



# Forgandenny Primary School



**School Handbook**

**Academic Session 2021/2022**



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## 1 Introduction

Dear Parent/Carer,

Welcome to Forgandenny Primary School. This handbook has been produced to welcome children and families to our school. We are a small rural village school situated in the heart of our community. We pride ourselves on our ability to create a happy and safe family environment for our learners and strive to ensure each individual child's needs are met and talents encouraged. We strongly believe children should feel respected and included, and we work hard to ensure this is the case for every child. We are committed to working in partnership with our families and wider community to make sure that all learners leave us in an excellent position to meet their potential through a range of skills, and to enjoy success in all their future endeavours.

We hope the following pages will provide you with all the information you require. However, if there is anything you would like to enquire about, please do not hesitate to contact us.

Whilst the information contained in this school handbook was accurate at the time of publication (December 2020), further changes may have occurred since then. All such changes which affect your children will be notified to you.

I look forward to welcoming you to our school.

Louise Kelly  
Head Teacher

## 2 Delineated Area

Forgandenny Primary school is situated three miles from Bridge of Earn in the village of Forgandenny. It is almost entirely rural but draws its population from a varied cross section of the community. A map showing the delineated area is available in the school.

Information regarding school catchment areas is available on the Perth & Kinross Council website.

<http://www.pkc.gov.uk/article/17276/School-enrolment>

Parents living outside this area, who wish to enrol their child at Forgandenny, must complete a placing request form and submit it to:

Education and Children's Services, Pullar House, 35 Kinnoull Street, Perth, PH1 5GD.

[Perth & Kinross Council - Placing request \(pkc.gov.uk\)](http://www.pkc.gov.uk/article/17276/Placing-request)

## 3 Contact Details

NAME:	Forgandenny Primary School
ADDRESS:	Forgandenny, Perth PH2 9EL
TELEPHONE NUMBER:	(01738) 474155
E-MAIL:	<a href="mailto:forgandenny@pkc.gov.uk">forgandenny@pkc.gov.uk</a>
Web site:	<a href="https://forgandennyprimary.org.uk/">https://forgandennyprimary.org.uk/</a>
PRESENT ROLL:	45

STAGES COVERED: Primaries 1 to 7  
DENOMINATION STATUS: Non-Denominational  
DESIGNATED NURSERY: Dunbarney Primary School Nursery

### **Staff Members**

HEAD TEACHER: Miss Louise Kelly  
PRINCIPAL TEACHER: Mrs Mel Duffy  
P1/2 Miss Karolina Vyjidakova  
P3/4/5 Mrs Mel Duffy/Mrs Rosemary Styles  
P6/7 Mrs Jackie Henderson/Miss Louise Kelly  
  
PUPIL SUPPORT TEACHER: Ms Carol Small  
INSTRUMENTAL TUTORS: Mr Gordon Baillie (Guitar)  
SUPPORT ASSISTANTS: Mrs Victoria Rytson  
Mrs Danielle Summers  
Mrs Beth McKie  
  
PRIMARY SCHOOL SUPPORT ASSISTANTS: Mrs Emma Northover  
JANITOR: Mr Bert Martin

### **Parent Council**

Forgandenny Primary School has a Parent Council. All parents are members and the office holders, listed below, can be contacted through school.

#### **ELECTED PARENT OFFICE BEARERS:**

Chairperson	Mrs Amy Kalman
Treasurer	Mr James Knight
Secretary	Ms Amy Greig

STAFF MEMBERS: All staff

ADVISER TO THE COUNCIL: Miss Louise Kelly, Headteacher

The Parent Council meets regularly and has a supportive and advisory role, as well as organising fundraising and social activities. All parents are welcome at meetings.

## **Communication Processes**

At Forgandenny Primary School we operate an 'open door' policy and are available on a daily basis in the playground. Should you have any concerns, an appointment with your child's class teacher can be made at the school office for a mutually agreeable time. Communication will be maintained until the concern is alleviated.

Parents are kept informed by written communications and newsletters at appropriate times. We actively encourage parents to join us for end of term services, concerts, special assemblies, fundraising events, curriculum information meetings, class open days and educational visits out of school. Our school website is kept up-to-date and informs parents of our curriculum, important school information, newsletters and key documents. Our Twitter feed shares and celebrates learning and provides relevant information to parents/carers. A weekly newsletter is produced for each class by their Class Teacher.

Parent contact evenings are held twice a year, but more regular communication is encouraged. Every pupil is issued with a school diary for daily communication and families are encouraged to write in these.

## **Complaints Procedure**

To improve the school, all suggestions and comments are welcome, and an environment of mutual trust, respect and open communication is promoted.

At Forgandenny Primary we want to do the best we can for you and your children. Users of the school should have confidence that complaints will be dealt with promptly and in a professional manner. However, if you still feel that your concerns have not been addressed you may choose to make a formal complaint. This should be made to the Headteacher. 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. This will be dealt with fairly, and in a sensitive and confidential manner. The complaint will be acknowledged on receipt and a full reply will be given within 5 working days from the date of receipt of the complaint.

If the problem is not resolved, the complainant should contact the school's designated Quality Improvement Officer, Perth and Kinross Council, 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.

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:  
**<https://www.pkc.gov.uk/complaints>**

## **Attendance**

It is a legal requirement that parents ensure that their children attend school regularly and punctually. If your child is unable to attend school, please contact us by telephone on the first day of the absence. It is particularly important that you contact the school if your child is not returning to school in the afternoon. This saves us a great deal of worry if we know that there is a reason for the afternoon absence.

In the interest of safety, the school will make a call home directly to parents/carers if a child is absent and we have not been informed by 9.30am. When a pupil returns to school after an absence due to illness or any other reason, a short note of explanation must be sent to the

class teacher. If there is an unexplained absence the school may call to enquire about the absence, this is first and foremost with regards to the safety of pupils.

We would urge parents to avoid absences due to holidays in term times and stress that absence from school can lead to lower attainment levels.

Appointments – please try to make these out-with school hours. Appointments during the school day should be notified to the school in advance.

### **Authorised and Unauthorised Absences**

The Scottish Education Office requires all data regarding Pupil Attendance and Absence to be provided in an electronic format. For this reason, Perth & Kinross Council has provided schools with an Educational Management System to record all pupil attendance and absence. Specific codes require to be used when recording the data for each pupil and it is for this reason that we require written notification giving the reason for every absence your child has, e.g. illness/holiday/what type of appointment - doctor/dentist/hospital appointment etc. When parents request leave for a pupil for holiday or family commitments during the term, they receive from the school, an acknowledgement of this request. All holidays during term time are regarded as Unauthorised Absences.

Pupil absence is carefully tracked through the School's electronic management system. This highlights patterns and frequencies of absences. Where there are concerns over any pupil's attendance, parents will be contacted, in the first instance, by the Headteacher.

## **4. School Ethos**

### **Our Vision**

*“Enriching lives, Enriching our community”*

Our school is at the heart of our local community and we also place great importance on playing a part as global citizens in the wider global community.

### **Our School Values**

Endeavour  
Nurture  
Respect  
Inclusion  
Caring  
Honesty

### **Our School Aims**

At Forgandenny Primary we **endeavour** to:

- Provide and promote a positive, **inclusive** and **respectful** learning environment where children are encouraged to engage fully and develop a life-long love of learning.
- Create and deliver a curriculum that evolves and is responsive to meeting the needs of all learners.
- Provide a **caring** environment where we can **nurture** creativity and talent, resilience and self-awareness in our learners.
- Have high expectations of all learners enabling them to become Successful Learners, Responsible Citizens, Effective Contributors and Confident Individuals.
- Be committed to improving all aspects of the school through an **honest** approach to self-evaluation.

The school celebrates achievement through our Celebration Committee. These celebrations are shared through our School Website, our Twitter feed, Celebration Boards and at assemblies.

At Forgandenny Primary we promote positive behaviour through a rights-based approach. A class charter is written each year by the pupils focusing on rights and responsibilities. These are displayed in a prominent position in the classroom and are revisited throughout the year. Pupils are fully aware of the part they play in ensuring the rights of others are met in school. We also have a lunch hall and playground charter which encourage pupils to make good choices and take responsibility for their behaviour.

Forgandenny Primary uses **Restorative Approaches** to address pupil behaviour. Restorative Approaches provide an ethos for making, maintaining and repairing relationships, and for fostering a social responsibility and shared accountability.

The school will at no time tolerate bullying or discrimination e.g. on the grounds of race or disability. Should instances of this arise they will be dealt with within the behaviour system and parents notified accordingly.

### Health and Well Being

The school has a designated School Health Nurse, Tracey Elder, who is based at Drumhar Health Centre, Perth and is contactable on 01738 564250. She is in regular contact with the school and is available to give advice to both the school staff and parents should they have any health concerns or require a referral to another health department.

As part of the School Health Surveillance Programme pupils are reviewed in P1 and P7. This involves a parent questionnaire and screening of height, weight and vision. Additional checks may be carried out throughout the school years in consultation with the pupil and parents/carers.

Health Education and Health Promotion are an important part of the School Nurse role and this takes place in partnership with the teachers as part of the curriculum.

If a pupil becomes ill or is injured in school, every attempt will be made to contact a parent. If parents cannot be contacted, the child will be sent home with the emergency contact. In the event of an acute injury or illness, and parents or emergency contacts have not been able to be contacted, the child will be transported to a doctor or hospital by staff car, taxi or ambulance under the supervision of a member of staff.

Please keep the school informed of any medical conditions your child may have so that we can deal with these sensitively.

Infectious Disease Exclusion periods suggested by the Health Board:

Chicken Pox/ Shingles	5 days from onset of rash Exclude until all rash spots have crusted over.
Measles	4 days from onset of rash
Mumps	5 days from onset of swollen glands
Rubella	6 days from onset of rash
Whooping Cough	5 days from commencing antibiotic treatment or 21 days from onset of illness if no antibiotic treatment
Impetigo	Until sores are crusted or healed or until 48 hours after antibiotic treatment has started
Ringworm	Until adequate treatment instituted
Scabies	Until adequate treatment instituted

## Head Lice

Until adequate treatment instituted

If your child has been suffering from diarrhoea or vomiting, please note that the recommended period away from school is at least 48 hours from the last episode.

Medication will only be administered to pupils with chronic medical conditions (i.e. long-term conditions). If your child needs medication during school hours, you **MUST** complete a form, available from the school office, saying what medicines are to be given and for how long. The medicines must be in a container or clear foodbag with the child's name, class and the dosage clearly marked on the outside. Inhalers should be similarly marked. The medicines should have a patient information sticker displayed on the packaging with the child's name and prescribed dose. The medicines will be stored securely in the school office and administered from there. Please note, it is the parent's responsibility to ensure that all medication kept in school is within its expiry date.

School staff have no obligation to administer medicine for occasional illnesses e.g. Calpol, Amoxicillin, or any prescription or non-prescription drug. Pupils should stay at home until they are well and strong enough to come to school. In the event of courses of medicine needing to be completed, parents should judge timings to avoid the hours between 9.00 am– 3.15 pm or make arrangements for someone to come into school to administer the medication to their child.

## First Aid

We have staff trained in First Aid procedures. First Aid is administered, when necessary, by our Pupil Support Assistants (PSA), or other members of staff. Guidance has been issued regarding First Aid in schools and how we record accidents and inform parents of first aid given to pupils. A form will be completed and stored within school and a slip will be sent home to parents to inform you of any first aid given to your child(ren).

## Head Lice

Please inform the school if you suspect or know your child has head lice. Information for parents is available from schools or on the website:  
<https://www.nhs.uk/conditions/head-lice-and-nits/>

## 5 Community Working and Parental Involvement

Partnerships with parents and the local community are highly valued and we try to encourage the involvement of the whole community in a variety of ways.

### Church

We have a very close relationship with our local church. The minister, Rev Allan Wilson, delivers regular assemblies in school and we are welcome to use the church for our school services and concerts.

### Parents

Our Parent Council and wider Parent Forum hold regular meetings in school and organise events to which the wider community are invited.

We are always happy to invite parents/carers into the school. We have parent volunteers who help to run clubs, work with pupils in the garden and in the classroom and help with transport to various events. Please click on the link below for further information.

[www.pkc.gov.uk/parentalinvolvement](http://www.pkc.gov.uk/parentalinvolvement)

The views of our parents/carers are important to us and we encourage regular feedback,



Parent/carers' views are sought throughout the year on a variety of topics as part of our school evaluation and improvement planning.

## Community

We work closely with other local Perth and Kinross schools on a variety of different projects. We endeavour to make meaningful links with schools across Scotland through a variety of innovative projects including our #weevoicesbigactions campaign and our work with the Children's Parliament.

We also have close links with Strathallan School who regularly allow us to use their facilities including IT suites and sports facilities. Every year they invite us to their concerts and plays. Senior pupils are welcomed to pursue work experience and community linked projects in our school, including the Duke of Edinburgh Award Scheme.

## Pupils

Leadership at all levels is facilitated through a programme of fortnightly Global Goals groups, led by the pupils.

Senior pupils have leadership roles as buddies, playground helpers and digital leaders. All classes have responsibility for an area of the school gardens and aspects for improvement.

All pupils are members of our school Penguin Parliament and are encouraged to share ideas and make decisions about all aspects of self-evaluation and school improvement.

## 6 Transitions

There are a variety of different transition points in a child's education.

### Entering Nursery

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

The designated nursery provision for this school is **Dunbarney Primary School**.

In February, parents who wish to register their children for Nursery will be given the opportunity to do so. Notification of dates will be given in the local press and publicised locally.

Address: Dunbarney Primary School  
Main Street  
PERTH PH2 9DY

Headteacher Ms. M. Paterson

Telephone Number: 01738 812213

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

[www.pkc.gov.uk/preschool](http://www.pkc.gov.uk/preschool)

## **Nursery to Primary 1**

Registration for new Primary 1 pupils takes place during the second week in January prior to enrolment in August. At this time, parents of these children should contact the school to make an appointment to register their child. At this meeting prospective parents, and preferably the child, will be shown round the school, appropriate registration forms will be completed, and an opportunity will be given for informal discussion about the school and the educational experiences it provides.

Transition to Primary 1 takes place during the summer term with a variety of structured activities and visits to school events. As soon as a child's place has been confirmed, arrangements are made for the Primary 1 class teacher to visit new pupils in their nursery setting. Shared projects may be organised with the nursery teacher.

Where possible, children will be invited to spend time in school to familiarise them with their new setting and make their transition to Primary 1 easier. This may be through regular play, rhyme and literacy activities.

Parents are invited to attend a meeting in school where they will be given the opportunity to ask questions or discuss individual requirements. We aim to make the process of transitioning to school positive and happy for learners and their families.

## **Transition Between Schools**

Visits from prospective pupils and their parents are most welcome by prior arrangement, and taster sessions can be organised for pupils changing school. This can help alleviate any concerns children may face about starting somewhere new. Staff will contact a child's previous school to make sure we provide consistency and ensure a smooth transition.

## **Transition Arrangements for those living in the Bertha Park High School Catchment Area**

Bertha Park High School is the first additional secondary school to be built in Perth and Kinross since 1972. Perth and Kinross are one of the fastest growing areas of Scotland and, as a result, Perth Secondary schools will be near to capacity by 2021. A review of the school estate identified a new Perth secondary school as a priority. The new **Bertha Park High School** reflects the projected growth in population and resulting house building and infrastructure required to support this.

The new secondary school catchment area includes pupils from the Local Development Plan (LDP) housing areas at Bertha Park, Almond Valley and Perth West. They are joined by the primary school catchment areas serving Auchtergaven, Logiealmond, Methven, Pitcairn, Ruthvenfield, Forgandenny and Dunbarney, as well as pupils residing in Oudenarde.

## **Bertha Park High School**

### **Contact details**

**Address:** Adamson Avenue, Perth PH1 0AU

**Headteacher:** Mr Stuart Clyde

**Telephone:** 01738 452300

**Email:** [BerthaParkHSP@pkc.gov.uk](mailto:BerthaParkHSP@pkc.gov.uk)

**Website:** <https://www.berthaparkhigh.org.uk/>

**Opening hours:** Monday - Friday, 9.00 am - 3.40 pm

## Supporting Pupils with Additional Support Needs in Transition

We aim to make the transition to and from school successful for all our pupils. Where pupils have additional support needs, everything possible is done to ensure a seamless transfer. Meetings are arranged in good time so that important information can be shared. Where appropriate, additional visits can be made, and planned activities organised to contribute to an enhanced transition.

## 7 Curriculum

The 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. The principles of the curriculum are a commitment to ensuring breadth, depth, challenge, enjoyment, challenge, progression, coherence, relevance, personalisation and choice.

When we refer to the curriculum we mean “the totality of all that is planned for children throughout their education”. This includes:

- Ethos and life of the school community
- Curriculum areas and subjects
- Interdisciplinary learning
- Opportunities for personal achievement

The curriculum aims to help every learner develop knowledge, skills and attributes for learning, life and work, which are encapsulated in the four capacities (detailed below).



At Forgandenny, we plan collegiately to plan learning for learners of all ages and stages. This enables us to discuss progression and moderate our learning and teaching across the levels of Curriculum for Excellence.

Teachers plan with the children, creating learning activities to allow for learners' choices and active learning opportunities in a challenging and supportive climate. We are passionate about getting children outside and spend time each week in the school grounds or up Scout Hill at Strathallan School, taking our learning outdoors.

Pupils are very much involved in the planning of their learning. We know that children learn at different rates and have different strengths and areas for development. Ensuring that each child reaches his/her potential is very important to us and individual targets are regularly set with the children. The classes are also very much involved in the planning of their learning with questions set for study by the children which form the basis of each class's

learning.

Curriculum areas include:

- **Literacy and Language** - listening, talking, reading and writing. This is supported with visits from the Library Van and by a well-stocked library, which the pupils can borrow books from.
- **Numeracy and Maths** – Number, Money and Measure, Shape Position and Movement, Information Handling. Problem Solving is also integrated into learning and the approach to this in terms of developing strategies covers the whole range of maths, and beyond into the other subject areas.
- **Health & Wellbeing** – Mental, Social, Emotional and Physical Wellbeing, Planning for Choices & Change, Food & Health, Substance Misuse, Relationships, Sexual Health & Parenthood.  
We are proud to be a Health Promoting School. Close contact is maintained with the School Nurse and local Community Police Officers, who regularly visit the school. We operate the whole school programme of Bounceback, a wellbeing and resilience programme. Positive Mental Health is important to us and we regularly revisit mental health outcomes.  
Children participate in 2 hours of PE per week. 1 of these sessions is delivered by our PE specialist. We also take part in the Daily Mile and maintain close links with our Active Schools Coordinator, who promotes a range of activities across the school.
- **Sciences** – Planet Earth, Energy in the Environment, Communication, Forces & Motion, Life & Cells, Materials, Topical Science, Inquiry & Investigative Skills, Scientific Analytical Thinking Skills and Scientific Literacy.
- **Social Subjects** – People Place and Environment, People Past Events and Societies, People in Society Economy and Business. To make these accessible and real for the children, we like to use the local environment and expertise. We aim to use learning contexts which are real, relevant, current and responsive to learners' interests, making use of our community.
- **Technologies** – Technological Developments in Society, ICT to enhance Learning, Business, Computing Science, Food & Textiles, Craft Design, Engineering & Graphics.
- **Expressive Arts** - The Curriculum for Excellence in Expressive Arts covers the subject areas of Art and Design, Drama and Music. Every effort is made to link Expressive Arts with other curricular areas
- **Religious and Moral Education** - Christianity, Other World Religions, Development of Beliefs and Values. All children should be aware of the significance of religion, both to the individual and to society, and be able to develop a sense of spiritual and moral values. Moral Education is developed in all work undertaken in school through the establishment of a caring atmosphere and by an emphasis on good personal relationships.
- **Modern Languages** – All pupils are learning French. They are introduced initially to spoken French through a variety of games, routines and classroom activities. This begins in Primary 1.

Further information about Curriculum for Excellence can be found at:

[www.education.gov.scot](http://www.education.gov.scot)

## **Skill 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.

We use the Perth and Kinross Skills Framework to plan for skills development in the following areas:

- Leadership
- Working with Others
- Problem Solving
- Thinking skills across Learning
- Enterprise

## **Religious Observance**

Scotland is a society with a longstanding Christian tradition. We can expect Scotland to become increasingly diverse in the range of faith and belief traditions represented. Religious observance in schools in Perth and Kinross needs to be developed in a way which reflects and understands this diversity. It should be sensitive to our traditions and origins and should seek to reflect these, but it must equally be sensitive to individual spiritual needs and beliefs, whether these come from a faith or non-faith perspective.

Religious observance should be an inclusive, valuable and a meaningful educational experience for all children and young people at all stages of primary and secondary school. It should build on Scotland's strong Christian traditions without compromising them and promote the understanding and acceptance of other faiths and beliefs.

Our school holds regular assemblies, broadly Christian in nature, which provide opportunities for pupils to share together and celebrate as a school community those things which we value. We are associated with Dunbarney & Forgandenny Parish Church, whose Minister is our School Chaplain, Reverend Allan Wilson.

## **Parental Rights**

Parents have a legal right to have their child(ren) excused from the arrangements for Religious Education and /or observance. In order to exercise this right, a written request to the Head Teacher is necessary. Alternative provision will be made for these children during times of religious observance

## **Homework**

Homework, which supports work being done in school, is given where appropriate. The co-operation of parents and their encouragement with this is important. Homework is set to encourage children to develop the habit of private study, to promote self-discipline and encourage pupils to take responsibility for their own work. The nature and amount of homework given will be governed by the age, need and ability of the pupils.

The school encourages parental co-operation with homework. However, if your child has an obvious difficulty with any homework set, parents are requested to notify the teacher rather than do the work for the child. Any written work will be expected to be presented neatly and clearly. Homework will not be given during short term absence or during holidays.

Pupils are issued with school diaries at the start of the school year. Parents are requested to look daily at diaries to check for homework and any additional information/communication from the school/teacher. They are asked to sign the diary every week, so the school knows they have seen any important correspondence.

For further information on how best to support your child through their learning, please visit Education Scotland's Parentzone for ideas.

[www.education.gov.scot/parentzone](http://www.education.gov.scot/parentzone)



## 8 Assessment and Reporting

The National Improvement Framework has been introduced to provide better information about how children and young people are progressing and how well schools, councils and the Scottish Government are supporting their learning.

Forganendy is committed to ensure that all our pupils reach their potential. Assessment is the means of obtaining information which can be used to build up a picture of each child's achievements, aptitudes and interests.

Assessment is an integral part of the learning and teaching process which for our pupils 'will demonstrate their knowledge and understanding, skills, attributes and capabilities through a wide range of tasks and activities including dialogue and interactions with peers and teachers, practical investigations, performances, reports, oral presentations and discussions as well as specific assessment tasks, activities, tests and examinations'

(Building the Curriculum 5, 2010)

### The aims of assessment are:

- To support learning that develops the knowledge and understanding, skills, attributes and capabilities which contribute to the four capacities
- To give assurance to parents, learners themselves, and others, that children and young people are progressing in their learning and developing in line with expectations
- To provide a summary of what learners have achieved, including through qualifications and awards
- To contribute to planning the next stages of learning
- To inform future improvements in learning and teaching

At Forganendy Primary, much of the assessment is formative. It will involve observation, questioning and discussion as well as examination of completed learning. Learners help, at the planning stage, to decide what learning should be assessed and how this should be carried out. Teachers work collegiately to build robust assessment procedures into the learning at the planning stage teachers gather evidence on an ongoing and informal basis through asking questions, observing children working together and making comments on their work. Pupils may assess their own work or that of their classmates. They know their prior learning, why they are completing the current learning and can identify what their next steps in learning will be. This is captured in their jotters and Learning Logs.

Some assessment is more formal, such as projects, investigations, case studies and tests. The assessment of children's progress throughout primary school and in secondary S1–S3 is based on teachers' views: their "professional judgement". In making these judgements, teachers draw on their professional knowledge and understanding of the child; on the published benchmarks for literacy and numeracy, which provide clear information about what children and young people should be able to do and demonstrate by the end of a Curriculum for Excellence level; and on a wide range of assessment information.

Many teachers and schools across Scotland use standardised assessments, bought in from various different providers, as one of the ways of assessing children's progress.

In August 2017, new national standardised assessments were introduced in all schools in Scotland. Teachers of P1, P4 and P7 classes are asked at the end of every school year whether children have achieved the relevant Curriculum for Excellence level for their stage in reading, writing, talking and listening (literacy), and their ability to understand and work with numbers (numeracy). Most pupils are expected to have achieved the early level by the end of P1, first level by the end of P4 and second level by the end of P7. These assessments will provide an additional source of nationally consistent evidence for teachers to use when assessing children's progress.

The online assessment system produces feedback information about where your child did well and where further support is required. Teachers at Forgandenny Primary use this information, alongside a wide range of other assessment information, to discuss with you how your child is progressing with their learning and their next steps.

All learners will be given opportunities to reflect on their own and others' work. This encourages them to identify and take some responsibility for the next steps in their own learning.

Discussion between teachers on the progress of learners takes place very regularly. Records and details of work covered are transferred when classes change teacher. The learners' progress is discussed with them. Moderation of work is built into our collegiate calendar termly. Attainment of individuals is discussed with the Head Teacher regularly throughout the year. The school tracking system, which contains details of pupils' progress from P1-7 informs these discussions. Staff also work with colleagues from other schools to moderate work and ensure consistency and accuracy of marking.

### What are the expected levels of progression?

<i>Level</i>	<i>Stage</i>
Early	Pre-school and P1 <b>or later for some</b>
First	to the end of P4, but <b>earlier or later for some</b>
Second	to the end of P7, but <b>earlier or later for some</b>
Third and Fourth	S1-S3, <b>but earlier for some</b> Forth level broadly equates to SCQF level 4
Senior phase	S4 -S6 and college or other means of study

### Reporting

Evidence of each child's work is collected and used to inform future teaching and reports to parents. Learner Profiles are kept as ongoing record of the child's progress. During the year, two formal parents' evenings are held. We encourage learners to take a lead role in these meetings. These are structured in the form of individual appointments. An annual written report is given to parents in June. A Primary 7 profile for each child is produced annually and shared with parents and the receiving secondary school.

If at anytime during the year a teacher or parent is concerned about a child's progress, a meeting will be quickly arranged. Additional meetings are held regularly for parents of pupils with Additional Support Needs. Please see below for further information.



## 9 Support for Pupils

Forgandenny School values all its learners equally and recognises that they have differing needs and abilities. The school aims to meet the needs and develop the abilities of all its learners to their full potential. Many learners may experience difficulties at some stages in their school careers for a wide variety of reasons.

All children are well supported in Forgandenny Primary. GIRFEC (Getting it Right for Every Child) is an integral part of life at our school and we rigorously apply the principles. It is our firm belief that we work with children as learning partners, so everyone feels safe and valued. A multi-agency approach is used to ensure that children with additional needs and their families receive appropriate support.



All teachers have a responsibility for identifying and supporting pupils with learning difficulties and for minimising the causes of learning difficulty in the curriculum. In accordance with Perth & Kinross Policy, the needs of Additional Support Needs (ASN) pupils will be met, where possible, through differentiation in the classroom. Progress of pupils will be monitored and regularly discussed with parents and other support agencies, where appropriate. A Child's Plan or Co-ordinated Support Plan may be considered, in conjunction with parents and dependent on need. Formal reviews will be held annually or when appropriate. Parents who wish to discuss Additional Support Needs for their child should, firstly, make an appointment with their child's class teacher to discuss their concerns.

Perth and Kinross Council have recently introduced a Small Schools Model of Pupil Support. The school is visited regularly by our Pupil Support Teacher (PST) who consults with class teachers regarding individuals who require extra support or further challenge.

Further information about the local authority's policy in relation to provision for Additional Support Needs can be found at:

[www.pkc.gov.uk/article/17278/Schools-additional-support-](http://www.pkc.gov.uk/article/17278/Schools-additional-support-)

The following organisations provide advice, information and support for parents of children with ASN:

- Enquire – The Scottish advice service for Additional Support for Learning. Enquire offers independent, confidential advice and information on Additional Support for Learning including a range of guides and fact sheets.

Telephone: 08451 232303  
Email: [info@enquire.org.uk](mailto:info@enquire.org.uk)  
Website: [www.enquire.org.uk](http://www.enquire.org.uk)

- Scottish Independent Advocacy Alliance
- Scottish Child Law Centre

### Additional Specialists' Support

Perth and Kinross Education & Children's Services have a variety of specialist support services that we can utilise to assist pupils in their learning. These services include Teacher of the Deaf, Teacher of the Visually Impaired, Teacher of English as an Additional Language.



## 10 School Improvement

A copy of our most recent Standards and Quality report can be found at:  
[www.pkc.gov.uk/article/17505/Forgardenny-Primary-School](http://www.pkc.gov.uk/article/17505/Forgardenny-Primary-School)

At Forgardenny we evaluate our performance throughout the year in order to continually improve. We involve pupils, staff, parents and the wider community in order to obtain a wide range of views. Our Self Evaluation feeds into the cycle of School Improvement Planning.

Our current priorities for improvement are:

- Developing creativity skills through implementing play-based approaches to learning throughout the school.
- Raising attainment in Literacy through focused planning for progression.
- Developing effective assessment and moderation through the broadening of collegiate approaches to the development of the planning cycle

## School Policies and Practical Information

### Uniform/Clothing

School uniform consists of a navy school sweatshirt and a white/navy polo shirt, which can be ordered from [www.schoolwearmadeeasy.com](http://www.schoolwearmadeeasy.com). These can be worn with grey or navy trousers, shorts, skirts or pinafores. Navy school dresses are permitted in the summer. We also have school jackets and gym bags available for order, complete with the school logo.

Some families may qualify for clothing grants to help with the cost of school uniform. Information regarding clothing grants is available from the school on request.

### Arrangements for Emergency Closures

In the event of the school having to close for any unforeseen reason, parents/carers will be contacted by telephone. It is imperative that the school has an up-to-date emergency contact for your child. This must be someone who can collect your child from school when required.

Information about Severe Weather closures, including details of local radio stations, will be issued each year, prior to the colder weather.

The following website can be used to find the most recent information on school closures.

[www.pkc.gov.uk/schoolclosures](http://www.pkc.gov.uk/schoolclosures)

### Instrumental Tuition

At Forgardenny, guitar lessons are offered to pupils from Primary 4. Mr Baillie is our visiting instrumental tutor who holds lessons on a Wednesday during school time. Application forms are available from the office.

### School Meals

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

Pupils in primary schools are offered a two-course lunch with a choice of main course

including vegetarian option, supplemented by salads and bread, which meet the nutritional requirements for food and drink in schools (Scotland) regulations 2008. A choice of milk or water is also included. Meals are, in the main, prepared from fresh ingredients by well trained personnel from Tayside Contracts in a food safe environment.

There is a fixed, subsidised charge for a meal in a Primary school which is **£2.15** (2018/2019). School meal charges are subject to review at any time.

School meals must now be paid through ParentPay, our online payment system. School meals, trips and other school related items must also be paid for online, on a smartphone, tablet or other mobile devices. Parents/carers can access their own secure account which will give information regarding their accounts, including amount paid, when paid and amounts outstanding. Please contact the school for your ParentPay account activation code.

<http://www.parentpay.com>

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

For more information on school meals including menus, meal photos and forms, please visit the website:

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

To access the current interactive menu which provides recipe and nutritional information, please visit:

<http://www.tayside-contracts.co.uk/school-catering.cfm>

and click on the interactive menu link. This site also contains details of forthcoming promotions.

For any other enquiry please contact:

Catering Support Team  
Support Services  
Education & Children's Services  
Perth & Kinross Council  
Council Building  
2 High Street  
Perth  
PH1 5PH

Telephone: 01738 476341

E-mail: [ECSCateringSupport@pkc.gov.uk](mailto:ECSCateringSupport@pkc.gov.uk)

### **Packed lunches for trips**

Packed lunches are available for school trips either free (as appropriate) or charged at the standard meal price. The school will normally ask if you require a packed lunch and offer choices as part of the trip registration process.

## **Lunchtime Arrangements**

Lunches are supervised by the Lunchtime Supervisor, with involvement of the Headteacher. They are also present to supervise in the playground at lunchtimes and playtimes if necessary.

Only pupils who register for home dinners are permitted to leave the school at lunchtime, those taking school meals and packed lunches **must** stay on the premises, under our supervision.

## **Free School Meals**

Access to free school meals is an important part of the school meals service in Scotland. It is important that pupils entitled to free school meals get them without fear of stigmatisation. They should not be made to feel different from those who pay, nor be readily identified by others. Our meal payment and pre-order systems fully support these aims.

### **Who is Eligible for Free School Meals?**

You can make an application for free school meals for your child(ren) of any age if you are receiving:

- Income Support (IS)
- Income based Job Seeker's Allowance (IBJSA)
- Any income related element of Employment and Support Allowance
- Child Tax Credit (CTC), but not Working Tax Credit (WTC), depending on your income (as assessed by HM Revenue and Customs)
- Child Tax Credit (CTC) and Working Tax Credit (WTC), depending on your income (as assessed by HM Revenue and Customs)
- Universal Credit where the monthly earned income does not exceed £610

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

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

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

You can apply online for free school meals at the link below or, alternatively, application forms may be obtained from Headteachers or Education & Children's Services, Pullar House, 35 Kinnoull Street, PERTH, PH1 5GD.

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

### **Free school meals for children in Primary 1 to 3**

Children in Primaries 1 to 3 are entitled to a free school meal every day without the need to make an application to Perth & Kinross Council.

School meals are cooked daily and served in the hall at a cost of £2.15 per day. Packed lunches are also eaten in the hall and we encourage good table manners and consideration of others at this time.

## Organisation of the school day

School begins:	9.10am
Break:	10.30 – 10.45am
Lunch:	12.15 – 1.10pm
End of Day:	3.20pm

## Health and Safety

Risk assessments are carried out as required. Parents are asked to complete a School Excursion Approval Form at the beginning of the year to cover local activities in and around Forgandenny village.

## Playground Supervision

The playground is supervised at morning playtime and lunchtime by our Pupil Support Assistants with involvement of the Headteacher. There is no playground supervision for pupils before 9.00am or after 3.20pm.

## Wet Weather Procedures

Pupils are expected to come to school prepared for the ever-changeable Scottish weather. Pupils need to get fresh air and exercise during the school day, so we encourage them to have their break outside wherever possible.

If the weather is very wet then the classes have their break indoors, in their classrooms supervised by support staff and the Headteacher.

## Administration of Medication

Medication is only administered in school under exceptional circumstances and only after all the appropriate paperwork has been completed. This is in accordance with Perth & Kinross Health & Safety Guidelines and is for the safety of your child. If you wish to discuss this further, please do not hesitate to contact the Head Teacher.

## Security

In the interests of security, all visitors to the school must first report to the school office when entering the school. Perth & Kinross employees are required to wear their ID badge when working on school grounds.

## Holiday Dates

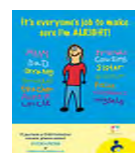
A list of holiday dates for the coming year is attached as an Appendix.

## 12 Child Protection

The safety of our pupils is paramount. Schools are 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 matters and special training is ongoing. In our school **Louise Kelly** is our Designated Child Protection Officer (CPO). Should you have a concern about any child in, or outwith, our school, please contact the Child Protection duty team on the number below, where your concern will be listened to. All children have the right to be kept safe from harm.

Duty Team Number: 01738 476768 (24 hours)



Further information can be found by clicking on the link below.

[www.pkc.gov.uk/childprotection](http://www.pkc.gov.uk/childprotection)

Volunteer helpers who work in school regularly are required to undertake a PVG Disclosure.

## **GIRFEC**

Getting it right for every child (GIRFEC) is the Scottish Government's approach to promoting the wellbeing of children and young people in Scotland. 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. However, it is the case that at times any family might need extra support. The GIRFEC approach aims to make it as easy as possible for any child or young person (and their parents) to get that help or support if they need it.

### **Parliamentary Announcement – September 2019**

In a statement to the Scottish Parliament, Deputy First Minister John Swinney announced that:

1. The proposed new law on information sharing to support the implementation of GIRFEC and the role of Named Persons will not proceed.
2. The mandatory Named Person scheme for every child will be repealed.

### **Background**

GIRFEC has been the core of national policy for achieving the best possible outcomes for children and young people since 2006. The Children and Young People (Scotland) Act 2014 brought key aspects of GIRFEC practice into legislation, principally the need for proportionate sharing of information to promote wellbeing; the provision of a Named Person Service and a single framework to enable the best possible outcomes for children and young people requiring coordinated assistance. In July 2016, the UK Supreme Court concluded that two of the three functions of the Named Person Service (of providing advice, information and support, and helping the child, young person or parent access a service or support) would not normally constitute an interference with the article 8 rights of a child or young person, or their parents. However, the UK Supreme Court did conclude that the information-sharing provisions of Part 4 of the Act:

- are incompatible with the rights of children, young people and their parents under article 8 of the European Convention of Human Rights (ECHR) because they are 'not in accordance with the law'
- may in practice result in a disproportionate interference with the article 8 rights of many children, young people and their parents, through the sharing of sensitive and personal information.

The report of an expert GIRFEC Practice Development Panel which was established to explore the development of a legally binding Code of Practice was published on 19 September 2019. The recommendation of the expert panel was that a statutory code of practice for information-sharing should not be pursued at this time. Instead, it was proposed that GIRFEC and information-sharing practice should be supported through policy and practice guidance rather than further legislation.

### **What does this mean for our practice in Perth and Kinross?**

Getting it Right for Every Child (GIRFEC) is a key priority for partners in Perth and Kinross. *Getting it right* continues to be the major vehicle to achieve our shared vision of enabling children and young people to be the best they can be and realising the best possible outcomes for our families and communities. A national definition of wellbeing is established

in the Act (Part 18) and underpins the Scottish Government's aim to ensure that children get all of the help they need when they need it and to enhance early intervention and preventative practices. Partners in Perth and Kinross will continue to work collaboratively to support children and young people and their families. All staff working with or in contact with children, young people and families should continue to share such information within the framework of the GDPR and other relevant legislation. Our well-established pathways, processes and protocols to safeguard and support children and young people are not affected. Every day professionals continue to share information in a lawful and proportionate manner. There will be no change to that ongoing professional practice which is supported by the Code of Practice found via the link below. It should remain business as usual.

### **Key messages**

1. It is important to state that Child Protection processes remain unchanged. Any serious concerns about a child or young person's welfare or wellbeing must be responded to, and recorded, in line with Perth and Kinross guidance.
2. For the avoidance of any confusion, for the time being, we will continue to use the term Named Person when talking about the functions of that role as undertaken by Headteachers, DHTs and PTs Guidance in Perth and Kinross schools.
3. We will continue to use the agreed Tayside process for all planning to improve outcomes for children and young people. At this time, Child's Plans and Young Person's Plans will continue to be used to comply with legislation governing Looked After children and young people, those on the Child Protection Register and those with a Coordinated Support Plan.
4. We are confident that our established good practice is sound, and professionals should continue to refer to existing procedures and guidance. In addition, we have in place a simple, clear Code of Practice for sharing information in Perth and Kinross which supports staff to confidently share information appropriately, in line with all relevant legislation.  
[Perth-and-Kinross-Code-of-Practice-Information-Sharing-Confidentiality-and-Consent](#)
5. Where concerns are received from Police Scotland, about the welfare or wellbeing of a child or young person, we will continue to inform headteachers proportionately in order that they can take necessary actions to support the child, young person and family. This sharing of information will be carried out in a way which ensures it is lawful, proportionate and necessary and enables us to respond quickly and effectively to children who may be at risk of harm, neglect and abuse.

### **Named Person & Wellbeing**

As a result of the Children and Young People (Scotland) Act 2014, every child and young person will have the right to support from a Named Person to help ensure their wellbeing. In Perth & Kinross, from birth until a child starts school in P1, the Named Person will be the child's Health Visitor. For Primary and Secondary age children, the Named Person will be the Headteacher, Depute Headteacher or Principal Teacher of Guidance/Support.

The Named Person's role is to support, promote and safeguard the wellbeing of children and young people. In the Act, wellbeing is described by 8 'indicators':

- Safe
- Healthy
- Achieving
- Nurtured
- Active
- Respected
- Responsible
- Included

This description helps 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 indicators are referred to as SHANARRI.

*Louise Kelly 2020*

Headteacher

## **Introduction**

In accordance with the Education (Scotland) Act 1980 and the Education (School and Placing Information) (Scotland) Regulations 2012, Perth & Kinross Council Education & Children's Services' schools produce handbooks covering the following categories of information:

- 1 School Information
- 2 Local Authority information

Whilst the information contained in this school handbook was accurate at the time of publication (December 2020), further changes may have occurred since then.



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## **A Placing in Schools - Primary, Secondary and Special**

The policy of Perth & Kinross Council Education Authority is to assign to each school a defined zone known as a catchment area. Each home address has a catchment school for both primary and secondary education. The catchment schools are dependent on pupils' home address. Although we try to provide enough places for all children in the catchment area to attend the catchment school, living within a catchment area does not guarantee a child a place at that school.

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

### **Priority 1:**

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

Where the number of requests for admission to the specified school by children normally resident within the catchment area exceeds the number of places available, then priority will be determined as follows:

- (a) Within all denominational schools, places will be allocated first to children who have been baptised in the appropriate faith i.e. (Roman Catholic and Episcopal Church).
- (b) Children having a brother or sister (or relative permanently living at the same address as part of an extended family\*) in attendance at the school
- (c) Within all secondary schools, places will be allocated first to children who are in attendance at an associated primary school\*\*.
- (d) Thereafter places will be allocated according to the single criterion of distance from the specified school, with priority being given to those whose normal place of residence is closest to the school.

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

**\*\* Priority will be given to those pupils who have attended an associated primary school the longest.**

Where it may be necessary to refuse only some places in any of the Priorities at (a), (b) and (c), because the number of requests exceeds the number of places available, priority will be determined as follows:

Category (a) the single criterion of distance from the specified school, with priority being given to those whose normal place of residence is closest to the school.

Category (b) the single criterion of distance from the specified school, with priority being given to those whose normal place of residence is closest to the school.

Category (c) the criterion of length of time attending an associated primary school with priority being given to those pupils who have attended an associated primary school the longest. Where it is necessary to prioritise pupils who have attended an associated primary school for the same length of time, the single criterion of distance from the specified school will be used, with priority being given to those whose normal place of residence is closest to the school.

**Priority 2:**

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

Where the number of Priority 2 requests for admission to the specified school exceeds the number of places available, then priority will be determined as follows:

- (a) Within all denominational schools, places will be allocated first to children who have been baptised in the appropriate faith i.e. (Roman Catholic and Episcopal Church)
- (b) Within all secondary schools, places will be allocated first to children who are in attendance at an associated primary school\*\*.
- (c) Thereafter places will be allocated according to the single criterion of distance from the specified school, with priority being given to those whose normal place of residence is closest to the school.

**Priority 3:**

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

Where the number of Priority 3 requests for admission to the specified school exceeds the number of places available, then priority will be determined as follows:

- (a) Within all denominational schools, places will be allocated first to children who have been baptised in the appropriate faith i.e. (Roman Catholic and Episcopal Church)
- (b) Within all secondary schools, places will be allocated first to children who are in attendance at an associated primary school\*\*.
- (c) Thereafter places will be allocated according to the single criterion of distance from the specified school, with priority being given to those whose normal place of residence is closest to the school.

**Priority 4:**

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

Where the number of Priority 4 requests for admission to the specified school exceeds the number of places available, then priority will be determined as follows:

- (a) Within all denominational schools, places will be allocated first to children who have been baptised in the appropriate faith i.e. (Roman Catholic and Episcopal Church)
- (b) Within all secondary schools, places will be allocated first to children who are in attendance at an associated primary school\*\*.
- (c) Thereafter places will be allocated according to the single criterion of distance from the specified school, with priority being given to those whose normal place of residence is closest to the school.

**Priority 5:**

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

Where the number of Priority 5 requests for admission to the specified school exceeds the number of places available, then priority will be determined as follows:

- (a) Within all denominational schools, places will be allocated first to children who have been baptised in the appropriate faith i.e. (Roman Catholic and Episcopal Church)
- (b) Within all secondary schools, places will be allocated first to children who are in attendance at an associated primary school\*\*.

- (c) Thereafter places will be allocated according to the single criterion of distance from the specified school, with priority being given to those whose normal place of residence is closest to the school.

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

**\*\* Priority will be given to those pupils who have attended an associated primary school the longest.**

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

The Authority may also determine that particular pupils are to be placed in any school in order to meet specific educational or other exceptional needs, as determined by the Authority. These placements will take priority over any of the 5 priorities above.

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

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

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

[www.pkc.gov.uk/article/17276/School-enrolment](http://www.pkc.gov.uk/article/17276/School-enrolment)

## **B School Commencement Arrangements**

The school entry date in Perth and Kinross is the first day of the school session (Wednesday 18 August 2021). A child is of compulsory school age on the first school entry date from his/her fifth birthday. If your child is of compulsory school age on the first school entry date from his/her fifth birthday, they are eligible to start school on **Wednesday 18 August 2021** and you should register your child for primary school during the January 2021 registration week, or alternatively, his/her parents may delay the registration until the beginning of the next school session.

Parents will be notified by advertisement in the local press to register their child/children in the school of their choice during a designated registration week in mid January. They will be invited to contact the Headteacher for further information about registration arrangements.

### **Early Registration**

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

### **Expansion of Early Learning and Childcare (ELC)**

PKC Education and Children's Services are working towards the expansion of Early Learning and Childcare (ELC) as outlined in the Scottish Government's Blueprint for 2020: The Expansion of Early Learning and Childcare in Scotland.

By 2020, all 3-5 year olds and eligible 2 year olds will have access to 1140 hours of fully funded ELC. This means that in PKC most children will experience early learning and

childcare in a funded provider for at least two full days a week and some full days for 5 days a week.

As a result of the changes to a child's experience prior to beginning their Primary School education across PKC, Primary One children will attend school for a full day from August 2019 and therefore will no longer access half days for the first two weeks of term.

## **C Equal Opportunities**

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

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

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

## **D School Meals**

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

Pupils in primary schools are offered a two-course lunch with a choice of main course including vegetarian option, supplemented by salads and bread, which meet The Nutritional Requirements for Food and Drink in Schools (Scotland) Regulations 2008. A choice of milk or water is also included. Meals are, in the main, prepared from fresh ingredients by well trained personnel in a food safe environment.

There is a fixed, subsidised charge for a meal in a Primary school which is £2.15 (2020/21). School meal charges are subject to review at any time.

School meals should now be paid through ParentPay, our online payment solution with parents/carers having much more choice of how, when and where they can pay for school costs using modern technology. School meals, trips and other school related items can be paid for online, on a smartphone, tablet or other mobile devices. Parents/carers have the ability to access their own secure account which will give information regarding their accounts, including amount paid, when paid and amounts outstanding. It will also provide increased security for pupils who will no longer have to carry large amounts of cash or cheques to school.

ParentPay is our preferred method of payment, please contact the school for your ParentPay account activation code.

## Medically prescribed diets and Nut and Peanut allergy

School lunches can be provided for children in primary schools either requiring a medically prescribed diet or who have a nut and/or peanut allergy. Please download the [information leaflet \[312Kb\]](#) and [application form \[161Kb\]](#). Parents can also self-manage simple dietary requirements for their children by using the interactive menu and carbohydrate menu available at [Tayside Contracts](#).

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

For more information on school meals including menus, meal photos and forms, please visit the website:

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

To access the current interactive menu which provides recipe, nutritional and allergy information, please visit:

[www.tayside-contracts.co.uk/school-catering.cfm](http://www.tayside-contracts.co.uk/school-catering.cfm)

and click on the interactive menu link. This site also contains details of forthcoming promotions.

For any other enquiry please contact:

Catering Support Team  
Support Services  
Education & Children's Services  
Perth & Kinross Council  
Council Building  
2 High Street  
Perth  
PH1 5PH

Telephone: 01738 476341

E-mail: [ECSCateringSupport@pkc.gov.uk](mailto:ECSCateringSupport@pkc.gov.uk)

## Packed lunches for trips

Packed lunches are available for school trips either free (as appropriate) or charged at the standard meal price. The school will normally ask if you require a packed lunch and offer choices as part of the trip registration process.

## Home Lunches

Some parents/carers may wish their child to go home for lunch, rather than remain at school.

The school's responsibility for the pupils at lunchtime relates to those who remain at school for either a school lunch, or a packed lunch. Parents/carers are responsible for pupils who go home for lunch.

There is no requirement for school staff to pass a primary age pupil into the care of an adult, so parents/carers must have clear arrangements in place, including whether the pupil can

make their own way home, if they require to be met at the school and any contingency plans if arrangements are to change.

## **Free School Meals**

Access to free school meals is an important part of the school meals service in Scotland. It is important that pupils entitled to free school meals get them without fear of stigmatisation. They should not be made to feel different from those who pay, nor be readily identified by others. Our meal payment and pre-order systems fully support these aims.

### **Who is Eligible for Free School Meals?**

#### **If your child is in P1 to P3**

Free School Meals are offered to all pupils in P1 to P3 without the need for parents/carers to submit an application form. However, an application form must be completed if you also require a school clothing grant for your child in P1-P3.

Don't forget to submit an application form for Free School Meals for your child when he/she moves into P4 as they will no longer be automatically entitled to Free School Meals.

#### **If your child is P4 or above**

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

- Income Support (IS)
- Income based Job Seeker's Allowance (IBJSA)
- Any income related element of Employment and Support Allowance (IRESA)
- Child Tax Credit (CTC), but not Working Tax Credit, and your income is less than £16,105
- Child Tax Credit (CTC) and Working Tax Credit (WTC) and your income is less than £7,330
- Support under Part VI of the Immigration and Asylum Act 1999
- Universal Credit where the monthly earned income does not exceed £610

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

For more information on Child Tax Credit and Working Tax Credit visit the [Inland Revenue](#) website.

You can apply online for free school meals at the following link: [www.pkc.gov.uk/freeschoolmeals](http://www.pkc.gov.uk/freeschoolmeals)

Alternatively, application forms may be obtained from Headteachers or Education & Children's Services, Pullar House, 35 Kinnoull Street, PERTH, PH1 5GD.

## **E School Clothing Grants**

You can claim a school clothing grant for your child(ren) if you are receiving:

- Income Support (IS)
- Income based Job Seeker's Allowance (IBJSA)
- Any income related element of Employment and Support Allowance (IRESA)
- Child Tax Credit (CTC), but not Working Tax Credit, and your income is less than £16,105
- Child Tax Credit (CTC) and Working Tax Credit (WTC) and your income is less than

£7,330

- Support under Part VI of the Immigration and Asylum Act 1999
- Universal Credit where the monthly earned income does not exceed £610

Education & Children's Services will consider one application per academic year for a grant towards the cost of purchasing essential clothing to enable children, up to the age of 16, to attend school.

You can apply online for a school clothing grant at the following link: [www.pkc.gov.uk/freeschoolmeals](http://www.pkc.gov.uk/freeschoolmeals)

Alternatively, application forms may be obtained from Headteachers or Pullar House, 35 Kinnoull Street, PERTH, PH1 5GD.

## **F Music Tuition**

The cost for music tuition in session 2019/2020 is £295.00 per year, with an additional charge of £97.25 per year for pupils who are involved in central groups. Further details on how to access the Music Service can be found in their Prospectus and Terms and Conditions document which can be located on their web page [www.pkcmusic.com](http://www.pkcmusic.com).

Pupils engaged in SQA music courses are exempt from the school based charged in the year that they are presented for the examination. In addition, pupils who are in receipt of free school meals are also exempt from charges. Full details of the exemption criteria can also be found in the Music Service's Prospectus.

## **G Travel to School**

The journey to and from school is a very important part of your child's day and it should be as safe and pleasant as possible. As a parent/carer you are responsible for ensuring this is the case. Where school transport is provided, responsibility is shared between the Council and parents/carers.

The school is very keen to reduce car travel to school and promote safe and healthy journeys to school which can help to reduce the use of the car and impact of the 'school run'.

The decision on whether a child is ready to make the journey to school independently, on foot, by bicycle, by public transport, etc, must rest with parents/carers and children themselves.

The Council wants as many children as possible to walk or cycle to school. We also want children to travel safely and to feel secure on the school journey. We are particularly aiming to increase levels of walking or cycling where journeys are less than a mile for younger children and less than two miles for older children.

Walking and cycling boosts children's health and well-being. It also allows them to travel independently and to access the range of flexible opportunities schools will increasingly offer outside the standard school day. Freedom to move around the local area independently is an important part of growing up. Other important benefits of active travel are development of social and life skills, less pollution and greater awareness of environmental issues.

If parents/carers have to drive, they can be asked to park away from the school - some schools suggest a local drop off point. Drivers can also be asked to think about teaming up with another family to share the school run. School Policies will obviously have to recognise different needs and circumstances: some staff and pupils may have no alternative to the car.



School Travel Plans are an essential part of Perth and Kinross Council's strategy to tackle issues related to school transport. School Travel Plans will frequently involve an element of engineering works required to improve the safety of the street environment for the school children, as well as the promotion of initiatives to increase the number of school children who walk, cycle or use public transport to get to their school.

A School Travel Plan is a strategy developed by each school to encourage and promote more active journeys to school for both pupils and staff. The role of the School Travel Plan is to make alternatives to driving easier and safer, and to give parents/carers plenty of information about the options.

A School Travel Plan can help to improve the school run, reduce congestion and increase road safety, make school and pupils healthier, make routes to school safer and look after our environment.

Please contact your school to find out more about their School Travel Plan or if you want to encourage or help your school to develop one.

Given these facts, please carefully consider your mode of transport to/from school with your child and try and leave the car at home if you can.

## **H Transport**

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

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

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

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

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

You can apply online for free school transport at the following link: [www.pkc.gov.uk/article/17284/Schools-transport-and-trips](http://www.pkc.gov.uk/article/17284/Schools-transport-and-trips)

Alternatively, application forms may be obtained from Headteachers or Education & Children's Services, Pullar House, 35 Kinnoull Street, PERTH, PH1 5GD.

## **I Additional Support Needs**

Most children make satisfactory progress in school and their education can be fully supported by the class teacher. Some children may have additional support needs at some point in their educational journey. Where this is identified to be the case, a Child or Young Person's Plan (CYPP) is used to record those additional needs and the plan in place to support them in school.

A very small number of children with significant and long-term additional support needs may need a Coordinated Support Plan. These will be children who also receive a lot of support from people outside education; for example, health or social work staff.

As a parent/carer you can access information with regard to additional support needs on the PKC website: <https://www.pkc.gov.uk/article/17278/Schools-additional-support->

This internet page also has many other links to related topics which might be of interest to you.

If you cannot access the internet, please ask the school office if you would like a copy of any of this information.

Information on additional support needs is also available to you from outside Perth and Kinross Council.

Supporting Learners - guidance on the identification, planning and provision of support – <http://www.educationscotland.gov.uk/supportinglearners/>

### **Enquire - the Scottish advice service for additional support for learning**

Operated by Children in Scotland, Enquire offers independent, confidential advice and information on additional support for learning through: a telephone helpline - 0845 123 2303, an email enquiry service - [info@enquire.org.uk](mailto:info@enquire.org.uk),

There are two websites - [www.enquire.org.uk](http://www.enquire.org.uk) (for parents/carers and practitioners) and [www.enquire.org.uk/yp](http://www.enquire.org.uk/yp) (for children and young people).

Enquire also provide a range of clear and easy-to-read guides and fact sheets explaining everything from 'additional support in the early years' to 'what planning should take place for moving on from school'.

Within Perth & Kinross a range of provision exists for pupils with additional support needs. Looked After Children, in line with Education (Additional Support for Learning) (Scotland) Act 2009 are considered to have additional support needs, unless it is otherwise determined at a relevant education planning meeting. A policy of supported mainstream inclusion is complemented by a range of specialist provisions. These are either attached to or are part of mainstream schools. In addition, there is one all through special school (3-18) for children with profound and complex difficulties.

Where a child has been identified as having additional support needs which cannot be met within the Authority, the Authority may consider placement in a special school (either within or outwith Perth & Kinross).

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

### **Placing requests**

Parents may also make placing requests for a special school within or outwith Perth and Kinross.

<https://www.pkc.gov.uk/article/17301/Placing-request>

Parents moving into the area should contact:

Education Services  
Education & Children's Services  
Council Building  
2 High Street  
PERTH  
PH1 5PH.

## **J Parental Involvement/Parent Councils**

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

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

The Parental Involvement Act aims to do several things:

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

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

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

There are currently 76 schools in Perth and Kinross which have established a Parent Council. For more information on the Parent Council for your child's school, please contact the Headteacher.

### **Advice, Information and Concerns**

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

Website link: [www.pkc.gov.uk/parentalinvolvement](http://www.pkc.gov.uk/parentalinvolvement)

## **K Insurance**

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

- Theft of personal belongings

- A pupil's own negligent actions
- The actions of a third party, ie another pupil
- Expensive personal items, eg mobile phones, iPods.

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

## **L Child Protection/Looked After Children**

### **Child Protection**

Keeping children and young people safe and protected from harm, abuse and exploitation is *everyone's job and everyone's responsibility*.

Child Protection sits within the wider [GIRFEC](#) policy and practice framework. [The National Guidance for Child Protection in Scotland](#) (Scottish Government 2014) provides the overarching policy framework for child protection services in Scotland.

The [Perth and Kinross Child Protection Committee CPC Inter-Agency Child Protection Guidelines 2017](#) translate the national guidance into the local child protection working practices and arrangements across Perth and Kinross. These guidelines aim to support local practitioners and managers in the public, private and third sector organisations across Perth and Kinross, including all Schools.

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

All schools have good contacts with School Medical Officers, School Nurses and Police, any or all of whom may become involved if child protection concerns arise. Beyond this, close working relationships exist with social work staff who are also part of Education & Children's Services. Any discussion to bring in an outside agency to discuss a concern about a child will only be taken after involving the School Child Protection Officer. The Child Protection Officer will usually contact you to inform you if someone has expressed a concern about your child and discuss the situation with you in order to decide what will happen next, including what information, if any needs to be shared with other agencies. In less usual cases the Child Protection Officer may decide that the concern is so serious that they need to seek advice from Services for Children and Young People & Families (social work) before informing parent(s). These situations are unusual, and we will endeavour to ensure that you are informed and are enabled to participate as appropriate in any action which we may initiate regarding your child should a child protection issue arise.

If you are worried or concerned about a child or young person then, in the first instance you should contact:

- Your child / children's school.
- The Child Protection and Duty Team 01738 476768 (24 hour service)
- Visit the Council's Child Protection Website on [www.pkc.gov.uk/childprotection](http://www.pkc.gov.uk/childprotection)

### **Looked After and Accommodated (LAAC) Children**

Each school has a designated LAAC Teacher who deals with all matters relating to children who are 'looked after' e.g. accommodated in foster or residential care, or who are subject to

a supervision order through the Children's Hearing.

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

Further information on Looked After Services can be found on:

[www.pkc.gov.uk/fosteringadoption](http://www.pkc.gov.uk/fosteringadoption)

## 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.

## **M      Access to Information – Parents and Pupils**

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

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

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

Pupils can also make a request to see their educational records. Requests to see educational records should be made directly to the relevant school.

Data protection legislation means that you can request other personal information, not contained in an educational record, by submitting a Subject Access Request.

If a child is over 12 and is considered to have capacity, you will be required to provide a signed mandate from them authorising you to act on their behalf. You will usually be required to provide proof of your identity (and your child's if they are required to provide a signed mandate) before your request can be processed.

Subject Access Requests should be submitted to the Council's Information Governance Team at 2 High Street, Perth, PH1 5PH or to [DataProtection@pkc.gov.uk](mailto:DataProtection@pkc.gov.uk) , 01738 477933.

## School Records

The [Pupil's Educational Records \(Scotland\) Regulations 2003](#) gives parents, or people with parental responsibility, the right to see their child's educational record. These records are called Pupil Progress Records, or PPRs.

If you would like to exercise your right to see your child's PPR you should contact your child's school directly. Contact details for all Perth and Kinross Council schools are available below: [www.pkc.gov.uk/article/17285/Schools-in-Perth-and-Kinross](http://www.pkc.gov.uk/article/17285/Schools-in-Perth-and-Kinross)

Requests should usually be made by email or in writing, but other recorded formats can be accepted if necessary. The school may ask you to provide them with proof of your identity.

Schools have **15 school days** to respond to your request. There is never any cost to view your child's records; the Council usually waives the charge it is entitled to make for providing a copy if this is required.

Please ask if you need the information requested to be provided in an alternative language or format eg braille.

Occasionally, a school record may contain information – such as information about another pupil - which must be removed before you are provided with it.

If you wish to request information about other records relating to your child, such as social work records, you should submit a [Subject Access Request](#) . If you're unsure about what kind of request you should submit, please contact the Council's Information Governance team on 01738 477933 or at [DataProtection@pkc.gov.uk](mailto:DataProtection@pkc.gov.uk) for advice.

## **N Transferring Education Data about Pupils**

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

### **What Pupil Data is Collected and Transferred?**

Data on each pupil is collected by schools, local authorities and the Scottish Government.

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

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

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

A complete list of the Scottish Governments School Education data collections can be found here: [www.gov.scot/Topics/Statistics/ScotXed/SchoolEducation](http://www.gov.scot/Topics/Statistics/ScotXed/SchoolEducation)

## **Why Do We Need Your Data?**

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

- Plan and deliver better policies for the benefit of all pupils, or specific groups
- Better understand some of the factors which influence pupil attainment and achievement
- Share good practice
- Conduct teacher workforce planning
- Target resources better
- Enhance the quality of research to improve the lives of people in Scotland
- Provide a window on society, the economy and on the work and performance of government by
- Publishing statistical publications and additional tables about School Education
- Providing school level information

Extracts of the data will also be shared with The Electoral Registration Officer to offer the opportunity to register on the Electoral Roll when approaching their eighteenth birthday, Glow to access digital learning environments, ParentPay for management of online payment of school meals, excursions and activities; CRB for cashless catering, Groupcall for messaging



services, Young Person's National Entitlement Card for access to public services across Scotland and with the NHS for monitoring the child health immunisation programme.

The Scottish Government Privacy Notice for children and young people can be found at: [www2.gov.scot/Topics/Statistics/ScotXed/SchoolEducation/ESPrivacyNotices](http://www2.gov.scot/Topics/Statistics/ScotXed/SchoolEducation/ESPrivacyNotices)

The Perth & Kinross Council main education Detailed Privacy Notice can be found here: [www.pkc.gov.uk/detailedprivacynotices](http://www.pkc.gov.uk/detailedprivacynotices)

## **Your Data Protection Rights**

The collection, transfer, processing and sharing of ScotXed data is done in accordance with the General Data Protection Regulation and Data Protection Act 2018. We also comply with the National Statistics Code of Practice requirements and other legislation related to safeguarding the confidentiality of data.

The Data Protection Act gives you the right to know how we will use your data. This message can give only a brief description of how we use data. Fuller details of the uses of pupil data can be found on the ScotXed website ([www.gov.scot/Topics/Statistics/ScotXed](http://www.gov.scot/Topics/Statistics/ScotXed)). Pupil names and addresses (other than postcode) are never collected in any ScotXed statistical survey.

The Scottish Government works with a range of partners including Education Scotland, Skills Development Scotland and the Scottish Qualifications Authority. On occasion we will make individual data available to partners and also academic institutions to carry out research and statistical analysis. In addition, we will provide our partners with information they need in order to fulfil their official responsibilities.

Any sharing or linkage of data will be done under the strict control of Scottish Government and will be consistent with our data policy and the National Data Linkage Guiding Principles. This will ensure that no individual level data will be made public as a result of the data sharing and that these data will not be used to take any actions in respect of an individual. Decisions on the sharing or linkage of data will be taken in consultation with relevant colleagues and individuals within and outwith Scottish Government. At all times pupils' rights under the Data Protection Act and other relevant legislation will be ensured.

General Data Protection Regulation gives you the right to access your personal data. This is known as a Subject Access Request. Further details of how to make a Subject Access Request online or using the Subject Access Request Form can be found here: [www.pkc.gov.uk/article/20313/Accessing-your-information-Subject-Access-Requests](http://www.pkc.gov.uk/article/20313/Accessing-your-information-Subject-Access-Requests) .

Note that it's not necessary to apply online or complete the form in order to submit a Subject Access Request, but they provide a useful guide to what details we need in order to respond. If you would like further guidance about how to submit a request for personal information, contact the Information Governance team on 01738 477933 or at [DataProtection@pkc.gov.uk](mailto:DataProtection@pkc.gov.uk)

## **Concerns**

The Data Protection Officer for this data is the Data Protection & Information Assets team, [dpa@gov.scot](mailto:dpa@gov.scot)

If you have any concerns around this data collection please contact the DPIAT team, or Mick Wilson, Head of Education Analytical Services ([Mick.Wilson@gov.scot](mailto:Mick.Wilson@gov.scot)).

Or by writing to: Education Analytical Services, Area 2A-North, Victoria Quay, Leith, Edinburgh, EH6 6QQ.



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

## **O Attendance**

Perth & Kinross Council is committed to working in partnership with parents, children and other stakeholders to ensure that, wherever possible, all children enrolled in our schools receive an education that maximises the opportunity for each child to achieve his/her potential.

In working towards this, Perth & Kinross Council Education & Children's Services' expects all schools to closely monitor the attendance of all children and young people.

It is every parent's legal duty to ensure that, if their child is of school age, they attend school regularly. Our staff in schools work with pupils and their families to ensure that pupils attend regularly and punctually.

Perth & Kinross Council has an Attendance Sub Committee to consider serious cases of school non-attendance. The membership of the Attendance Sub Committee is composed of Elected Members (Councillors) and parent representatives from Parent Councils in the area. It is advised by a representative of the Executive Director (Education and Children's Services). The Attendance Sub Committee convenes every 4 weeks during the school year.

If you are having problems with your child's attendance at school you should discuss this with the school in the first instance.

Website Link:

[www.pkc.gov.uk/article/17283/Schools-rules-attendance-and-behaviour](http://www.pkc.gov.uk/article/17283/Schools-rules-attendance-and-behaviour)

## **P Family holidays**

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

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

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

Website link:

[www.pkc.gov.uk/article/19274/Family-Holidays](http://www.pkc.gov.uk/article/19274/Family-Holidays)

## **Q Care Standard Inspections**

Social Care & Social Work Improvement Scotland (known as the Care Inspectorate) has a responsibility to inspect all nursery schools and classes on a regular basis. These inspections are part of the Regulation of Care Standards within Early Education & Childcare. Further information on Care Inspectorate inspections is available from the Headteacher or by contacting Care Inspectorate (telephone 0345 600 9527) or [www.careinspectorate.com](http://www.careinspectorate.com).

## **Nursery Inspection Process**

All providers of early learning and childcare for 2, 3 and 4 year olds are currently inspected by the Social Care & Social Work Improvement Scotland (known as the Care Inspectorate) and Her Majesty's Inspectorate (HMI), part of Education Scotland. Staff follow national guidelines for the early learning and childcare of children aged 2-5 years that encourage learning through play and the service must meet standards laid down by HMI. Further information on inspections is available from the Headteacher.

## **R School Crossing Patrollers**

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

If this happens, Headteachers will inform parents.

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

## **S Employment of Children**

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

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

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

Telephone: 01738 476200

E-Mail: [ECSSchools@pkc.gov.uk](mailto:ECSSchools@pkc.gov.uk)

Website: [www.pkc.gov.uk/article/17406/Employment-of-children-Permit-and-bye-laws](http://www.pkc.gov.uk/article/17406/Employment-of-children-Permit-and-bye-laws)

## **T Childcare and Family Information**

Perth and Kinross Childcare and Family Information Service can supply details of childcare services within your local area including childminders and out of school care. The service also has a wide range of other information for families including leisure activities and support groups.

For further information please contact:

E-mail: [childcare@pkc.gov.uk](mailto:childcare@pkc.gov.uk)

Telephone: 0345 601 4477

Website: [www.pkc.gov.uk/families](http://www.pkc.gov.uk/families)

Families can also access information on the national website: [www.scottishfamilies.gov.uk](http://www.scottishfamilies.gov.uk)

## U Complaints

As part of Perth & Kinross Council, our schools are committed to providing high quality services. If something goes wrong or you are dissatisfied with the service provided at your school the Council's **Complaints Procedure** is there to help you.

The Council regards a complaint as 'any expression of dissatisfaction about our action or lack of action, or about the standard of service provided by us or on our behalf.'

Our schools aim to resolve complaints quickly. Should you make a formal complaint to your school you will receive a response at **Stage 1** of our procedure within **five working days**, unless there are exceptional circumstances. If you are dissatisfied with the school's response at Stage 1, you can ask for it to be escalated to the next part of the Council's complaints procedure.

**Stage 2** involves an investigation by an Officer appointed by the Head of Education & Learning. At this stage, Perth & Kinross Council will respond to your complaint **within 20 working days**. If the investigation is going to take longer, you will be contacted, and a revised response date will be agreed with you. You will also be kept updated on the progress of your complaint.

If you remain dissatisfied with the outcome of your complaint, you can contact the Scottish Public Services Ombudsman (SPSO). The SPSO is the final stage for complaints about most organisations providing public service in Scotland. Their service is independent, free and confidential.

The SPSO cannot normally look at:

- A complaint that has not completed our complaints procedure
- Events that happened, or that you became aware of, more than 12 months ago
- A matter that has been or is being considered in court.

The SPSO's contact details are:

SPSO  
Bridgeside House  
99 McDonald Road  
Edinburgh  
EH7 4NS

### Freepost SPSO

Freephone: 0800 377 7330  
Online contact: [@spsso.gov.scot](mailto:@spsso.gov.scot)  
Website: [www.spsso.org.uk](http://www.spsso.org.uk)  
Mobile site: <http://m.spsso.org.uk>

### Additional Support for Learning - Resolving Disagreements

There are routes for resolving disagreements where a child or young person has additional support needs. Further information is available in our **Information Sheet on Resolving Disagreements** available on the Council's website: [www.pkc.gov.uk](http://www.pkc.gov.uk) or by contacting **Tel No: 01738 476790**.

Further information on the Council's Complaints Handling Procedure is available on the Council's website: [www.pkc.gov.uk/complaints](http://www.pkc.gov.uk/complaints)

## **V Further Information**

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

Education & Children's Services  
Council Building  
2 High Street  
PERTH  
PH1 5PH

Telephone: 01738 476200

E-Mail: [ECSSchools@pkc.gov.uk](mailto:ECSSchools@pkc.gov.uk)

## **W COVID-19 Information**

All schools are following key national guidance issued by the Scottish Government to help ensure schools are safe for children, young people and staff.

Further information is available for parents/carers as follows:

<https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19>

<https://www.gov.scot/coronavirus-covid-19/>

[www.pkc.gov.uk/coronavirus/schools](http://www.pkc.gov.uk/coronavirus/schools)