

Guildtown Primary School



School Handbook

Academic Session 2020/2021

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Introduction

Guildtown Primary School is a small rural school located in the village of Guildtown, approximately 7 miles from Perth. The children who attend the school come from the village of Guildtown, the nearby village of Wolfhill as well as the surrounding countryside.

The school has one classroom, a nursery, a library/resource room, a multi-purpose hall and an office/staffroom. Outside, the children have daily access to a tarmac playground and the school garden area. In better weather the children are able to go into the adjoining park.

This handbook has been produced to provide parents with information on various aspects of school life. It is hoped that this will help the children settle into routines as quickly as possible.

Parents are welcome to contact the school for further information at any time.

Delineated Area

The delineated area for the school comprises of the area bounded by the River Tay to the west; Newmiln to the south; St Martin's Mill, Dunsinnan, Little Whitefield and Redstone Crossroads to the east, and Meikle Whitefield, Milestone, Strelitz Wood and Mains of Cargill to the north.

A detailed map of the area is kept in the school and may be referred to if you are in any doubt.

Contact Details

School details: Guildtown Primary School & Nursery
School Road
Guildtown
Perth
PH2 6BX

Telephone Number: 01738 474120

Headteacher: Mrs Kim Robertson e-mail: guildtown@pkc.gov.uk

The school caters for the primary school age range – approximately 5 to 12 years. At this time there are 13 children in the school. They are taught in one multi-composite class.

Complaints Procedure

Education and Children Services and persons contracted to work on their behalf try very hard to provide quality services. However, there may be occasions where you are unhappy about the provision of service, or refusal of service, and regrettably sometimes things can even go wrong.

The school deals with complaints as part of Perth & Kinross Council's Complaints Handling Procedure. More information is available on the Council's website as follows:

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

If you have reason to make a complaint, please contact Mrs Kim Robertson, Head Teacher in the first instance who will try to resolve the matter.

Where this is not possible, or you remain dissatisfied, you have the right to make a formal complaint and have that complaint investigated.

Details of this procedure can be found on the Perth and Kinross website or by contacting Customer Service Centre on 01783 475583

Email- customercomplaints@pkc.gov.uk

Attendance and Absence Procedures

It is a legal requirement of parents to ensure that their children attend school regularly and punctually. Unsatisfactory attendance will be discussed with parents and investigated further if appropriate.

If your child is going to be absent for any reason please contact the school on 01738 474120 before 9.30am. Where no call has been made by this time then the school will telephone home to ensure the safety of the child.

Where possible, children should not be withdrawn from school during term time because of family holidays. If this proves to be unavoidable, a letter requesting permission should be sent to the Head Teacher; however, all such absences are now considered to be unauthorised.

If your child has to attend a clinic (eg dental clinic) during school hours, the child must be collected and returned to school by parents / carers. Where possible, appointments for the dentist, doctor should be made outside school hours to avoid missing class time. It is extremely important that parents give the school up-to-date information of any changes to contact details – e.g. mobile phone numbers, numbers of places of work or of emergency contact details.

Parental Concerns

Parental concerns are always listened to and acted upon. Concerns can be shared by contacting the Headteacher or other relevant member of staff at the end of the school day, by telephone, letter or email. We aim to respond to concerns as quickly as possible and will involve staff, parents and children (where appropriate) in finding a positive way forward. Communication with parents will continue until it is felt that the problem is fully resolved. Should parents, at any time, feel that the school is not dealing satisfactorily with the concern then parents can contact the school's Quality Improvement Officer – Kim Ramsay, 2 High Street, Perth PH1 5PH, Tel: 01738 475000

Visits for Prospective Parents

Parents/Carers who have moved into the area or are planning to do so are most welcome to contact the Headteacher at any time and arrangements can be made for a conducted tour of the school where the life of the school can be discussed in more detail. A copy of the current handbook is also issued.

Communication

Newsletters are sent home on a regular basis and these include information about topics, trips, sporting events, staff training, school finance, school developments and individual successes. Information is also sent out by class teachers about the learning that is taking place in their classroom each term.

Parent evenings are held in both November and March where individual progress and next steps in learning are discussed. We encourage all parents to attend these meetings.

We also try to communicate with the wider community through our school website (www.guildtownprimary.org.uk), school noticeboard and through press releases in the local newspaper.

Staff

Headteacher/ Class Teacher	: Mrs Kim Robertson
Class Teacher (2 days)	: Mrs Susan Anderson
Classroom Assistant	: Mrs Sandra Kirk
School Secretary	: Mrs Anneli Kendrick
School Cook	: Mrs Moira Dunlop
School Cleaner	: Mrs Teresa Hallyburton
Facilities Coordinator	: Mr Roddy Ritchie
Early Childhood Practitioner	: Ms Cathie Shiels

School Ethos

At Guildtown School we have the following aims: -

1. To create a happy and welcoming environment where children, parents and staff work together and show respect for others regardless of culture, race, beliefs, gender and ability
2. To provide a range of relevant and meaningful experiences which will challenge all children and encourage them to become motivated, independent, collaborative and active learners
3. To promote the well-being of pupils and encourage them to make healthy choices in their daily lives
4. To equip children with the skills and attitudes that will enable them to make informed choices and decisions that will affect both them and others
5. To create a climate of achievement where the individuality of each child is recognised and valued

Community

The school actively encourages links with the local community. Members of the community are invited to attend events being held at school and information of school activities is given through the community section of the local newspaper. A notice board outside the school is also used to inform others of the work of the school. We always appreciate any support from community members and groups. The school welcomes involvement in any work being carried out locally.

Positive Behaviour Management

At all times we are aiming to encourage children to develop self-control and self-discipline. We expect a high standard of good conduct and good manners for the benefit of everyone. Expectations are made clear to the children by all staff and reinforced regularly in the classroom, playground and at whole school assemblies.

As a Perth & Kinross School, we use **Restorative Approaches** when resolving conflict. Staff are trained in facilitating restorative conversations which allows children to work through any

conflict to come to a common solution. These conversations allow the children to take responsibility for their actions and make them aware of the impact of their actions. They learn to respect other people, their views and their feelings and they develop feelings of empathy. Children respond well to the fact that they are being involved in decisions about their own lives.

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

School Rules

At Guildtown Primary School we have 3 rules:

1. Safe
2. Respect
3. Responsible

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 Guildtown Primary School are automatically members of the Parent Forum for the school and will be entitled to have a say in what happens at 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.

During the session, functions will be organised by the Parent Council to raise funds, which can help to finance school activities like outings, Christmas parties and equipment for general use in the school.

Parent Helpers

At Guildtown Primary School we welcome parent helpers both in and out of the classroom. We appreciate the fact that many of our parents are working parents and try to involve them in other ways eg counting vouchers, making up games etc.

Parental Involvement

At Guildtown Primary School we like to work in partnership with our parents. At the start of each planning block we share the focus for learning areas with our parents.

Homework tasks are varied and within these we regularly include opportunities for parents to work with their children.

Parents are asked for feedback about the work of the school on a regular basis, usually in a questionnaire format. Members of the Parent Council also offer their ideas and opinions on a range of school related matters.

Transitions

To ease transition from nursery provision to Guildtown Primary School we have a supportive programme in place. All children are visited in their nurseries by their P1 class teacher. After the Easter break the children are then invited to spend three or four sessions in the classroom with their future teacher and classmates. Parents are also invited to meet as a group with the Head Teacher to discuss a wide range of issues that will be relevant to them and their child in P1. This is an informal meeting with lots of opportunities for asking questions and sharing experiences.

Pupils from Guildtown Primary School normally transfer to Perth Academy. Throughout the session there are many opportunities for the children to mix with other P7s from Perth Academy cluster primary schools. We work closely with staff from Perth Academy to ensure that the transition process is smooth. Enhanced transition experiences are planned for any children identified as needing additional support.

Perth Academy
Murray Place
Perth
PH1 1NJ

The Curriculum

At Guildtown Primary School we work to prepare our children for the future in our fast-changing world and equip them for jobs which may not yet exist. In Perth & Kinross we have built on our Setting the Standard documents and the Improving Learning series by producing Creating a Curriculum for Excellence – which incorporates a four-part guide outlining the role played by the 3-18 Curriculum Framework, Effective Learning and Teaching, Enterprise and Vocational Education and Assessment for Learning in creating Curriculum for Excellence in our schools.

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

Our curriculum empowers our teachers to make professional judgments about what and how they teach. It encourages creative approaches and promotes cooperative strategies as we seek to engage, motivate and inspire our learners.

Progress in learning will continue to be assessed in rigorous ways throughout a young person's time at school. There were new qualifications for Literacy and Numeracy from 2012-13 and new National 4 and 5 qualifications from 2013-14. Our Scottish Access, Higher and Advanced Higher courses will be updated to take account of and support these new approaches to learning and teaching.

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

The core areas of our curriculum are defined as follows:

- Languages (including French at all stages)

- Mathematics
- Religious and Moral Education
- Sciences
- Social Studies
- Technologies
- Health and Wellbeing
- Expressive Arts

These are taught throughout the school either as discrete subjects or through cross curricular learning contexts. Further information can be accessed by visiting the Curriculum for Excellence website:

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

Religious Observance

The school holds assemblies, which provide opportunities for pupils to share together and celebrate as a school community those things which we value. They also provide opportunities for our pupils to reflect on spiritual and moral concerns. Through this, pupils can increase their understanding of religious practices and the experience which underlies them. We also welcome input from our local minister, Ms McDougall, who visits the school on a regular basis.

Parental Rights

Under the terms of the Education (Scotland) Act 1980, “any pupil may be withdrawn by his / her parents from any instruction in religious subjects and from religious observances”. Any parent who wishes to exercise this right must first discuss the matter with the Head Teacher.

Assessment & Reporting

Assessment

Assessment has several purposes but mainly allows a teacher to check on a child’s strengths and needs so that the next stage of learning can be planned properly. Results of assessment also allow children to know how well they are doing and what targets still require to be achieved. They are helpful also in reporting on a child’s progress. Each class teacher makes a continuous assessment of progress on a day to day basis and will use that assessment to plan further work. More formal tests and assessments are introduced at times when the class teacher feels it is best for children’s learning.

Sources of evidence can include:

- observations of learners carrying out tasks and activities, including practical investigations, performances, oral presentations and discussions
- records (oral, written, audio-visual) created by children which may include self
- assessment and/or peer assessment or may be assessed by the teacher
- information obtained through questioning in high quality interactions and dialogue written responses
- a product, for example, piece of artwork, report, project
- accounts provided by others (parents, other children or young people, or other staff) about what learners have done

Children will progress through the different Curriculum for Excellence Levels, typically over a three-year period with scope for breadth and depth of learning opportunities.

Early level – pre-school years - P1, or later for some
First level – children in P2 –P4, earlier or later for some
Second level – children P5 -7, earlier or later for some

Taking account of Curriculum for Excellence assessment guidelines, teachers will use their professional judgement to decide the level towards which each child is working. A teacher will collect evidence of that attainment from class work or may use a formal summative assessment to check his/her own judgement that a child has attained a level.

Scottish National Standardised Assessments

The Scottish Government nationally developed a set of standardised assessments, designed to reflect the way we deliver education in Scotland, through Curriculum for Excellence. Ongoing and informal assessment is, and will continue to be, a central part of everyday assessment. Teachers will continue to draw on all the assessment information available to them, when considering children's progress and planning the next steps in their learning. Our children in P1, P4 & P7 shall use the assessments as part of monitoring their ongoing progress and shall focus on aspects of reading, writing and numeracy. Teachers will use this information, alongside a wide range of other assessment information, to discuss with you how your child is progressing with their learning, as part of the normal reporting process in your school.

Reporting

Each child's performance is recorded by the teacher and communicated to parents at Parents Evenings held in November and March. We strongly encourage parents to attend these meetings where progress and identified next steps in learning are shared. At the end of each session an annual report is also issued. This provides a written summary of the year's work.

Parents are welcome to discuss their child's progress at any time throughout the school session, particularly if a concern has been identified. In such instances please telephone the school or send a note to the class teacher so that a convenient time can be arranged for a meeting.

Support for Pupils

Following Perth & Kinross Council policy the needs of Additional Support Needs (ASN) children will be met, where possible, in the classroom with mainstream peers. Progress of children will be monitored and regularly discussed with parents and other support agencies through the ASN review process. For children with additional needs a formal review will be held annually and parents are invited to attend. Should parents wish to discuss Additional Support Needs for their child they should, in the first instance, make an appointment to speak to the Head Teacher.

From time to time some children may be identified by school staff as requiring "extra help" for a variety of reasons. This may be in a specific curricular area or in a number of subjects and may be of a short- or longer-term nature. Initially the class teacher or a parent will identify that an on-going problem exists and will make a referral to the Head Teacher who will then gather information and decide as to what form the support should take. This may involve devising a specific programme for the child or further assessment may be required to identify the next steps. Individual Education Plans (IEPs) may be written giving details of the child's education programme. At all stage's parents will be kept fully informed and encouraged to work in partnership with school to ensure the child receives the best education possible.

Children with Additional Support Needs are fully included in the life of the school and every effort is made to meet their needs. The class teacher is responsible for ensuring that every child in their class has their needs met. Mrs Kirk, classroom assistant, works closely with the class teachers and will provide support as required. Any concerns regarding pastoral care and support are fully discussed with parents and a plan is agreed to support the child.

Regular meetings are held between key staff and parents to discuss progress, next steps and any other concerns. Parents can request a meeting as required.

Information on the authority's policy in relation to provision for additional support needs can be found at

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

There are organisations specified by Scottish Ministers which provide advice, further information and support to parents of children and young people with ASN. These organisations are identified under The Additional Support for Learning (Sources of Information) (Scotland) Amendment Order 2011 as:

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

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

Telephone Helpline: 0845 123 2303

Email Enquiry service: info@enquire.org.uk

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

Enquire provides a range of clear and easy-to-read guides and factsheets including the Parents' Guide to Additional Support for Learning.

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

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

School Improvement

The main achievements of the school over the past year can be found in the Standards and Quality Report which is published annually and available to view on the Perth and Kinross website by clicking the following link:

http://www.pkc.gov.uk/media/32075/Guildtown-Primary-Standards-and-Quality-Report/pdf/Guildtown_S_Q_Report_2017-18_final.pdf?m=636747603560970000

Plans for improvement of the school's performance over the next year, including how the school will involve parents, are contained in the School Improvement Plan, a copy of which is available from the school on request.

Details of the school's performance at local and national level can be obtained by viewing our HMI Scotland Inspection through the following links:

http://www.pkc.gov.uk/media/32074/Guildtown-Primary-HM-Integrated-Inspection-Report-2010/pdf/Guildtown_Primary_HM_Integrated_Inspection_Report_2010.pdf?m=635715300886100000

School Policies & Practical Information

School Day

The school day starts at 9.10am. Bus children are collected at the road end and brought to school by a staff member who supervises in the playground until bell time. Children line up in their classes in the playground before entering the school. Morning break is from 10.45am until 11am. A warning bell rings at 12.20pm for lunches which begin at 12.25pm. The afternoon session lasts from 1.15pm until 3.15pm. At the end of the school day all children

are dismissed by a class teacher and the bus children are taken to the bus by a member of staff.

Arrangements for Emergency Closure

Where the school has to close at very short notice because of such circumstances as failure of heating, adverse weather conditions etc the following procedure will apply:-

- The Head Teacher will make sure a parent or responsible adult is at home to receive the child.
- Where Education Department transport is provided pupils will be allowed to use it only where there is absolute certainty that they will arrive home safely.
- Communication by telephone will be used to inform parents of what action is to be taken.

Parents should always use their best judgement when deciding whether to send or escort their children to school. In the interest of the health and safety of pupils and staff, it may be necessary during severe weather conditions to close this school. If this is to be done prior to the school opening, it will be announced on Radio Tay after 7.00 am.

Radio Tay	Dundee	Perth
Frequency AM	1161	1584
Frequency FM	102.8	96.4

Please note that, although as schools we have a direct number to Radio Tay, it often takes a considerable time for individual schools to get connected.

Parents can also get information from:

- Perth and Kinross Council Information Line – 01738 475000 open between 8.45am and 5pm. Calls are charged at the local rate.
- PKC website – www.pkc.gov.uk

The school will issue information each year, prior to the colder weather.

Uniform

The school colours are maroon and black or grey. Any suitable clothes in these colours are acceptable. For 'formal' occasions a white shirt is preferred with grey or black skirt / trousers. The school tie is available from the school. Parents are able to use an online ordering service for some school uniform items including the school maroon sweatshirt and white polo shirt, both of which have the school motif on the front.

PE Kit

For PE each child is expected to have shorts, a T-shirt and gym shoes. Clean trainers are also acceptable for most indoor lessons (not gymnastics). All items should be kept in a bag hung on their peg in the cloakroom area. Gym shoes can also be worn in wet/snowy weather instead of wellingtons/boots or wet shoes

We try to use the outdoor areas for PE lessons as much as possible. We therefore may ask that children bring in clothing suitable for outdoor sessions eg jogging bottoms, sweatshirts & trainers.

Football strips are not acceptable for PE lessons. No jewellery should be worn for safety reasons. If a child is unable to remove their earrings for any reason, then these should be covered using tape brought from home.

Art Overall

All children should have an art overall which will protect their clothing during art lessons. This can be an oversized T-shirt or shirt – it does not have to be a 'bought' art apron.

Please ensure that every item of clothing and as many other belongings as possible are LABELLED clearly and indelibly with the child's name.

School Meals

Lunches are prepared outwith the school premises with some cooking being done on site. A school lunch costs £2.15 each day for children in P4-7 and is free to all children in P1-3. An online system is used for payment. As of August 2020 all dinners must be paid online. Dinner menus are issued to all families and children pre-order the main course of their choice. Children can bring a packed lunch to school if preferred and these are eaten in the school dinner hall alongside the other children.

Free school meals are available for those who are in receipt of qualifying benefits, guidance notes and application forms are available from the school office or are available on line at www.pkc.gov.uk/freeschoolmeals .

Pupil Groups

This session the school has a joint Pupil Council and Eco Group and children in P3-P7 are members of this group. They are encouraged to put forward their ideas for the agenda and to take agreed actions forward. They meet on a monthly basis. In the past they have been involved in fundraising events, organising parties, litter picks, garden and playground improvements.

Homework

Children are issued with homework on a weekly basis – this allows parents and children to organise the homework around other activities taking place during the week. Reading homework is written separately in the reading marker. Homework is usually linked to on-going classroom work and should be achievable by the child. We do try to vary the tasks given for homework and try to include parents in some of them. Parents are encouraged to support their children but should inform the class teacher if something was particularly difficult or not understood.

Health Care

The School Nurse visits the school regularly. There are occasional visits from the School Doctor and Dentist. Parents whose children are being examined by the doctor are normally notified by the Health Service via the school and invited to attend and the results of the dentist's visits are conveyed to parents, who are then expected to take the appropriate action if so advised.

If your child becomes ill at school or has an accident, the school will notify you by telephone. If it is considered that emergency treatment is required your child will be taken straight to Perth Royal Infirmary while you are being contacted and you will be asked to go to the Infirmary. If parents are not available the emergency contact will be contacted. First aid is administered, when necessary, by staff members.

If your child suffers from any specific medical condition e.g. an allergy to Elastoplast, is asthmatic or diabetic, the school should be informed in order that appropriate action may be taken if necessary.

It would also be helpful if you could let us know when your child is taking a course of medication. Parents can be assured that all such information will be treated in strict confidence.

If a child requires medication at school times, **a medicine administration form must be completed.** Please ask Mrs Kendrick

No medicines may be administered without a completed form.

Name of Child Protection Officer

Given on-going public concern on the subject of child abuse and the changes in the law, schools are required to report if we think any child has come to harm as a consequence of possible abuse.

A member of staff in each school has been appointed to be responsible for Child Protection matters and is given special training. In our school that person is Mrs Robertson.

(Designated Officer (Child Protection)).

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

GIRFEC

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

Wellbeing is described by 8 'indicators':

Safe	Healthy	Achieving	Nurtured	Active
Respected		Responsible	Included	

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

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

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

Nursery

Each nursery provision will have a defined locality which may not be the same as the primary school catchment area. Localities are agreed and registered with Education Services within Education & Children's Services. Parents of children attending nursery should be aware that a place in a local authority managed nursery class does not give children priority in gaining a place in the same school when enrolling for primary school. Entitlement to primary school is determined by the child's home address. The designated nursery provision for this school is **Guildtown Primary School Nursery**.

<https://www.pkc.gov.uk/article/20781/Registration-for-Early-Learning-Childcare-ELC-nurseryplaces-opens>

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

<https://www.pkc.gov.uk/article/21421/Policy-and-guidelines-for-early-learning-and-childcare-admissions-updated>