

Meigle Primary School



School Handbook

Academic Session 2015/2016

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

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Part 1 - SCHOOL INFORMATION

Welcome to Meigle Primary School. This handbook will provide you with information about our school and our commitment to the children we teach. We are a small rural school and very much the centre of Meigle Village. We have strong community links with local businesses and work closely with parents and carers to ensure the positive holistic development of all our pupils. At Meigle Primary School we encourage children to reach their full potential whilst embracing their individualities. Our school has high expectations of our pupils and teaching staff whilst promoting a wholly inclusive environment. We pride ourselves on our ability to create a happy and safe environment for our children and strive to ensure each individual pupil's needs are met and wider achievements encouraged. A wide curriculum is offered based on the recommendations of Curriculum for Excellence produced by the Scottish Government.

We are always happy to meet parents, carers and visitors to the school. If you have queries that are not answered within the handbook please do not hesitate to contact me at school for further information.

V A Bremner
Head Teacher

This Handbook is intended to give basic information about Meigle Primary School. However the head teacher and class teachers will be pleased to answer questions on issues not covered.

The information given in this booklet is correct as at December 2014.

1. Introduction

Meigle Primary School, which came into being as a result of the Education Act of 1872, is the successor, according to various records, to a number of voluntary and parochial schools which existed over a considerable period of time within the parish of Meigle.

Under the Education Act, control of the school was vested in a locally elected School Board which built the present school and the two adjacent schoolhouses in 1876.

Control has passed from the School Boards to, Perth County Council in 1918 to Tayside Regional Council in 1976 and now to Perth and Kinross Council.

Originally catering for the educational requirements of Secondary as well as Junior pupils, the school's role changed in 1948 to that of purely a primary school – pupils being transferred at the age of twelve to Alyth Junior Secondary School, as Alyth High School was known then. Following Alyth High School's closure in 1994, the Secondary school for pupils within the Meigle catchment area has been Blairgowrie High School.

The original Victorian school building was added to in 1912, with the erection of a corrugated iron annexe to provide for the teaching of cookery for the girls and woodwork for the boys of the Secondary Department.

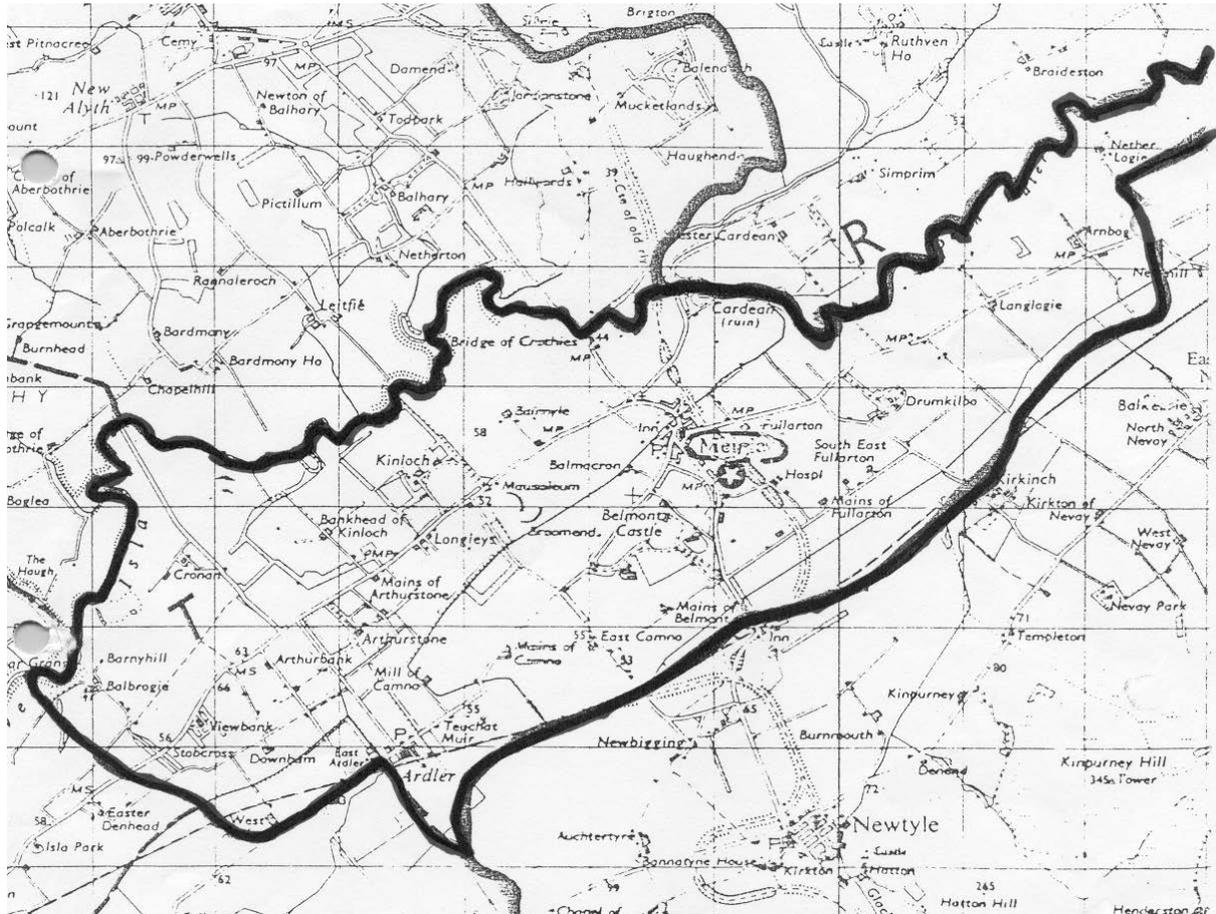
The annexe is now occupied by the kitchen, operated by Tayside Contracts, accompanying dining hall and adjacent G.P. Room.

The Main building consists of three classrooms and another room which functions as a staffroom/office. Pupils' indoor toilet facilities are situated off the main corridor in a small extension.

2. Delineated Area

The area from which the school takes its pupils consists of the Parishes of Meigle and Ardler.

Pupils from out with the territorial area may make a placing request for the school if places are available. Applications for placing request must be made to the Education & Children's Services Department of Perth & Kinross Council.



The above area shows the delineated area for Meigle Primary School.

3. Contact Details

Perth & Kinross Education Services

All schools in the Perth & Kinross Council Authority come under the control of:

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

Telephone: Perth 01738 476211
Fax: Perth 01738 476210

School Address and Telephone Number

The full postal address of this school is: -

Meigle Primary School
Dundee Road
MEIGLE
Blairgowrie
Perthshire
PH12 8SD

Telephone: Meigle 01250 871415
Fax: Meigle 01828 640811
Website:
E-mail: meigle@pkc.gov.uk

School Roll and Stages

At the time of preparation of this booklet, the school roll comprises of 37 pupils organised into three classes:

Primaries 1 (5 pupils), 2 (10 pupils) & 3 (6 pupils) (Composite) - Room 3
Primaries 4 (5 pupils), 5 (5 pupils), 6 (3pupils) & 7 (3 pupils) (Composite) - Room 4

Head Teacher

Mrs V Bremner
E-mail: meigle@pkc.gov.uk

Parent Council

E-mail: meigleparentcouncil@gmail.com

Parental Concerns

At Meigle Primary School we have an open door policy and encourage parents and carers to contact us if they have any concerns. If a parent /carer has a concern regarding any matter academically, socially or behavioural then the head teacher should be contacted via the school office where a mutually convenient appointment will be made to discuss the matter. Most concerns and issues are resolved in this manner. If the parent or carer wishes to take this further they will be advised to contact Perth and Kinross Council at Pullar House, Kinnoull Street, Perth.

Procedure for Pupil Absence / Sickness

It is a legal requirement that parents and carers ensure that their children attend school regularly and punctually.

If your child is unable to attend school, please contact us by telephone before 9.30am on the first day of absence and on return of the child to school please send a letter explaining the reason for the absence.

We would urge parents to avoid absences due to family holidays in term time. These cannot be sanctioned by the school and will be recorded as unauthorised absences. Where possible please try to make appointments out with the school day. In the case of hospital or other medical/dental appointments, the pupil will not be marked absent provided notification is received in advance.

Any unexplained absences or those not sanctioned by the school will be recorded as "unauthorised absences."

Complaints Procedure

An environment of mutual trust, respect and open communication is promoted. We always welcome any suggestions to improve our service and the school. A suggestion box for parents and carers is situated in the front foyer of our school.

Meigle Primary is determined to deliver quality services. It is committed to providing a complaints procedure which acknowledges when things go wrong and seeks to correct them.

All complaints will be dealt with in a professional manner. If a problem does arise the complaint should be made to the head teacher. Complaints may be made in writing, by telephone or in person. The complaint will be recorded detailing the nature of the complaint, the contact details of the complainant and relevant dates. All complaints will be treated seriously and in a sensitive and confidential manner.

The complaint will be acknowledged within 5 working days and a full reply will be given within 15 working days from the date of receipt of the complaint. In the event that a full response can be made within the 5 working days an acknowledgement will not be sent.

If the problem is not resolved, the complainant should contact the school's designated Quality Improvement Officer, Perth and Kinross Council, (contact details as below) who will advise on taking forward the complaint within the formal complaints procedure of the Council.

Details of this procedure can be found on the Perth and Kinross website or by contacting Customer Service Centre on 01783 475583

Enrolment

Parents wishing to enrol their son/daughter are notified in the local press of the enrolment dates, this is normally week commencing 14 January. These dates will also be posted in local nurseries and public buildings.

At this time, parents of these children should contact the school to make an appointment with the head teacher, to register their child. At this meeting prospective parents and carers, along with their child, will be shown round the school, appropriate registration forms will be completed if desired, and an opportunity will be given for informal discussion about the school and the educational experiences it provides.

The child will then be invited to come along to our school and participate in activities along with their new classmates. Parents and carers will meet with the head teacher to learn more about what our school has to offer and procedures we have in place to ensure their child has an excellent start to primary school.

These dates usually coincide with the induction days for P7 pupils transferring to High School. These dates are normally mid-June.

The dates for the commencement of each school year and also for holiday periods are determined by the Education Authority (Perth & Kinross Council) and are advised to parents by School Circular.

Visiting our school

We are always delighted to arrange visits for parents and carers wishing to view the school and meet the staff. In the first instance parents and carers should make contact with the school office.

Throughout the session we hold several events and curriculum and information evenings for all members of the school community.

How we communicate with parents

At Meigle Primary School, we promote positive partnerships and view parents and carers as an essential element in their child's education. Communication with parents and carers is a vital part of our partnership process.

We communicate with parents and carers in a number of ways both formal and informal using a variety of media:-

- Monthly School Newsletters
- Pupil Profiles
- Pupil Portfolios
- Glow
- E-mails
- Texts
- Letters
- Parent Contact evenings
- Curricular Information Evenings (Sharing the Learning)
- Pupil Sharing Success Books
- Special Assemblies
- Concerts and Plays
- End of Term Services
- Open Afternoons
- Parent Meetings
- Parent Council
- Phone calls
- Parent Drop-in Evenings

4. School Ethos

In Meigle Primary School our shared vision is to provide a happy, nurturing, secure and stimulating learning environment where, in partnership with parents/carers and the wider community, we enable each child to fulfil his/her potential.

In doing so the school aims....

- *To give our children the confidence to become independent learners who have a desire to achieve*
- *To support our pupils and teachers in becoming more reflective and discerning about the learning process*
- *To promote partnerships with all stakeholders*
- *To meet the holistic needs of all children*
- *To lay the foundations for enthusiastic lifelong learning for all*
- *To enable pupils to develop high aspirations and expectations of themselves as learners*
- *To continue to develop the capacities of Curriculum for Excellence : successful learners, confident individuals effective contributors and responsible citizens*

The school celebrates achievement both from within and wider. These celebrations feature on our Wider Achievement Board, our Boasting Book and at assemblies through the distribution of certificates and rewards. We also hold a prize giving service in the summer term to recognise achievement, effort and improvement.

Partnerships with local Church

Our local Parish church has recently appointed a new minister who will be working in partnership with our school to ensure our children have opportunities to celebrate Christian festivals and to support our pupils at assemblies and other organised activities.

Our School Role in the Community

Our school is at the heart of the community within Meigle. We work very closely with a number of local bodies including the local care home.

We also have a close association with the local minister at Meigle Church.

Our school works in partnership with Blairgowrie High School Local Management Group: the associated schools work together on common curricular developments for smoother transitions, to improve teaching and learning of all pupils and to share best practice.

Newsletters are regularly sent out via e-mail or a paper copy if requested advising parents of school activities as well as forthcoming events.

There is also a school website at: www.meigleprimaryschool.org.uk

In the winter term we entertain the residents at the local Care Homes.

At Meigle we believe that the pupil voice is very important. We therefore listen to and take account of the views of our pupils and to this end we have a number of Citizenship Groups who meet every two weeks. A class teacher is assigned to each group to plan with the children and support them to organise their activities.

PUPIL COUNCIL

Pupils from primaries one to seven are elected to the board of the Pupil Council. They meet each month with the head Teacher to discuss issues relating to our school. It is also an opportunity for pupils to raise matters of concern or make suggestions for improvement and further developments in the school. The Pupil Council are actively involved in fundraising activities for selected charities.

JRSO

Our Junior Road Safety Officers provide assemblies to raise awareness of travelling safely and organise competitions and displays to encourage pupil's participation and to reinforce the important safety message. Children from Primary 1 and 2 take part in "Walkwise" with staff and parents who are trained to ensure the children are aware of all safety aspects of keeping safe in the local area. The children spend three sessions out in the community and are rewarded with a certificate once they have completed their training.

GARDENING AND SCHOOL IMPROVEMENT GROUP

This group of children are responsible for maintaining our school grounds and outside areas. Throughout the school year the group plant flowers and grow fruit and vegetables in the various planters and pots around the school. They regularly tidy and weed these areas. We take great pride in our school grounds and this is evident throughout each season. The local farmers are involved in providing advice and hands on support. The vegetables and fruit when ready are used for interdisciplinary learning in maths, literacy and health and wellbeing. Our grown products are used in cooking lessons giving all the children opportunities to use skills for life, learning and work. Every year we have an afternoon where parents and local organisations are invited to help prepare the school grounds for the winter season. We have a clean out of weeds and ensure bedding plants and vegetables are tidied. All pupils and class teachers are involved to tidy up all areas of our school.

ECO SCHOOL GROUP

This group focus on a range of issues from recycling, litter management, energy conservation and future development of our school grounds. The children regularly monitor our energy use in school and ensure we are aware of any ways to save and conserve this. Our school has just achieved our fourth Eco flag owing to the great efforts of our children and staff who ensure we are aware of the benefits of recycling and conservation for our future generations.

As part of our Eco Policy parents who have requested receive newsletters and information via e-mail. We also have recycling containers in the school available for use by the public to encourage our community to take part in protecting our environment.

WEBSITE GROUP

A new addition to our citizen groups is our website group. Children work with our School Pupil Support Worker once a fortnight to update and add information to our new website to keep it current for effective communication with parents/carers and the wider community.

Positive Behaviour Management

Promoting Positive Behaviour

The children at Meigle Primary School are exceptionally well behaved and as a staff we are extremely proud that this is the case. Promoting Positive Behaviour Management has an impact on good behaviour and every school develops strategies and award systems to ensure this is maintained.

As a staff we regularly evaluate and adapt the systems we have in place to meet the needs of the school and to maintain the enthusiasm of the system. It is important we do this to prevent the awards losing their momentum.

Our current system has been extremely effective and was discussed with the children who were able to ask questions and give their thoughts and suggestions before we put it in place. At Meigle Primary we have three houses: Kinpurnie, Belmont and Isla to which each child belongs to. This encourages collective motivation and the children are very proud of the house they represent.

- We have a class based award system and the children are awarded for their work and their positive behaviour and are able to receive a class certificate. Class teachers monitor their pupil's efforts and the children have target charts for which they accumulate stickers towards an end goal.
- Children are also awarded crystals from all staff when in the playground and the dining hall for their positive behaviour and these rewards go towards their individual house points. These totals are displayed in the front foyer to enable the children to watch their house points grow. Each month the House with the most win a special award.
- Each month a Head Teacher's Award Assembly takes place where three children from each class are able to be nominated by their class teacher for a Head Teacher Award Certificate. Playground staff also choose two pupils for these certificates to recognise their efforts in the playground. These nominations are based on the four capacities of Curriculum for Excellence –

Confident Individuals
Successful Learners
Effective Contributors
Responsible Citizens

Photographs of the children who are awarded Head Teacher's Certificates are displayed in the foyer as a celebration of their achievements.

At Meigle Primary School we work in partnership with the whole school community to set high standards of behaviour which reflect the values of our school. Our positive approach to behaviour promotes respect, learning, achievement and co-operation.

We work as a team to create a positive, supportive and nurturing ethos in which children are encouraged to take responsibility for managing their own behaviour, where everyone is valued and where children enjoy the right to learn and be safe.

" I like our new system because we are working together as a team to gain the most points to win the end of year trophy for our house," - **Cara Stewart - Pupil Council P7**

Meigle Primary School uses Restorative Approaches in managing pupil behaviour. This provides an ethos for making, maintaining and repairing relationships, and for fostering a social responsibility and shared accountability.

Through encouraging restorative approaches we aim to :

- restore good relationships when there has been conflict or harm;
- develop a school ethos, policies and procedures that reduce the possibilities of such conflict and harm.

Restorative Approaches provide a useful and effective short term way of responding to any incidents in school.

Green Time Clubs

As part of our award scheme for encouraging positive behaviour we hold Green Time Clubs for one hour every Friday afternoon. The head teacher and staff members take charge of a club and the children are able to select the group they wish to be part of. The clubs currently running are Newspaper Club, Craft Club, Keep-Fit Club and a choir. If the children have displayed negative behaviour during the week they forfeit time from their club and participate in an appropriate class based task.

5. Parental Involvement

MEIGLE PARENT COUNCIL

The Parental Involvement Act introduced a new system of parent representation in our schools. We are very fortunate to have an enthusiastic and proactive Parent Council at Meigle. They are very involved with our school and support fund raising by holding a variety of events throughout the school year.

The objectives of the Parent Council are:

- to identify and represent the views of parents on the education provided by the school and other matters affecting the education and welfare of our pupils
- to promote closer partnership working between the school, pupils, parents/carers and the wider community
- to promote a welcoming school which is inclusive for all parents and carers.

All parents and carers who have a child at the school are automatically a member of the Parent Forum. Any parent or carer of a child in the school can volunteer to be a member of the Parent Council. You can also find information about Parent Councils on:

www.parentzonescotland.gov.uk

Chairperson	Mr David Kerr
Vice Chairperson	Mrs Sonya Taylor
Clerk	Ms Caroline Shiers
Treasurer	Mrs Elizabeth Brown

Parent Council Fundraising

Meigle Parent Council has taken on, as one of its functions, a capacity to help raise funds for the benefit of the school. They work extremely hard to organise major fund-raising events during the course of the school year, as well as other social functions.

Parent Council have helped the school obtain a variety of materials for use by pupils, as well as supporting school activities e.g. transport to the pantomime, covered cost of transport for class trips, paid for disclosures of parents and bought sports medals for the children.

The Parent Council donated a substantial amount towards the development of our playground equipment. A new feature of fund raising this term included a very successful Saturday Soup Kitchen. They hold an annual free end of term barbecue for all families.

At Meigle we view parents and carers as essential partners in the teaching and learning of our pupils; to this end, we endeavour to keep parents fully informed of all developments.

We have a recently developed a website which is maintained by our Primary School Support Worker and one of our Citizen Groups to ensure all current events and information are regularly updated. We are currently developing the use of Glow, an educational intranet to also keep parents informed of planning, homework, attainment and achievements.

School newsletters, texts and homework diaries are all used as a means of improving home and school partnership.

Again during session 2015/2016 parents/carers and pupils will be involved in personalisation and choice homework both through selection and participation.

Meigle Primary is an “open” school and parents and carers are always welcome to visit the school however we have found from experience that informal chats with class teachers are most often better at the end of the day when more time can be provided.

Parents and carers are invited to all curricular events within the school year and are provided with dates in advance for planning purposes.

Parents/carers and pupils are involved in school self-evaluations. This can take many formats from questionnaires to ‘Two Stars and a Wish’ and informal chats particularly as feedback after organised events.

Parent and carers Contact Evenings are held in November and March of each year. Parents/carers are invited to attend and to discuss their child’s learning and teaching, next steps and behaviour.

For more information about becoming involved in the school visit the Perth and Kinross web site – www.pkc.gov.uk/education

6. Transitions

SECONDARY

There is close liaison between the primary and secondary schools, and within the associated local management group primary schools. Primary 7 pupils receive various visits from Blairgowrie High School senior management team and subject teachers during their final year at primary and earlier for some pupils. These help to ease the transition process. Primary 7 pupils also experience a local management group wide transition day at Bells Sports Centre where they meet P7s from the other local management group primaries. This helps to forge new friendships.

On our bi-annual trip to Dalguise we accompany two of the smaller rural schools from the local management group and we are currently looking at events with the larger feeder primary schools to allow the pupils to meet with many of their future peers.

Further enhanced transitions are organised for those pupils who may need additional support at this time.

Transition meetings are organised with primary and secondary school staff, parents and other appropriate agencies. These normally take place in November / December of the Autumn Term.

On completing their primary education at Meigle, most pupils transfer to secondary education at:

School Name:	Blairgowrie High School
Address:	Beeches Road, Blairgowrie, PH10 6PW
Telephone:	01250 873445
Fax:	01250 876826
Email:	HeadTeacher@blairgowrie@pkc.gov.uk
Head Teacher:	Mrs B Lesley

Parents of pupils wishing to transfer to a secondary school other than their catchment school at the end of their child's primary education must make a placing request in favour of the school of their choice. Parents are usually informed in January that placing request forms may be obtained from the head teacher of this establishment, and should be sent to the Education Department.

Prior to transfer, visits are arranged for both pupils and parents to visit the secondary school they will be attending, where they will meet the head teacher and staff. In addition, pupils spend 2 days in their secondary school, following a timetable and obtaining a taste of secondary life. This is designed to encourage a smooth transfer for the pupils, and to give the staff an opportunity to meet their prospective students.

NURSERY

Parents of pupils attending local nurseries are welcome to visit our school at any time throughout the year however most parents tend to visit in November and December prior to deciding which school their child will attend.

In the early days of school our buddies from primaries 6 and 7 assist our new pupils with a range of tasks from helping with coats and shoes to assisting pupils in the playground and lunch hall.

On the two authority organised transition days, the head teacher meets with prospective parents to discuss school procedures and protocol and answer any questions.

The prospective class teacher and the head teacher visit the local nurseries to meet with pupils and staff prior to start of the school term in August.

If you wish your child to transfer to a school other than that proposed by Education and Children's Services, you must make a written placement request. Application forms may be obtained from the school office.

Pupils Leaving for other Schools

Parents wishing to register a child at another school should inform the head teacher as soon as possible and preferably in writing.

7. THE SCHOOL CURRICULUM

The curriculum in Meigle Primary is based on Curriculum for Excellence. Curriculum for Excellence runs from 3-18, making it a progressive curriculum from when a child arrives at nursery until they leave school as a young adult. It adheres to the principles of this curriculum by ensuring breadth, depth, enjoyment, challenge, progression, coherence, relevance, personalisation and choice.

The curriculum strives to help every learner develop knowledge, skills and attributes for learning, life and work, which are encapsulated in the four capacities

The aim of Curriculum for Excellence is to:

- create a single, coherent, Scottish curriculum 3-18 with space for children to achieve and teachers to teach
- de-clutter the curriculum
- enable all young people to become successful learners, confident individuals, effective contributors and responsible citizens

Teachers provide learning activities which give learners choices, and create co-operative and active learning opportunities in a challenging and supportive climate. We are passionate about encouraging learning for children outside and spend time each week in the school grounds. We use the excellent surrounding locations to, take our learning outdoors. and have regular Fresh Air/ Fit Fridays when the whole school are involved in outdoor learning.

Curriculum for Excellence recognises the importance of increased flexibility for all staff, strengthens teachers' professional judgement and encourages schools to take a broader view of achievement for all young people.

Curriculum for Excellence aims to develop skills and capacities which can serve young people throughout their life. It is widely accepted that children's experiences in school should help them prepare for the challenges that this rapidly changing world sets.

INTERDISCIPLINARY LEARNING

Interdisciplinary Learning is integral to our planning in Meigle Primary. Class teachers share and plan with the children, Experiences and Outcomes to develop awareness and understanding of the connections between subject areas. The class use knowledge and skills from more than one curricular area to explore relevant themes. Using skills in another context reinforces and deepens understanding. Further information on Interdisciplinary Learning can be accessed on –

<http://www.educationscotland.gov.uk>

LANGUAGE and LITERACY

Listening and Talking

We seek to develop these closely related skills through a variety of classroom activities and experiences. Through spoken language activities we aim to help children develop the skills to express themselves clearly and confidently.

In addition to this, we work in group activities to develop discussion skills. When developing listening skills, we aim to improve a child's ability to focus on and understand the spoken word.

Teachers use higher order questioning and the theories of Blooms Taxonomy to encourage the children to think critically and use this to begin to evaluate and improve their own learning.

Reading

We use a varied range of resources and approaches to reading throughout the school and these are matched to the needs of each individual.

Our main reading resource is Story World and Literacy World. As children's skills develop and they become increasingly independent as readers, good quality fiction and non-fiction works are provided. More complex comprehension and research and reference skills are taught. For all of these aspects we utilise our own school library and the visiting library van.

At Meigle we are developing the use of higher order thinking skills in reading through activities to concur with Blooms Taxonomy. Throughout session 2015/2016 we intend to extend this to other areas of the curriculum.

Teachers regularly teach comprehension skills, or guided reading, and we again use a variety of resources and approaches to take this forward.

The class teacher has overall responsibility for the teaching of reading within their classroom but this work can and should be supported by parents and the School Pupil Support Worker and Assistant.

Writing

In writing we want our children to:

- communicate clearly and confidently, in a variety of forms and for a range of purposes
- develop a legible handwriting style
- use the skills of spelling, punctuation and grammar appropriately

At the heart of our approach to writing is the philosophy of promoting a writing culture within the school. The aim is to have a consistency of approach and progression from Primary 1 to Primary 7 and to motivate children to write.

On-going say, write, make, do as assessment strategies provide teachers and pupils with a clear understanding of how pupils' are responding to a particular resource or context. Teachers can then extend the use of effective resources or utilise alternative approaches in line with identified development needs allowing for appropriate pace and challenge to be delivered.

It is not envisaged that a core resource should be worked through systematically.

Throughout the school the “Big Write” approach to writing has been adopted. Daily literacy activities lead to a final Big Write extended writing task at the end of each week. We also use activities associated with ‘Muckle Read’ and have recently introduced a very popular ‘Lego’ resource aimed at reluctant writers.

Other Languages

As part of the 1+2 languages introduction French is taught from primary 1 to primary 7. A holistic approach is used and the children learn the language through everyday routines and interdisciplinary activities. In P5 the children are introduced to an additional language Spanish and again the methodology for teaching this is the same as French.

MATHS and NUMERACY

Active learning experiences features highly in our Mathematics programme. We use a wide range of teaching and learning resources to ensure all aspects of the Experiences and Outcome are delivered. The main aspects of the programme are:

- Number, money and measure
- Shape, position and movement
- Problem solving and enquiry
- Information handling

In line with Curriculum for Excellence, problem solving and activity based approaches play a large part of teaching and learning. Maths skills are also taught and consolidated in other areas of the curriculum, particularly environmental studies and science. Outdoor maths, has become a feature of our teaching and learning where the outdoor environment is utilised to aid progress.

All classes have sessions of mental maths activities every day to aid their working memories and to retain and rehearse times tables and other mathematical concepts. These are essential for children to develop and progress to more advanced processes as they move up the school. We use a variety of resources for learning maths and numeracy including ‘Tee jay’ and ‘Big Maths’

SOCIAL SUBJECTS

This area covers science, technology and social subjects, ie. people in place, people in society and people in the past. Again this is often used in interdisciplinary subject learning from primary 1 to 7 and ensures continuity and progression. Care is taken to ensure balance and progression in skills building through primary to secondary level.

Teachers use external resources, such as field trips, visits, or visitors to enhance their teaching in this area of the curriculum. In social subjects we seek to develop the child’s knowledge and understanding of the world whilst teaching them specific skills which can be applied in a range of different learning contexts.

TECHNOLOGIES

The school have invested in ICT programmes to enhance learning in all curricular areas. These programmes can also be accessed from home to support learning and to carry out homework. This also forges a link between home and school allowing parents the opportunity to share their child's learning. This area is used on an everyday basis in the classroom and includes technological developments in society, ICT to enhance learning, business, computing science, food and textiles, craft, design, engineering and graphics.

Our programme of work helps pupils develop knowledge, practical skills and attitudes which help them with the demands of school work but also the ever changing world in which they live.

Children are taught how to interact effectively with a range of technologies. Pupils learn life and work skills through regular cookery lessons. Children are also trained in the safe and effective use of the internet.

EXPRESSIVE ARTS

This area of the curriculum includes art and design, music, and drama. Through this part of the curriculum we seek to develop creativity and imagination. Support for this area of the curriculum is delivered by a team of visiting specialists provided by Perth and Kinross.

We receive weekly visits from a visiting specialist in art and design and this contributes greatly to our school programme. Class teachers also develop music and drama with their pupils throughout the year.

Education and Children's Services also plan a programme of events in November and February of each year where pupils, class teachers and specialists work together.

Art & Design

Through Art and Design we foster the development of skills and knowledge by providing experience in drawing, painting, printing and other forms of image-making. We also provide experience in 3-dimensional work such as clay modelling and other forms of construction

Music

The emphasis is on music-making and enjoyment. Children are given regular opportunities to develop their musical abilities in singing and playing instruments. We create regular opportunities for our pupils to perform through concerts and shows for parents and carers and the wider community. Our pupils are able to enjoy live performances of visiting professional musicians when possible.

Drama

Drama involves role-play and improvisation which serves to stimulate language development and social skills. Used effectively, this aspect of the creative arts can be of considerable benefit in promoting self-confidence and enhancing self-esteem.

We strive to provide live performance for our pupils through visiting musicians and theatre groups. Our programme also makes the most of opportunities for our pupils to perform before their peers and the parent community.

HEALTH AND WELLBEING

The school has a whole school approach instigated by the Scottish Government which encourages all schools to:

- support high quality learning and teaching in health matters
- give young people the knowledge, understanding, skills and attitudes to make good decisions about their own wellbeing through education
- help children understand how good nutrition can help them to become healthier and improve their everyday lives
- to help children recognise the benefits of physical activity and provide a range of opportunities for them to be active in school
- to promote positive emotional health and wellbeing by helping children to understand and express their feelings and build their confident and emotional resilience

Relationships, Sexual Health and Parenthood

A 3-18 Framework with supporting materials has been developed across our three local authorities. Perth & Kinross Council, Dundee City Council and Angus Council worked with NHS Tayside to provide a resource pack for use in each area. After class teachers underwent training and parents attended an open evening this programme is now being implemented in Meigle Primary School.

Curriculum for Excellence Health and Wellbeing Principles and Practice identify the important role in promoting the health and wellbeing of children and young people and the educational communities to which they belong.

The resource has been organised by level and by theme and is intended to be flexible in its use. Parents and Carers are consulted throughout their child's learning and respect to the cultural, ethnic and religious environment of the home is always considered.

Physical Education

This involves a wide range of activities aimed at developing agility, strength, stamina, co-ordination and games skills. Swimming tuition is provided for pupils in P6/7 every alternate year at Blairgowrie Recreation Centre, usually in the winter term. PE is provided on a weekly basis by a visiting PE specialist and a subsequent one hour lesson by the class teacher. PE takes place in Kinloch Memorial Hall or in the school grounds.

The children are also involved in Fresh Air/Fit Fridays where they have opportunities to enhance their physical development and extend their knowledge and understanding of positive health and wellbeing factors. The school has additional equipment added to our outdoor play area including a horizontal climbing wall and a variety of climbing frames to encourage the children to develop their physical skills further.

HOMEWORK

The school has a Homework Policy, created and reviewed after consultation with staff, parents/carers and pupils. Homework is given at all stages, as a means of revising and reinforcing work covered in school, and to develop a positive attitude to private study.

It also helps to foster home/school links, as parents and carers are expected to participate in, and sign homework tasks and diaries. We try not to give homework during weekends and school holidays but there may be exceptional circumstances where this does arise. In all cases any worries or concerns should be discussed with the child's class teacher or the head teacher.

Primaries 1 to 3 have Learning Choice Homework for pupils and parents to select a topic for further study at home. This compliments the learning in school and encourages pupils to choose skills they prefer to use to create a piece of work to share with their peers.

During session 2014/15 a more interactive style of homework was introduced and parents attended a hands on open evening to enhance their understanding of Curriculum for Excellence and ways to support their child with homework. Parents participated in workshops and this will now be an annual feature in the school's programme of events.

Spiritual, Moral, Social & Cultural Values

At Meigle, we are committed, through the School Ethos and Curriculum, to provide appropriate opportunities for the development of the pupils' spiritual, moral, social and cultural values. This will be undertaken in partnership with parents and carers and will take account of the individual needs of the pupils and the views of their parents and carers.

At the end of the winter and summer term we visit the local church to participate in a service. Throughout the year assemblies which are taken by the head teacher provide opportunities for reflection of spiritual and moral wellbeing. Parents/carers have the right to withdraw their children from such religious observance. This should be notified to the school in writing after discussion with the head teacher.

We implement an Equal Opportunities Policy and try to ensure that all pupils have access to the full range of educational experiences available within the resources of the school.

We are firmly committed to the elimination of any form of discrimination on the grounds of race, gender, religion or disability.

It is also a fundamental principal of this school that everyone who is involved in the life of this school both has the right to be respected as an individual, and to carry the responsibility to act in a considerate and responsible manner towards others.

We welcome diversity and individuality while emphasising our common commitment to honesty, respect for others and justice.

Skills for Learning, Life and Work

The Curriculum for Excellence sets out skills for learning, life and work and these are embedded in the experiences and outcomes. It ensures progression in those skills and develops and applies them across learning and in different contexts.

These skills include higher order thinking skills of applying, analysing and evaluating, and social skills including working with others, employability and enterprise.

8. ASSESSMENT AND REPORTING

Assessment is an ongoing part of effective learning and teaching. It enables the teacher to gauge the progress made by the individual, and to decide the appropriate action to be taken for reinforcement or progression.

Formative assessment is the main focus of our work at Meigle Primary School. This is very much a partnership between teachers and pupils and involves a high level of self and peer assessment. We assess and evaluate what our pupils say, make, do and write in all curricular areas. Summative assessment, normally administered at the end of a piece of work, is also used in Meigle Primary School.

In order for assessment to support effective learning and teaching, pupil, parent and teachers should be aware of what is to be learned and how attainment will be demonstrated. To this end, teachers submit forward plans stating aims and learning intentions, and indicate which aspects of work will be assessed and recorded, and how this will be done.

Children select targets they wish to achieve after assessing their work and there are opportunities for personalisation and choice.

At regular collegiate activities, teachers evaluate the learning and teaching which has taken place, and plan next steps accordingly. Teachers use tracking to monitor pupil's progress. This is supported with evidence to determine which stage a child is at within the level they are working in.

Staff work together to moderate pieces of work to ensure the pupil is placed at an accurate stage. A variety of types of evidence are gathered and put into individual pupil files. These files are passed on to prospective teachers at the end of each session to ensure continuity and progression.

REPORTING

At present formal Parent Contact Evenings take place in November and March of each year. A formal report is sent home mid-May each year on which parents are invited to comment. In June, parents are invited to comment on their child's achievements. Comments are also invited on the whole school's Annual Report, which is available on request. Parents are welcome to make an appointment to contact the class or head teacher at any other time throughout the school year.

www.educationscotland.gov.uk

9. Support for Pupils Authority Policy

All children are well supported in Meigle Primary. We rigorously apply the principles of GIRFEC (Getting it Right for Every Child) so all feel safe and valued.

In accordance with Perth & Kinross Council policy the needs of Additional Support Needs (ASN) pupils will be met, where possible, in the classroom with mainstream peers. Progress of pupils will be monitored and regularly discussed with parents and other support agencies through the ASN procedure.

Formal reviews will be held annually and / or when considered appropriate. Should parents wish to discuss Additional Support Needs for their child they should, in the first instance, make an appointment to speak to the head teacher.

From time to time some children may be identified by school staff as requiring extra support for a variety of reasons. This may be in a specific curricular area or in a number of subjects and may be of a short or longer term nature.

The school has procedures and processes in place for teachers who may have a concern about a child's learning. The class teacher has responsibility for every child in their class and works closely with the head teacher who may work in an advisory capacity initially but may need to extend this to devise a specific programme to suit the needs of the child.

Individual Education Plans (IEPs) may be opened giving details of the child's education programme. At all stages parents will be kept fully informed and encouraged to work in partnership with school to ensure the child receives the best education possible.

Meigle Primary School is an inclusive school and pupils' needs will be met within the mainstream classroom whenever possible.

Parents and carers are kept informed through every stage of the support process and recommendations are fully discussed with parents and a plan is agreed to support the child. Regular meetings are held between key staff and parents to discuss progress, next steps and any other concerns. Parents can request a meeting as required.

Enquire – the Enquire offers independent, confidential advice and information on additional support for learning through:

Telephone Helpline: 0845123 2303

Email Enquiry service: info@enquire.org.uk

Advice and information is also available at www.enquire.org.uk

Enquire provides a range of clear and easy-to-read guides and factsheets including The Parents' Guide to additional support for learning.

A child or young person may have additional support needs if they are unable to benefit from their school education without help, beyond that given to children or young people of the same age. Your child may need additional support at any time during their school life.

Support may need to come from health, social work or certain voluntary organisations, as well as from within education. Professionals with different areas of expertise should all work together to ensure any support your child gets is properly tailored to their individual needs.

The school will keep you informed about what additional support is in place for your child. You can discuss your child's progress at a parents' evening or arrange an informal meeting with the teacher. Depending on your child's needs, different levels of planning will be in place to make sure their learning needs are met and to coordinate the support they receive.

During the academic session, termly meetings are held for pupils who need an Individual Education Plan (I E P's). Parents, pupils and school staff are fully involved in determining the targets for each individual pupil and school staff review these on a regular basis to determine next steps. Meigle Primary works closely with local partner agencies such as Health and Childcare to ensure the holistic needs of our pupils are met.

As a small school all staff work very closely with the ASN or peripatetic pupil support teacher and the head teacher. If a member of staff express concerns, these are discussed with the head teacher. Following consultation with and agreement of parents, class observations are carried out and the needs of the individual pupil is assessed by the peripatetic pupil support teacher.

10. School Improvement

Our school has an ongoing Plan which identifies priorities over a 3 year time span, and, in response to Perth and Kinross Education Services' Plan, sets targets along with associated tasks, timescales and success criteria. The School Plan is a requirement of the Authority and is subject to annual review.

In addition, the school, like all other educational establishments under the jurisdiction of Perth and Kinross Council, from November 1988, published an Annual Standards and Quality Report which gives details of priority targets, pupil attainment and other achievements made by the school. All parents and interested parties receive a copy of this report.

The main achievements of our school over the last 12 months is contained in our Standards and Quality Report Glow link: - <https://portal.glowscotland.org.uk> Our plans for improvement over the next 3 years are outlined in our School Improvement Plan

11. School Policies, Practices, Procedures and Practical Information

This information is currently available in paper form via the school office is currently being uploaded to our website.

OUR SCHOOL DAY

School commences at 9.00am with a morning break from 10.30am to 10.50am. Lunch is taken from 12.30pm to 1.25pm. All classes are dismissed at 3.15pm

SCHOOL UNIFORM

All pupils are expected to wear school uniform. This consists of navy trousers / skirts / shorts, blue / white gingham dress, white shirt / polo shirt, blue sweatshirt and school tie.

Our school is very proud of our uniform and our pupils are good ambassadors in the local community where they represent our school wearing the appropriate uniform of Meikle Primary School.

For P.E. activities all pupils should be provided with appropriate clothing and footwear in accordance with Perth & Kinross guidelines as stated in the leaflet "learning to move, moving to learn" provided with this handbook. Please note the wearing of football strips/colours is not allowed.

Application forms for assistance with school clothing/footwear may be obtained from Head Teacher 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/>

Important: All articles of clothing should be clearly marked with the pupil's name.

PAYING FOR SCHOOL LUNCH

School meals are provided at lunchtime in the dining centre at a cost of £1.90 per day. Meals are cooked off site and transported under strict Health and Safety Guidelines.

Packed lunch children are also accommodated in the dining centre. Children are not allowed to leave the school grounds during lunch break. If they do, for safety reasons, they must be collected and delivered by a responsible adult, and the class teacher informed.

For Health and Safety and disposal reasons, pupils are discouraged from bringing glass bottles and cans to school. We encourage all pupils to use re-usable drink containers.

From January 2015 all children in primaries 1, 2 and 3 will no longer have to pay for school meals. There are no forms to complete as the provision is automatic. For further information please refer to www.pkc.gov.uk/schoolmeals

Free school meals are also available for some other pupils in primaries 4 to 7. Application forms may be obtained from the school, or from Education & Children's Services, Pullar House, 35 Kinnoull Street, Perth PH1 5 GD. They are also available to download from: <http://www.pkc.gov.uk/Education+and+learning/Schools/Schools+-+grants+and+benefits/>

PERSONAL PROPERTY

The School and the Education Authority cannot be held responsible for damage or loss of personal property e.g. watches, bicycles, jewellery, toys, games etc. and parents are requested to use their discretion in allowing pupils to bring to school, items of significant value. If parents are unsure, please check with a member of staff.

For certain activities, e.g. physical education, outdoor games and swimming, the wearing of jewellery is not permitted for reasons of safety.

PARENTAL RIGHTS

Access to School Records

The School's Pupil Personal Record (Scotland) Regulations 1990 Freedom of Information Act.

These regulations make provision for granting access by parents and pupils to manually maintained records held on pupils. Parents and pupils wishing to avail themselves of this service must submit their request on an application form available from the Head Teacher.

ARRANGEMENTS FOR EMERGENCY CLOSURE

Planned: Notification will be sent to parents as far in advance as possible.

Unplanned: Parents or emergency contacts will be informed. Children will be kept in school until a parent/carer has been contacted.

Parents will receive an updated leaflet explaining procedures for emergency closures every November prior to winter conditions.

Emergency Contacts: Please ensure that the school has an up to date record of all emergency telephone numbers.

In the case of emergency closure of the school, children should be aware of where they have to go in the absence of parents. We would ask that parents inform the school and their child/children of any arrangements they have made.

EXTRA CURRICULAR ACTIVITIES

School sports are held each year in the summer term and all pupils take part. Pupils are arranged into houses – Belmont, Isla and Kinpurnie. While house points are awarded for places in the various races etc., silver cups are presented to the boy and girl champions at Junior, Intermediate and Senior levels. We also participate in potted sports.

An Achievement Shield, donated by the former School Board, (Parent Council) is presented annually to the House gaining the most points that are awarded throughout the year for particular acts of good citizenship as well as academic and sporting achievements. The Mary Lumsden Trophy is awarded to the pupil in the infant class who has been the best citizen of the year.

Our pupils take part in many activities organised by Perth & Kinross council including many organised sporting events. The children also take part in competitions throughout the year e.g. Rotary Quiz, poetry writing, calendar competitions etc. In the winter term we entertain the residents at the local Care Home.

THE SCHOOL FUND

The school operates a fund to provide money for items of school equipment etc. to extend those provided by the Education Authority. It also helps to subsidise the cost of travel on educational visits, sporting and musical activities, as well as other extra-curricular outings.

Money is usually raised through various fund raising efforts, such as school functions, sponsored activities etc. The school account is externally audited at the end of each School Year when a Statement of Accounts is produced.

12. Name of Child Protection Officer

Given on-going public concern on the subject of child abuse, and recent changes in the law, schools are now required to report if we think any child has come to harm as a consequence of possible abuse.

A member of staff in each school has been appointed to be responsible for Child Protection and has undertaken specialised training. In our school, that person is:

Mrs V Bremner Designated Officer (Child Protection)

Should you wish to talk further about Child Protection and the safety of children, please feel free to contact the school.

As a school, we have good contact with Health Board, Social Workers and Police, any or all of whom may become involved if abuse is suspected.

We will generally ensure that you are informed and participate in any action which we may initiate regarding your child.

13. 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.

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:

<http://www.pkc.gov.uk/Education+and+learning/Nurseries+and+Pre-School+Education/>

Scottish advice service for additional support for learning 13