at the same address as part of an extended family*) in attendance at that school.

Priority 3 –

Children not normally resident within the catchment area of the specified school and having no brothers or sisters in attendance at that school.

*provided that the member of the extended family for whom the placing request has been made has lived within that extended family for a period of at least two years.

When it is necessary to refuse only some places requests within any one of the above three categories, priorities will be determined by siblings and distance from the specified school, with priority being given to children whose normal place of residence is closest to the specified school.

NB Within this context the denominational criteria in Priority 1 would still result in the single criterion of distance being operated.

Placement may be recommended within a special school or provision when a child's education needs cannot be met in their catchment school. This will be based upon the assessment of the child's education needs by their parents, teacher, school medical officer and education psychologist.

Placing requests will normally be granted except where there are circumstances defined in the Act which justify the Authority's refusal of such a request.

Parents who have made successful placing requests for their children at other schools of their choice have to make their own transport arrangements and meet the costs thereof.

Any pupil who attends a primary school other than the one proposed by the Authority (ie as the result of a placing request) and who is due to transfer to a secondary school will be offered a place at the secondary school in whose catchment area he/she lives.

Application forms and booklets may be obtained from Headteachers or Education & Children's Services, Pullar House, 35 Kinnoull Street, PERTH, PH1 5GD and they are also downloadable from the internet at the following link:

<http://www.pkc.gov.uk/Education+and+learning/Schools/Schools+-+placing+requests/>

The Admission Policy is currently being reviewed and is under consultation. Any amendment to the information outlined above will be notified to parents in due course.

B School Commencement Arrangements

The school entry date in Perth and Kinross is the first day of the school session (Tuesday 18 August 2009). A child is of compulsory school age on the first school entry date from his/her fifth birthday. If his/her fifth birthday falls on or before the last day in February, he/she may attend school from the previous August, or alternatively, his/her parents may delay the registration until the beginning of the next school session.

Parents will be notified by advertisement in the local press to register their child/children in the school of their choice by a given date, normally the end of January. They will be invited to contact the Headteacher for further information about registration arrangements.

In all Perth & Kinross schools for the first two weeks Primary 1 pupils only attend for a half-day. All primary 1 pupils are in school full-time by the end of August.

Early Registration

Parents who enquire about the possibility of early registration (ie, of children whose fifth birthday falls after the last day of February) should note that early entry is discouraged, but are advised to contact Education & Children's Services on 01738 476200.

C Equal Opportunities

Perth & Kinross Council values the diversity of the communities in this Council area and works towards providing services that are inclusive and accessible. Perth & Kinross recognises that social inclusion and promoting equality of opportunity and good relations between different groups can only be achieved by incorporating equalities into the planning and implementation processes for all Council Services. We have a duty to promote and develop the practice of equality of opportunity for all members of our community regardless of:

- Race
- Gender
- Marital/family status
- Disability
- Religion
- Sexual orientation
- Age
- Language
- Place of residence
- Socio-economic status

It is the responsibility of all staff to support a climate conducive to providing equal opportunities for all.

D School Meals

It is the Authority's policy to provide meals and also facilities for the consumption of packed lunches in all schools.

Pupils in primary schools are offered a two course lunch with a choice of main course, supplemented by salads and bread, which meet the Scottish Nutrient Standards for School Meals. A choice of milk, water or fruit juice is also included. Meals are in the main prepared from fresh ingredients by well trained personnel in a food safe environment.

There is a fixed, subsidised charge for a meal in a Primary school which is £1.65 in the

financial year 2008/09. School meal charges are subject to review at any time.

Medically prescribed diets can usually be accommodated within the school lunch service. A medically prescribed diet is one which has been prescribed by your GP or a hospital doctor. This does not include pupils who simply dislike certain foods. Written evidence from a doctor or registered dietician will be required prior to making special arrangements. Request forms are available from the school or the Council's website.

Note:

Vegetarian meals are frequently provided as part of the Primary school menu choice. Alternatively, if you require a vegetarian menu, these are available on request from schools. Both menus are also available via the website.

For further information please contact:

Catering Support Team
Support Services
Education & Children's Services
Perth & Kinross Council
Pullar House
35 Kinnoull Street
PERTH
PH1 5GD

Telephone: 01738 476341

E-mail: ecscateringsupport@pkc.gov.uk

Website: <http://www.pkc.gov.uk/Education+and+learning/Schools/Schools+-+general+information/Schools+-+catering/>

Free School Meals

Access to free school meals is an important part of the school meals service in Scotland. It is important that pupils entitled to free school meals get them without fear of stigmatisation. They should not be made to feel different from those who pay, nor be readily identified by others.

Who is Eligible for Free School Meals?

You can claim free school meals for your child(ren) if you are receiving:

- Income support (IS)
- Income based Job Seeker's Allowance (IBJSA)
- Child Tax Credit (CTC), but not Working Tax Credit (WTC), depending on your income.

If you are between 16 and 18 years old and receive any of these benefits in your own right, you can claim free school meals for yourself.

You may also be eligible if you are an asylum seeker receiving support under Part VI of the Immigration and Asylum Act 1999.

For more information on Child Tax Credit and Working Tax Credit visit the Inland Revenue Website: <http://www.hmrc.gov.uk/>

Application forms may be obtained from Headteachers or Education & Children's Services, Pullar House, 35 Kinnoull Street, PERTH, PH1 5GD. They are also downloadable from the internet at the following link:

<http://www.pkc.gov.uk/Education+and+learning/Schools/Schools+-+general+information/Schools+-+catering/>

E School Clothing Grants

If you are in receipt of Income Support or Income-Based Jobseekers Allowance, Education & Children's Services will consider one application per academic year for a grant towards the cost of purchasing essential clothing to enable children, up to the age of 16, to attend school.

Application forms may be obtained from Headteachers or Education & Children's Services, Pullar House, 35 Kinnoull Street, PERTH, PH1 5GD. They are also downloadable from the internet at the following link

<http://www.pkc.gov.uk/Education+and+learning/Schools/Schools+-+grants+and+benefits/School+Clothing+Grants.htm>

F Music Tuition

The cost for music tuition is £212 per year, with an additional charge of £70 per year for pupils who are involved in central group activities eg orchestra.

Free music tuition is available to all pupils doing SQA courses and for those whose parents are on Income Support or Income-Based Jobseekers Allowance.

Application forms are available from Headteachers or Education & Children's Services, Pullar House, 35 Kinnoull Street, PERTH, PH1 5GD. They are also downloadable from the internet at the following link:

<http://www.pkc.gov.uk/Education+and+learning/Schools/Schools+-+extra-curricula+activities/Music+Tuition.htm>

G Transport

Free school transport is only available to pupils attending their catchment school and living more than two miles (primary) or three miles (secondary) from the school by the shortest available walking route.

Transport will be provided from a suitable point on the public highway. Please note that this can be up to two miles (primary) or three miles (secondary) from the pupil's home.

Parents of pupils who are refused school transport only have the right to appeal to the Review Sub-Committee of Education & Children's Services where transport is withdrawn, or on the grounds of safety where there is no public service bus operating.

Where appropriate the Authority may provide free transport for pupils who attend a special school or specialist unit.

Parents who have made successful placing requests for their children at other schools of their choice have to make their own transport arrangements and meet the costs thereof.

Application forms may be obtained from Headteachers or Education & Children's Services, Pullar House, 35 Kinnoull Street, PERTH, PH1 5GD. They are also downloadable from the internet at the following link:

<http://www.pkc.gov.uk/Education+and+learning/Schools/Schools+-+travel+and+trips/>

H Additional Support Needs

Within Perth & Kinross a range of provision exists for pupils with additional support needs. A policy of supported mainstream inclusion is complemented by a range of specialist provisions. These are either attached to, or are part of mainstream schools. In addition, there is one all through special school (3-18) for children with profound and complex difficulties.

Where a child has been identified as having additional support needs which cannot be met within the Authority, consideration may be given to placement in a special school (either within or outwith Perth & Kinross) for which a successful placing request has been made.

Where a child has been identified as having additional support needs for which suitable provision cannot be made in a day school, the Authority may provide residential special education at either a special school, within or outwith Perth & Kinross, nominated by the Authority or a special school for which a successful placing request has been made.

Parents moving into the area should contact:

Children's Services
Education & Children's Services
Pullar House, 35 Kinnoull Street
PERTH , PH1 5GD.

Telephone: 01738 476390

I Parental Involvement/Parent Councils

The Scottish Schools (Parental Involvement) Act 2006 became legislation in September 2006. This Act proposed changes which were implemented in August 2007 to abolish School Boards and replace them with Parent Councils.

All parents of pupils attending school are automatically members of the Parent Forum for that school, and will be entitled to have a say in what happens at the school.

The Parental Involvement Act aims to do several things:

- It aims to help parents become more involved with their child's education and in schools.
- It places duties on Scottish Ministers and education authorities to promote parental involvement, and a duty on each education authority to produce a strategy for parental involvement.
- It introduces a new system of Parent Councils to replace School Boards, aiming to make it easier for parents to express their views.

All schools have been working with parents to determine if a Parent Council is to be established for the school. The role of the Parent Council is to:

- Support the school in its work with parents.
- Represent the views of all parents.
- Encourage links between the school, parents, pupils, pre-school groups and the wider community.
- Report back to the Parent Forum.

There are currently 81 schools in Perth and Kinross which have established a Parent Council. For more information on the Parent Council for your child's school, please contact the Headteacher.

Advice, Information and Concerns

Parental communication is encouraged and valued. Your child's school is your first point of contact should you require advice, information or to raise concerns. The school will deal with any concerns raised confidentially, timeously and work with you towards a resolution. Your school will advise you how to take your concerns forward should these remain unresolved.

J Insurance

The authority insures against its legal liability for (i) personal injury, provided negligence is proved against the Council and (ii) loss or damage to property of third parties except where the following exclusions apply:

- theft of personal belongings
- a pupil's own negligent actions
- the actions of a third party, ie another pupil
- expensive personal items, e.g. mobile phones, ipods.

Parents are advised that no insurance cover is maintained for circumstances in which the Council does not have legal liability, and may wish to consider making their own insurance arrangements.

K Child Protection/Looked After Children

Child Protection

National Guidance for all Child Protection Agencies ("Protecting Children") requires schools to report if they believe that a child may come to harm as a consequence of possible abuse.

Each school now has a Child Protection Officer appointed to be responsible for child protection matters. This person is specially trained for the task.

As a school we have good contacts with School Medical Officers, School Nurses and Police, any or all of whom may become involved if child protection concerns arise. Beyond this, close working relationships exist with social work staff who are also part of Education & Children's Services. Any discussion to bring in an outside agency will only be taken after involving the School Child Protection Officer.

We will endeavour to ensure that you are informed and are enabled to participate as appropriate in any action which we may initiate regarding your child should a child protection issue arise.

Should you wish to talk further about child protection and the safety of children please feel free to contact your child/children's school.

Looked After Children

Each school has a designated teacher who deals with all matters relating to children who are 'looked after' eg accommodated in foster or residential care, or who are subject to a supervision order through the Children's Hearing.

This designated teacher will be responsible for monitoring the progress of looked after children in the school and will provide a source of advice if your child is looked after.

L Access to Information – Parents and Pupils

Parents

The Pupils' Educational Records (Scotland) Regulations 2003 require the Authority to give a parent access to information relating to school pupils, past and present, held by them.

- The regulations cover information which originated from a teacher or other employee of the education authority, the pupil to whom the information relates or a parent of that pupil.
- The regulations only cover information relating to the school education of the pupil.
- The request must be in writing (or other permanent format for future reference purposes eg email/tape recording).
- The parent seeking access must provide the Authority with sufficient information to satisfy the authority of his/her identity and to enable the Authority to locate the information requested.*
- The Authority must comply with a request within 15 school days of receiving a validated request. (A validated request means that the information requested at *(see above) has been provided.

This is only a brief outline of the basic legal provisions. The regulations contain further detailed rules. They also provide for certain exemptions from the right of access to information.

Pupils

Pupil records and other educational records held by an education authority are generally accessible under the disclosure provisions of the Data Protection Act 1998.

- It is the person who is the subject of the record who is generally entitled to access (ie the pupil).
- A pupil of 12 or over is presumed to have the understanding required to allow him/her to seek access.
- This would not apply where the pupil has a learning disability which the education Authority considers affects the pupil's ability to understand and exercise this right, making the pupil incapable in this respect.
- Where a pupil is not capable of exercising this right him/herself, a parent is generally entitled to exercise this right on behalf of the pupil as the pupil's legal representative.
- Parents cannot seek access under the Data Protection Act in their own right, but only as legal representative for a pupil who is not able to do it for themselves.
- The request must be in writing.

- The person seeking access must provide the Authority with sufficient information to satisfy the Authority of his/her identity and to enable the authority to locate the information requested.*
- The Authority must comply with a request within 40 days of receiving a validated request. (A validated request means that the information requested at *(see above) has been provided).

This is only a brief outline of the basic legal provisions. The 1998 Act and regulations made under it contain further detailed rules. They also provide for certain exemptions from the right of access.

M Transferring Education Data about Pupils

Education authorities and the Scottish Government Education Department have collected data about pupils on paper forms for many years. We now work together with schools to transfer data electronically through the ScotXed programme. Thus the Scottish Government has two functions: acting as a 'hub' for supporting data exchange within the education system in Scotland, and the analysis of data for statistical purposes within the Scottish Government itself.

What Pupil Data is Collected and Transferred?

Data on each pupil is collected by schools, local authorities and the Scottish Government. The data collected and transferred covers areas such as date of birth, Scottish Candidate Number (SCN), postcode, registration for free-school meals, whether a pupil is looked after by his/her local authority, additional support needs including disability and English as an Additional Language (EAL), and attendance, absence and exclusions from school. The SCN acts as the unique pupil identifier. Pupil names and addresses are not passed to the Scottish Government.

Your postcode is the only part of your address that is transferred for statistical purposes, and postcodes are grouped to identify 'localities' rather than specific addresses. Dates of birth are passed on as 'month and year' only, again to ensure that individuals are never identified. Data is held securely and no information on individual pupils can or would be published by the Scottish Government.

Providing national identity and ethnic background data is entirely voluntary. You can choose the 'not disclosed' option if you do not want to provide this data. However, it is hoped that the explanations contained in this information and on the ScotXed website (www.scotxed.net) will help you understand the importance of providing the data.

Why Do We Need Your Data?

In order to make the best decisions about how to improve our education service, the Scottish Government, education authorities and other partners such as the SQA and Careers Scotland need accurate, up-to-date data about our pupils. We are keen to help all our pupils do well in all aspects of school life and achieve better exam results. Accurate and up-to-date data allows us to:

- plan and deliver better policies for the benefit of all pupil
- plan and deliver better policies for the benefit of specific groups of pupils
- better understand some of the factors that influence pupil attainment and achievement
- share good practice

- target resources better

Your Data Protection Rights

The collection, transfer, processing and sharing of ScotXed data is done in accordance with the Data Protection Act (1998). We also comply with the National Statistics Code of Practice requirements and other legislation related to safeguarding the confidentiality of data.

The Data Protection Act gives you the right to know how we will use your data. This message can give only a brief description of how we use data. Fuller details of the uses of pupil data can be found on the ScotXed website (www.scotxed.net).

The Scottish Government works with a range of partners including HM Inspectorate of Education and the Scottish Qualifications Authority. On occasion, we will make individual data available to partners and also academic institutions to carry out research and statistical analysis. In addition, we will provide our partners with information they need in order to fulfil their official responsibilities. Any sharing of data will be done under the strict control of the Scottish Government, which will ensure that no individual level data will be made public as a result of the data sharing, and that these data will not be used to take any actions in respect of an individual. Decisions on the sharing of data will be taken in consultation with colleagues within and outwith the Scottish Government.

Concerns

If you have any concerns about the ScotXed data collections you can email the Senior Statistician, Peter Whitehouse at Peter.Whitehouse@scotland.gsi.gov.uk or write to The ScotXed Support Office, SEED, Area 1B, Victoria Quay, Leith, EH6 6QQ.

Alternative versions of this page are available, on request from the ScotXed Support Office, in other languages, audio tape, Braille and large print.

Want More Information?

Further details about ScotXed are available on the ScotXed website, <http://www.scotxed.net>, which contains a section on 'frequently asked questions'.

N Family holidays

Family holidays will be marked in school as an unauthorised absence. This will be done even if you have told the school you intend to take your child on holiday. No school work will be given, although some schools may consider giving you information about what will be covered during the absence.

Extended visits overseas to relatives or extended absence in relation to children of travelling people would be marked as an authorised absence.

Extended is defined as a period of more than **four** weeks. If you wish to discuss the matter further in relation to your child, please contact the school.

O Care Standard Inspections

The Care Commission has a responsibility to inspect all nursery schools and classes on an annual basis. These inspections are part of the Regulation of Care Standards within

Early Education & Childcare. Further information on Care Commission inspections is available from the Headteacher or the Care Commission (telephone 01382 207100).

Nursery Inspection Process

All providers of nursery education for 3 and 4 year olds are currently inspected by the Scottish Commission for the Regulation of Care (Care Commission), and HM Inspectorate of Education (HMIE). Staff follow national guidelines for the education of children aged 3-5 years that encourage learning through play and the service must meet standards laid down by HMIE. Further information on inspections is available from the Headteacher.

P School Crossing Patrollers

It is very difficult to recruit School Crossing Patrollers. If the School Crossing Patroller terminates their employment, or is absent for any reason, it may not be possible to provide cover.

If this happens, Head Teachers will inform parents.

Parents have a responsibility for ensuring that their children are able to travel to and from school safely, whether or not the Authority is able to provide safe routes or safe crossing facilities.

Q Employment of Children

The employment of children under the age of 16 is subject to compliance with Perth & Kinross Council bye-laws which outline permitted types of employment and permitted periods of working.

Children under the age of 13 are not permitted to undertake any type of employment.

Further details and an information booklet called 'The Employment of Children – Perth and Kinross Council Bye-Laws' is available from Education & Children's Services, Perth & Kinross Council, Pullar House, 35 Kinnoull Street, Perth, PH1 5GD.

Telephone: 01738 476344

E-Mail: ecsschools@pkc.gov.uk

Website: www.pkc.gov.uk/Education+and+learning/Schools/Schools++extra-curricula+activities

R Further Information

In all cases relating to your child's education you should discuss the matter with the Headteacher. If further information relating to your child's education is required, you should contact:

Education & Children's Services
Perth & Kinross Council
Pullar House
35 Kinnoull Street
PERTH
PH1 5GD

Telephone: 01738 476200 E-Mail: ecsschools@pkc.gov.uk

If you or someone you know would like a copy of this document in another language or format, (on occasion only a summary of the document will be provided in translation), this can be arranged by contacting
Communications Manager on 01738 476873

إن كنت أنت أو أي شخص تعرفه نسخة من هذه الوثيقة بلغة أخرى أو تصميم آخر فيمكن الحصول عليها (أو على نسخة معدلة لمخصص هذه الوثيقة مترجمة بلغة أخرى) بالاتصال ب:
الاتصاف: Communications Manager
رقم هاتف للاتصال المباشر: 01738 476873

اكر آپ کو یا آپ کے کسی جاننے والے کو اس دستاویز کی نقل اور مرقی زبان یا فارمیٹ (بعض دفعہ اس دستاویز کے خلاصہ کا ترجمہ فراہم کیا جائے گا) میں درکار ہے تو اس کا بندوبست سرواں ذاع لپٹمنٹ Communications Manager سے فون نمبر 01738 476873 پر رابطہ کر کے کیا جاسکتا ہے۔

如果你或你的朋友希望得到這文件的其他語言版本或形式 (某些時候，這些文件只會是概要式的翻譯)，請聯絡
Communications Manager 01738 476873
來替你安排。

Jeżeli chciałbyś lub ktoś chciałby uzyskać kopię owego dokumentu w innym języku niż język angielski lub w innym formacie (istnieje możliwość uzyskania streszczenia owego dokumentu w innym języku niż język angielski), Proszę kontaktować się z
Communications Manager 01738 476873

P ežete-li si Vy, anebo n kdo, koho znáte, kopii této listiny v jiném jazyce anebo jiném formátu (v n kterých p ípadech bude p eložena pouze stručný obsah listiny)
Kontaktujte prosím Communications Manager 01738 476873 na vy ízení této požadavky.

Если вам или кому либо кого вы знаете необходима копия этого документа на другом языке или в другом формате, вы можете запросить сокращенную копию документа обратившись
Communications Manager 01738 476873



Council Text Phone Number 01738 442573

All Council Services can offer a telephone translation facility