

# St Stephen's Roman Catholic Primary School



## School Handbook Academic Session 2024-25



**Education and Learning**  
Improving Lives Together  
Ambition | Compassion | Integrity



## INTRODUCTION

### A very warm welcome to St Stephen's Roman Catholic Primary School

Dear Parents/Carers,

It is with great pleasure that I write to you. At St Stephen's Roman Catholic Primary School, we pride ourselves in providing a happy, positive and engaging environment where lessons are active, challenging and relevant. As a "Gold level UNICEF Rights Respecting School", the child is at the centre of decision making. We provide learning experiences for children to learn core skills and opportunities for children to apply these skills in other contexts. Our local community and outdoor learning experiences are very important to us. I trust that this handbook gives you a strong picture of our school. Moving on from the challenges of Covid19, the previous academic years have changed elements to delivery along with how we engage with our families. With excellent digital communication resources and innovative teaching, learning has continued to flourish.

Parents and carers play a vital part in their child's learning and as such we strive to have an open and positive relationship with all of our families. Throughout the year, regular planned activities play a key part in allowing opportunities to visit the school and to communicate with all of the staff. We fully encourage all of our families to access a wide variety of open programmes in the school throughout the year, where you can be involved with your child's learning.

Our strong Roman Catholic ethos is at the heart of teaching and learning in the school and as a community this is strengthened through daily prayer, rosary groups and Mass. The school normally attends Mass twice a month and always for Holy Days of Obligation. We also celebrate Mass at the end of terms and have Mass within the school for classes.

We have a very proactive Parent Council who plan and deliver events throughout the year, supporting a range of extra-curricular, sporting and other activities.

We very much adopt a partnership approach to learning and in fully supporting your child's needs.

If you have any concerns about your child's care, welfare or development, please do not hesitate to contact myself or any member of the school team.

I very much look forward to welcoming both you and your child to St Stephen's and in working with you to provide a happy and successful primary education.

Welcome to a loving and supportive school.

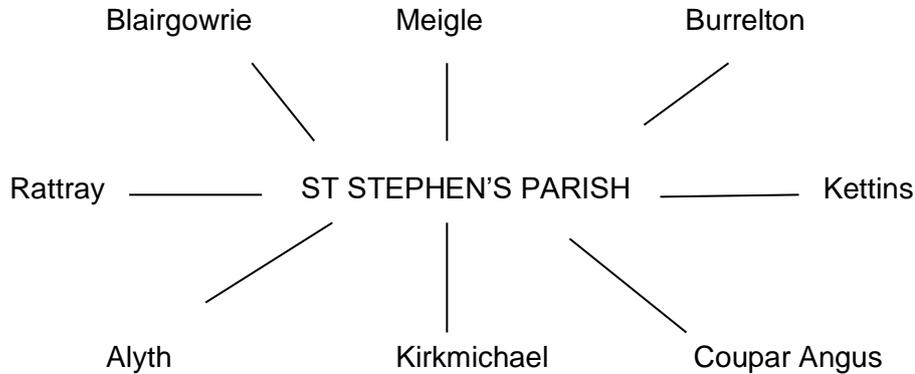
Yours sincerely,

Lyndsey Smith  
Head Teacher

## DELINEATED AREA

### OUR SCHOOL CATCHMENT

The catchment area of the school is the parish of St Stephen's, which also includes Burrelton, Coupar Angus, Alyth, Meigle, Kettins and Kirkmichael.



## CONTACT DETAILS – General information

### School Information

Name: St Stephen's Roman Catholic Primary School

Address: Blairgowrie Community Campus, Hamish Henderson Place, Blairgowrie, PH10 6UZ

Tel. **01250 871950**

Absence line **01250 871977 (this is a dedicated 24/7 service)**

Email: [st-stephens@pkc.gov.uk](mailto:st-stephens@pkc.gov.uk)

Twitter: [@ststephensrcpri](https://twitter.com/ststephensrcpri)

School App: Available from Google Play and Itunes Apple store. QR code also available from school. Please ask for username and passcode.

HeadTeacher: Lyndsey Smith

Roll: The present roll is 80 and is comprised as follows (November 2024)

Total	
P1/2	15
P3/4	19
P5	23
P6/7	23

Parish Priest: Father Gregory Umunna Ph.D  
 Parish Church: St Stephens RC Church, John Street, Blairgowrie, PH10 6DE

## STAFFING IN OUR SCHOOL

Head Teacher & Child Protection Officer	Mrs Lyndsey Smith
Principal Teacher	Mrs Nicola Ferguson
Teaching Staff	Mrs Nicola Ferguson Mrs Katharine Combe Mrs Colleen Houston Gibb Miss Lisa Hegarty Miss Caragh McAninch
Support Staff	
Pupil Support Asst	Mrs Clunie Irvine
Pupil Support Asst	Mrs Anne Corke
Pupil Support Asst	Mrs Shauna Scott
Pupil Support Asst	Miss Lyndsey Douglas
Play Assistant	Mrs Hayley Sheed
Campus Supervisor	Mrs Susan Still
Campus Support Asst	Vacancy
Campus Support Asst	Vacancy
Campus Support Asst	Mrs Heidi Gruneberg-MacKenzie
Breakfast Club Supervisor	Mr Sean Hastie
Visiting Teachers	
Support for Learning	Mrs Jill Steel
Area Support Teacher	Mrs Anne MacPhail
Physical Education	Mr Plamen Kostadinov (once per week)
Peripatetic teacher	Mr Richard Boddy
Stringed Instruments	Mr Joe Whiteman
Brass instruments	Mr Andrew Mann

## CLASSIFICATION

We have a school capacity of 100 children.

Our school currently has four classes from P1-7. Owing to our capacity of 100 children, our school is made up of composite classes. A composite class is where children from two or three stages of the school compose one class. Primary teachers are trained to teach to the needs of each individual child, therefore this still ensures that there is appropriate challenge and learning which is specific to the needs of all children within each class, regardless of stage. A composite class should not exceed 25 in number.

## PROCEDURE FOR ABSENCE / SICKNESS

On the occasion where a child is unable to attend school the following procedure should be followed. Parents/carers should contact the school office by phoning the absence line on **01250 871977** before 9.00 am on the first day of absence to inform school staff of the reason. **This is the only communication method for absence.** Please do not inform by any other means. Parents/carers should indicate the expected length of absence. This phone line should not be used for any other purpose. Siblings should not be asked to pass on absence information to staff.

If a child does not turn up at school and no formal notification has been received from parent/carer then school office staff will contact parent/carers by phone, e-mail or text before 9.30am. If school staff are unable to speak to parent/carers then emergency contact numbers will be contacted.

## **ATTENDANCE**

Parents and carers are legally required to ensure that their children attend school. A phone call is required to the dedicated absence line, if your child is unable to attend school. Morning prayers in the Courtyard commence at 0900 sharp. This is a highly important start to the day, where we gather as a whole school community. A morning bell at 0857 signals for children to walk to the Courtyard, ready for Morning prayers.

## **PARENTS CONCERNS / COMPLAINTS PROCEDURE**

If a parent/carer has a concern regarding any matter academic, social or behavioural then the Class Teacher should be the first person to contact. If the matter continues or the Class Teacher deems it appropriate to involve Senior Leadership, then the Principal Teacher or Head Teacher would then be available to meet. A mutually beneficial time can then be arranged. The school deals with complaints as part of Perth & Kinross Council's Complaints Handling Procedure. More information is available on the Council's website as follows:

<http://www.pkc.gov.uk/complaints>

## **COMMUNICATION AND PARTNERSHIPS WITH PARENTS**

At St Stephen's, it is our view that parents are an essential part of their child's education, therefore communicating with parents is fundamental to that partnership process. We are very much an open school. We communicate with parents in a number of ways both formal and informal using a variety of media:-

- Termly School Newsletters via the school app
- Just2Easy – learning journal
- Meet the Headteacher and teacher evening at the start of the academic year
- "My Learning" books in class
- Twitter
- YouTube channel
- School app
- Letters
- Email
- Learner Led Conferences
- Parent Council
- Parent/Carer Drop-In Evenings – Open mornings and open afternoons
- Monthly Mass and End of term Masses
- Open mornings and afternoons

## **VISITING OUR SCHOOL**

We are always delighted to arrange visits for parents/carers wishing to view the school and meet the staff. Parents/carers should make contact with the school office if they wish to visit the school. Throughout the session, we hold Curriculum and information evenings for all members of the school community.

## **ENROLMENT**

Parents wishing to enrol their children are notified in the local press of the enrolment dates, this will be during January 2025. These dates will also be posted in St Stephen's Roman Catholic Church, John Street, Blairgowrie, on the school Twitter account and in local nurseries and public buildings.

The parents of prospective children will be notified by letter around April 2025, if they have been successful in securing a place at the school of their choice. The school will contact the prospective child, who along with their parent(s)/carer(s), will be invited to attend the school for introductory sessions. New Primary 1 children have an opportunity to visit the school and their class teacher. These dates usually coincide with the induction days for Primary 7 children transferring to High School. The dates are normally in mid-June. In addition to these two dates, nursery children are invited to a series of three play dates from Easter until June. This facilitates smooth transition for children.

Parents/Carers wishing to visit the school outwith the usual time are welcome. However, we would request parents/carers wishing to do so, contact the school office to make an appointment.

## SCHOOL ETHOS

### Our school

St Stephen's Roman Catholic Primary School is set within Blairgowrie Community Campus amidst beautiful grounds in the equally beautiful scenery of the Strathmore Valley.

We are a Roman Catholic Primary School providing education for children in P1 –P7. We aim to promote faith and learning through the promotion of Gospel values. Daily prayers and a commitment to social justice are key to this. We strongly value our partnership working with St Vincent de Paul, Mary's Meals, Missio Scotland and SCIAF.



The school shares Blairgowrie Community Campus with Newhill Primary School.

## COMMITTED TO EXCELLENCE-SUPPORTING CHILDREN

At the heart of everything that is done in the school is the clear aim of providing children with a safe and happy environment to learn.

We are committed to allowing young people to develop as successful learners, confident individual, effective contributors and responsible citizens. We are committed to providing children with a range of skills, enabling them to fully participate in society, allowing them to fulfil their potential:

***Our vision is of a loving and caring school where the message of Christ's love is at the heart of everything we do.***

***Children have access to a creative, inspiring and progressive curriculum which is accessible to all and build the foundations for lifelong learning.***

**Our Values are:**

**Love, Integrity, Faith and Tolerance**

Our purpose is to:

- Promote safety and well-being
- Improve learning and achievement
- Enable active engagement in communities

Our objectives are to:

- Keep individuals safe and well protected
- Improve health and well-being
- Develop the range and quality of learning experiences for all
- Raise standards of performance and achievement
- Develop active and responsible citizens
- Develop caring and confident communities

## School Values

At St Stephen's, the school learning community holds four key values: Love, Integrity, Faith and Tolerance. The school values were consulted with the learning community in 2019. We believe these values are very important to developing the whole child.

## The school building

We enjoy an extremely modern building with all the latest technological and energy saving requirements.

The building provides four modern classrooms with computer access and interactive whiteboards in every class. Both teachers and children can access the breakout space which runs parallel to the classrooms. This is an area which the school utilises for small group learning and meetings. The school has fully networked and wireless capacity to support all learning developments. We are a fully inclusive school with disabled toilets, shower and changing facilities. We have a fully resourced medical room and first aid room.

We have a bright and spacious shared dining centre which has an on-site state of the art kitchen which provides a varied daily menu of the highest standard. School meals are free to children in P1-5.

St Stephen's has a large, shared gym hall with changing facilities including showers, lockers and hairdryers. We have a shared drama room.

At St Stephen's we have our own Contemplation Room, where the school comes together for House Gospel sessions, daily prayers and assemblies. This room provides a quiet place for praying the rosary in groups, class prayer and whole school prayer along with facilitating assemblies. Children participating in the Pope Francis Faith Award (P6 and P7 children) and children preparing for their sacraments also use this room. Roman Catholic children prepare for the sacraments of Reconciliation and First Holy Communion in P4 and Confirmation in P7.

## Our school day

Start of School	9.00 am
Morning Interval	10.30 – 10.45 am
Lunch	12.15 – 1.15pm
School Close	3.15 pm

## **Playtime**

Children have a 15-minute break at 10.30 am. Children should bring a healthy snack for this time.

Playtimes are supervised by staff from St Stephen's.

## **Lunchtime**

Children can select from a menu on a daily basis if opting for a school lunch, these are available to discuss at home via the school app. School lunches provided by Tayside Contracts are of a very good quality. Children can bring a packed lunch if they prefer.

There are rotas to allow children to access both the multi-use games area and the grass pitch.

## **Paying for lunch**

Children order their lunch each morning in class. This involves the children selecting their choice of meal prior to entering the dining centre. Payment for lunches is made online through "ParentPay".

School meals are provided at lunchtime in the dining hall. All children in Primary 1-5 can take up a free school lunch and those in Primary 6-7 are able to order a lunch to purchase.

Children receive menus in advance, allowing time to select their meals.

Children are not allowed to leave the school grounds during the lunch break. If children require to leave for a medical appointment or similar reasons, they must be collected and delivered by a responsible adult, and the class teacher informed. For Health and Safety and disposal reasons, children should not bring any glass bottles and cans to school. We encourage all children to use plastic or re-usable drink containers. This should be filled with water. Carbonated drinks are not allowed in school.

Free school meals are available to all children whose parents are in receipt of Income Support, Income Based Job Seekers Allowance, Child Tax Credit, but not Working Tax Credit, depending on your income. Application forms may be obtained from the school, or from Education and Children's Services, Pullar House, 35 Kinnoull Street, Perth, PH1 5GD. They are also downloadable from the council website.

## **OUR SCHOOL UNIFORM**

At St Stephen's we have a very smart and clearly identifiable school uniform. This plays a key part in promoting high expectations and high standards. Encouraging our children to be smart and identifiable as members of our school community contributes positively to the school ethos. School uniform helps to maintain a sense of identity and pride in the school.

Our uniform is as follows:

- Grey skirt or Grey trousers
- Grey socks or grey/green tights
- Green school V-neck knitted jumper/sweatshirt/cardigan
- School tie: red and green
- White blouse/shirt



School jackets are also available to purchase from our suppliers

Uniform is available through [www.border-embroideries.co.uk](http://www.border-embroideries.co.uk). To ensure a speedy return of any lost or misplaced items of clothing, please mark all items of clothing and indoor footwear with your child's name.

### **Dress for P.E.**

For indoor Physical Education activities, children should wear black shorts or jogging bottoms, along with their House P.E. t-shirt. Children joining in Primary 1 are allocated a House group. Our Houses are St Stephen's, St Mary's, St Margaret's and St Luan's. Long or loose fitting shorts/t-shirts are neither practical nor safe for many P.E. activities. Please Note: Football tops/shirts of any club or nation are not permitted.

Again for health and safety reasons, all items of jewellery should be removed for Physical Education. Parents wishing children to wear earrings during Physical Education should write to the school expressing their request, and children will be expected to tape any such items of jewellery during the activity, for their own safety.

### **OUR SCHOOL COMMITTEES**

At St Stephen's we believe that the voice of the child is vitally important. We therefore listen to and take account of the views of our children and to this end we have a number of committees:

#### **Pupil Council**

Children are encouraged to apply and are subsequently interviewed for the positions in this committee. They meet with members of staff on a regular basis providing opportunities to discuss issues relating to our school and the campus. It is also an opportunity for children to raise matters of concern or make suggestions for improvement and further developments. Pupil Voice is actively involved in fundraising activities for our school.

#### **Rights Respecting School Committee**

This Committee promotes the United Nations Rights of the Child. The Committee has promoted material around the school and has spoken at assemblies to raise the profile. The Committee liaises with all teachers and as a working group has established what they feel are the most important qualities for education. This committee is invaluable in supporting our school ethos and ensuring that there is a continued focus on rights, following the successful award gained in 2019.

## **Eco Committee**

Our Eco Schools Committees is seeking a fourth Eco "green flag". They focus on a range of issues from recycling, litter management, energy conservation and future development of our campus grounds.

## **Fairtrade Committee**

Our Global Citizenship Committee seeks to promote awareness of global issues. We are committed to supporting Fairtrade.

## **Playground Committee**

Our playground committee is for children in P1/2. The children help with the garden, planting and learning how to access the playground and learn games.

## **Partner groups**

St Stephen's RC Primary School has strong links with our local Parish St Stephen's, John Street, Blairgowrie and our Parish Priest Fr. Gregory. Fr. Gregory is a regular visitor to our school, where his involvement in our Assemblies, Religious Education and Sacramental preparation is most welcome.

Our school also works in partnership with St John's Academy (Perth) Local Management Group and Blairgowrie High group. The associated schools work together on common curricular developments to improve teaching and learning of all and to share best practice.

## **Our House System**

At St Stephen's a house system has been in operation for several years. All children are members of a particular house. The names for the houses are St Luan's, St Mary's, St Stephen's and St Margaret's. The main aim of the house system is to further develop the community spirit of the school. Children's efforts are recognised and house points are awarded to pupils who demonstrate good social skills, care, kindness, positive behaviour and who show respect to others.

The children are grouped vertically i.e. P1 to P7. The house colours are St Luan's – yellow; St Mary's – blue; St Stephen's – red St Margaret's - green. Members of staff known as House Helpers assist the Captains/Vice Captains in the running and organisation of the house system. Every week, the house captains lead sessions to convey the Gospel message. Regular house meetings are held where members are encouraged to act in a positive way, identifying how they can show the message of Christ's love to others.

## **POSITIVE BEHAVIOUR MANAGEMENT**

The school has a Positive Behaviour Policy, which is regularly reviewed after consultation with staff, pupils and parents.

Our main aim is to encourage self-discipline and personal qualities of a high standard, in keeping with the aims of the school. Weekly assemblies emphasise the weekly social skills and our behaviour towards all.

All staff use a wide variety of positive behaviour strategies to praise, encourage and reward children. More importantly, pupils are given opportunities to praise and reward their class mates during designated class times and weekly assemblies.

## Our Rights Charter

## UN Convention of Rights for the Child Article 28 Right to Education

Live like Jesus

- We will respect our school and the rights of everyone
- We will work towards achieving our goals
- We will include everyone and treat people the way we want to be treated
- We will be positive and careful with what we say



Positive behaviour is recognised through praise, stickers, rewards, entry in to the “Golden book” and “Golden letters” home.

## PARENTAL INVOLVEMENT

### St Stephen's 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 St Stephen's.

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 children
- To promote closer partnership working between the school, children, parents/carers and the wider community
- To promote a welcoming school

Chairperson	Jane Retson/Susan Coyle (joint chair)
Treasurer	Rosie Moore

We encouraged you to join the Parent Council.

### Communication with parents

At St Stephen's, we view parents/carers as essential partners in the teaching and learning of our children; to this end, we endeavour to keep parents/carers fully informed of all developments:

We are always looking for helpers to assist with a range of activities within the school. We are conscious that many parents have other commitments, however if you have some time available no matter how little, we would be delighted to keep you busy. Please contact the Head teacher in the first instance.

The following is a link for parents / carers which provides ideas / suggestions on how parents can become more involved in the work of their school.

<http://www.pkc.gov.uk/parentalinvolvement>

We welcome parents/carers offering to help in school for trips, going to Mass and special events.

## SCHOOL AND COMMUNITY LINKS

Children are encouraged to participate in Church and Council organised activities and clubs. The local Blairgowrie Advertiser covers events of interest, such as fundraising for charity, sports and social events, thus raising local awareness of our school. Community events are publicised at the entrance to the Campus.

### Kids Club

This is an after-school care provision set up and managed by Perth and Kinross Council. At the present time it operates from the Kids Club Room within the Community Campus. The main Perth contact telephone number is 01250 871960. Children should be booked in advance on a weekly basis. This is very important for obvious safety reasons. The club operates from 3.15 pm to 6.00 pm.

### Breakfast Club

This is a breakfast club set up and managed by Perth and Kinross Council. At the present time it operates from the dining hall within the Community Campus. The children receive a healthy breakfast in a caring environment prior to their school starting. Breakfast Club operates on a daily basis from 8.00 am to 8.45 am during term time. There are a range of activities including sport, board games, jigsaws, art and craft activities, Wii and Playstation and Library days. The main contact telephone number is 01250 871950.

## TRANSITIONS

### Secondary

Primary 7 children transferring to Secondary School are asked in January of the spring term to inform the Head Teacher of their intended secondary school, in order to facilitate arrangements for induction days and transfer. Children at St Stephen's have the option of St John's Academy, Perth or Blairgowrie High School.

There is close liaison between the Primary and Secondary Schools, and within the associated Local Management Group Primary Schools. Children in P7 receive various visits from St John's Academy Senior Management Team and subject teachers during their final year at primary. These help to ease the transition process. They also experience a Local Management Group wide Transition Day where they meet P7's from the other four Local Management Group primaries. This helps to forge new friendships. An additional residential adventure week is organised for P7 pupils in primary schools associated to St John's Academy.

Transition meetings are organised with primary and secondary school staff, parents and other appropriate agencies. These normally take place in December/January.

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.

### Secondary Schools Transfer Procedures

School Name:	St John's RC Academy, Perth
Address:	North Inch Community Campus, Gowans Terrace, Perth, PH1 5BF
Telephone:	01738 454300
Fax:	01738 451163
Email:	st-johnsacademy.pkc.gov.uk
Headteacher:	Mrs Marie-Claire Futamata

School Name: Blairgowrie High School  
Address: Beeches Road, Blairgowrie, PH10 6PW  
Telephone: 01250 871200  
Fax: 01250 876826  
Email: Blairgowrie.pkc.uk  
Head Teacher: Mr Paul Cunningham

## Nursery

Parents of children attending local nurseries are welcome to visit our school at any time throughout the year. Once parents have decided to send their son/daughter to St Stephen's a series of 'Play-Dates' are arranged. These take place Easter – June. This allows both prospective children and parents to get to know the school.

In the early days of school our "buddies" from P6 and P7 assist our new P1 children with a range of tasks from helping with coats and shoes to assisting in the playground/lunch hall.

School staff also visit many of the local nurseries to meet with pupils and staff prior to start of school term in August.

## THE SCHOOL CURRICULUM

Term 1 August - November (December – Advent and Christmas Traditions)  
Term 2 January – Easter  
Term 3 Easter – June

## LITERACY

### Listening and talking

At the very heart of a child's access to learning is literacy. We seek to develop early skills and confidence in literacy to support children in their knowledge, understanding and application of language.

Our aims in the teaching of reading are:

- to develop the reading skills each individual needs to allow them to progress
- to provide a range of strategies
- to foster an enthusiasm for 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.

Teachers regularly teach comprehension skills, or guided reading, and we again use a variety of resources and approaches to take this forward. Reciprocal reading is also used. This is where strategies to develop comprehension and monitoring abilities are taught in small groups. Children take on different roles allowing a development of both academic and social skills.

The class teacher has overall responsibility for the teaching of reading within his/her classroom but this work can and should be supported by parents, classroom assistant, support for learning staff, home link teacher, older pupils and the management team. A team approach is essential when creating and establishing a reading culture throughout the school.

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

Throughout the school a "Talk for Writing" approach to writing has been adopted. Daily literacy activities develop children's written experience of language. This allows for the development of key skills and in using a range of engaging appropriate vocabulary dependent on the genre. French is taught throughout the school and Spanish is taught in P6 and P7.

## **Maths/Numeracy**

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

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

The whole school uses an engaging mental agility maths programme to develop important skills and confidence in the use of and application of number.

In line with a 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 is a feature of our teaching and learning where the outdoor environment is utilised to aid progress.

A focus is placed on learning key numeracy skills and the application of these in wider contexts.

## **Social Studies**

This area covers science, technology and social subjects. We adopt a whole school approach to studying a particular social area and actively work in partnership with outside agencies and parents to support active and relevant learning experiences. A key part of our curriculum explores opportunities to develop outdoor learning to support class based learning.

## **Technologies**

Children are taught how to interact effectively with a range of technologies. Children are also trained in the safe and effective use of the internet. Experience in using digital cameras, tablets and mobile technologies is also provided. In many instances the school links up with other agencies to support such learning.

## **Expressive Arts**

This area of the curriculum includes art and design, music, and drama. It is an important part of developing a child fostering imagination and creativity. Support for this area of the curriculum is provided by a team of visiting specialists provided by Perth and Kinross. We have a specialist teacher in art and design, who delivers lessons to classes every week. Class teachers also work on these areas of the curriculum throughout the year developing and adding to this area by planning project working and special 'one off' events.

## **Religious and Moral Education**

Under Section 9 of the Education (Scotland) Act 1980 it states that it is the right of any parent to withdraw his/her child from religious education and observance in the school, but if a parent elects to enrol their child in a Catholic school, it is expected that they will adhere to the

traditions of the school. It is clear from the history of denominational education in Scotland that religious observance form part of the religious tradition and ethos in Catholic schools and play an important part in the education provided.

At St Stephen's, Religious Education cannot be tabulated under a separate heading, as it permeates all aspects of the curriculum and the atmosphere of the school.

In the Catholic School, your child will be a member of a community whose model and inspiration in its work of educating the whole person is Christ and where we aim to develop a mature Christian conscience to guide him/her throughout life. The school promotes the aims, mission, values and ethos illustrated in the 'Charter for Catholic Schools in Scotland'. As a school, the children attend Mass in Church, Holy Days of Obligation and on special occasions (Family mass).



"God's Loving Plan" is the programme of sexual education used in St Stephen's Primary School. This programme of work is endorsed and commended by the Diocese of Dunkeld.

This Is Our Faith, the new syllabus for Catholic Religious Education in Scotland, now governs the teaching of Religious Education in all Scotland's Catholic Schools. It deals with the nature of the Catholic schools, the purpose of religious education, the role of the teacher, the 8 strands of faith and the 'core learning' in faith which young people are expected to experience from P1 through to S3.

Children in Primary 6 and 7 take part in the Pope Francis Faith Award. This recognises and rewards children in the work they take part in within the Parish and wider community in showing "signs of love" in daily things that they do. The award is open to all children in Primary 6.

The school also has a "Mini Vinnies" group who work in conjunction with the Parish SVDP.

## Health and wellbeing

St Stephen's is a Health Promoting School.

This whole school approach instigated by the Scottish Government 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.

This involves a wide range of activities aimed at developing agility, strength, stamina, co-ordination and games skills. Swimming tuition is provided for middle stage children at Blairgowrie Recreation Centre, usually in the spring. Children at St Stephen's receive a minimum of 2 hours of physical activity each week. PE takes place in the gym hall, multi-use games area or in the spacious school grounds for orienteering, cross country and athletics. Children also take part in a national daily exercise initiative entitled "The Daily Mile". Lunch club is available for children, giving opportunities to develop important social skills. A range of after school clubs are also available throughout the year and initiatives take place throughout the academic year promoting healthy lifestyles. The school takes part in many local and regional sporting events and also the annual Scottish national handball championships.

The "God's Loving Plan" programme is used to teach children about relationships and how as individuals important in the eyes of God. Children learn that:

God gives me Life  
God delights in me  
God calls me to love  
God's loving plan guides my choice

### **Outdoor learning**

The school very much values working in partnership with local organisations and children have opportunities for working within the community and trips across Scotland to further their educational experiences. These further enhance skills for learning, life and work.

### **Home Learning**

The school has a Home Learning Policy, created and reviewed, after consultation with staff, parents and pupils. Home Learning 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 are expected to participate in, and sign Home Learning tasks and diaries.

Parents and children contribute ideas/suggestions for interdisciplinary based tasks which pupils then choose, with some 'must do' activities added by the class teacher to complete over a specified period of time. Many parents and children enjoy this participatory style of learning.

Home Learning is issued on a Tuesday and should be returned by the following Monday. This is completed digitally on SeeSaw.

### **EXTRA CURRICULAR ACTIVITIES**

We are always keen to add to our extra-curricular activities and any parent/carer who has an interest in helping out should contact the school office.

### **Personal safety**

Pupils receive instruction in fire drill, road safety, drugs, bullying, internet safety and other matters pertinent to ensure their wellbeing. Community police visit the school to speak to children on these matters. Parents can assist by insisting their children use approved crossing points on main roads, crossing with the lollipop person and by encouraging them to use the Green Cross Code.

In St Stephen's we are fortunate that our School Nurse also takes an active role in the personal safety, health education and hygiene education of all children.

## ASSESSMENT & REPORTING

Assessment is an on-going 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 St Stephen's. 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 children are able to say, make, do and write in all curriculum areas. Conversations between the learner and teacher are regular in ensuring that children are aware of their progress and next steps, importantly time is given for children to reflect on this. Summative assessment, normally administered at the end of a piece of work, is also used in St Stephen's.

### Scottish Standardised National Assessments

The Scottish Government has developed Scottish National Standardised Assessments as part of the National Improvement Framework. Children in P1, P4 and P7 take part in national online assessments to give teachers additional information surrounding strengths and to support planning for the needs of children. These assessments are carried out online.

### Assessments

Assessments take place throughout the year identifying progress in spelling, reading and comprehension.

### Reporting

St Stephen's have adopted a Learner Led Conference approach to reporting to parents during the latter part of the academic year; prior to this a Parents night approach is used. The children share their learning with parents/carers with the Class Teacher, providing support as required. 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 sons/daughters achievements.

The school also publishes a yearly Standards and Quality report.

## SUPPORT

It is one of the main aims of St Stephen's to provide a curriculum which is appropriate to the needs of every child. We strive to do this through excellent partner working with school staff, parents/carers and support agencies.

Many children require support for their learning at some point in their school career. This can be either on a short term or longer term basis. Where children do require additional support to aid their learning, parents/carers will always be notified and consulted.

At St Stephen's, class teachers have the main responsibility for ensuring differentiated support for learning takes place within the classroom setting. By tailoring the work and the learning and teaching approach to the needs of the individual, the class teacher can work with the individual to maintain effective progress.

At St Stephen's we adopt a team approach to learning and our full time classroom assistant and pupil support assistants work with identified groups and individuals in particular areas to help them achieve specific targets.

Termly meetings are held for children who may need a "Child's plan". Parents, children and school staff are fully involved in determining the targets for each individual child and school staff review these on a regular basis to determine next steps. The school will contact families if they feel additional support is required and families are encouraged to discuss their child's learning with staff throughout the year.

St Stephen's works closely with local partner agencies such as Health and Child Care to ensure the holistic needs of children are met.

All staff have training on child protection. Mrs Smith is the Child Protection Officer for the school.

## SCHOOL IMPROVEMENT

Our school's achievements are regularly celebrated in our newsletters and annual Standards and quality Report. The report is available via our school app.

The school is making good progress in interventions to support literacy and numeracy for all children and this data is regularly monitored by the senior leadership team who meet each week. The school improvement plan is available for families on request.

We are very happy to see a rise in attainment over recent years and wider national recognition for our work, such as Fair Trade Awards, a UNICEF "Gold" Rights Respecting School and our four Eco School Green Flags.

## SCHOOL POLICIES

Our school policies can be accessed on request.

After school clubs are arranged throughout the year and are communicated to families by letter.

Children have the right to be in a committee in school to shape school improvement.

## NAME OF CHILD PROTECTION OFFICER

By law we have a duty of care towards children, this means all school staff have a legal obligation to inform the appropriate authorities where we suspect that any child has come to harm as a consequence of possible abuse. Each school has a member of staff responsible for ensuring the safety of every child. In St Stephen's the designated Child Protection Officer is the Head Teacher, Mrs Lyndsey Smith.

## GIRFEC

Getting it right for every child (GIRFEC) is the Scottish Government's approach to promoting the wellbeing of children and young people. Wellbeing is described by 8 'indicators':

Safe      Healthy      Achieving      Nurtured      Active      Respected      Responsible  
Included

These eight words help everyone to understand wellbeing in the same way and use the same language to talk about it. Sometimes the initials of the words are used, and the wellbeing indicators are referred to as SHANARRI.

The vast majority of Scotland's children and young people get all the help and support they need from within their families and their wider, local communities. But at times a child, young person or family might need extra help or support. The GIRFEC approach aims to make it as easy as possible for any child or young person (and their parents) to get the help or support that they need. Within schools, key staff are available to children, young people and their parents/carers to provide help, advice or support should they choose to make use of it.

The Child or Young Person's Plan is one single plan which coordinates all the services and agencies involved in supporting a child/young person, will help ensure that everyone works together to deliver better outcomes for the child or young person who needs additional support and their family.

## 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/families>

## ADDITIONAL INFORMATION

### Health care

The community Health Service provides a programme of health care for your child through the services of school doctors, dentists, speech and language therapists, audiometric and school nurses. Children are screened at regular stages throughout their school career and parents are kept closely informed. You will be invited to attend your child's school medicals.

Mandatory, routine medical inspections are carried out in primary one. Speech, vision and hearing are also tested and referrals made to specialist departments if necessary, and with the parents/carers consent.

Booster immunisation against diphtheria, tetanus and polio is recommended at this age and can be given in school with the parents' consent, if not already done by the General Practitioner. Other immunisations can also be carried out if necessary.

Children may be recalled for further vision and hearing tests at other stages of the school. In Primary 7 another medical inspection is carried out and vision and hearing are again checked. If a problem is discovered during a routine check, the school is not informed by the medical services.

It is in the child's best interests that parents inform the school of any problem which may affect their child's performance/behaviour in school.

Should a child become ill in school, parents or emergency contacts will be telephoned. In an emergency situation, a child may be taken directly to hospital, and parent/carer informed as soon as possible.

### Infectious diseases

Children with infectious diseases may need to stay at home to prevent spreading the infection within the school community. The recommended minimum period of exclusion for some of the common infections are listed below.

The period of exclusion very often needs to be longer.

- |                  |       |  |
|------------------|-------|--|
| • Chickenpox     | ..... | 10 days from onset of rash             |
| • Diarrhoea      | ..... | 48 hours clear                         |
| • Measles        | ..... | Four days from onset of rash           |
| • Whooping cough | ..... | 21 days from onset of paroxysmal cough |
| • Impetigo       | ..... | Until the skin is healed               |
| • Scabies        | ..... | Until properly treated                 |

## **Please note**

No member of the school staff will administer medication to a child. Should a child require to take medication prescribed by a doctor, a letter must be written giving permission for the child to take his/her medication under supervision. To assist parents, a form is available for signing from the school office. The school cannot accept responsibility for administering any form of medication.

Head lice is a common occurrence in all primary schools. At St Stephen's, both staff and parents/carers play an active role in trying to eradicate this recurring problem. Leaflets and guidance are distributed to parents/carers on a termly basis and pupils are kept updated via assemblies and during health activities in class.

## **Instrumental tuition**

Instrumental tuition in strings and brass is available for a limited number of children, usually from P5 upwards. Tuition is provided by a visiting instrumental instructor. Details of the scheme and current charges are available from the school office.

## **ARRANGEMENTS FOR EMERGENCY CLOSURES**

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.

Unplanned (severe weather): The school Twitter account will announce, if the school is to close. Parents and carers are advised to listen to local radio along with checking the council website during periods of exceptional weather. [www.pkc.gov.uk](http://www.pkc.gov.uk). This will also be communicated via the school app. Please do not contact the school to enquire, please check the app or Twitter.

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.

## **SUPPLEMENTARY INFORMATION**

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 provides the following categories of information:-

### **Transport**

Enquiries relating to transport to and from school should initially be made to the school office where appropriate forms can be collected. Excellent behaviour on school buses is paramount and a school charter is available relating to this.

### **Fire safety**

These are carried out at least once per term during class and break times. The campus has regular fire safety inspections and fire drills are carried out at least twice per academic year. The campus is fitted with a sophisticated fire alarm and lighting system both of which are tested on a weekly basis.

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

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

اگر آپ کو یا آپ کے کسی جاننے والے کو اس دستاویز کی نقل دوسری زبان یا فارمیٹ (بعض دفعہ اس دستاویز کے خلاصہ کا ترجمہ فراہم کیا جائے گا) میں درکار ہے

تو اس کا بندوبست سروس ڈیولپمنٹ 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 eložen pouze stru ný 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  
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