

Alyth Primary School



Education & Children's Services
Improving Lives Together
Ambition | Compassion | Integrity



School Handbook

Academic Session 2023/2024

School information

Introduction



'We Learn to Live'
(School Motto)

I would like to take this opportunity to welcome you and your child to Alyth Primary School. I hope that your association with the school will be a long and happy one, and that we work together in an atmosphere of mutual co-operation and respect.

Delineated Area



The catchment area for Alyth Primary School is between Tullymurdoch and Incheoch Farms to the north, to the west between Tullymurdoch and Lochbank Farms, to the east the Angus country boundary and to the south the River Isla from the Angus boundary to Lochbank Farm.

The catchment area of our nursery is considerably larger and includes the catchment area for Meigle Primary School.

Contact Details

School:	Alyth Primary School Albert Street Alyth Perthshire PH11 8AX
Telephone Number:	01250 871370
E-mail Address:	alyth@pkc.gov.uk
Website:	www.alythps.schoolwebsite.scot/
School Roll:	The present roll is 141. In addition, there is a nursery with 42 places.
Denominational status:	Non-denominational
Staff:	
Head Teacher	Mrs Connie Letford
Principal Teacher	Mr Robin Taylor
Teachers	Miss Louise Brown Miss Melanie McLaren Miss Hannah Robertson Miss Kiera Fox Mrs Kirstie Bailey Mrs Jill Steel Mr Daniel Spinks Mrs Emma Watson Mr Mike Tod Mr Plamen Kostadinov
Pupil Support Teacher	Mrs Jessica Falconer
Senior Early Years Practitioner	Mrs Fiona Flood
Early Years Practitioners	Mrs Lesley Don Mrs Karen Woods Mrs Sonya Taylor Miss Hayley Nicoll
Pupil Support Assistants	Mrs Christine Black Mrs Sharon McKenzie Mrs Audrey Gillies
School Support Worker	Ms Stephanie Samson
School Support Assistants	Mrs Shona Milne Ms Shirley Mollison Ms Catriona Maxwell
Facilities Assistants	Mr Martin Hogg
School Crossing Patrol	Mrs Gillian Crumley
Alyth Out of School Club & Breakfast Club	Miss Claire Gordon (Contact Details: Tel. 07718573511)
School Chaplin	Rev. M Erskine

Attendance

Attendance:

Parents are legally required to ensure regular attendance. All absences must be explained by a parental letter to the class teacher, either in advance in the case of attendance at a family wedding for example, or afterwards in the usual case of illness.

If your child is going to be absent from school we ask that you contact us before 9.30am, or we will contact you. Again, you may find it easier to leave a voicemail message or send an

email before 9.00am, as we do appreciate that the office and phone line can be busy after 9.00am.

If a medical or other appointment for a pupil is required during school time parents are asked to notify the school office and arrange to collect their child from there.

Communicating with Parents

We use a wide range of methods to communicate with parents. As well as phone, email, ParentPay, Seesaw, Twitter and Primary School App, we also send out newsletters to update parents on what is going on in school. Class teachers also send home Parent Information Booklets once a term. We do also send letters home with children, as often permission slips or a reply is required.

Parent/teacher contact evenings are held in March and November each school year. Two dates are allocated for each of these sessions and appointment times will be given in advance to parents/carers.

Parental Concerns

Any parent who is concerned with any aspect of their child's education, or who wishes further information on curricular matters, should not hesitate to contact the school and arrange a suitable time for discussion. All concerns will be dealt with promptly.

Complaints

Parents wishing to raise informal complaints/concerns should in the first instance contact the Headteacher. All cases will be dealt with positively and will be handled in the strictest confidence.

The school deals with complaints as part of Perth and Kinross Council's Complaints Handling Procedure. Further information on the Council's Complaints Handling Procedure is available on the Council's website: <http://www.pkc.gov.uk/complaints>

School Ethos

Our Vision

"We Learn to Live"

Our Values

Ready, Respectful, Safe

Our Priorities

Best start
Learning and Achievement
Health and Wellbeing
Care and Equity
Safe and Protected

Positive Behaviour

Pupil achievement is celebrated in a variety of ways. These include the class Recognition Board and the Star Awards at assemblies. The children are also encouraged to share any achievements and important experiences with their peers at this time and then their photos are put on display for everyone to see. Individual achievements are also celebrated in class. If your child has been successful in a hobby or activity at home, please encourage them to

share this in school. Whole school achievements and successes are also celebrated and shared around the school.

There are clearly defined procedures for dealing with disruptive or potentially disruptive behaviour. Acceptable standards of behaviour are required for the benefit of all pupils and the school appreciates the continuing support of parents in ensuring that such standards are maintained. If children continually break the rules alternative sanctions will be considered. In any event parents will be involved at an early stage when problems arise, and we would urge you to co-operate fully with us for the benefit of your child.

School and Community Links:

We want our school to be at the heart of the community and we are keen to encourage parents and friends of the school to be actively involved in school life in a range of ways. We are always happy to work with groups from our local community. A range of community groups are involved with Alyth Primary including Alyth Library, Alyth Parish Church, Alyth in Bloom, Alyth Youth Partnership and Alyth Community Wing.

Parental Involvement

Parent Councils

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

All parents of pupils attending school will automatically be members of what is called the Parent Forum for that school and will be entitled to have a say in what happens at the school. The Parent Council is made up of elected parents from the School Forum along with elected school staff. The Head Teacher is an ex officio member of the Parent Council.

Please note all parents/carers of Alyth Primary School pupils are welcome to attend Parent Council meetings.

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.

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

The role of the Parent Council is to:

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

For more information on the Parent Council for your child's school, please contact the Headteacher or the Parent Council.

Transitions

Primary School Enrolment:

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.

Later in the school year the parent(s) and child will be invited to spend some time in the school.

Transfer to Secondary School:

Transfer information will be issued at the appropriate time.

The importance of Primary/Secondary liaison is fully realised and there is a policy of exchange of information on curricular matters and exchange visits by staff. Pupils who are transferring visit the secondary school in November, February and June.

Blairgowrie High School
Beeches Road
Blairgowrie
Telephone Number 01250 871200
Headteacher: Mrs Bev Leslie

The Curriculum

Curriculum for Excellence (CfE)

As we prepare our children for the future in our fast, changing world and equip them for jobs which may not yet exist, Curriculum for Excellence is implemented in schools across Scotland, for all learners aged 3-18.

Under Curriculum for Excellence every child is entitled to a broad general education with opportunities to acquire depth of knowledge in some areas and to develop skills for learning, skills for life and skills for work. The learning experiences we deliver will offer learners the opportunity for personalisation and choice. Learning activities will be structured to ensure children work at a pace they can cope with and with the challenge they will thrive on. Plans and tasks will link knowledge in one curriculum area to that in another, helping children to understand the world and to make connections. Children will think for themselves, make sound judgements, challenge opinions, enquire and find solutions.

Curriculum for Excellence empowers teachers to make professional judgments about what and how they teach. It encourages creative approaches and promotes cooperative strategies as we seek to engage, motivate and inspire children.

All staff have a responsibility to develop, reinforce and extend learning in Literacy, Numeracy and Health and wellbeing for all children in and out of the classroom. We continue to offer personal support to help children fulfil their potential and make the most of the opportunities we offer. Ultimately Curriculum for Excellence aims to improve the life chances of all children and young people, to nurture them as successful learners, confident individuals, effective contributors and responsible citizens.

Further information on Curriculum for Excellence:

[https://education.gov.scot/scottish-education-system/policy-for-scottish-education/policy-drivers/cfe-\(building-from-the-statement-appendix-incl-btc1-5\)/What%20is%20Curriculum%20for%20Excellence](https://education.gov.scot/scottish-education-system/policy-for-scottish-education/policy-drivers/cfe-(building-from-the-statement-appendix-incl-btc1-5)/What%20is%20Curriculum%20for%20Excellence)

Spiritual, Moral, Social & Cultural Values

It is important to note the difference between Religious Education and Religious Observance. Religious Education involves the teaching of children about the subject of religion i.e. all religions and their various customs. In our school we aim to help pupils learn about Christianity and other world religions and to recognise religion as an important expression of human experiences- thereby helping them to develop their own beliefs, attitudes, moral practices and values.

Religious Education is treated as one of the subjects of the curriculum and is taught in the same way as other subjects.

Religious Observance involves the act of worship e.g. school service. Religious Observance in our school involves regular communal assemblies and services at times of Christian festivals, which provide opportunities for pupils to share together and celebrate as a school community those things which we value.

They also provide opportunities for our pupils to reflect on spiritual and moral concerns. Through this pupils can increase their understanding of religious practices and the experience which underlies them.

Under the terms of the Education (Scotland) Act 1990, "any pupil may be withdrawn by his/her parents from any instruction in religious subjects and from religious observance." Any parent who wishes to exercise this right must first discuss the matter with the Head Teacher.

Health and wellbeing

Parents will be informed about sensitive aspects of learning e.g. relationships, sexual health, parenthood, drugs awareness through regular discussion and parent workshops/information evenings. Further information is available on the school website.

Assessment & Reporting

The purpose of assessment is to measure the progress of individual pupils and to pinpoint difficulties so that they can be dealt with before moving on to new areas of learning.

In Language and Mathematics we use continuous assessment, which means that we monitor the pupil's progress throughout the session. More specialist diagnostic tests are used with certain pupils who are having greater difficulty with their work to assist us in identifying the source of those difficulties. In other subject areas the school uses a range of assessment strategies e.g. checklists, set pieces of work, talking to the pupils, self and peer assessment and observation.

Every child in P1, P4 and P7 will undertake national standardised assessments covering aspects of reading, writing and working with numbers.

Pupils' progress is communicated to parents in yearly reports and at Parent Contact times during the year. A record of a child's progress is kept by the primary school and then passed on to the appropriate secondary school or to any other primary school to which the child may transfer.

Alyth Primary follows the Curriculum for Excellence, as outlined above. We report on progress against Curriculum for Excellence levels. Pupils will progress through levels in their learning, with Early Level being attainable in the pre-school years and P1, but earlier or later for some, First Level being attainable by most pupils in Primary 4, but earlier or later for some. Second Level lasts to the end of Primary 7, but earlier or later for some.

Homework

Your child will be set homework on a regular basis and we hope that parents will help to support their child with the homework by discussing the content and ensuring that it is completed on time. Usually tasks set will consolidate work completed in school. If your child is struggling with a homework task, please inform the class teacher as soon as possible.

Support for Pupils

In general, most children have difficulties with some aspect of course work at some point in their school career. In this case it is the child's teacher who will find the source of the difficulty and deal with it. For children with additional support needs, the aim is that problems should be identified and diagnosed and appropriate measures taken at an early stage to deal with them. The interest, understanding and support of parents are seen as vital factors in helping to deal with these difficulties.

The school's policy is to support as much as possible the education of the pupils with special needs along with their peer group, in the normal classroom situation. Individually targeted work at a level accessible to the child and designed to support the learning process is

normally provided by the class teacher and support staff, with the aim being to promote the maximum degree of independence, personal management and social activity of which the child is capable. Progress is monitored from day to day and is regularly reported to parents who are consulted if any change in the programme of support is being considered. When considered necessary, the services of the Educational Psychologist may be called upon.

In cases where specialised equipment is identified as being necessary to facilitate a child's progress within the peer group, the school and Education Authority will take action to provide it where possible.

<http://www.pkc.gov.uk/article/17278/Schools-additional-support->

Further Information and Support:

(a) Children in Scotland: Working for Children and Their Families, trading as "Enquire – the Scottish advice and information service for additional support for learning", a charitable body registered in Scotland under registration number SC003527;

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

Telephone Helpline: 0345 123 2303

Email Enquiry service: info@enquire.org.uk

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

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

(b) Scottish Independent Advocacy Alliance, a charitable body registered in Scotland under registration number SC033576; and

(c) Scottish Child Law Centre, a charitable body registered in Scotland under registration number SCO12741."

School Improvement

Standards and Quality Report and Quality Improvement Plan:

The Standards and Quality Report is produced yearly and is issued to all staff and parents in June. Additional copies of the report are available from the school.

The Quality Improvement Plan is issued in September and discussed with parents at the start of the school year and regularly during the session. Copies of the plan are available from the school.

School Policies & Practical Information

Authority Education Policies and Services

The authority website provides information on Perth and Kinross policy.

www.pkc.gov.uk

School Closure

Planned Closure: Parents will be informed as far in advance as possible.

Unplanned: Should the school have to close for any reason (i.e. adverse weather), children will be sent home or to the house of a relative or friend. Should neither of these be possible, the child will be kept in school until the parents are contacted. It is most important that parents keep the school informed of any change of emergency contact. This will assist greatly if contact has to be made in adverse conditions.

In the event of closure the school will make every effort to contact parents / emergency

contacts before closure by means of the following:

- Telephoning/Text Message
- Radio Tay (used in all instances)
Frequency AM 1584 and 1161
Frequency FM 96.4 and 102.8
- Radio Heartland FM (only used for widespread weather conditions)
Frequency FM 97.5
- Radio Central (only used for widespread weather conditions)
Frequency FM 103.1
- Perth and Kinross Council Customer Service Centre: 01738 475000
Available from 08:45 hours to 17:00 hours Mon – Fri
- PKC website: www.pkc.gov.uk
- PKC Twitter and Facebook: www.pkc.gov.uk

Organisation of the School Day

Morning

Primary 1 to 7 9.00 am to 12.35 pm

Morning interval

10.40 am to 10.55 am

Lunches

12.35 pm to 1.35 pm

Afternoon

Primary 1 to 7 1.35 pm to 3.15 pm

Nursery

Full day 9.00am to 3.00pm

After School Club

Monday to Friday 8.00am to 9.00am
3.15pm to 6.00pm

Late Procedure - Pupils who arrive late can gain access to the school by going to either of the two main entrances.

Pupil Representation and Involvement

Each session all children have opportunities to put themselves forward for nomination to the Rights Respecting Schools Committee and P7 pupils can also be voted as House Captains.

Uniform/Clothing

Boys:

Navy sweatshirt/pullover
White polo shirt or white shirt
School tie
Short or long navy, black or grey trousers

Girls:

Navy sweatshirt/pullover/cardigan
White polo shirt or white blouse
School tie
Navy, black or grey skirt/trousers
Summer dress – navy and white check

Physical education:

Unisex

Cotton t-shirt with short sleeves

A pair of shorts without buttons, zips or pockets (they should not be denim or cropped trousers).

Gym shoes – Velcro, slip-on or lacing. Training shoes are not suitable as they do not yield in vaulting and floor exercise.

A change of socks, particularly for the girls who wear tights.

A bobble for long hair.

No jewellery at all. If ears are newly pierced, pupils may wear a plaster over them for 6 weeks, but after that the earrings must be removed for PE. The plasters must be provided by the parents.

If a pupil wears glasses and cannot manage PE without them, it is a good idea to buy a band to attach to them so that they do not fall off during PE.

Parents/carers should consider that pupils will engage in outside activities as part of the PE year and will need outside clothing and footwear. Please ensure your child's name is on every item of school clothing/property.

Educational Visits

Parental consent forms are issued on an annual basis at the beginning of August to cover general school visits throughout the academic year. However, specific activity consent forms will be issued for trips which involve an overnight stay. It is important that these forms are completed and returned to the school promptly. Information letters are distributed to parents/carers of forthcoming class trips. School uniform is expected to be worn on class trips unless otherwise stated in the letter.

School Crossing Patrol

Our school crossing patroller wishes to help both you and your child cross our busy roads safely every day. We would ask that you continue the education and safety of your children by encouraging them to do exactly as the school crossing patroller tells them, especially as your child gets older, gains a measure of independence and attends school on their own.

There is a crossing point at the Square on Airlie Street. Children are expected to cross at this point and your co-operation is appreciated.

Crossing Patrol Times: 8.30 am to 9.15 am
 15.00 pm to 15.45 pm

Appropriate arrangements are made in the event of early closure at Christmas and Summer Holidays.

Cycling

There is cycle parking available to visitors and pupils at the two main entrances. Cycling to school is actively encouraged by Alyth Primary School, however it is advisable that parents/carers ensure their children are confident road users or are accompanied by a responsible adult.

Cycling Code of Conduct

Bicycles should not be ridden on school grounds unless you are taking part in Cycle Training or cycle skills classes.

Please dismount at the school gates and walk your cycle to the entrances. It is recommended that you secure your bike with an appropriate lock, not provided by the school. All bikes are left at the owner's (your) risk and Alyth Primary School cannot accept responsibility for the safety of your bike.

We request that all bike users wear correctly fitting helmets and use appropriate reflective clothing, high visibility vests are available to borrow from the school, and cycle lights when visibility is poor.

Alyth Out of School Club

In school between the hours of 8 am – 9am and 3.15 pm – 6.00 pm Monday to Friday there is an Out of School Club for pupils to attend if parents/carers wish. Please contact Claire Gordon, co-ordinator on 07718573511 if you are interested in your child(ren) attending the Club.

Breakfast Club

The School's Breakfast Club is open from 8.00 am and the last breakfast is served at 8.40 am. The Club works in partnership with Tayside Contracts and Perth & Kinross Council. There is a £2.50 charge for breakfast. Please contact Claire Gordon, Co-ordinator on 07718573511 if you wish any further information.

Health Care

The School Medical Service provides routine inspections for pupils of all ages. Parents are invited to attend the first medical inspection and may request to be present on any subsequent occasions. If a child has a medical condition it is important that the parent informs the Headteacher so that the appropriate action can be taken.

We work in partnership with Health agencies to provide the best health care for our pupils. Both Speech and Language Therapy and Occupational Therapy can be accessed for pupils in need of this service.

Please remember that if your child is absent with sickness and/or diarrhoea the Health Protection Agency recommends that your child should be kept away from school for at least 48 hours after the last episode of diarrhoea or vomiting.

Where there is a need for medication to be administered during the school day, parents should fill in the appropriate form, available from the office. Medication will be kept safely in the Medical Room and each dose administered will be recorded. Wherever possible we would

ask that parents administer their own child's medication, but we appreciate that this is not always practical.

We have staff trained in First Aid and when your child requires to have First Aid administered you will be informed by means of a note home. Where a child has experienced a bump to the head this will always be logged in school and you will be contacted.

From time to time, and in common with all schools, we may find that a pupil has an infestation of head lice. When that is the case the Headteacher will notify the parent of that child directly. The Scottish Government recommendation is that alert letters are not sent home in the management of head lice infection. See the link below re advice:

<http://www.scotland.gov.uk/Publications/2002/09/15500/11382>

Should your child become ill or have an accident while at school so that medical treatment is required, the following action will be taken:

- (a) We will try to contact you by telephone if this is possible.
- (b) We will telephone your doctor or the hospital if necessary and arrange to have your child taken there accompanied whenever possible by you or someone else nominated by you.

Where a child becomes ill in school and we feel he/she should return home we will contact you or your nominated emergency contact and ask that your child be collected from school. It is important that emergency contacts are accurate and I would ask you to notify me immediately of any changes in this, or any other contact telephone numbers.

Dental

The Regional Service operates a system of annual inspection. Parents are then notified if treatment is required and given the opportunity to indicate whether or not they wish to use the school dental treatment provision.

Accidents

When a child has the misfortune to have an accident, first aid followed by the appropriate action will be taken to deal with the problem. It may be that a child will be sent to the local Health Centre to be checked if a parent is not immediately available. In a case of extreme emergency it could be that a doctor is requested to come to the school. When the parent is not available the emergency contact, as listed on the pupil's record card, will be contacted. It is therefore vitally important that the school be kept up to date with any change of emergency contact.

Illness

In the case of a child becoming ill at school, the parent, or named emergency contact, will be asked to call and collect the child from school. In the case of serious injury, or when the parents cannot be contacted, the child may be taken directly to Alyth Health Centre and the parents informed as soon as possible. Parents are asked to inform the school of any illness from which a child may suffer, and if medication is being taken. This information will be treated in confidence.

Personal Hygiene

Parents should be vigilant of their child's general hygiene and carry out regular checks on hair for head lice. Please ensure your child is into the practise of washing their hands after every visit to the toilet and before meals.

Name of Child Protection Officer

Mrs Connie Letford, Headteacher

Child Protection

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

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

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

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

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

Looked After Children

Each school has a designated teacher who deals with all matters relating to children who are 'looked after' 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.

GIRFEC

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

Safe Healthy Achieving Nurtured Active Respected Responsible
Included

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

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

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

Nursery

Each nursery provision will have a defined locality which may not be the same as the primary school catchment area. Localities are agreed and registered with the Education Services within Education & Children's Services. Parents of children attending nursery should be aware that a place in a local authority managed nursery class does not give children priority in gaining a place in the same school when enrolling for primary school. Entitlement to primary school is determined by the child's home address. Every child in his/her pre-school year has a designated nursery and the one for this school is Alyth Primary School Nursery. A nursery handbook covering all the points you will need to know about will be given out by the nursery staff once your child enrolls for nursery.

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