

Invergowrie Primary School



School Handbook Academic Session 2021/2022

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Welcome from the Head Teacher

Dear Parents/Carers

I would like to take this opportunity to welcome you and your family to Invergowrie Primary School.

At Invergowrie, we aim to create a happy, safe and caring environment throughout the school, while providing the best possible learning experiences and opportunities for all of our children.

This is reflected in our school Vision, Values and Aims which you will see in future pages of this handbook.

We fully recognise the importance of developing a strong partnership where home and school work together in order for children to receive the best from their education. Working together, we aim to develop skills which will equip children to learn and achieve throughout school life and beyond. With this in mind, we welcome and appreciate your support and involvement in all aspects of school life.

I hope you will find the information contained in this handbook helpful and informative. If you require further information about the school or wish to visit, please do not hesitate to contact us.

I hope your involvement with Invergowrie Primary School will be a very enjoyable experience.

We look forward to working with you and your family.

Elaine Greenhill
Head Teacher

In accordance with the Education (Scotland) Act 1980 and the Education (School and Placing Information) (Scotland) Regulations 1982, Perth and Kinross Council Education & Children's Services provides the following three categories of information:-

1. School Information

The first half of this booklet contains information about the school. This is available from the school for parents of pupils at that school, or other parents who want to choose that school for their child instead of the school proposed by the authority.

2. Basic Information

The second half of the booklet is intended primarily for parents who want to consider a choice of school for their children, and consists mainly of brief details of the Authority's policy on placing in schools, meals, boarding, transport, school commencement arrangements etc.

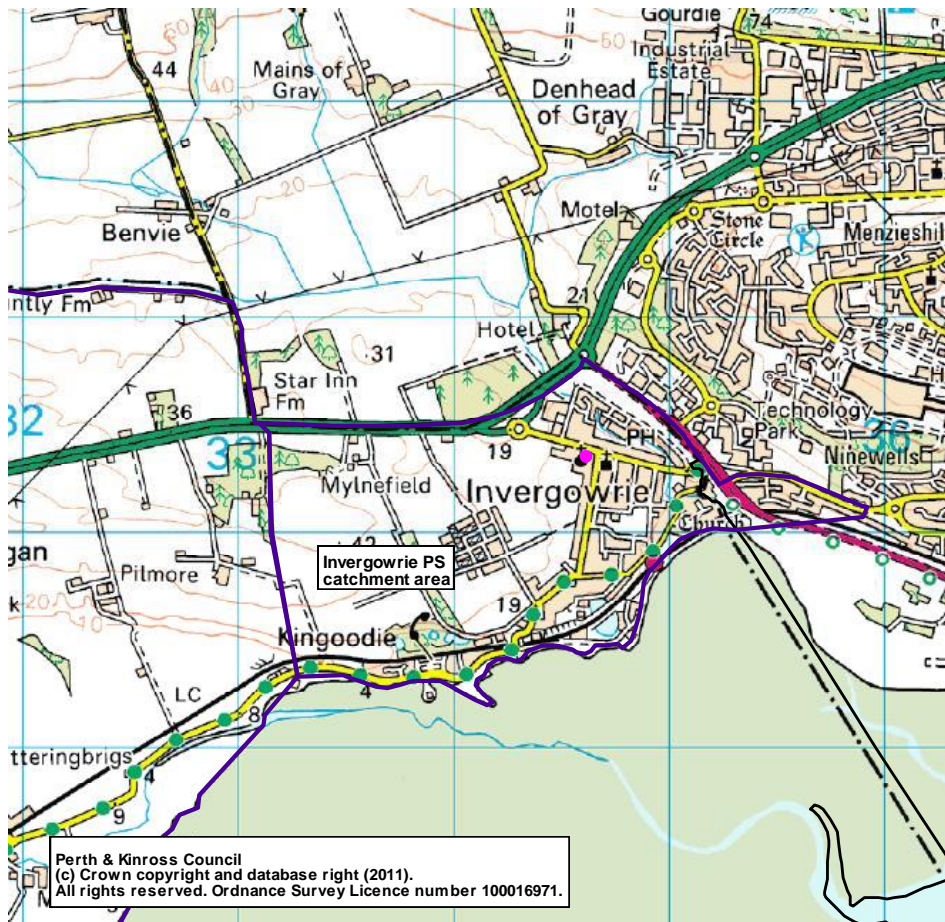
A complete copy of the basic information booklet is available from Education & Children's Services, Pullar House, 35 Kinnoull Street, Perth, PH1 5GD (Tel 01738-476211). This contains lists of the Authority's schools.

It should be noted that the basic information booklet applies to primary, special and secondary education and that information about nursery education is included in the School and Supplementary Information categories.

3. Supplementary Information

This includes specialised information which some parents may want for a variety of reasons and which is available on request from Education & Children's Services. Such information relating to a particular school is available at that school.

Delineated Area



The school serves the villages of Invergowrie and Kingoodie and the surrounding area.

The catchment area extends from the Ninewells roundabout south to the river and northwards to the Swallow roundabout. The western boundary extends from the outskirts of Kingoodie north to the A90 dual carriageway.

Contact Details

Invergowrie Primary School
14 Errol Road
Invergowrie
DD2 5AD

Telephone – 01738 454251

Email InvergowrieParents@pkc.gov.uk

School Website www.invergowrieprimary.org.uk

Status Primaries 1-7

Composition At present there are seven classes

School Roll 169 plus nursery

Nursery 32 places

School Staff

Head Teacher Mrs Elaine Greenhill

Depute Mrs Tracey Small

Teaching Staff

P1 Miss K Stewart / Mrs A Cumming
P2 Mrs G Devlin
P3 Mrs G Kerr
P4 Mrs G Paterson / Miss T Hunter
P5 Mrs G Howie
P6 Miss K Welsh / Mrs F Bienkowski
P7 Mrs B Bradley / Mrs A Cumming

Nursery

Senior ECP Mrs L McGavin
ECP Mrs K Harte
ECP Miss S Leadingham
ECP Mrs L Humpleby
Play Assistant Mrs L MacKenzie
Play Assistant Mrs H Fairweather

Additional Support

Pupil Support
Teacher Mrs A McNee

Visiting Staff

P.E. teacher Mrs C Davey
Instrumental Tutor Mrs A Hogg (piano/violin)

Support Staff

Primary School
Support Assistants Mrs J Sturrock, Mrs S Falconer, Mrs M Harrison

Pupil Support Assistants Mrs A Legge, Mrs A Armstrong, Mrs A Colbron, Mrs G Hastie, Mrs N Jafferbhoy, Mrs L Pope

Attendance and Absence Procedure

There is a legal requirement for parents to ensure that their children attend school regularly and punctually.

If your child is going to be absent for any reason, please contact the school on 01738 454251. A short note should then be sent to the teacher on your child's return to school.

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 considered to be unauthorised.

If your child requires to attend a clinic (e.g. dental clinic) during school hours, the child must be collected and returned to school by parents / carers. Where possible, appointments for the dentist or 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, as this allows us to contact you in an emergency.

Parental 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 the relevant member of staff. A meeting will be held as soon as possible. Concerns are always taken seriously and listened to. Together, parents, staff and, where appropriate, children, will agree a positive way forward.

Communication will be maintained until the concern is alleviated. However, should parents feel the concern has not been satisfactorily dealt with, they can contact Perth and Kinross Council to address their concerns.

Full details of our Parental Communications Policy can be found by following the link below.

www.invergowrieprimary.org.uk

Complaints Procedure

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

We would like all families to be happy with the work of the school and the experiences and opportunities provided for our children. However, if you have a concern or a complaint about any aspect of school, please follow the procedure below:

- In the first instance, if appropriate, discuss concern/complaint with the class teacher. This generally results in the concern being quickly resolved and alleviated.
- If you feel your concerns have not been met or you consider it more appropriate, please refer your concern/complaint to the Head Teacher or Depute Head Teacher.

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>

Service users of the Nursery may choose to complain directly to SCISWIS. Complaints may be made in writing, by telephone or in person.

If further guidance is required, then advice may also be sought from SCISWIS.

Medication

Routine medical and dental inspections are carried out during the pupil's primary school life and parents are fully informed of when these will take place.

It is important that parents inform the school of any specific medical condition affecting their child so that the school can take appropriate action.

Very occasionally, children require to take prescribed medication during the school day. If this is necessary and your child is still well enough to be at school, medication will only be administered after all the appropriate training and paperwork has been completed. This is in accordance with Perth & Kinross Health and Safety Guidelines.

No unprescribed medication may be kept in school and administered by class teachers or any member of school staff.

Minor cuts and bruises will be treated by the staff but there may be occasions when a doctor's opinion or help is required. If at all possible, parents will be informed before the child is given medical attention. We have designated First Aiders in school and they will keep

parents fully informed if they have to treat any child during the school day.

The school office should be notified of any pupil with a specific condition, eg asthma – to allow records to be kept up to date. Pupils who require to use inhalers should be able to use them independently and be aware if they need them before PE etc.

Visits for Prospective Parents

Prospective parents who wish to visit prior to enrolling their child/children should contact the school to make an appointment. The Head Teacher or Depute Head Teacher will show them round and answer any questions. These visits will normally take place during the school day. We believe seeing the school at work gives you a much better feel for the overall ethos and organisation of learning and teaching within Invergowrie School.

Prior to beginning school, new Primary 1 entrants are invited to spend time in the P1 class with their future teacher and classmates. These dates and times will be confirmed. On the official Induction Afternoon, parents will meet as a group with members of the Senior Management Team to go over all appropriate P1 information. In addition to this afternoon, the Nursery Class and Primary 1 continue to develop their own liaison over the course of the year.

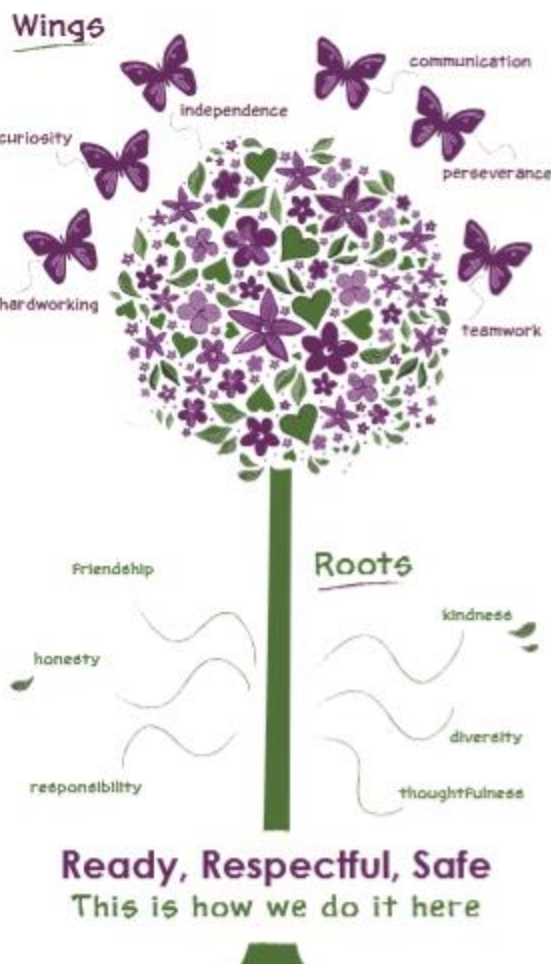
School Ethos

Vision, Values and Aims

In Invergowrie Primary, everyone is valued as a member of our school team. Pupils, staff, parents and the wider community have all contributed to the school vision, values and aims below, designed to help achieve our goal of having “A Place to Learn and Grow”.

Invergowrie Primary School

A place to learn and grow



Positive Relationships, Positive Behaviour

The children in Invergowrie Primary work with all staff as part of a “learning team”. They are generally motivated and happy in school. We firmly believe and promote that everyone has the right to feel safe, respected and happy. To ensure this, we have in place a structured Positive Relationships Policy system using Restorative Approaches which is based on the school values. www.invergowrieprimary.org.uk

This system encourages children to take responsibility for their own behaviour. It is consistently applied so that children know exactly where they stand within it, feel that it is fair and that they must accept responsibility for their actions. The policy is displayed in a prominent position in each classroom.

Parents will be informed early if there are any difficulties in school and we hope that we can continue to rely on parental support in maintaining the high standard of behaviour that exists in school at present.

At any time if you have a query regarding behaviour please contact the Head Teacher or Depute Head Teacher who will be pleased to discuss the matter with you.

Parental Involvement

Close partnership between home and school is vitally important and parents are encouraged to contact the 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 Invergowrie Primary. Communication can be by coming into school, by telephone and by email – InvergowrieParents@pkc.gov.uk

Parents are kept informed by written communications and newsletters at appropriate times. We also encourage parents to join us for concerts, fund raising events, curriculum information meetings and school trips. Newsletters are sent home termly and are available on the school website – www.invergowrieprimary.org.uk A calendar of events detailing parent contact evenings, open afternoons, school trips and other activities is sent out termly. Individual class information is also sent home with the pupils. If you would like to speak to your child’s class teacher, please contact the school office to arrange a mutually convenient time.

Parents are welcomed in Invergowrie Primary as part of the team who provide the best possible learning opportunities for their children. Parents are involved on a daily basis helping in classrooms, accompanying trips, giving talks, learning with their child in class, supporting extra-curricular clubs, completing audits and surveys, sharing ideas, suggestions and concerns with us.

Parents are supportive of their child’s learning by ensuring homework tasks are completed, are positive towards school, attending various meetings, fundraising events etc. and showing interest in their child’s learning.

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

Invergowrie School has a very active and supportive Parent Council and I would invite you to support them in all fund-raising schemes and social events.

Transitions

A number of transitions take place during a child’s primary school life – eg. Nursery to P1, moving to a new class, moving to a new school, moving on to secondary education. As

pupils journey through school, there is a great deal of flexible working with children and teachers from other classes so transition issues between classes are minimal.

At the end of Primary 7, our secondary catchment school is Perth High School, with transport being provided by Perth & Kinross Council. However, pupils from Invergowrie Primary can transfer to Harris Academy **if they live in the catchment area for Invergowrie Primary and complete the relevant placing request.** Pupils who live outwith the Invergowrie catchment area should attend Perth High School but can apply to Dundee City Council (again with a placing request) to attend Harris Academy. **Please note the current High School catchment area is under local authority review.**

**Harris Academy
Perth Road
Dundee
DD2 1NL
Tel No: 01382 435700**

**Perth High School
Oakbank Road
Perth
PH1 1HB
01738 628271**

Pupils with additional support needs may require an enhanced transition and this will be decided through discussion with Class Teacher, ASN Teacher and parents.

The Curriculum

The curriculum in Invergowrie Primary is based on Curriculum for Excellence. It adheres to the coherence and relevance principles of this curriculum by ensuring breadth, challenge and enjoyment, progression, personalisation and choice. The totality of the curriculum takes account of the ethos and life of the school, interdisciplinary learning and opportunities for personal achievement. It provides a variety of teaching methods and techniques which supports children to become successful learners, confident individuals, responsible citizens and effective contributors.

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 will enhance the educational experiences of the children, will be invited as appropriate. Outdoor learning is an integral part of the learning activities undertaken in all classes. These activities have been greatly enhanced on the new school site due to the provision of an outdoor classroom area. Children develop knowledge and understanding as well as skills for life, learning and work to prepare them for living in 21st century Scotland. ICT is used to enhance learning with an ICT suite available. Emphasis is put on children learning concepts and skills and then applying these in real life, problem solving situations. The children work with teachers to plan their learning. Teachers take account of prior learning and children are fully involved in setting targets and in meaningful dialogue about their learning.

Curriculum developments are shared with parents at curriculum evenings, through the Parent Council and on an individual basis as required. Homework tasks involve parents supporting their children's learning. Termly planning for learning is also shared with parents to allow shared support between school and home.

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 and employability and organisation are taught to prepare children for their future lives.

Parents can find out more by attending curriculum events in school, reading letters/information sheets sent home from school, asking school for specific information, using the school website and Education Scotland website – <https://education.gov.scot/>

Religious & Moral Education

The programme for Religious Education in our school aims to help pupils learn about Christianity and Other World Religions and to recognise religion as an important expression

of human experience.

Pupils will also be encouraged to learn from religions by helping them develop their own beliefs, attitudes, moral values and practices through a process of personal search, discovery and critical evaluation.

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

The school holds regular 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. We are joined on a regular basis by ministers from Invergowrie Parish Church and All Souls Church,

Assessment & Reporting

The school is committed to ensuring that every child reaches his/her full potential. This is achieved through focussed teaching, parental support and involving children in their learning. We operate a policy of continuous assessment, in line with government guidelines on "Assessment is for Learning" and Curriculum for Excellence. Ongoing formative and summative assessment is an integral part of the curriculum and is built into the work at the planning stage. In conjunction with this, children are encouraged to self and peer assess. On a daily basis, children are involved in discussing their learning with staff and other children. They are able to articulate their prior learning, why they are doing their current learning and can identify what their next steps in learning will be. A snapshot of this across the curriculum is captured in their Home/School Learning Journal which is shared with parents termly.

Staff track progress through planning meetings with HT/ DHT, evidence recorded, tracking sheets and the setting of long term targets agreed at the beginning of each term. Staff work with colleagues from within Invergowrie Primary and from other schools to moderate and benchmark work.

Reporting

Evidence of each child's work is collected and used to inform future teaching and reports to parents. If parents wish to discuss the progress of their child at any time, they can make an appointment to meet with the class teacher by contacting the school office. These meetings are generally informal with an emphasis on how best to support the child and build confidence. The school operates an "open door" policy where parents are actively encouraged to be positive partners in their children's learning. Open afternoons also give pupils the opportunity to share their learning with parents. There are also twice-yearly Parent Contact Evenings where parents have the opportunity to discuss pupil progress. A Primary 7 Profile for each pupil is produced and this is shared with parents and their receiving Secondary School. These profiles are a snap shot of a pupil's learning and achievements as well as setting out their targets for secondary school.

All parents receive a written report in June which details progress and sets next steps. These reports are also shared with the child's next teacher.

Support for Pupils

All children are well supported in Invergowrie Primary School. We rigorously apply the principles of GIRFEC (Getting it Right for Every Child). This is mainly achieved through our Rights Respecting Schools programme and our Health Promotion Programme. It is an integral part of life at the school. It is our firm belief that we work "with" children as learning partners in our school so all feel safe and valued.

In accordance with Perth & Kinross Council policy, the needs of Additional Support Needs (ASN) pupils will be met, where possible, in the classroom with mainstream peers. Progress

of pupils will be monitored and regularly discussed with parents and other support agencies through the ASN procedure. Opening a Co-ordinated Support Plan may be considered, in conjunction with parents and dependant on need. Formal reviews will be held annually and / or when considered appropriate. Should parents wish to discuss Additional Support Needs for their child they should, in the first instance, make an appointment to speak to the Class Teacher.

The school's policy is to support as much as possible the education of pupils with additional support needs along with their peer group, in the normal classroom situation. The work within each class is organised to ensure that each pupil is given work appropriate to his/her ability. Individually targeted work at a level accessible to the child and designed to support learning progress is normally provided by the class teacher and learning support staff. Progress is monitored from day to day and is regularly reported to parents who are also consulted if any change in the programme of support is being considered.

Initially the class teacher, with the Head Teacher or Depute Head Teacher at a planning meeting, will identify that support may be needed and will make a referral to the Pupil Support Teacher, who will then assess the needs of the individual child and work with the class teacher to ensure the child receives the help required. Individual Child Plans may be opened giving details of the child's education programme. 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.

Children with Additional Support Needs are fully included in the life of the school and every effort is made to meet their needs. A Pupil Support Teacher visits school one day per week and other support staff are available. 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.

Enquire – the Scottish advice service for additional support for learning
Enquire offers independent, confidential advice and information on additional support for learning through:

Telephone Helpline: 0845123 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.

When the need arises, the school can request the services of a teacher from the TESOL service to work with the children for whom English is a second language.

School Improvement

For an overview of how well the school is performing, we were inspected by Her Majesty's Inspectors of Schools in March 2009. To view this report, visit the Education Scotland website. The main achievements of the school over the last 12 months can be found in the Standards and Quality Report which is sent home to parents annually. This is also available on request from the school office or on the school website. www.invergowrieprimary.org.uk

Attainment continues to be high within the school with almost all pupils making very good progress in listening and talking, reading, writing and numeracy. Joint planning with pupils and between staff, as well as collegiate moderation of pupils' work, has had a positive impact on attainment.

School staff provide a very high level quality of care and support to all children in school. Development of Restorative Approaches and Resilience through Bounceback and EmotionWorks programmes are having a positive impact in building emotional literacy skills. Children are keen and motivated to learn and are justifiably proud of their school. They have a positive learning experience with high quality interactions between children and staff. Staff share learning with the children and make effective use of a range of assessment strategies to allow for shared identification of next steps.

Plans for future improvement include:-

- further implementation of Curriculum for Excellence programmes, ensuring they meet Perth and Kinross Standards
- continuing to implement the use of Higher Order Thinking Skills and Social Skills
- Further develop Visible Learning approaches to ensure learners are fully involved in their learning
- Increased parental engagement and Family Learning programmes
- Working with staff from other schools to enable moderation across literacy and numeracy

Information on the school performance at local and national level can be found on Perth & Kinross's website – www.pkc.gov.uk/education

School Policies & Practical Information

The School Day

Morning Session: 9.00 am -12.15 pm

Morning Interval: 10.30 am -10.45 am

Lunch Break: 12.15 pm - 1.15 pm

Afternoon Session: 1.15 pm - 3.15 pm

Nursery: 9am – 3pm

Breakfast Club offers before school childcare Monday – Friday, term time only from 8am until 9am. This is run by a parent group who employ a manager and deputy manager to staff the service. For further information, please contact invergowriebreakfast@gmail.com

Invergowrie Kids Club offers after school childcare Monday – Friday, term time only, from 3:15pm until 6pm and is registered with the Care Inspectorate.

The Kids Club is based in the Dining Hall and offers a wide range of play activities, both indoors and outdoors, to suit the individual needs of the children attending.

For further information please contact Invergowrie Kids Club on 01738 459607

School Meals

Lunches are cooked on the premises and are provided at a cost of £2.15 per day for pupils in Primary 4-7 and are free for Nursery & Primary 1-3. As we are a cashless school, this is paid through the electronic system called Parent Pay. All pupils are given a menu so they know in advance the lunch choice for each day.

Packed lunches are eaten in the dining hall. Please note that for safety reasons, glass containers are not permitted and thermos flasks need to be the children's unbreakable variety.

Free School Meals are available for those children in P4 – P7 whose parents/ guardians are in receipt of qualifying benefits. Guidance notes and Application Forms are available from the school office or are available on line:

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

Uniform/Clothing

The wearing of school uniform is encouraged at Invergowrie Primary to give a sense of identity and a feeling of belonging to the school community. Suitable warm jackets should be worn for outdoors for inclement weather and some pupils choose to wear green school blazers in the warmer months.

Boys/Girls: white shirt, blouse or polo shirt.
grey trousers, skirt or pinafore
grey, purple or green school sweatshirt, jumper or cardigan
green/white or purple/white checked summer dress

For P.E.: gym shoes which are preferably non lacing type and well fitting
trainers may be worn but these should be light, flexible and have non-scuff soles
white T-shirt, dark shorts.
track suits and outdoor footwear are also essential as P.E. can take place outdoors
Please note football strips/colours are not permitted

For Art/Craft: painting overall/shirt

Invergowrie School Uniform items (including school ties) are available from The Schoolwear Shop, 23 Commercial Street, Dundee and online at www.beschoolwear.co.uk

Jewellery, Personal Property and Valuables

The wearing of jewellery in school is to be discouraged as it can represent a hazard. Children with pierced ears must remove the jewellery or tape their own ears for PE.

Pupils should not bring valuable toys or personal property to school due to the risk of damage or loss. The school cannot accept responsibility for the loss of personal property or clothing. Clothing that has not been marked with a name is difficult to recover.

Parents should ensure that all items of clothing and footwear are clearly marked with the pupil's name.

Extra-Curricular Activities

We endeavour to give the pupils opportunities to take part in extra-curricular clubs. Over the school year the following clubs are offered – Football, Basketball, Activity Club, Glee choir, Dance, Baking, Cross-country.

Primary 7 pupils experience swimming at Perth Leisure Pool for a block of weeks.

Throughout the year, our learners are provided with a range of opportunities to develop their leadership skills by working in conjunction with Pupil Council, Eco Committee, Junior Librarians, P1 Buddies, Junior Carsonians and Playground Play Leaders. It is hoped that all pupils will develop their leadership skills in a variety of contexts.

Homework

All pupils in P1-7 will be given opportunities for home learning. This may be on a daily/weekly/ termly basis. Home learning is given to encourage parents/ carers and children to learn together and to spend quality time together. It should also encourage a sense of responsibility in pupils. Classes also post learning opportunities on Google Classroom which can be accessed from home.

Name of Child Protection Officer

In every school, a member of staff has been appointed to be responsible for child protection matters. In our school we have 5 trained Child Protection Officers – Mrs E Greenhill, Mrs T Small, Mrs G Devlin, Mrs L McGavin and Mrs G Howie.

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

Perth and Kinross Duty Team are available 24 hours - Telephone – 01738 476768 or www.pkc.gov.uk/childprotection

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.

Severe Weather

Arrangements for Emergency Closures

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 contact

- Tay Connect (Tel 08700 500232, then key option 4). This service is updated every 20 minutes and is charged at the local rate.
- Perth and Kinross Council Information Line – 0845 3011100, but this may not be operational before 6.30 am. This is also charged at the local rate.

If the school opens and weather conditions worsen through the day, we may have to make an emergency closure. We would therefore ask all parents to ensure they make precautionary arrangements for their child/children for such an event.

Children who go home for lunch would be given an explanatory note for their parents at that time.

Every effort would be made to contact the parents of children who remain at school for lunch, prior to the dismissal time. Any pupils whose parents, or emergency contact, cannot be reached would normally remain at school under the supervision of the Head Teacher or teacher until their parents could be contacted.

Nursery

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

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 obtained from the school office or accessed on the Council's website at the following address:

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

Nursery Registration

Parents who would like their child to be considered for a nursery place should complete an application form, available on Perth & Kinross Council website.

To make the transition from home to school easier, we can offer a staggered intake, allowing staff time to get to know parents and children. You are welcome to stay with your child until he/she is settled and happy for you to go.

The Nursery Class has its own secure entrance area and enclosed outside play area with access to the grassed area to the side of the building.

There are places for 32 children at Invergowrie Nursery.

Nursery Times – 9am till 3pm Monday to Friday, term-time only

If your child is absent from Nursery for any reason, please either phone by the start of the session or inform the office staff in advance.

Play and the Nursery Curriculum

“Play is a child’s work”

Young children learn through play and the daily programme, based on children’s needs and interests is centred around play experiences. Examples and pictures of activities are displayed in the cloakroom area.

The basis of the curriculum is play – through play, each child can fulfil his/her potential and will be able to pursue their own interests. Play provides opportunities for children to:

- Make sense of real-life situations
- Develop awareness of themselves and others
- Explore, investigate and experiment
- Be actively involved in learning
- Draw and test their conclusions
- Develop self confidence
- Express their ideas and feelings in many different ways
- Inhabit imagined situations
- Act out and come to terms with experiences at home or with friends
- Be solitary, quiet and reflective
- Collaborate with others
- Take initiative on their own terms
- Develop relationships
- Practise skills
- Consolidate previous learning
- Be challenged in new learning

Throughout the year, the children will have opportunities to visit the Primary 1 classroom to interact with the children and be involved in a variety of activities to encourage Learning through Play. A shared activity space is set up in school to encourage play and learning together between Nursery and Primary 1.

Together we hope to enable our children to be:

- Confident individuals
- Successful learners
- Responsible citizens
- Effective contributor

The children are encouraged to participate in all activities available and to persevere at tasks.

Our nursery classes, working closely with Primary 1, are working towards achieving Early Level experiences and outcomes in Curriculum for Excellence.

All children will be provided with quality experiences and through these they will develop attributes and capabilities as well as depth of learning across the eight curricular areas:

Expressive Arts
Health and Wellbeing
Language
Mathematics

Religious and Moral Education
Sciences
Social Studies
Technologies

Assessment

Assessment is an integral part of learning and teaching. Your child's progress will be assessed by staff and you will be kept informed of his/her progress and development. Our assessment informs all of our long-term and short-term planning. This helps us to keep our goals fixed in our minds.

All parents will be invited to share "Starting Nursery" observations with staff in the first few weeks of your child coming to Nursery.

As in Primary School, formal Parent Contact Evenings are held twice-yearly and written pupil reports are issued in June. However, Nursery staff are always happy to speak to parents at all times throughout the year and this dialogue is crucial to build positive relationships and a shared understanding of your child's learning and progress.

Entrance

The pedestrian gates must be used at all times for entering the school, and not the double gates.

On entering the Nursery cloakroom area, it would be appreciated if pushchairs could be left outside in the covered entrance area due to limited space.

Attendance

Parents are asked to bring their children into the Nursery within the first ten minutes of the session and to collect their children promptly. This allows optimum time for staff to work with your children. Staff need time before and after classes to prepare for the next session, for meetings, general duties and to allow for a lunch break.

Children must be brought to, and collected from, Nursery by a responsible person over the age of 16. A collection form will be filled out upon enrolment and can be updated as necessary. Please notify staff if someone different shall be collecting your child.

Records

On admission, you will be given forms to complete asking for details of home circumstances, telephone numbers, place of work, etc. You must notify the school office of any changes to these details, so that contact can be made should the need arise.

Snack

On-going snack is provided daily for your child and, in line with Perth & Kinross policy of healthy eating, we will offer milk/water and a choice of healthy options.

Children should not bring in any sweets or food of their own to Nursery for snack times. Please let the staff know if your child has any allergies to particular foods.

Please do not worry if your child doesn't have snack. Many children, particularly in the afternoon, don't always feel hungry and while staff will encourage and remind them to visit the snack area, children make their own choices and decisions about whether to eat or not.

Illness

Please do not bring your child to Nursery if they are unwell – even if they say they want to come!! If your child has had a bout of sickness/diarrhoea you must wait at least 48 hours before returning them to Nursery. If your child has an infectious illness, we must be told so we can watch out for symptoms in other children and in some instances we have to log these illnesses with the Care Inspectorate. Please contact us to let us know if your child is to be absent from nursery and the reason why they are absent. Should your child become ill during Nursery, every effort will be made to contact you – please ensure we have an up to date emergency telephone number.

Medication

Very occasionally, children require to take prescribed medication during the school day. If this is necessary and your child is still well enough to be at Nursery, medication will only be administered after all the appropriate training and paperwork has been completed. This is in accordance with Perth & Kinross Health and Safety Guidelines.

No unprescribed medication may be kept in school and administered by any member of school staff.

Any pupil with a specific ailment e.g. asthma, should be discussed at the onset with staff and a protocol completed. Pupils who require to use inhalers will be helped by staff to use them.

Clothing

We encourage children to be as independent as possible. Please help us by ensuring children wear sensible, practical clothes that they can manage by themselves. Tight jeans, belts, dungarees and braces are not easy for little fingers- particularly if they are in a hurry! Although we provide aprons for messy and wet activities, accidents do happen and it is important that children wear clothes that won't restrict them from joining in with the activities for fear of messing up their clothes.

Children will need to have a drawstring bag on their peg. Inside their bag they should have a change of clothing in case of 'accidents' and a pair of named gym shoes to wear within nursery. If your child comes to Nursery in Wellington boots, please ensure he/she has other shoes to change into.

Outdoors

The children have access to their own enclosed play area. During the winter months, please ensure that your child has the appropriate clothing and footwear so we can make full use of the outdoor area whatever the weather.

Please note: During nursery hours, an adult will supervise play on the equipment at all times. We accept no responsibility for injury to any child out with nursery hours. Younger or older children playing on the equipment do so at their own risk.

Sun Awareness

We follow guidelines on sun awareness and skin protection but we do ask that parents provide appropriate head wear and skin protection. Sun protection creams must be applied before coming to nursery.

Parental Involvement

Parental support and participation in the Nursery are greatly welcomed. If you are in a position to offer help, either on a regular or occasional basis, please speak to a member of staff or sign the parent's rota in the cloakroom. Unfortunately, for reasons of safety and insurance purposes, we cannot have younger children in the Nursery. To ensure we continue to improve our provision, we regularly ask parents to be involved in evaluating our nursery environment and curriculum. This can be through discussion or by asking for written feedback.

A notice board for parents is situated in the cloakroom area. We ask that parents read this regularly. This is your board and if there is anything which you consider to be of interest to other parents, please ask a member of staff to put it up.

Should the fire bell sound while you are in Nursery, please assemble in the MUGA area at the front of the school. Please do not bring prams etc. into the nursery as this might delay our exit from the building. Fire drills are carried out on a regular basis so staff and children are familiar with the routine.

It is important for children to feel confident about moving on to new situations, and we try to

make the transition from Nursery to Primary 1 as smooth as possible for them. Frequent visits to different parts of the school and play ground will be arranged to allay any fears. When children are enrolled at the Primary 1 stage, the school will notify parents of the arrangements for new entrants and a visit/ meeting for parent and child will follow.

We look forward to your child joining us and hope he/she is going to have a very happy start to their education in Nursery and a very positive learning journey at Invergowrie Primary School.

Autumn term 2021

Staff return: Monday 16 August 2021

In-Service day: Tuesday 17 August 2021

Term starts: Wednesday 18 August 2021

Term ends: Friday 8 October 2021

Autumn holiday: Monday 11 October 2021 - Friday 22 October 2021

Term starts: Monday 25 October 2021

In-Service days: Thursday 11 November 2021 and Friday 12 November 2021

Term ends: Wednesday 22 December 2021

Christmas holiday: Thursday 23 December 2021 - Wednesday 5 January 2022

Spring term 2022

Term starts: Thursday 6 January 2022

In-Service day: Wednesday 16 February 2022

Occasional holidays: - Thursday 17 February and Friday 18 February 2022

Term ends: Friday 1 April 2022

Spring holiday: Monday 4 April 2022 – Monday 18 April 2022

Summer term 2022

Term starts: Tuesday 19 April 2022

May Day holiday: Monday 2 May 2022

Term ends: Thursday 30 June 2022

Notes:

- Easter Sunday - 17 April 2022