

Craigie Primary School



School Handbook

Academic Session 2021/2022

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Introduction

In Craigie Primary, we recognise that every child is a unique individual with a range of abilities and needs. We endeavour to recognise and fulfil these needs and help all children to realise their full potential. We try to foster in each pupil a sense of responsibility for themselves, for others, and for their immediate environment and the world around them.

We also recognise the importance of a good working relationship between school and home and will seek to work closely with you throughout your child's school career.

This section of the Handbook should give you the basic information you require for your child's time at Craigie Primary. However, if you have particular queries, we will be happy to deal with them through a phone call or visit to school. This handbook is updated every December and can be accessed electronically on: www.pkc.gov.uk and on our School Website- www.craigieprimary.org.uk

The School

Craigie Primary was founded in 1884 and was originally called Western District School. During the years 1994-95 Craigie Primary underwent great changes. A new school was built in the Moncreiffe area, which meant that almost half of the Craigie Primary population transferred there, and our original building underwent a refurbishment programme. The school at present has eight primary classes, two multipurpose rooms, one with kitchen facilities. Our Early Learning and Childcare setting (ELC) is housed in a separate building on site.

Delineated Area

Children living in the delineated (catchment) area are eligible for admission to Craigie Primary. This is as follows:

Abbot Crescent Abbot Street Arthur Park Balmoral Place Bell Gardens Brocks Road Broxden Avenue Broxden Farm Cairnie Farm & Toll Cotton Cottages & High Drum Clyde Place Croft Bank Croft Park Darnhall Crescent Darnhall Drive East Lamberkin Friar Street Glamis Place Glasgow Road (east side from junction of Needless Road - number 154 onwards) Glover Street (south from junction of Needless Road to junction of Abbot St) Kinmond drive	Knowelea Place Knowelea Terrace Low Road Mailer Way Murray Crescent to junction with Needless Rd (NB - does not include Nos 2-12 & 1-7) Needless Road (south side – even nos) Orchard Place Park Place Priory Place Queen's Avenue Queen's Court Queen Street Raeburn Park Raeburn Place Robb Place Scouring Burn Crescent Weaver Well Crescent Wilson Street Windyedge Drive Woodside Crescent Young Street <i>(Including all Charlotte Gate housing development)</i>
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Parents' Charter

Any parent who resides out-with the delineated area but wishes their child to attend Craigie Primary School should complete a Placing Request Application Form. Forms are available

from school or from Education and Children's Services. Completed forms should be returned to Education and Children's Services, Perth and Kinross Council, 2 High Street, Perth PH1 5PH. Parents will be advised of the outcome of their placing request as per Authority Policy.

Visits

Parents who are considering registering children at Craigie Primary are welcome to contact us to arrange a visit. Registration forms can be collected from the school and should be returned there. The child's Birth Certificate, a recent utility bill and your Council Tax documentation should also be brought to school as proof of your home address.

Morning and/or afternoon visits will be arranged to enable new Primary 1 entrants to meet one another and their teachers before the start of the session. Parents will also have the opportunity to meet with some of the school staff and discuss any concerns. We try to combine both of these meetings.

Contact Details

SCHOOL ADDRESS	Craigie Primary School 15 Abbot Street Perth PH2 0EE
TELEPHONE	(01738) 472300
E-MAIL	<u>craigie@pkc.gov.uk</u>
WEBSITE	<u>www.craigieprimary.org.uk</u>
TWITTER	@craigie_ps
FACEBOOK	Craigie PS Perth
SCHOOL APP for PARENTS	Craigie Primary
ROLL	Primary 185 ELC 24
STATUS	ELC and Primaries 1 – 7
HEADTEACHER	Mrs Lesley Gibson
DEPUTE HEADTEACHER	Mrs Jenny Ballantine
CRAIGIE PARENTS in PARTNERSHIP	<u>Craigiepp@hotmail.com</u>

The Staff

Primary teachers are trained to teach all stages of primary and nursery and may teach various stages throughout their careers. The Headteacher and Depute Headteacher, who currently do not have full class commitment, are available for curriculum planning, monitoring of Quality Assurance and administration duties. They also cover staff absence, staff training and they work with groups and individuals throughout the school. At present, our classes and staffing allocation for the session 2019/20 are as follows:

Class	Teacher
P1	Mrs Alison Wilson (M&T) Mrs Ashley Wells (W-F)
P2	Miss Kristen Evans
P3	Miss Leah Labrum
P4	Mrs Karen Hogg
P4/5	Miss Brianna Walker
P5	Miss Shelley Irvine
P6	Mrs Maureen Taylor
P7	Mrs Lynne Perkins
RCCT	Miss Vikki Dawson

ELC	Mrs Cyndie Cousland / Mrs Karen Williamson (ECPs)
ELC	Ms Lauren Russell / Mrs Carly Saunders (ECPs)
ELC	Miss Erin MacPherson (ECP)
ELC	Mrs Michelle Bayne (Play Assistant)

Visiting Staff

Pupil Support Teacher	Ms Carol Small
ELC Support Teacher	Mrs Wendy Baird
Physical Education	Mrs Meike Cooper

Instrumental Tutors	Mr Liam O'Hare (Piano) Ms Iona Crosby (Cello) Ms Audrey Mattner (Violin)
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Support Staff

Primary Support Worker	Mrs Eileen MacKenzie
Primary Support Assistant	Miss Kinga Zielinska
Primary Support Assistant & Lunchtime Supervisor	Mrs Adrienne Thomson
Pupil Support Assistant	Mrs Judith Warren Mrs Kate West Miss Anna Suchanek

Janitor	Mr Ally Bruce
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Crossing Patrollers	Mr Tom Young Mr David McRae
Chaplain	tbc

Parent Concerns

If a parent has a concern about their child, he/she should contact the school office, by telephone, email or in person, to arrange an appointment to speak to relevant staff. A meeting will be arranged as soon as possible. Concerns are always taken seriously and listened to. Parents, staff and children will then work together to agree a positive way forward. Communication will be maintained until the concern is alleviated. Should parents feel that the concern has not been dealt with sufficiently they can contact Perth and Kinross Council to address their concerns.

Emergency Contacts

There may be occasions when it is imperative that the school contact you, for instance if your child is ill or injured and a hospital visit is necessary. We also require the name of a contact person who is available by phone and available to collect your child from school with minimal notice. Annual Data Check forms are issued to all parents in August/September. It is important that your details are checked and any amendments noted. The form should be returned to school as soon as possible. Please help us to keep our records up-to-date by informing us of any changes in circumstances, e.g. change of address, phone numbers (home, work or mobile), email address or contact person, etc.

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 9.15am. 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 or emailed to the school. 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.

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 Craigie 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>

Communication with Parents

Parents are kept informed by messages posted on the School App for Parents, emails 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. Seesaw, Twitter and School App for Parents share and celebrate learning and provide relevant information to parents/carers. Our weekly email- 'What's On at Craigie' informs parents of events for the coming week. We also communicate by letter and phone call, so it is important therefore that we have up to date contact details.

School Ethos

Craigie Primary is an inclusive school where everyone is valued as part of the Craigie team and community. Embedded in the school ethos are Growth Mindset approaches, Rights Respecting principles, promoting healthy choices and positive relationships.

Our Vision, Values and Aims



Relationship Strategy

At Craigie PS, we want everyone to feel valued, included, safe and happy. We aim to achieve this by establishing, and maintaining, positive relationships and behaviour in the ELC, classrooms, playground and the wider school community, based on mutual respect. Our staff aim to provide a calm, purposeful, caring and effective learning environment to nurture lifelong learners and are expected to be proactive in promoting and modelling positive relationships and behaviour on an ongoing basis.

We hope that parents will support their child and Craigie PS by insisting on excellent behaviour, nurturing positive relationships and reinforcing our Craigie Code.

Craigie Code

Our Craigie Code was created in consultation with our learners and we expect all learners to follow it, with no exception.

- **Be polite and kind**
- **Be responsible**
- **Be ready to join in**
- **Be safe**

Our Relationship Strategy can be read in full here:

https://www.craigieprimary.org.uk/docs/Policies/Relationships_Strategy_Aug_2020.pdf

Exclusion from School

A pupil who continues to fall short of adequate standards of conduct may be temporarily excluded from the school pending a formal interview with his or her parents. At this interview parents will be required to give a written undertaking to support the school in its efforts to work with their child to develop positive behaviour.

School Role in the Community

Craigie Primary has a secure place in the local community. This is reflected in the school participation in local projects such as bulb planting, Craigie Cross Christmas Light event, Rotary Team Quiz, Robertson Reporters (Perth Theatre refurbishment) and William Soutar Bairn Rhymes. Social events at the school are well supported by parents and the local community. There is close liaison between the school and local ELCs and other Partner Providers in the run up to transition to P1. This close liaison is also evident with Perth High School, with Craigie pupils participating in a programme of transition activities designed to promote confidence when they move to S1.

There are also long-standing ties between the school and Craigie and Moncreiffe Church with visits to the school by the minister. We have the opportunity to use Craigie Church for our Christmas and End of Year Services. These services are always very popular with families and former pupils.

The local area is also used as a natural extension of our school grounds. We visit the local parks, Quarrymill, visit the Museum and Perth Concert Hall to enrich the Expressive Arts Programme - all provide valuable contributions to the education we can offer our pupils. We also worked closely with The Gannochy Trust, Living Communities Project, Community Council, The Rotary Club and other community organisations.

Health and Well Being

The school has a designated School Health Nurse, Jill McKenna, who is based at Drumhar Health Centre, Perth and is contactable on 01738 564228. She visits the school regularly 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 to download from the school website <https://www.craigieprimary.org.uk/Medication/> or from the school office, saying what medicines are to be given and for how long. The medicines must be in a container 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 Medical Room 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 a number of 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 emailed to parents to inform you of any first aid given to your child(ren). We ask that you read the form, add your name and email back to the school for our records.

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/>

Parental Involvement

In Craigie, we are committed to working in partnership with parents, to provide the best learning opportunities for all children. We will share with you what we teach and how we teach and we will consult with you, wherever possible, on issues which affect your children.

Close partnership between home and school is vitally important and parents are encouraged to contact school to make an appointment whenever problems occur or advice is needed. This partnership, of course, is a two-way process. Communication with parents is imperative if we are to maintain the positive ethos of mutual understanding and trust which exists at Craigie Primary. Communication can be by coming into school, by telephone or by email.

Parents are kept fully informed by email, letter, our school app, newsletters, school website and through social media at appropriate times.

We promote parental involvement through helping in classrooms, Fun Fridays, accompanying educational visits, giving talks, supporting extra-curricular clubs, completing audits and surveys, sharing ideas, suggestions and concerns with us. We also encourage parents to join us for end of term services, class sharing learning assemblies, drama productions, fund raising events, curriculum information meetings and school educational visits.

We ask you to support your children's learning at home and at school, to help your children aspire and 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.

In line with the Parental Involvement Act (2007) every parent is a member of the Parent Forum at Craigie Primary. A Parent Council is elected from the Parent Forum at the start of every school year. The Parent Council works in partnership with the school to promote parental involvement and quality learning experiences for the children.

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

Craigie Parents in Partnership

At Craigie, our Parent Council and Parent Teachers' Association have recently merged to create a new parent group called Craigie Parents in Partnership (CPP). The purpose of CPP is to meet regularly to discuss statutory tasks, school issues and fundraising ideas and events. All parents are automatically members of the Parent Forum, therefore CPP meetings are open to any parent who wishes to attend. Minutes of these meetings are emailed to all parents and are available on the school's website. The CPP membership is as follows:

Elected Parents

Jen Whyte	(Chairperson)
Gail Lowe	(Vice Chair)
Mark Longden & Alison Marshall	(Treasurers)
Colleen Houston Gibb	(Secretary)
Sam Lammond	(Fundraising)

CPP members can be contacted by email: Craigiepp@hotmail.com or via the link on the School App for Parents.

Staff members

Lesley Gibson (Headteacher), Jenny Ballantine (DHT), Lynne Perkins, Shelley Irvine, Alison Wilson, Maureen Taylor, Kristen Evans, Vikki Dawson, Karen Hogg

Contact school staff by email Craigie@pkc.gov.uk; phone 01738 472300 or via the link on the School App for Parents.

Community Members

Councillor Willie Wilson

PLEASE NOTE: All matters relating to individual children, teachers, or classes should be raised with the Headteacher, as these are not included in the remit of Craigie Parents in Partnership.

Transitions

There are a variety of points of transition: starting Early Learning & Childcare (ELC) to Primary 1, moving to a new class, moving to another school, moving to secondary school.

As children progress throughout the school they regularly work flexibly with children and teachers from other classes so transition issues between classes are minimal.

Pupils with additional support needs may require an enhanced transition between classes or between ELC and Primary or P7 to Secondary. This will be decided through discussion with Class Teacher, Pupil Support Teacher, Headteacher and parents.

Pre-School-Primary Transition

Children who enter our Primary 1 class come from our Early Learning & Childcare setting (ELC) and local nurseries. Once we have an accurate list of new entrants, we invite the children into school for a series of visits and information sessions. Craigie staff also visit all new entrants in their pre-school settings to gather as much information as we can about each child. All necessary transition information is given to parents when they receive their offer of a place for their child in the Primary 1 class (sometime in May).

Primary-Secondary Transition

Perth High School is the secondary school for pupils living in our catchment area and its feeder primary schools make up a group known as Perth High School Local Management Group (LMG).

In early May, staff from Perth High School visit Craigie Primary to meet with P7 pupils and to liaise with our teachers and promoted staff. In the middle of June, the P7s are invited to the High School for two days to experience a typical senior school timetable. Meetings for parents are also arranged by Perth High School.

Similar arrangements are usually made for any pupil transferring to any other secondary school. If you want your child to transfer to a school other than the one proposed by Education and Children's Services, i.e. Perth High School, you should complete a Placing Request Form which can be obtained from our school office, Education and Children's Services or online at www.pkc.gov.uk

The Headteacher of Perth High School, Mrs Thirza Pupillo, can be contacted on 01738 472641. Perth High School's Website is: www.perthhigh.co.uk

The Curriculum

The values, purposes and principles for the curriculum 3–18 in Scotland are set out in Curriculum for Excellence (CfE). CfE promotes breadth, depth, challenge and enjoyment, progression, coherence, relevance, personalisation and choice of learning. The totality of the curriculum takes account of the ethos and life of the school, curriculum areas and subjects, interdisciplinary learning and opportunities for personal achievement. Our curriculum provides a variety of learning and teaching methods and techniques, which support children to become successful learners, confident individuals, responsible citizens and effective contributors (four capacities).

Children learn at different rates and have different strengths and development needs. Ensuring that each child reaches his/her potential is an integral part of learning and teaching at Craigie Primary. It will therefore be the norm that children will be working at different levels within the same year stage.

In line with best practice and promoting the principles of Curriculum for Excellence active learning is promoted, relevant educational visits will be made, and visitors who enhance the educational experiences of the children, will be invited as appropriate. Outdoor learning in our community is also part of the learning activities undertaken. Children learn knowledge and understanding as well as skills for life, learning and work to prepare them for living in 21st Century Scotland. IT is increasingly used to enhance learning as appropriate. Emphasis is put on children learning concepts and skills and then applying these in real life, problem solving situations.

At Craigie Primary, CfE Experiences and Outcomes are grouped into relevant 'bundles' covering a three-year period, to ensure breadth and depth of learning and provide interesting contexts. These bundles are shared with the children and they work with teachers to plan their learning contexts. This ensures children have a voice and choice in their learning. At various times they also make other choices about personal learning, achievements, participation in learner groups and which extra-curricular clubs to attend.

Learning is shared with parents at class assemblies, using Seesaw, curriculum meetings, through the Craigie Parents in Partnership meetings and on an individual basis as required. Learning is also shared through social media, such as Twitter. Surveys and audits completed by parents/carers also ensure they are involved in their child's learning and life of the school. Parents of children with Additional Support Needs meet regularly with staff to discuss and agree progress/next steps in learning. If school staff have any concerns about a child's learning, parents will be invited to discuss the concerns and together, identify a way forward. Parents will be given support and advice and additional opportunities (if requested) to meet more regularly with staff.

We promote Learner Groups at Craigie Primary. The aims of the learner groups are to expand our learner participation and involve all pupils in strategic decision making and promotion of Craigie. Learner groups take place twice or three times a term and are organised into upper P4-7 and lower P1-3 groups.

Our learner groups are:

- Learner Voice
- Rights Respecting
- Developing Young Workforce
- Global Learners

In Craigie Primary our children learn:

- **Literacy:** Reading, Writing, Listening and Talking, Modern Languages: French P1-7, plus an additional language in P5-7
- **Numeracy and Maths:** Information Handling, Number, Money and Measure and Shape, Position and Movement
- **Health and Wellbeing:** Mental, Emotional, Social and Physical Wellbeing, Planning for Choices and Change, Physical Education, Food and Health, Substance Misuse, Relationships, Sexual Health and Parenthood.
- **Sciences:** Planet Earth, Energy in the Environment, Communication, Forces & Motion, Life and Cells, Materials, Topical Science, Inquiry and 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
- **Technologies:** Technological Developments in Society, ICT to Enhance Learning, Business, Computing Science, Food and Textiles, Craft, Design, Engineering and Graphics
- **Expressive Arts:** Music, Art and Design and Drama.
- **Religious and Moral Education:** Christianity, Other World Religions, Development of Beliefs and Values

Skills

As well as teaching the subject specific skills related to each area of the curriculum, Higher Order Thinking Skills (remembering, understanding, applying, analysing, evaluating, creating) are taught and applied. Social skills: problem solving, leadership, working with others, enterprise, employability and organisation are taught to prepare children for their future lives.

Homework

Homework at Craigie will:

- Allow practice and consolidation of learning experienced in class
- Give opportunities for preparation of future class work
- Develop skills in using technologies and other learning resources
- Provide opportunities for pupils to plan and organise their time
- Develop good working habits and self-discipline
- Encourage pupils to be responsible for their own learning
- Provide information for parents
- Provide opportunities for parental co-operation, support and dialogue with the school

Generally, homework will be set by class teachers on the same day each week with a reasonable amount of time for completion. Occasionally it may be necessary for pupils to complete a task that will be continued in class. In this instance they may be required to hand it in the following day. Some context-based homework may be set for completion over a period of a few weeks. Reading and spelling activities are ongoing throughout the week.

When homework has been set, pupils are expected to make every reasonable effort to complete the task satisfactorily and by the due date.

Parents who experience difficulty in helping with homework should contact the school for advice and assistance. Generally, homework is not given if a child is unwell and absent from

school or on holiday during term time.

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 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 also promote the understanding and acceptance of other faiths and beliefs.

The 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 Craigie & Moncreiffe Church of Scotland, whose Minister is our School Chaplain and Perth Gospel Hall.

Parental Rights

Under the terms of the Education (Scotland) Act 1980 "any pupil may be withdrawn by his/her parents from instruction in religious subjects and from religious observance". Any parent wishing to exercise this right should first discuss it with the Headteacher. Alternative provision will be made for these children during times of religious observance.

How can Parents find out more about the Curriculum?

Parents can find out more by attending the regular meetings held in school, reading letters/information sheets sent home from school, asking school for specific information, and from National Improvement Hub and Parentzone Websites.

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

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

Assessment & Reporting

The National Improvement Framework provides information about how children and young people are progressing and how well schools, councils and the Scottish Government are supporting their learning. Assessment is a central part of everyday learning and teaching for children and young people. At Craigie Primary, 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 on the online profiling application-Seesaw. Some assessment is more formal, such as projects, investigations, case studies and tests. The assessment of children's progress throughout primary school 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 all curricular areas, 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, Scottish National Standardised Assessments (SNSA) 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 provides feedback about where your child did well and where further support is required. Teachers at Craigie 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.

Reporting

Evidence of each pupil's work is collected and used to inform future teaching and reports to parents. Each pupil has an online profile on Seesaw, which contains evidence of progress throughout their school career. A Profile for each Primary 7 pupil is produced annually and shared with parents and the receiving secondary school. If parents wish to discuss the progress of their child at any time, they can make an appointment by contacting the Class Teacher. These meetings are generally informal with an emphasis on how best to support the child and build confidence in parents. The school operates an "open door" policy and parents are actively encouraged to be positive partners in their children's learning. There are two class assemblies and periodic 'Open' afternoons to give pupils the opportunity to share their learning with their parents. A written summary of pupil progress is shared twice a year with parents and there are also twice-yearly Parent Contact Evenings, where parents have the opportunity to discuss pupil progress.

Special meetings are held regularly for parents of children with Additional Support Needs (ASN). See the section on Support for Pupils for further details.

Support for Pupils

All children are well supported in Craigie 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 included, safe and valued.

Children with Additional Support Needs (ASN) are fully included in the life of the school and every effort is made to meet their needs in a variety of ways and in accordance with Perth & Kinross Council policy. Pupils' progress will be monitored and regularly discussed with parents and other appropriate outside support agencies through the ASN procedure and Child's Plan meetings. In some cases, dependant on need, opening a Co-ordinated Support Plan may be considered. Child's Plan meetings will be held annually and/or when considered appropriate.

Should parents wish to discuss an Additional Support Need or concerns regarding pastoral care for their child, they should in the first instance, make an appointment to speak to the Class Teacher.

From time to time, some children may be identified by school staff as requiring extra help, for example, in a specific curricular area, for emotional support, or to build resilience and social skills. This support may be short or longer term. We will contact you if we feel your child would benefit from a little additional support.

In line with Perth & Kinross Council ASN procedures, if a Class Teacher has a concern, they will share this with the Pupil Support Teacher and/or Headteacher. A note of supportive strategies already in place will be made and additional support strategies identified. If a parent identifies a possible support need then the Teacher would ask the parents to gather observations from the home setting. He/she would then gather classroom observations. This information would then be shared with the Pupil Support Teacher and/or Headteacher to discuss the appropriate way forward. At all stages, parents will be kept fully informed and encouraged to work in partnership with school to ensure the child receives the best education possible.

Our Pupil Support Teacher works in school part-time and other support staff are timetabled to support individuals and classes.

More information relating to ASN can be accessed on:

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

Other organisations which provide advice, further information and support to parents of children and young people with ASN, 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: 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.”

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.

School Improvement

Craigie Primary was inspected by Her Majesty’s Inspectors of Schools in January 2010. For an overview of how well the school performed and to view the report, visit the National Improvement Hub website. The main achievements of our school over the last twelve months can be found in the Standards and Quality Report which is sent home to parents annually and is available to view on our school website and PKC website.

Attainment is consistent with the majority of pupils making good progress in maths, reading, writing and listening and talking. Joint planning with pupils and between staff, as well as collegiate moderation of pupils’ work has had a positive impact on attainment.

We have high standards and expectations in relation to literacy, numeracy and health & wellbeing. We created curriculum pathways for Literacy, Numeracy and HWB, to ensure a consistent and progressive approach to planning learning, assessing and tracking progress in these subjects.

There is a calm, purposeful atmosphere within the school which supports children very well in their learning. Children are motivated and keen to learn. They have a very positive learning experience, working well individually and together in small groups. The level of interaction between children and staff is of a high quality. Staff and children plan learning together and make effective use of a range of ongoing assessment strategies to enhance learning and identify next steps.

School staff provide a very high-level quality of care and support to all children in the school. Using Growth Mindset approaches, the Bounce Back programme, Restorative Approaches and engaging with daily emotional check-ins, from ELC to P7, has had a positive impact in building emotional literacy and coping skills. Children (and families) dealing with social and emotional difficulties receive effective support to help them manage challenging life events. As a result, vulnerable children show more resilience and their emotional wellbeing is improved.

Plans for future improvement are detailed in our 3-year strategic plan, which can be viewed on our school website.

Following prolonged school closures due to the COVID-19 pandemic, plans for improvement 2020-2021 have initially focused on ensuring our children returned to full time education feeling safe, secure and well supported.

Parents, staff and pupils will continue to be encouraged to participate at all stages of the improvement agenda through open consultation and in partnership with Craigie Parents in Partnership and Pupil Learner Groups.

School Policies & Practical Information

For details of Craigie Primary and Perth and Kinross policies visit the Perth and Kinross website and our school website or make a request to the school office. We are currently updating many of our policies- relevant and updated policies can be found on our school website.

Organisation of the School Day

ELC- Full Day 9.00am to 3.00pm

Primaries 1 – 3	9.00 - 12.20	Primaries 1 – 3	1.20 - 3.15
Primaries 4 - 7	9.00 - 12.35	Primaries 4 - 7	1.35 - 3.15

Lunchtime Arrangements

Lunches are supervised by the Lunchtime Supervisor, with involvement of the Headteacher and Depute Headteacher, who 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.

Weather permitting, children from P4 upwards, under the supervision of the Supervisory staff, can access the school playing field at the end of Young Street. However, pupils can only go to the playfield if they have a change of clothing and footwear.

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 Primary 1 and 2 classes have their break indoors, either in the hall or in classrooms supervised by P7 monitors in each class and support staff supervising on a patrolling system. On very rare occasions, especially in icy, very wet or stormy conditions, it may be that all pupils are required to have an indoor break. In this instance pupils would be in classrooms supervised by P7 monitors. Pupil Support Assistants and lunchtime supervisors would supervise on a patrolling system.

On wet mornings we ask that children come to school **just before 9.00 am** as there is only very limited shelter in the playground. If the weather is extremely inclement, pupils will be allowed entry to the school via the Infant door **just before 9.00 am** and will be supervised in the hall by the Headteacher and Depute Headteacher.

Playground Supervision

The playground is supervised at morning playtime and lunchtime by our Pupil Support Assistants. There is no playground supervision for pupils before 9.00am or after 3.15pm.

Uniform / Clothing

Uniform is worn at the request of the school and the wishes of the vast majority of parents. It is as follows:

- Grey trousers, skirt or pinafore
- School sweatshirt or cardigan
- White shirt and school tie / White polo shirt
- Grey v-neck jumper or cardigan
- Summer dress – blue and white checks or stripes
- Black school shoes

Sweatshirts and cardigans with the Craigie badge are available online from www.schooltrends.co.uk. A small stock of sweatshirts are kept in school should you need to check sizes for your child.

Jewellery: Pupils are discouraged from wearing jewellery, particularly necklaces, bracelets, and hoop/dangling ear-rings. This is primarily for health and safety reasons, but also to avoid loss or breakage.

For P.E. activities, the uniform is shorts and a plain T-shirt or school polo-shirt. For hygiene purposes we ask that pupils change out of their everyday school clothes for P.E. Football colours are not permitted. Long baggy shorts and baggy T-shirts are not suitable for apparatus work as they may catch on equipment. P.E. activities also take place outside all year round. Pupils should bring a tracksuit or similar and training shoes for outdoor P.E. activities. Gym shoes for younger pupils unable to tie laces should be of the elastic gusset type. For safety reasons all jewellery must be removed or taped over.

For Art and Craft activities it is advisable to provide an overall for protection from paint, glue etc. An old shirt with the collar removed and worn back to front is ideal.

Instrumental Tuition

Weekly tuition in piano, cello and violin is available for those pupils in P4 and above, who show aptitude and commitment. Parents should complete an IT1 form, which is available from our school office or Education and Children's Services, if they would like their child to be considered for tuition. Places are allocated to pupils on the basis of an interview and an assessment of musical interest and aptitude.

Swimming Tuition

Currently, pupils in our Primary 5 class access swimming lessons at Perth Leisure Pool for 10 weeks. Education and Children's Services fund this activity.

After School & Lunchtime Activities

A number of activities are offered to pupils across the school year. They vary, but can include activities such as Football, Netball, Running Club, Hockey, Scripture Union, Art Club, Dance Club and Chess. We are keen to extend the range of activities on offer to pupils. Any adult who would like to share any skills, experience and time that they have should contact the Headteacher to discuss opportunities to take this forward.

Pupil Leadership

In addition to our whole school Learner Groups, P7 pupils are also involved in buddying our new P1 pupils, P7 House Captains lead whole school assembly and organise fun events. Our P6 Craigie Crew and pupils in P4, 5 and 6 who have been trained as Play Rangers, are tasked with setting up and leading play in the playground.

School Meals

School meals are cooked daily on the premises and are served in the dining hall, at a cost of £2.15 per day. Our school office is cashless, so parents are required to use ParentPay, the online school payments for parents/carers, to pay for school lunches and school visits. All ELC children and P1 - P3 pupils are entitled to free school meals.

Application forms for Free School Meals are available from the school office or Education and Children's Services. For further information see Perth and Kinross website www.pkc.gov.uk

Health and Safety

In our school, health and safety is of paramount importance. Procedures are in place to deal with health and safety issues and pupils are encouraged to take responsibility for their own health and safety and to consider the needs of others. A health promotion programme is in place and visits from outside agencies such as the police, fire brigade and school nurse are encouraged. Our Craigie Code is in place to try to ensure the safety of all. Risk assessments are carried out as required.

Jewellery in line with Perth and Kinross Guidance

(Please also refer to section on P.E. Clothing.) The wearing of jewellery in school is to be discouraged as it frequently represents a hazard. The school will not accept responsibility for children who are hurt due to the wearing of jewellery. Children with pierced ears must remove the jewellery independently or tape their own ears for P.E.

Personal Property and Valuables

Pupils should not bring toys or personal property to school due to the risk of damage or loss. Pupils should also not bring money to school. Money should never be left in desks or cloakrooms. The school cannot accept responsibility for the loss or theft of personal property, money or clothing. Clothing that has not been marked with a name is difficult to recover.

Security

In the interests of safety, all visitors, including parents, must use the main entrance only when entering the school and must report to the school office staff to sign in.

Arrangements for Early Closure

If early closure is planned e.g. end of session, timeous notice will be given by letter and/or newsletter. Unplanned early closures are rare. If an occasion arises where pupils require to be sent home, pupils will only be sent if the school knows there is an adult there. Checks may be made by telephone if necessary and use of emergency contacts made. If we are unable to get in touch with a parent or emergency contact, pupils will stay in school with staff until contact is made.

Early Closures: e.g. Severe Weather Conditions – Heavy Snow

Should there be severe weather prior to the start of the school day please note information regarding emergency closures due to snow or flooding will be available from the following sources.

Parents/Carers can find closure updates on the Perth and Kinross Council Website by logging onto www.pkc.gov.uk then click on 'school closures'. The Perth and Kinross Customer Service Centre can also provide information and their opening times are listed below. Our School App for Parents, school website and social media will be updated by the Headteacher and will be the most up-to-date source of information for you in severe weather conditions.

It is important to note that Radio Tay FM and Perth and Kinross Customer Service Centre will be used in all instances and that these should be the main sources of information for Pupils/Parents/Carers. The other information services will only be updated in the event that the severe weather is widespread and is not a localised situation. The information sources are as follows:

- **Radio Tay** (used in all instances)

Frequency	AM 1584	FM 96.4	-	Perth only
Frequency	AM 1161	FM 102.8	-	Everywhere else
- **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 01738 475000. Calls are charged at the local rate.
- **PKC Website:** www.pkc.gov.uk
- **School Website:** www.craigieprimary.org.uk

Should the children already be in school and the weather conditions worsen, under normal circumstances the school will always remain open. In the unusual event of the school having to close, the children will not be sent home without contact being made either with parents or emergency contacts. The school cannot be closed until the last pupil and staff member have left. In circumstances where conditions worsen during the day, parents are free to come at any time and collect their children. You are the best judge when deciding whether or not weather conditions are likely to cause difficulty or danger for pupils returning home.

Emergency Arrangements

In the event of an emergency, [e.g. if your child becomes ill or has an accident] or in exceptional circumstances, the school may need to contact parents or emergency contacts – and on rare occasions it may be necessary to send every child home. It is, therefore, most important, **that parents keep the school informed promptly** about any **change of address, telephone numbers** (home, work or mobile), **email address**, as well as any changes regarding **emergency contacts**.

Road Safety

Pupils are expected to cross roads going to or from the school with the crossing patrollers. One crossing patrol is at the Abbot Street/Young Street crossing and one at the Wilson Street/ Abbot Street/Abbot Crescent crossing at the Church. Bikes and scooters that are being brought to school must not be ridden whilst crossing roads surrounding the school. There is a bike shelter in the playground. Pupils bringing bikes and scooters to school do so at their own risk and must have a suitable lock to ensure their bike or scooter is safely secured. Skateboards are not permitted in school at any time. Helmets must be worn if travelling to school on wheels.

Visits Out of School

As part of our curriculum, we use the local area and places further afield as a resource. A Parental Consent Form for Excursions which are within walking distance of the school will be issued annually in August for parents to complete.

If your child is to be involved in visits further afield, we will notify you of the details and send you a consent form to complete. This is essential for insurance purposes and if we do not receive a return for a pupil, they cannot go out of school. On all visits, the class will be accompanied by the number of adults specified by the Local Authority.

Local and National Initiatives

From time to time we participate in National Initiatives. For example, P1 Bookbugs, P2-3 Read, Write Count, P4 -7 First Ministers' Reading Challenge, Sumdog Maths. Parents will be issued with details as these initiatives arise.

Sports Day and House Cup

Our Sports Day is usually held in June, in the playing field at the end of Young Street. Parents are very welcome to attend and support. We use a “potted sports” format combined with competitive races. We make use of our house system for the sports and children are put into their appropriate house with a captain for each. Our houses are Priory, Friar, Abbot and Glover. Points are awarded by teachers throughout the year are added to sports points to determine the winning house. The winning team captains collect the House Cup at the end of year service in Craigie and Moncreiffe Church.

Tony Armstrong Cup for Good Citizenship

This award is presented to a P7 pupil at the end of each year who has demonstrated good citizenship. The P7 awarded this cup is voted for by their classmates and school staff.

Caroline Westwood Quaich

This Quaich is presented to a pupil, of any age, for excellence in the Expressive Arts and is in memory of Miss Caroline Westwood, who sadly died, following a short illness, in August 2006. Miss Westwood, who had a particular interest in the Expressive Arts, had been a teacher at Craigie School for over 30 years.

Craigie 50+ Group Cup

This cup was presented to Craigie Primary in 2016 by the Craigie 50+ Group, who wished that pupil achievement was recognised. This cup is presented to any pupil who has shown excellent academic achievement throughout the school year.

Name of Child Protection Officer

Schools are required to report if we think any child has come to harm as a consequence of possible abuse.

At least one member of staff in each school has been appointed to be responsible for Child Protection matters and has had special training in this area.

In our school, there are two designated Child Protection Officers – Mrs Lesley Gibson (Headteacher) and Mrs Jenny Ballantine (Depute Headteacher).

Should you wish to talk further about Child Protection and the safety of children please feel free to contact the school. Our school Child Protection leaflet for parents is available at the school office and on our website.

As a school we have good contacts with Allied Health Professionals, Social Workers and Police, any or all of whom may become involved if abuse is suspected. We will always ensure that you are informed and participate in any action, which we may initiate regarding your child.

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'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.

Craigie ELC

Perth and Kinross Council (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.

All 3-5 year olds and eligible 2 year olds 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 5 full days a week. Craigie ELC operates a full day system from 9am to 3pm, Monday to Friday for 3-5 year olds. ELC for eligible 2 year olds is also available in a number of nurseries but not within Craigie ELC.

Applications for an ELC place must be made directly to Perth and Kinross Council, who then allocate places.

Our ELC class has its own separate Handbook. This is available from the school office and is on our school website.

Parents of children attending ELC should be aware that a place in a local authority managed ELC setting 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.

As a result of the changes to a child's experience prior to beginning their Primary School education across PKC, Primary One children now attend school for a full day from August and therefore will no longer access ½ days for the first two weeks of term.

Further details of ELC provision in Perth and Kinross are available in the Council's website. Please open the link below and click on **Free Early Learning and Childcare for 3-5year olds** to find this policy. <http://www.pkc.gov.uk/families>

Lesley Gibson

Headteacher

November 2020

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.

Contents

- A Placing in Schools – Primary, Secondary and Special
- B School Commencement Arrangements
- C Equal Opportunities
- D School Meals
- E School Clothing Grants
- F Music Tuition
- G Travel to School
- H Transport
- I Additional Support Needs
- J Parental Involvement/Parent Councils
- K Insurance
- L Child Protection/Looked After Children
- M Access to Information – Parents and Pupils
- N Transferring Education Data about Pupils
- O Attendance
- P Family Holidays
- Q Care Standards Inspections
- R School Crossing Patrollers
- S Employment of Children
- T Childcare and Family Information
- U Complaints
- V Further Information
- W COVID-19 Information

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

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:

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

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

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

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.

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

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,

There are two websites - www.enquire.org.uk (for parents/carers and practitioners) and 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.

Telephone: 01738 476280

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

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

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

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 , 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

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 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) 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

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

The Perth & Kinross Council main education Detailed Privacy Notice can be found here: 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). 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 .

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

Concerns

The Data Protection Officer for this data is the Data Protection & Information Assets team, 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).

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

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

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.

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

Website: 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

Telephone: 0345 601 4477

Website: www.pkc.gov.uk/families

Families can also access information on the national website: 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: @sps.gov.scot
Website: www.sps.gov.uk
Mobile site: <http://m.sps.gov.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 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

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

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

If you or someone you know would like a copy of this document in another language or format, (on occasion only a summary of the document will be provided in translation), this can be arranged by contacting
Customer Service Centre on 01738 475000.

ان احتجت أنت أو أي شخص تعرفه نسخة من هذه الوثيقة بلغة أخرى أو تصميم آخر فيمكن الحصول عليها (أو على نسخة معدلة لمخلص هذه الوثيقة مترجمة بلغة أخرى) بالاتصال ب:
الاسم: Customer Service Centre
رقم هاتف للاتصال المباشر: 01738 475000

اگر آپ کو یا آپ کے کسی جاننے والے کو اس دستاویز کی نقل دوسری زبان یا فارمیٹ (بعض دفعہ اس دستاویز کے خلاصہ کا ترجمہ فراہم کیا جائے گا) میں درکار ہے تو اس کا بندوبست سروس ڈیپٹمنٹ Customer Service Centre سے فون نمبر 01738 475000 پر رابطہ کر کے کیا جاسکتا ہے۔

如果你或你的朋友希望得到這文件的其他語言版本或形式 (某些時候，這些文件只會是概要式的翻譯)，請聯絡
Customer Service Centre 01738 475000
來替你安排。

Jeżeli chciałbyś lub ktoś chciałby uzyskać kopię owego dokumentu w innym języku niż język angielski lub w innym formacie (istnieje możliwość uzyskania streszczenia owego dokumentu w innym języku niż język angielski), Proszę kontaktować się z
Customer Service Centre 01738 475000

P ejete-li si Vy, anebo n kdo, koho znáte, kopii této listiny v jiném jazyce anebo jiném formátu (v n kterých p ípadech bude p elož en pouze stru ný obsah listiny) Kontaktujte prosím Customer Service Centre 01738 475000 na vy ízení této požadavky.

Если вам или кому либо кого вы знаете необходима копия этого документа на другом языке или в другом формате, вы можете запросить сокращенную копию документа обратившись
Customer Service Centre 01738 475000

Ma tha thu fhèin neo duine a dh'aithnicheas tu ag iarraidh leth-bhreacden phàipear seo ann an cànan eile neo ann an cruth eile, (aig amannan cha bhith ach gearr-chunntas a-mhàin ri fhaighinn air eadar-theangachadh) faodar seo fhaighinn le bhith a' cur fios gu:
Customer Service Centre 01738 475000

You can also send us a text message on 07824 498145.

All Council Services can offer a telephone translation facility.

www.pkc.gov.uk