

Balhousie Primary School



School Handbook Academic Session 2020/2021

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1. Introduction

The following information areas for inclusion in school handbooks meet the requirements of the Education (School and Placing Information) (Scotland) Regulations 2012.

The purpose of the handbook is to communicate the ethos of the school and provide a welcome for parents to the school, help parents to choose a school, prepare their child for school and act as a reference tool while their child is at the school. The handbook also informs parents about the curriculum we offer and in doing so, facilitates parental involvement in the school and helps parents support their children.

2. Delineated Area

The designated catchment area of the school consists of 46 streets from Gowans Terrace in the north to Atholl Street, between the Lade and the North Inch and part of Fairfield and the Feus Road area and includes a number of the new streets built as part of the regeneration of the Muirton area. Full details can be obtained from the school or from Education and Children's Services, Pullar House, 35 Kinnoull Street, Perth.

3. Contact Details

Balhousie Primary School, Dunkeld Road, Perth. PH1 5DH. 01738 472222.

Email: balhousie@pkc.gov.uk

Head Teacher
Principal Teacher

Mrs Fiona Whittet email: balhousie@pkc.gov.uk
Mrs K Crossley (Mon – Wed)

Balhousie Primary School provides Nursery to Primary 7 education and our current school roll including nursery is 110 children. Our classes are as follows: -

Nursery places: There are 24 places for 3-5 year old children and 5 Strong Start 2 places.

Early Childhood Practitioners:

Miss V Hall (Senior ECP), Miss D Sutherland, Miss A Nyass, Mrs A Zyla, Mrs K Blair
Ms E Siembida (Play Assistant) Mrs S Urquhart (Pupil Support Assistant)
Mrs W Mitchell (Nursery Visiting Early Years Support Teacher)

Primary children

Primary 1/2	21 children	Class Teacher Mrs L Gibb
Primary 2/3	21 children	Class Teacher Mrs C McCance
Primary 4/5	19 children	Class Teacher Mrs K Dormer
Primary 5/6	21 children	Class Teacher Mrs E Robertson
Primary 7	26 children	Class Teachers Mrs V Jones (Wed - Fri) & Mr A Buchan (Mon/Tues/Wed)

Pupil Support Teacher
Pupil Support Assistant

Mrs A Erdelyi (currently Tues & Wed)
Mrs L Sutherland

Primary School Support Worker	Mrs J Hannah /Mrs H Tough
Primary School Support Assistant and First Aider	Mrs E Menzies
Primary School Support Assistant	Mrs M Beattie
Facilities Assistant	Mr J McKechnie (and other janitorial staff on shift system)
Community Link Worker	Mrs C Laing (based at Perth Grammar School)
School Health Nurse	Amanda Ferguson (based at Drumhar Health Centre)

Organisation of School Day

P1 – P7 children

OPEN	9.00 am
BREAK	10.40am – 10.55 am
LUNCH	12.15 pm – 1.00 pm
CLOSE	3.00pm

Break (Playtimes)

All playtimes are supervised by school staff. In extreme weather the children spend their breaks indoors, again supervised by school staff.

Nursery Children

Nursery Timings are different to mainstream P1-7 times.

Nursery part time places are from 8.45am to 11.57am and 12.03pm – 3.15pm

Nursery full time placement is 8.45am to 3.09pm.

Should parents/carers have any concerns about their child, please contact, in the first instance, your child's class teacher or key worker (Nursery). Following this, parents can contact the school office to be passed to the Head Teacher, Mrs Fiona Whittet. If the Head Teacher is unavailable the concern will be passed to a Principal Teacher - Mrs Crossley.

Should you wish to speak to your child's class teacher or the Head Teacher, please contact the school office by email or by telephone (see details above).

3.a. Complaints

We aim to respond to any concerns or complaints promptly and certainly within 5 working days. Where parents or children wish to discuss a complaint or concern, the first port of call should be the school management team (Mrs Fiona Whittet, HT or Mrs Kim Crossley, PT). Where possible, complaints should be managed within school as it is better for everyone involved to listen to and resolve any concerns as quickly as possible. Where a parent/child is still not happy after this, they should refer to the Council Complains procedure, details being found on our School App/School Website.

4. Child Protection

It is our duty of care to the young people we work with, to report if we think any child has come to harm. Child protection is about **preventing the risk of harm**, or significant harm, to the health or development of a child or young person. Harm can result from one specific incident, a series of incidents, or an accumulation of low level concerns over a period of time. All citizens have the duty to report any concerns about a child's wellbeing to those who might help – the phone number of Duty Child Protection is 01738 476768

A member of staff in each school has been appointed to be responsible for Child Protection matters. In

our school those staff are: Mrs Fiona Whittet (Designated Officer Child Protection) and Mrs Kim Crossley (Principal Teacher and trained Child Protection Officer).

Should you wish to talk further about Child Protection and the safety of children please feel free to contact the school, or the number above. As a school we have good contacts with School Health professionals, Social Workers and Police, any or all of whom may become involved where support is required. We will always ensure that you are informed and participate in any action which we may initiate regarding your child.

5. School Ethos

Our vision, values and aims have been created with the children and families and are on display in our school. These need to be 'lived' and 'seen' by the people we serve, and this behaviour then forms our school ethos.

Our vision for Balhousie Primary School, is where we encourage...

Confidence – with opportunities to

- try new things and become ambitious for learning and life
- develop a 'have a go' attitude,
- recognise what pupils are good at, and how to get better

Respect – with opportunities to

- listen, think, talk and learn together
- learn from and with each other, valuing that we are all different
- grow with a sense of fairness

Security – where

- children's needs are recognised and supported in a nurturing way
- we support families to make good choices for happy, healthy children

Our Aim is to have happy, healthy children at Balhousie School who are prepared for the future. We will do this by:

- working together, with families and other professionals, to meet children's needs
- providing relevant experiences which develop a child's skills for learning, life and work
- fostering hope and ambition for our children, through good relationships and the curriculum we provide
- celebrating children's achievements to foster a sense of pride

Shared values lead to a culture within a school. All adults in school recognise that shared values must be modelled for our children and families – they should be seen, heard and 'lived' in and around our school. Through our curriculum and relationships we will promote: respect, honesty, tolerance.

Positive Relationships

Certain standards of behaviour are required for the benefit of all in our school and the school requests that parents support us in the maintenance of shared high standards. Our staff use a restorative and nurturing approach to encourage positive relationships between pupils. All learners share the same 3 'rules' or expectations, which were devised by classes and supported by the Pupil Council:

Be confident
Be respectful
Be safe

The children of our school are encouraged to meet these expectations, and are rewarded for doing so. Our School House system is one way that we can work together collectively, from youngest to oldest pupils, in House events and activities to ensure we understand and 'live' these three statements.

All members of school staff are responsible for supporting relationships between pupils and adults, using our system of restorative conversations. At times, it may be useful to inform parents/carers about any concerns, where it is expected that families support us in helping children to reflect on and understand choices, actions and consequences.

6. Keeping our Children Safe – Attendance and Health at Balhousie School

Parents are legally required to ensure that their child attends school regularly. Absence from school for any reason must be followed by a written explanation. Cases of significant or repeated unexplained absence have a detrimental effect on the child's education and are normally referred to the Education Support Service for further assistance and possible further action to explain the child's absence.

In the case of pupil absence or sickness parents/carers can leave a message on the school answer machine or after 8.30am call the school directly on 01738 472222. In the event that a pupil does not register for school (and no contact has been made via telephone) we will text or call the main contact for any child to enquire about the child's wellbeing. This is in line with PKC absence policy. Balhousie's Attendance policy can be found on the School App/School website. We ask that parents do not email about absence, as sometimes emails may not be picked up until later in the morning, after registration is completed.

Although it is appreciated that in certain circumstances it is unavoidable, absence during term time for family holidays can interrupt a child's progress and it is not encouraged. Such absences will be recorded as unauthorised. We ask that parents respect school and learning and book holidays in holiday time. School dates and term times can be found on the School App and/or the school website.

In all cases of absence, an explanation by letter, email or telephone must be given to school. Unexplained absences will be recorded as unauthorised.

Health Care

We work in partnership with Health agencies to provide appropriate Health care for all pupils. In the interests of children's health and wellbeing, we ask that parents/carers encourage children to have a healthy snack for break-time and a bottle of non-fizzy water each day for drinking. We ask that parents try to keep packed lunches as healthy as possible, keeping sweets/junk food to a minimum. Where children bring in inappropriate foodstuffs, such as energy drinks to school, the Head Teacher may make a decision to remove this and keep it safe for the child until after school hours.

Children have routine medical and dental inspections. We will inform you in advance if and when these take place in school time.

In the event of a child becoming ill or having an accident in school, parents will be notified immediately. (The need for an up-to-date emergency contact number is stressed here). It is important that school should be aware of specific medical conditions concerning a child and of any medication being taken. Notification should be given in writing. Parents are assured that any such information will be treated in strict confidence.

Giving of Medication:

The school is under no obligation to give any medication to a child. School staff does this only as a support to families. The giving of medication remains the responsibility and right of parents. The administration of medicine can only happen following discussion with school staff and after completion of appropriate permission forms. When the school cannot assist with the giving of medication, parents should immediately contact a medical practitioner to seek alternative medication. Parents will always be welcomed to school to administer medication to their own child.

Lunches

Our healthy and nutritious school meals are cooked at Perth Grammar School. These are then transported to our school kitchen and served by our dining staff. The cost of a school dinner is £2.15 per day payable daily (or can be paid weekly in advance). We strongly urge every family to make use of "Parent Pay", the Council's online payment system. It is easy to operate and allows cash free handling of payment **as we are a cashless school**. P1-P3 receive free school meals. The nearest pay point is the shop on Balhousie Street.

Children may also choose to bring a packed lunch and eat this in our dining hall. We ask that you do not include sugary drinks and keep this food as nutritious and healthy as possible. In good weather, sometimes children may be given permission to eat outdoors at a table, supervised by school staff. Families may also choose for children to go home for their lunch. We ask that all children return to the playground before the bell rings at 1.00pm for classes to resume.

Free school meal forms are available from the school office or from Perth and Kinross Council, Children and Education Services, Pullar House, 35 Kinnoull Street, Perth, PH1 5DG.

7. Communications and Shared Partnership at Balhousie Primary

We operate an 'open door policy' which means parents/families are welcome to meet with their child's teacher when felt necessary. We ask that parents/carers telephone the school to make an appointment with their child's teacher. We ask that parents/carers try not to 'catch the teacher' before lines go in each morning, as the teacher is on duty supervising children at this time. Parents/carers are welcome to make an appointment to see the Head Teacher at any time.

Formal consultations in the style of Parent Contact Evenings, where all parents are allocated an individual time to discuss their child's progress, happen twice a year – typically in October and March. We have regular open afternoons which parents are invited to attend a visit to their child's classroom, to see their child 'at work' and chat briefly with the teacher and other learners.

Balhousie School uses a free-to-download School App, to keep families as informed as possible about school events. At times, we will send home paper notices, however we are determined to keep these to a minimum to manage waste and resources better. Where a parent requires written information (because they cannot download the School App) please inform the office of this request.

We send home Learning Journey Maps, on our School App, which indicate the key learning for each term. These are written in pupil/parent friendly terms and should give you a good idea of the key curricular skills your child will develop. Written pupil progress Reports (report cards) are sent home annually at the end of the school year (typically June).

We also use little yellow books to record some notes from the teacher/parent to each other. Typically, teachers use this to record homework and reading too. Where there may be some concerns, Teachers are encouraged to make contact with a parent in good time, so as to work together to improve a

situation. To support this, teachers may telephone parents or invite them in for a chat.

Class teachers also use the online App called Seesaw, to highlight and share children's progress in their learning and achievement with families. We encourage children to identify 'what they're proud of' and send home pictures and text so you can feel more aware of how well your child is doing in school. The conversations this then opens up at home is really good for all.

The school encourages links with the community by organising

- Open Days when all members of the local community are invited
- Sports Afternoons and Celebration events
- Links with Perth Grammar School
- Family Learning events in school

The school is also keen to work in partnership with parents/carers and the wider community and as such encourages participation in all aspects of school life and is grateful for the support which is given. Any parent/carer or community member who has a particular interest or hobby which they might like to demonstrate or share with the pupils should make contact with the Head Teacher to discuss this further. All regular volunteer helpers in school are asked to share their contact details with us, and are supervised by staff unless a full PVG is shared with us.

Partnership with Parents

In Balhousie we are committed to working with parents to provide the best education for all of our children. We will regularly inform you about what we teach and about how we teach it and we will consult with you on issues which affect your children and their education through the School App, notes home, questionnaires, open afternoons etc as well as through Family Learning events. We welcome parents in the school both when you wish to discuss issues with us and as classroom helpers.

We ask you to support your children's learning at home and school, and to help your children have aspirations and to develop to the best of their abilities. We ask you to work with us to encourage children to take responsibility for their own learning and the development of their own abilities to the full.

By working together, we can ensure that we give our children the best education possible.

8. Transitions

On finishing their Primary school years, P7 pupils typically transfer to Perth Grammar School. Transition chat often starts in November with invites to visit secondary feeder schools, with parents making decisions in January prior to leaving P7. Balhousie staff have good relationships with our secondary colleagues and work closely to ensure communication about children's needs is sensitively shared in advance.

During the session, prior to transfer, Grammar school staff visit the school to meet the children who are to move on. Primary 7 pupils spend two full days in Perth Grammar School where they follow a normal S1 timetable. They are given information regarding uniform, PE kit, lunches, travelling arrangements etc. Pupils with additional support needs may have additional visits arranged to ensure a successful transition to secondary school.

Balhousie school has its own Nursery class, but we often also attract children from Partner Provider Nurseries and City of Perth Early Childhood Centre (COPECC). Again, parents make choices in January about the school they wish to send their child to, including placing requests if appropriate. It is the school's aim to make transition a smooth and pleasant experience for everyone.

Registration for new P1 pupils is in January each year. Exact dates will be advised nearer the time via social media and the press. When registering their child parents/carers should bring with them a copy of their child's Birth Certificate, Child Benefit Letter and Council Tax documents as proof of address. Children usually have the opportunity to spend some time in their new classroom, with their new P1 teacher, where possible during the summer term. Parents/carers who wish to enrol pupils during the school year should contact the Head Teacher for advice.

Perth Grammar School
Gowans Terrace
Perth
Telephone: 01738 472800
Head Teacher: Ms Fiona Robertson

9. Parent Council and Parent Forum

All parents naturally form a group of interested parties names 'The Parent Forum'. Thereafter, a smaller group of interested parents/carers may choose to join the 'Parent Council'. The aim of our Parent Council is to provide opportunity for partnership working. We want to give more parents the chance to get involved in ways that suit them to focus on parents' own issues, concerns and priorities. Where there is greater partnership between parents and schools we know that children do better.

One of the key roles of Parent Councils is to represent the views of parents to the school and to the Authority. The Parent Council has a duty to ensure that the views they give us are truly representative. We will ask for views in a number of different ways to give parents and pupils a say on school and on authority issues and the decisions we make.

Parent Council meetings happen at least 4 times a year, where the Head Teacher gives a short verbal report about the progress being made in the school. This may refer to current developments of our curriculum, any projects we have underway and updates of school news. We hope that these meetings are well attended by parents, as the Head Teacher enjoys every opportunity to let parents know how we are getting on. Sometimes the Parent Council may also organize and lead fundraising events, where monies raised may then be spent for the benefit of all learners.

The link below will take you to the Perth and Kinross Parental Involvement Strategy.
<http://www.pkc.gov.uk/parentalinvolvement>

10. The Curriculum

Curriculum for Excellence

As we prepare our children for the future in our fast changing world, and equip them for jobs which may not yet exist, we use the Curriculum for Excellence to plan for learning. Our national curriculum supports learners from age 3 to age 18 making it a progressive curriculum from when a child arrives at nursery until they leave school as a young adult. The statements below regarding the curriculum reflect this transition. Within Curriculum for Excellence, there are 8 core subjects taught, with 3 areas described as core – Language and Literacy, Numeracy and Maths and Health and Wellbeing.

Pupils are often involved in planning their learning with their teachers and they may have choices as to the some of the ways they will learn. We encourage children and adults to have a shared language that helps us 'talk about our learning' so children can get to know themselves as learners, knowing their strengths and next steps. The school currently uses a free online App called Seesaw to help share children's progress and achievements with their family, in a visual way.

Parents may also access information on the following websites:

<https://education.gov.scot/>

www.skillsdevelopmentscotland.co.uk

Language and Literacy

Children should develop language skills by:

- developing listening and talking skills – having an appropriate and effective vocabulary to communicate with others, for use across the curriculum and for life
- enjoying reading - as skills in decoding and fluency develop, a love of reading can then open up children's horizons to develop ideas, learning and understanding of their world.
- developing and expressing their thoughts and ideas, to support their learning and their health and wellbeing
- enjoying the sound of language (including Scots, French and any other first language/ dialects a child may have)
- expressing themselves legibly in writing, using a good and varied vocabulary and understanding core principles of grammar, spelling and punctuation

Numeracy and Maths

Children should develop mathematical and number skills by:

- relating all mathematical experiences to a practical / real-life context
- being numerate, operating confidently in the four processes (+ - x and ÷) mentally, in recording and by using technology as appropriate
- experiencing a wide variety of mathematical learning, as highlighted in school frameworks and the Curriculum for Excellence experiences and outcomes

Health and Well Being

Learning within Health and Well Being is the responsibility of all staff. Children should have experience of the following...

- particular learning within areas of Social & Emotional wellbeing, Substance Misuse, Food and Health, Physical Education, Relationships & Sexual Health and Planning for Choices and Changes
- how to be safe online through the use of CEOP (Child Exploitation and Online Protection) materials.
- 2 hours of physical exercise (PE) a week

All aspects of health should be taught throughout the school session, with relevance according to children's age and stage. In the case of Sexual Health, parents of pupils from Primary 5 are invited for consultation and communication before some blocks of teaching commence.

Religious and Moral Education

Learning in this subject area should...

- enable pupils to learn about and from the beliefs, values, practices and traditions of Christianity, other world religions and viewpoints independent of religious belief
- support pupils to develop respect for others and an understanding of the need for tolerance and acceptance of beliefs and practices which are different from their own

Pupils' Spiritual, Moral, Social and Cultural Values

The programme for Religious Education in our school aims to help pupils learn about Christianity and other major world religions and to recognise religion as an important expression of human experience. Pupils will also be encouraged to learn from religions and other cultures by helping them to develop their own beliefs, attitudes, moral values and practices through a process of personal search, discovery and critical evaluation.

Parental Rights

Under the terms of the Education (Scotland) Act 1980 “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.

Religious Observance

The school holds regular assemblies which provide opportunities for pupils to share together and celebrate our achievements as a school community. They also provide opportunities for our pupils to reflect on spiritual and moral aspects of life. Through this pupils can increase their understanding of religious practices and the experience which underlies them.

Members of local Churches and other invited guests may visit school to work with classes and take part in assemblies.

Social Studies

Children should develop an awareness of, and care for, their environment. Learning should...

- raise awareness of our locality: Perth and Kinross as a region, Scotland and our place in the world
- develop children’s understanding of the history, heritage and culture of Perth and Scotland as well as the wider world, past and present
- learn some aspects of social responsibility and sustainability
- encourage an awareness of, and an interest in, current events – local, national and global
- support understanding of how our bodies work and how to care for them
- engage children in locating sources of information and making sense of evidence

Science

Learning in science should...

- stimulate a curiosity and understanding of our environment and how we interact with it
- develop skills to analyse, predict and investigate using practical techniques
- support our learners’ interests and experiences in life to help them make sense of their world

Technologies

Learners should be given opportunities to ...

- better understand the role and impact of technologies in our changing world
- gain the skills and confidence to embrace and use technologies to help us grow and learn

Expressive Arts

Our children should:

- be given opportunities to appreciate the arts (music, drama and art) and develop appropriate skills as a performer, participant and observer
- learn about themselves through practising and expressing their artistic skills and abilities

Pupils receive 2 hours of physical exercise each week with their class teacher and sometimes a PE Specialist who visits to support both pupils and teachers. We like to make the most of our local community which offers us superb sports facilities at the local Bells Sports Centre and well as outdoor space at the North Inch.

We have an annual Primary1 - Primary 7 School Sports Day, usually in the summer term, on the North Inch, Perth which all parents are welcome to attend. We also have a Nursery sports day for our nursery children to take part in nursery sports activities.

Modern Languages

All pupils from nursery to P1 to P7 have the opportunity to learn French through a variety of games and classroom activities. Further opportunities for extending vocabulary into short phrases, grammar and more complex sentences through role play, games and written language take place as the children progress in their studies. As part of the 1 + 2 Languages programme, some older pupils may also receive some teaching in Spanish.

Learning in Context

Learning in context often supports areas of Science, Technologies and Social Subjects. Topic studies based on these subjects are taught throughout the year. Where possible, teachers look for opportunities to engage learning through an inter-disciplinary way, which means learning and teaching across various subject areas in a planned and purposeful context. Children are encouraged to be active participants in the planning of their contextualised work in an on-going manner.

Classroom learning takes various forms, including individual work, paired work, small group work and whole class activity. There are opportunities for our children to develop their cooperative and social skills whilst working collaboratively on tasks. Pupils may embark on school trips or participate in outdoor learning to enhance their skills and knowledge.

Extra-Curricular Activities

We aim to offer our pupils opportunities for wider achievement beyond their curricular learning. This may include lunch or after-school clubs. These change regularly and we encourage our young people to take full advantage of any opportunities going. In the past, this has included: Lego club, book club, football, netball, Scottish Country Dancing, homework, Glee and much more.

Any parent/carer who has an interest or talent they would like to share with the children as an extra-curricular activity please contact the Head Teacher through our school office.

Pupil Groups

It is important for our children to have leadership opportunities. Each class offers children various ways to develop their skills for learning, life and work beyond our typical curricular learning. We have an elected Pupil Council, representing every class in school. Pupils are also actively involved in the day to day running of the school: organising playground equipment and games, managing sports tournaments, Eco committee, presenting learning events to parents, organising and managing assemblies and ICT, assisting with tuck shop and acting as helpers throughout our school. Some Primary 7 pupils may take on the leadership role of House Captains and Prefects. All of these activities are designed to develop effective contributors, confident individuals and responsible citizenship for our pupils.

There is a varied choice of main meal which the children can have and pupils are encouraged to eat

what they have chosen. Both vegetarians and children with particular dietary requirements can be catered for.

11. Planning, Assessment & Reporting

Planning

Teachers use the Curriculum for Excellent experiences and opportunities, as well as national Benchmarks, to plan for learning activities. Teachers engage children in the planning process with a progressively developed shared language of learning, from Nursery to P7. Teachers will plan for learning that is active, engaging, relevant and appropriate for our learners. This is shared with families termly through our Learning Journey Maps. Classroom walls also used to share the learning journey in a visible way so that children and visitors can see what is being learned, and how. Children work together with their teacher to set themselves learning targets within Literacy, Numeracy and sometimes other parts of the curriculum.

Assessment

Teachers use both formative and summative assessment strategies to gather information about how well and how much children have learned. It is vital that children can demonstrate and apply their skills across their learning showing deep learning, knowledge and understanding. Children are also engaged in peer and self-evaluation and assessment to support their understanding of themselves as learners and to be part of the learning process.

Pupils receive positive and constructive feedback on their performance in a range of ways – both verbal and written. Scottish National Standardised Assessments are used in Reading, Writing and Mathematics to confirm teachers' judgement of pupils' levels of attainment at Primary 1, 4 and 7.

Reporting

Formal consultations in the form of Parent Contact Evenings take place in November and March although parents are welcome to arrange an appointment with class teachers to discuss their child's progress and attainment at any time. Written reports are sent home annually in term 4. These reports will cover all areas of the curriculum and summarise pupils' achievements in different contexts and settings as well as involvement in the life and ethos of the school as well as learning out-with school.

Primary 7 pupils also compile specific Pupil Profiles outlining their goals and achievements as well as any skills they have learned for their transition to secondary school. These profiles are updated regularly and passed on to the appropriate Secondary School at the end of their Primary schooling.

Parents may also access further information on the following website:

<https://education.gov.scot/>

12. Support for Pupils

Learners who have additional support needs, may require additional support beyond that which the class teacher can provide. Additional support can be in the form of practical resources or time and attention with a member of school support staff. A Pupil Support Teacher visits Balhousie 2 days a week, to offer advice and support for Balhousie staff as well as offer some teaching for pupils with additional support needs. Our Support Staff team is timetabled to ensure equity of support for children in our school.

For children who have identified Additional Support Needs, parents/carers will be invited to a Child Plan meeting, where the child's strengths and next steps are discussed. From this, specific actions to meet the pupil's needs may be identified and agreed. Following this meeting an Individualised Educational Programme may be created and reviewed up to 3 times per year.

The specialist expertise of an Educational Psychologist, a Speech and Language Therapist, an Occupational Therapist or other specialist can also be called upon if more specialised advice is required. Parents will always be consulted before any referral for additional support or advice to support their child is made.

Likewise, any child who has particular talent/skill in a gifted manner will also be entitled to a Child Plan with the potential for actions to ensure he/she meets their full potential.

Should a parent have concerns about their child, they should contact the class teacher or Head Teacher.

The following organisations also offer advice, further information and support to parents of children and young people with ASN. These organisations are identified under The Additional Support for Learning (Sources of Information) (Scotland) Amendment Order 2011 as:

- 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: 0845 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.

13. School Improvement

The main achievements of the school over the past year can be found in the Standards and Quality Report which is published annually and available to view on the Perth and Kinross and our own school website.

Plans for improvement of the school's performance over the next year, including how the school will involve parents, are contained in the School Improvement Plan, a copy of which is available from the school on request. We make efforts to keep parents and carers informed of our progress throughout the year through newsletters and curriculum events. Children will know about many of our plans for development too, as we share this with learners during assembly and class discussions.

14. School Policies & Practical Information

As School policies are created and revised, these will be available for parents/carers to see on our School App and School website. At any time, we welcome parents/carers to meet with the Head Teacher to discuss any aspect of these.

Home Learning (Homework)

Home learning has the following purposes

- to reinforce and build on learning in class
- to prepare for future learning
- to extend and apply knowledge and understanding
- to provide sustained additional practice in some areas of the curriculum
- to allow a child to catch up on work which for a variety of reasons may not have been completed in class

We ask that parents/carers support their child with any Home Learning in the following ways:

- talk to your child about home learning tasks, including deadlines for completion
- read regularly with your child – no matter how old they are
- check that your child knows/understands what home learning tasks involve
- support your child with any difficulties
- let us know if your child has any particular problems or issues arise from home learning tasks
- sign the home learning to show us that you have seen/supported your child with it

15. School Uniform

To ensure health and safety of all children it is essential (especially in winter) that children are suitably clad for extremes of weather.

We expect that parents will fully support all of our primary pupils to wear the following: -

- Boys - red sweatshirt, white polo shirt, grey/black trousers
- Girls - red sweatshirt, white polo shirt, grey/black skirt/trousers
- Black, self-coloured shoes or boots for both girls and boys.
- On arrival at school in wet or snowy conditions, pupils can change into a pair of indoor shoes (to be kept in school)
- PE kit - dark shorts, white t-shirt and appropriate footwear (gym shoes or trainers)
- Children should not wear 'hoodies' in class but can wear them in colder weather for outdoors.
- Sweatshirts and replacement homework bags with our school logo on them can be purchased by ordering directly with the company *School Trends*

Children should have a jacket or coat with them appropriate to the current outside weather conditions for outdoor play. Shoes should be sensible for the weather, with no heels to allow safe running/play.

To keep all children safe, please keep jewellery to a minimum and especially not worn during PE. Earrings should be stud/small variety. They need to be taped over or removed for PE lessons. Children should not wear any makeup to school (this includes nail varnish and skin transfers/tattoos).

Information and forms regarding clothing grants is available from our school office.

16. Transport

Parents of pupils who are entitled to free transport to and from school can request an application form from our school office.

17. Severe Weather information

School Closure Procedures:

The school will make every effort to remain open, bearing in mind that there are a number of staff who live outside Perth. Information regarding school closure will be available from the following sources: Radio Tay, Perth and Kinross Customer Service Centre and Perth and Kinross Council website and these should be the main source of information. The other information services will only be updated in the event that the severe weather is widespread and is not a localised situation.

It is imperative the school has a current telephone number to enable us to contact you in the event of a Closure/Emergency, during the school day. Please ensure you advise the school office immediately of any changes in contact details.

If the school is not going to open because of severe weather, this will be communicated to parents via the Perth and Kinross Council website, Radio Tay and also possibly by Text and/or School App.

Parents of those pupils who have school transport are asked to contact their taxi company (parents to contact school office for details of company and telephone number in advance if unsure) before sending children out to wait for taxi. If the contractors decide that conditions are too hazardous for transport to operate they may not run.

Children must not be brought to school unless parents have had confirmation that the school is open.

SEVERE WEATHER

Information will be available from the following sources: -

www.pkc.gov.uk – “Information for you” section and then click “school closures.”

Contractor (as above)

Radio Tay – Frequency	AM1584	FM96.4	– Perth only
	AM1161	FM102.8	– Everywhere else

Radio Heartland FM (only used for widespread weather conditions)
Frequency FM 97.5 106.6

Radio Central (only used for widespread weather conditions)
Frequency FM 103.1

PKC Twitter - www.pkc.gov.uk/socialmedia

Perth and Kinross Council Customer Service Centre

(Available from 08:00 hours to 18:00 hours however this line may operate from 07:00 hours in exceptional circumstances)

Parents/Carers should dial 0845 3011100 or 01738 47500. Calls are charged at the local rate.

18. 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.

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 ½ days for the first two weeks of term.

We currently have a nursery class which offers a morning session or afternoon session, and a full day provision. Each session has places for 16 children who are age 3 and over and 5 places for children who are 2 years old and eligible to access 'Strong Start'. Our Nursery children start with the Early level curriculum within Curriculum for Excellence. Parents wishing a place for their child should contact the school office for an application form and to arrange a visit.

Further information on our Nursery can be found in our Nursery Handbook available from our Nursery or our school office upon request.

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:

<https://www.pkc.gov.uk/families>