



Kinloch Rannoch Primary School



School Handbook Academic Session 2020-21



Kinloch Rannoch Primary,
Kinloch Rannoch,
By Pitlochry,
Perthshire,
PH16 5PL.

Telephone: 01887 822466

Website: www.kinlochrannoch.pkc.sch.uk

E-mail: KinlochRannoch@pkc.gov.uk

Twitter: [@KinlochRannochP](https://twitter.com/KinlochRannochP)

Headteacher

Islean Gibson

School information

In accordance with the Education (Scotland) Act 1980 and the Education (School and Placing Information) (Scotland) Regulations 1982, 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 2019), further changes may have occurred since then.

1. Introduction
2. Delineated Area
3. **Contact Details**
4. **School Ethos**
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 - a) Language
 - b) Maths
 - c) Environmental Studies
 - d) Expressive Arts
 - e) **Religious Observance**
7. **Assessment & Reporting**
8. **Support for Pupils**
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1. Introduction

Welcome to Kinloch Rannoch Primary

At Kinloch Rannoch Primary we provide a broad and balanced curriculum which allows each child to develop and progress, recognising the importance of individual achievement.

Kinloch Rannoch Primary School is a non-denominational school at the centre of the local community. The school consists of one building. Our classrooms are located upstairs in the school, with our Nursery, Dining Hall, Gym Hall and staff offices on the ground floor. We currently have 2 primary classes, P1-4 and P5-7. We have Nursery provision with up to 20 places available which offers a full day session for Nursery pupils. Our 3 classes, with pupils from Nursery to P7, have a total roll of 24 pupils.

We are part of a Learning Community of nine schools in the Highland Perthshire Local Management Group. Almost all children from Kinloch Rannoch Primary transfer to Breadalbane Academy for secondary education.

We have high but realistic expectations of our pupils, both in terms of working hard in class and life outside the classroom. We encourage our pupils to take care of their surroundings, to be helpful and polite and to consider the needs of others.

Throughout every stage of your child's education at the school they will have a range of learning experiences that will develop their skills for life in the 21st century, to give the very best in academic, social and emotional education.

We aim to work in close partnership with our school community, as by working in collaboration we will provide the best education for your child. We recognise the importance of a good relationship between the child's home and school, working together to provide our pupils with the best possible opportunities to enable them to be citizens of the future.

This handbook is written as a source of reference for all parents / carers, children and anyone with an association with the school. It gives information on the philosophy that lies behind our work with children, answers questions about the school curriculum and gives details of the day-to-day running of our primary school. We hope the following information is both interesting and helpful. The information contained in this booklet is correct as of December 2019. There may be subsequent changes of which you will be notified.

We hope that you will find Kinloch Rannoch a caring and supportive place for your child at this important stage of their development and if there is anything in this handbook you wish to discuss further, please do not hesitate to contact us.

We look forward to you and your family learning with us here at Kinloch Rannoch.



Islean Gibson
Headteacher

Kinloch Rannoch Primary School's Vision Statement

Our vision is of a learning community where every individual is supported to realise their full potential and encouraged to be creative, motivated and independent lifelong learners.

We value:

Respect

Fairness

Equality

Partnerships with our community

We aim to provide:

A safe, caring and happy environment which allows individuals to flourish academically, socially and emotionally.

High quality learning and teaching experiences for all in our community.

2. Delineated Area

Kinloch Rannoch is found 32km west of Pitlochry and 32km north-west of Aberfeldy. It lies in a remarkably remote location at the east end of Loch Rannoch. What makes it remote is that the road through it continues west for just 18 miles to Rannoch Station before terminating on the edge of the vast expanse of Rannoch Moor.

The school's catchment area includes Kinloch Rannoch, Rannoch Station, Dunalistair, Tummel Bridge, West of Trinafour and north and south of the loch side.

For more information please contact the school.

3. Contact Details

School Name	Kinloch Rannoch Primary School
Address	Kinloch Rannoch, By Pitlochry, Perthshire, PH16 5PL.
Telephone Number	01887 822466
Email Address	KinlochRannoch@pkc.gov.uk
Twitter	@KinlochRannochP
Website	www.kinlochrannoch.pkc.sch.uk
Present Roll	P1-4 7 P5-7 11 Nursery 6
Stages Covered	Nursery - P7
Denominational Status	Non-Denominational
Quality Improvement Officer	Mrs Kim Ramsay
Headteacher	Ms Isean Gibson
Teaching Staff	Miss Isean Gibson Mrs Shelagh Illingworth Mrs Jenni Troup
Early Childhood Practitioner	Mrs Karen Hobson
Pupil Support Assistant	Mrs Patricia Clint
Visiting Specialist Teachers	Gaelic – Miss Bridget McPhee ASN – Mrs Stephanie Brown
Primary School Support Workers / Assistants	Mrs Carolyne Mackinlay Mrs Nicky Hannen Mrs Karina Rehling
Janitor	Tayside Contracts
Cook	Ms Ruth Anderson
Parent Council Chairperson	Mrs Heather Rutherford

Perth and Kinross Council

The Executive Director of Perth and Kinross Council Education and Children's Services is Sheena Devlin. The Head of Education for Nursery and Primary is Sharon Johnston and the Head of Education for Secondary and Additional Support Needs is Rodger Hill.

They are all based at Pullar House for which the address is:

Perth and Kinross Council Education and Children's Services
Pullar House,
35 Kinnoull Street,
Perth,
PH1 5GD.

01738 476211
www.pkc.gov.uk

How / When to Contact the School

We have an open door policy at Kinloch Rannoch Primary. The most suitable time to contact the school is between 0845 and 1515. This is when we have a member of staff in our school office.

A school staff member is in the playground from 8.50am each morning to welcome the children and to talk with them before they come in for lessons. If you wish to meet with a teacher, please ask at the school office for a convenient appointment time.

If there is an emergency please call the school. Should you be unable to contact anyone by telephone there is a voicemail system to leave a message.

School Commencement Arrangements

The school entry date in Perth and Kinross is the first day of the school session (Wednesday 19 August 2020). A child is of compulsory school age on the first school entry date from his/her fifth birthday. If your child is five between 20 August 2020 and 28 February 2021, they are eligible to start school on **Wednesday 19 August 2020** and you should register your child for primary school during the January 2020 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.

Enrolment

Dates for enrolment to Nursery and Primary 1 will be advertised on the Perth and Kinross Council website and will be communicated by the school on the school door and within the school catchment area. Parents of children who will be enrolling into Primary 1 should enrol their child in January prior to a start in August.

Most of our Primary 1 entrants will have been in Nursery and will be familiar with the surroundings. The school puts in place special transition days for the children to visit their new class and teacher before August.

For children transferring from other areas, it is extremely helpful to receive examples of work and or portfolios. This allows the class teacher to gain a perspective as to what stage they are at in their learning journey and crucially what their next steps are.

Should parents wish their child to attend primary school other than the one in their catchment area, they must submit a placing request. Placing request forms are available on the council website www.pkc.gov.uk or from the address detailed below:

Schools Support team,
Education and Children's services,
Pullar House, 35 Kinnoull Street,
Perth, PH1 5GD.

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) 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.
- (b) 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.

NB Within denominational schools places will be allocated first to children who have been baptised in the appropriate faith i.e. (Roman Catholic and Episcopal Church)

Priority 2 – Children 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.

***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 3 – Children not normally resident within the catchment area of the specified school and having no brothers or sisters in attendance at that school.

In relation to Priorities 2 and 3, when it is necessary to refuse only some places because the number of requests exceeds the number of places available, priority will be determined as follows:

- (a) between children within Priority 2, priority will be determined by distance from the specified school, with priority being given to children whose normal place of residence is closest to the specified school.
- (b) between children within Priority 3, priority will be determined by the single criterion of distance from the school, with priority being given to children whose normal place of residence is closest to the specified school.

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, educational psychologist and health.

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 3 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 (ie 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.

<http://www.pkc.gov.uk/article/17276/School-enrolment>

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:

<http://www.pkc.gov.uk/article/17283/Schools-rules-attendance-and-behaviour>

School Procedures - Attendance, Child Absence or Sickness

It is the legal requirement of every parent that their children attend regularly and arrive at school punctually by 0900 to ensure pupil safety. Children arriving after 0915 will be marked as late. If your child is genuinely ill, he or she should of course not be sent to school. Children who have had sickness and or diarrhoea should not return to school until 48 hours after the infection has cleared up. This is in line with authority policy.

If your child is unwell and unable to attend school or Nursery, please notify the school directly by phoning 01887 822466. If no one is available to take the call there is a voicemail service to leave a message. Alternatively, please notify the school by letter or email. A member of school staff will contact parents of those who are absent from school without notice. This will normally be done by 9.30am. On a pupil's return to school parents should provide a note regarding the reason for absence.

If your child is to be absent for some time please inform us by letter outlining the reasons for non-attendance. If you have phoned, a note is still required on his / her return to school explaining the absence. If we do not have notification of absence and a child is not in school by 0930, we will contact you.

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 / carers will be contacted, in the first instance, by the Headteacher. If a child has an unsatisfactory or unexplained absence record, Education Support Services may be informed and a home visit may subsequently be made. Continued non-attendance may result in referral to the Children's Panel.

We must have up to date emergency contact details for each child, in case the child becomes ill or has an accident during the school day. A work or home and mobile phone number is very helpful.

The emergency contact must be in addition to the parents, as normally we would have tried to contact the child's home first. Emergency contacts must have a phone and be able to collect the child from school. We will update this information on an annual basis, but please

inform the school should any changes occur. In an emergency, if no parent or other contact can be reached, the school will take appropriate action. Please make sure your GP and child's medical details are also kept up to date.

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:

http://www.pkc.gov.uk/media/10239/Family-Holiday-Leaflet/pdf/Family_Holiday_Leaflet

Visiting the School

Parents of prospective children are warmly encouraged to visit the school and will be given a tour by a member of staff. At this point you can ask any specific questions you may have.

For school places you should visit to register during the January registration week. For Nursery places you should visit to register during the February registration week.

When you register your child you need to bring your child's birth certificate and also your latest Council Tax bill and a recent utility bill as proof that you live permanently at your address. You will also need to complete a registration form, which is available from our school office.

You may also wish to make an appointment to meet with the Headteacher. This can also be arranged at our school office.

Communication

Kinloch Rannoch Primary uses a variety of ways to keep in touch with parents. Regular newsletters are issued and will be made available via email or the school website, or in paper copy as requested by families. The school also has a Twitter account.

Letters, tweets and website updates will be used to inform parents about other events and activities. We also have a community information board in our school foyer which has information posters, a weekly timetable and opportunities to give feedback about our School Improvement focus.

When classes are going on an educational outing that costs money, has a change of hours, requires pupils to bring a packed lunch, take outdoor clothing or includes transport, pupils will receive a letter with full details. On occasions when a class is going to the local community they are covered by the general permission signed on their original registration.

Pupils share their learning achievements at the end of each term through our Achievement Afternoons and through learning conversations to create their Significant Aspects of Learning.

Parental Concerns / Complaints

Parental communication is encouraged and valued. Please get in contact should you require advice, information or to raise a concern. We will deal with any concerns raised confidentially, timeously and work with you towards a resolution. You can gain further advice about how to take your concerns forward should these remain unresolved.

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

Any parent who has a concern is encouraged to talk with their child's class teacher in the first instance. If you feel that the matter needs further analysis, then the Headteacher is available to discuss this at a convenient time. Staff members are very visible within the playground before and after school and as a school we operate an "open door policy" with regard to any matters.

If a parent / carer has a concern, they should speak to the Headteacher in the first instance. The Headteacher will arrange to meet with you as soon as possible. They may pass the concern on to another member of Perth and Kinross Council staff if appropriate, however the Headteacher is responsible for resolving all concerns.

At any meeting a plan of action will be discussed and carried out by the appropriate members of staff. The Headteacher will be in close contact with parents thereafter to review the matter. Should parents believe that the matter is not resolved; a further meeting can be arranged.

Should a satisfactory agreement not be reached and parents wish to take this further, they should contact the Quality Improvement Officer at Pullar House, Perth 01738 475000 (Education).

If your concern or complaint relates specifically to our Nursery provision, the process described above is applicable but you can also contact the Care Inspectorate on 0845 600 9527 or by emailing enquiries@careinspectorate.com.

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 Services. 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: [@spsoscot](https://twitter.com/spsoscot)
Website: www.spsoscot.org.uk
Mobile site: <http://m.spsoscot.org.uk>

Further information on the Council's Complaints Handling Procedure is available on the Council's website: <http://www.pkc.gov.uk/complaints>

4. School Ethos

Kinloch Rannoch provides a welcoming, safe and nurturing environment for your child to learn. Our vision is of a learning community where every individual is supported to realise their full potential and encouraged to be creative, motivated and independent lifelong learners. In common with Perth and Kinross Council as a whole, our vision is of a confident and ambitious Perth and Kinross with a strong identity and clear outcomes where everyone works together to achieve.

We are firmly committed to the elimination of any discrimination on the grounds of gender, race, religion, disability or social background.

Our shared values are:

Integrity;
Openness and transparency;
Promotion of social equality and justice; and
Diligence and effectiveness.

Our key service priorities are:

Raising achievement for all;
Supporting vulnerable children and families;
Improving the quality of life for individuals and communities; and
Enabling the delivery of high quality public services.

Our school vision, values and aims are documented at the start of this handbook.

Educational Aims

We aim to work in close partnership with pupils, parents and the wider community to provide quality learning opportunities for all learners to investigate, challenge, appreciate and develop themselves, their society and their environment allowing each member of the school community to feel fulfilled and equipped to be confident individuals, successful learners, effective contributors and responsible citizens.

In greater detail, our aims should help each child acquire and develop the following:-

- knowledge, skills and understanding in literacy and communication, numeracy and mathematical thinking.
- knowledge, understanding and appreciation of themselves, others and the world around them.
- a knowledge of religion and its role in shaping society as well as developing moral and social values.
- the capacity for independent thought through enquiry, problem solving, information handling and reasoning.
- positive attitudes to healthy living and physical fitness.
- positive attitudes to learning and personal fulfilment.
- the capacity to make creative and practical use of a variety of media to express feelings.
- building skills to enable lifelong learning.

It is also our aim within the school to foster a spirit of co-operation, sharing and understanding between school and the wider community within which the children live and may one day work.

Rights and Responsibilities

The school welcomes and encourages diversity and individuality while emphasising our common commitment to the moral values such as honesty, respect for others, compassion and justice.

It is a fundamental principle, of our school that all who are involved in the life of our school both have the right to be respected as individuals and carry the responsibility to act in a considerate and respectful manner towards others.

Kinloch Rannoch Primary is a Rights Respecting school. There is a partnership between pupils, parents and the school staff. Each has a part to play in ensuring a happy environment in which learning can effectively take place.

Positive Behaviour Practices

All teachers will clarify pupil rights, rules and responsibilities at classroom and general duty-of-care level.

Teach both rights & responsibilities



Rules

Consequences

Within a supportive environment

Rules should be made clear, known & published

The school's Rights-Responsibilities-Rules-Routines code forms the basis for all behaviour management and discipline.

Rights need to be the focus
How does the behaviour affect others?
Which rule is broken?
How is the problem going to be fixed?
Rights can only be enjoyed when people are acting responsibly.

Essential rights are:

- (i) To feel safe at school / in classroom / playground.
- (ii) To learn to the best of their ability with the best assistance.
- (iii) To be treated with dignity and respect even when being disciplined.
- (iv) To be treated fairly.

Restorative Practice Approach

Restorative Approaches are positive behaviour management techniques whereby conflict is managed through the facilitation of a "restorative conversation". This leads discussion through simple but structured dialogue, using open questions and reflective listening.

When relationships falter or break down pupils are supported to find solutions to their problems and this begins with a time of reflection on their actions, intentions and how they could have approached the situation differently. This is recorded by the pupil on a "Restorative Reflection".

- **What did you do?** This focuses on the behaviour relative to the consequence. (Students are required to be specific about what they did)
- **What rule did you break?** What right did you affect?
- **What is your explanation?** (this is a right of reply) Why did it happen?
- **What do you think you need to do to fix things?** The consequence or restitution. (This is probably the most important of the four. It puts the responsibility for the consequence back on to the student)

Sometimes we can add:

- **How can I help with your plan to fix things up?**

In more serious cases, parents will be informed and asked to attend the school to discuss the incident or incidents. Any serious incidents are recorded and addressed accordingly. In very serious cases the Headteacher will formally exclude a pupil.

The Education Authority's statement on exclusion is as follows:

"Head Teachers have the power to exclude where:

They are of the opinion that the parent of the pupil refuses to or fails to comply, or allow the pupil to comply with the rules, regulations or disciplinary requirements of the school; or

They consider that, in all the circumstances, to allow the pupil to continue his/her attendance at the school would be likely to be seriously detrimental to the order and discipline in the school or the educational well-being of the pupils there."

Class Rules

Within each class there will be rules associated primarily with the day to day organisation of the learning environment. Children will be involved in formulating these at the start of each academic year.

We are confident that our positive strategies actively encourage self-discipline and caring attitudes in our pupils. However, on occasion, there may be a serious breach of discipline.

Where bullying, that is the systematic intimidation of an individual or group by another individual or group, is detected or suspected, it is taken very seriously. Within the school, measures are promptly taken to help the victim and the perpetrator. The situation is then closely monitored over time. Experience has shown that parental involvement at an early stage normally results in a satisfactory resolution, therefore parents / carers are consulted and involved at all times.

Should a pupil's behaviour not respond to these measures then the school can enlist the aid of people from external agencies; for example an Educational Psychologist or Educational Social Worker, who will be involved in planning strategies to help and support.

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.

Our Community

We strongly value our community. The school has many links with other local organisations such as Loch Rannoch Conservation Association, Rannoch in Bloom, Dun Collich Community Trust, The Scouts, Police, NHS Tayside, Library services, The Church, Tayside Fire and Rescue Service, local shops and services.

Many of our community helpers are longstanding and the school greatly appreciates their support and commitment to the wellbeing and extensive learning opportunities made available to our children.

On a national basis the school has worked closely with the Royal Highland Educational Trust, Scottish Research Association, Atholl Estates and local museums.

Our learners liaise regularly with local organisations. Each child can be part of a leadership group. Our learners have previously organised fundraising events, improvements to the school, evaluated the Vision, Values and Aims of the school and set up sports day.

We are also building strong relationships with further education establishments, such as the University of Dundee, to encourage our pupils to link with a wider learning community.

The school also contributes to local, national and international charities.

5. Parental Involvement

Parent Contact Meetings

Parent Contact evenings are held twice per year (November and May in session 2018-19), with additional Meet the Staff opportunities also held twice per year (August and March in 2018-19). We strongly encourage all parents to come to these sessions. This offers the opportunity to discuss your child's individual progress with their class teacher.

Additional appointments can be made available where parents are separated / divorced so that different evenings can be attended. Written assessments are issued at the end of each term.

Open Afternoons and Family Learning

We hold regular Open Learning Sessions and Family Learning Sessions throughout the school year. These are opportunities to come in and work with the pupils to see their learning in action and learn more about how our School Improvement Actions are being met. There is an opportunity to discuss work with your child and members of staff.

We regularly celebrate pupil achievements, both academic and personal. Pupils have wider achievement folders and we hold regular celebrations to share personal achievements each term. Primary 7 pupils also have special transition celebrations events.

Parent Council

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.

Kinloch Rannoch Primary Parent Council

Every parent who has a child at Kinloch Rannoch Primary School is a member of the Parent Forum and can expect to:

- Receive information about the school and its activities.
- Hear more in future about what partnership with parents means in their school.
- Be invited to be involved in ways and time that suit them.
- Participate in deciding how the parent representative body, the Parent Council, is organised and how it operates.
- Identify issues they want the parent Council to work on with the school.
- Be asked their opinion by the Parent Council about issues relating to the school and the education it provides.
- Work in partnership with staff.
- Enjoy taking part in the life of the school in whatever way they can.

The Parent Council is a group of parents selected by members of the Parent Forum to represent all the parents of children at a school.

Kinloch Rannoch Primary Parent Council is as follows:

Chair Person	Heather Rutherford
Treasurer	Karina Rehling
Clerk	POST TBC
Members	Jürgen Rehling and Nicky Hannen

Parents are welcome to join the Parent Council. Our Parent Council meets once per term in the school, with additional meetings to support fundraising activities as appropriate. Contact details for our Parent Council Chairperson are available at the school.

Parent Helpers

Parent helpers come into school on a regular basis. We strongly encourage parental involvement in our school. This can range from coming to open afternoons and celebrations to volunteering to help during specific times of the year.

Questionnaires

Regular questionnaires are sent home throughout the year in the family folders along with our school newsletter. We strongly encourage you to take part in these. Regular feedback questions have also been put onto our School Website and we offer the chance to take part in feedback through our online forums.

Homework

Homework is given out on a weekly basis. This may also be used as a contact between school and home. There may be basic Maths, Reading and Spelling as well as other topical activities. Revision in basic areas of Maths (tables) and Literacy (encouraging reading) will help to continue to support your child.

Your child will also have a Reading Record. This booklet records progress along with comments and a particular focus to the reading homework. Children are expected to organise their homework around other social or sport activities but no more than half an hour on any one night. If your child is unsure of any aspect of their homework tasks, please discuss this with their class teacher at your earliest convenience.

When a child is ill or absent from school, it will not be normal practice of the school to send work home.

6. The Curriculum

Curriculum for Excellence

As we prepare our children for the future in our fast changing world, and equip them for jobs that may not yet exist, Curriculum for Excellence has been introduced, in all schools across Scotland, for all learners aged 3 -18. It aims to achieve a transformation in education in Scotland by providing a coherent, more flexible and enriched curriculum. Under Curriculum for Excellence every child is entitled to a broad general education with opportunity to acquire depth of knowledge and develop skills for learning, life and work.

The purpose of Curriculum for Excellence is demonstrated through the Four Capacities; to enable each child or young person to be a successful learner, a confident individual, a responsible citizen and an effective contributor. It is underpinned by the values inscribed on the mace of the Scottish Parliament - wisdom, justice, compassion and integrity.

All staff have a responsibility to develop, reinforce and extend learning in Literacy, Numeracy and Health and Wellbeing for all of our learners. Ultimately we endeavour to improve and develop the relevant skills for life so that our children can become successful learners, confident individuals, effective contributors and responsible citizens.

The Principles of Our Curriculum

Challenge and enjoyment

Children and young people should find their learning challenging, engaging and motivating. Our curriculum encourages high aspirations and ambitions for all.

Staff work closely with children to identify their skills and also their next steps. At all stages, learners of all aptitudes and abilities should experience an appropriate level of challenge, to enable each individual to achieve his or her potential. We develop and promote a culture of creativity in problem solving scenarios.

Breadth

All children and young people should have opportunities for a broad, suitably weighted range of experiences. We aim to provide these across the community and expose children to learning which is relevant to the area of Kinloch Rannoch. The curriculum is organised so that they will learn and develop through a variety of contexts within both the classroom and other aspects of school life.

Progression

Children and young people should experience continuous progression in their learning from 3 to 18 within a single curriculum framework. At each stage in their learning, every pupil will build upon earlier knowledge and achievements. This allows pupils to progress at a rate which meets their needs and aptitudes.

Depth

There should be opportunities for children to develop their full capacity for different types of thinking and learning. As they progress, we aim to provide learning experiences that develop skills and allow pupils to apply increasing intellectual rigour, drawing different strands of learning together, and exploring and achieving more advanced levels of understanding.

Personalisation and Choice

Our curriculum responds to individual needs and supports particular aptitudes and talents. It gives each child and young person increasing opportunities for exercising responsible personal choice as they move through their school career. Pupils plan their own context for learning and ask questions that they will find the answers to, leading to a very exciting and

varied focus for each class.

Coherence

Taken as a whole, children and young people's learning activities should combine to form a coherent experience. We actively promote learning links, including opportunities for extended activities which draw different strands of learning together.

Relevance

Children and young people should understand the purposes of their activities. Our aim is to ensure pupils see the value of what they are learning and its relevance to their lives, present and future.

Content

Health and Well-Being, Literacy and Numeracy skills span across all curriculum areas and are the responsibility of all.

The eight curriculum areas covered are:

- Expressive arts
- Health and wellbeing
- Literacy and Languages
- Mathematics
- Religious and Moral Education
- Sciences
- Social Studies
- Technologies

The following descriptors give a brief overview of our work in the above curricular areas.

Literacy and Languages

Literacy is now taught through key core skills and also across the curriculum. In the early years Jolly Phonics and Jolly Grammar are used to teach Spelling and Grammar. Spelling is also taught using a variety of resources and is assisted by active spelling strategies which the children carry out in class and as part of their homework. The school uses "Write to the Top" to support and develop key skills in Writing in all genres.

Reading is taught individually, in small groups and in whole class lessons. Children learn through a variety of texts across the school. Each child has a Reading Record which records reading carried out in school and tasks to be completed at home. This links with our "Keys to Literacy" programme, where there is a specific focus related to the reading. We have a good supply of books in our library and the council library visits the school.

Numeracy and Mathematics

In Numeracy and Mathematics there is a strong focus on active learning, whereby children are given opportunities to actively get involved in practical learning experiences. Lessons will commence with mental warm-up activities which will predominantly be related to numeracy. There are also opportunities to carry out investigations and written exercises. This ranges from individual to co-operative activities. We support our classroom practice with use of the online resource, Mathletics, which pupils can access both at home and in school.

Social Studies

Learning within this area is strongly related to other areas of the curriculum. This is often based on our local and national area, where children have a huge input into what they learn and in the way they would like to learn. We aim to offer a range of opportunities to develop their understanding of the history, heritage and culture of Scotland and an appreciation of their local and national heritage within the world.

Sciences

This takes part of a specific topic focus each term. Pupils are given a wide variety of opportunities to develop their curiosity and understanding of their natural environment and their place in the living, material and physical world.

Expressive Arts

In Expressive Arts we have specialist input from our Drama teacher. This is delivered each week. Class teachers also plan and deliver lessons in Art, Music and Drama and often link this to work associated with Social Studies. There are whole school events which link to whole school planning in this area.

Religious and Moral Education

A wide range of religious, moral and ethical issues are explored in Religious and Moral Education covering Christianity and other world religions. Children learn about the beliefs and values of others and the importance of respecting one Scotland, many cultures.

Health and Wellbeing

This encompasses Health education along with P.E. The purpose of this area of the curriculum is to ensure that children develop the appropriate skills required to develop mentally, socially and participate in an active lifestyle. The school delivers a minimum of 2 hours PE a week. This is delivered by the class teacher. can find out about the contexts we will be covering via our Block Plans on our school website.

Technologies

ICT is taught as a discrete subject area in addition to being used across the curriculum. Our school is equipped with computers, laptops, ipads, Smartboards and digital cameras to support the development of transferable skills and gain confidence in using new technologies now and in the future.

Educational Visits

Visits throughout the year are encouraged. With careful planning and organisation these allow children to broaden their experiences. We have previously visited or taken part in cross country events, a trip to a local farm, trips to Aberfeldy, Dundee Science centre and regular visits to the loch and the surrounding environment.

Religious Observance

In accordance with Scottish Educational law we plan for a minimum of 6 Christian observances and work with ministers in the locality to deliver Religious and Moral educational experiences for the pupils. Our School Chaplain is the Rev. Grace Steele.

It is recognised that any parent has the right to withdraw his/her child from any form of religious education and observance. Any parent wishing to exercise this right must first discuss the matter with the Head Teacher. Such a request should be made to the Head Teacher in writing.

7. Assessment & Reporting

Assessment

Principles

Assessment, both Formative and Summative, is an integral part of the learning and teaching process. The assessment process allows children opportunities to demonstrate what they know, understand and can do.

In all lessons, the aims of learning activities are made clear to the children and positively encourage their learning and progress. We consider that the most valuable form of assessment is continuous observation by the teacher of the child's daily work. When it is becoming apparent that a child is having difficulty or is requiring more advanced work then the appropriate adjustments can be implemented immediately. This allows decisions to be accurate, fair and consistent.

Purposes

- to ascertain a child's progress
- to indicate strengths and development needs (to identify next steps in learning)
- to help the teacher to evaluate the effectiveness of learning and teaching
- to provide information on children's progress which allows teachers to report to parents

Reporting to Parents

Parents receive written reports on their child's progress which are issued at the end of each term. Copies of these reports are kept by the school and are passed electronically to the appropriate secondary school or any other primary school, which the child might subsequently attend. Parent Contact Evenings are held twice per session, usually in November and May, with further Meet the Staff opportunities also held twice per session, usually in August and March. Details are sent out before each evening. All matters concerning the progress and welfare of each pupil can be discussed.

The broad expectations about progression through curriculum levels are:

- Early Level in the pre-school years and P1
- First Level to the end of P4
- Second Level to the end of P7
- Third and Fourth Level from S1 to S3 (fourth curriculum level broadly aligns to SCQF level 4)

Pupils also share their progress through their contribution to their written report each term, giving a more specific update to families each term.

8. Support for Pupils

Additional Support Needs – School Information

The key adult for your child is his or her class teacher. Should you have any queries relating to learning, they should be your first point of contact. Class teachers meet the needs of learners through particular planning and through selecting appropriate teaching strategies, behavioural and classroom management strategies that will be specific to the needs of a child.

Class teachers continually use assessment strategies in their day to day teaching and this allows for planning for future lessons and potentially a differentiated approach to meet the needs of a child.

At Kinloch Rannoch Primary School, there is a strong commitment to inclusion and meeting the needs of all learners. Additional Support Needs Meetings between staff, parents and outside agencies are regular in order to meet the needs of all children. It may be necessary to consult with the relevant support agencies to ensure that we “get it right for every child” in the school. This support may identify appropriate resources through agencies such as Pupil Support, Autism outreach, Educational psychologists, Community Link Workers etc.

Parents of children with additional support needs, can speak directly to the Headteacher or obtain further information from the school or from Education and Children’s Services, Pullar House, Perth on 01738 475000.

Please see:

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

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

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.
- Scottish Independent Advocacy Alliance, a charitable body registered in Scotland under registration number SC033576; and
- Scottish Child Law Centre, a charitable body registered in Scotland under registration number SCO12741.

Additional Support Needs – Perth and Kinross Council Information

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

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**.

Pastoral Care

All staff have a duty to carry out pastoral care. At playtimes, the playground is always monitored by a member of staff. All staff adopt a nurturing and restorative approach when working with pupils, creating a positive school ethos.

Child Protection

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

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

- your child/children’s school
- the Child Protection Duty Team 01738 476768 (24 hour service)
- visit the council’s website on www.pkc.gov.uk.

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’ eg 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:

<http://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.

9. Transitions

Nursery – P1 Transition

Nursery pupils have many opportunities to work with our primary classes throughout the course of the week. There are also opportunities to share learning experiences specifically with the P1-7 class. A number of days and events are organised to assist with the transition process throughout the year, culminating in several move up days in the summer term where pupils will attend their new P1 class.

Secondary Transition

At the end of Primary 7, children transfer to secondary school at Breadalbane Academy, Aberfeldy.

The school to which children normally transfer is:-
Breadalbane Academy,
Aberfeldy,
Perthshire,
PH15 2DU.
01887 820428

Headteacher Mr John Devine

A number of days and events are organised to assist with the transition process throughout the year, with children visiting the school as well as staff from Breadalbane visiting Kinloch Rannoch. Children have two days in June when they visit the school, during which they are introduced to the senior members of staff and the guidance staff who will be responsible for them. Transportation is provided for children for the statutory transition days in June. Further information relating to catchment areas and enrolment is available from the council website and from the schools support team (01738 476200).

P7 - S1 Liaison

In previous sessions, P7 pupils attended a range of activities where they are able to meet other children moving into S1 along with members of staff from Breadalbane. Many other transition activities take place during the final two terms to ensure all pupils are confident with their move to the secondary school.

10. School Improvement

HMI Report 2009

The school had a positive HMI report in 2009, this can be accessed online at http://www.pkc.gov.uk/media/32156/Kinloch-Rannoch-Primary-HM-Inspection-Report-2009/pdf/Kinloch_Rannoch_Primary_HM_Inspection_Report_2009.pdf?m=635718794390070000

The School Improvement Plan is available from the school office should you wish to have a look at this. It will also be made available via our school website and the Perth and Kinross Council website.

The key improvement priorities for this session are:

Attainment and Achievement

- Learners, families and staff will evaluate and review all aspects of reporting policies, procedures and practice to revitalise and improve opportunities for reporting across the reporting calendar.

Learning

- Learners, families and staff will create and deliver a wide range quality, engaging and visible learning opportunities that will enhance learning, raise attainment and promote personal achievement, meeting the needs of all learners across our learning community.

Leadership

- Collective responsibility for well-informed change will drive forward interconnectedness, improvements in innovative learning and positive outcomes for our learners, families, staff and wider learning community.

Our Standards and Qualities Report 2018-19 details our achievements and improved standards in relation to Literacy, Numeracy and Health and Wellbeing and can be found on our School Website.

11. School Policies & Practical Information

Organisation of the School Day

Nursery

Morning session

Monday to Friday 9.00am 12.15pm

Afternoon Session

Monday to Friday 12.15pm 3pm (includes school lunch)

Primary 1- Primary 7

Morning session	9.00am	10.40am
Morning break	10.40am	10.55am
Morning session	10.55am	12.15pm
Lunch	12.15pm	1.15pm
Afternoon session	1.15pm	3.15pm

We would ask that children do not arrive at school before 8.45am. School staff will be in the playground from 8.50am onwards but this time may vary in accordance as to when our school transport pupils arrive on site.

Uniform

All articles should be **clearly marked** with your child's name, since many children in class have similar articles made by the same manufacturer.

For reasons of Health and Safety:

- Long hair should be tied up during the school day.
- All jewellery must be removed for all any cookery, P.E. or swimming lessons. Please note: stud earrings, watches and medical bracelets are permitted.
- No make-up or nail varnish should be worn to school.

All property is brought to school at the owner's risk.

SCHOOL UNIFORM		
ITEM	COLOUR	ADDITIONAL INFORMATION
Shirt / Polo shirt	White	Can be ordered through the school office with a school logo.
Sweatshirt / Cardigan / Hooded Sweatshirt	Forest / Dark Green	Can be ordered through the school office with a school logo. A Nursery sweatshirt can be ordered through the school office on request.
Trousers / Skirt/ Pinafore	Black	
Checked Summer Dress	Green & White	Optional for girls.
Socks / Tights	Black / Grey / White	
Outdoor Shoes	Black	
Indoor Shoes / Plimsolls	Black	
Wellington Boots	Any	Highly recommended for outdoor learning activities.
Ruck Sack / Book Bag	Any	Book bags can be ordered through the school office. Highly recommended for carrying home communications / homework etc.
P.E. KIT		
T-Shirt (round neck)	White	Can be ordered through the school office with a school logo.
Shorts	Black	
Tracksuit Bottoms / Leggings	Black	Highly recommended for outdoor PE lessons.
Hooded Sweatshirt	Forest Green / Dark Green	Can be ordered through the school office with a school logo. Pupil names can be added.
Outdoor Trainers	Any	Please ensure footwear has suitable grips for outdoor PE lessons.
OUTDOOR WEATHER KIT		
Waterproof trousers	Any	Highly recommended.
Waterproof Jacket	Any	Highly recommended.
Salopettes / ski trousers	Any	Highly recommended for winter months.

School Meals

It is the Authority's policy to provide meals and also 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 (2019-20).

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 however the ability to pay through current payment methods will be maintained for those who do not have access to technology or do not wish to use the online payments option. Please contact the school for your ParentPay account activation code.

<http://www.parentpay.com>

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. Request forms are available from the school or the Council's website.

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 and nutritional information, please visit:

<http://www.tayside-contracts.co.uk/school-catering.cfm>

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 any pupil can make their own way home, if they require to be met at 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?

You can make an application for free school meals for your child(ren) of any age if you are receiving:

- Income Support (IS)
- Income based Job Seeker's Allowance (IBJSA)
- Any income related element of Employment and Support Allowance
- Child Tax Credit (CTC), but not Working Tax Credit (WTC), depending on your income (as assessed by HM Revenue and Customs)
- Child Tax Credit (CTC) and Working Tax Credit (WTC), depending on your income (as assessed by the Inland Revenue)
- 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.

You may also be eligible if you are an asylum seeker receiving support under Part VI of the Immigration and Asylum Act 1999.

For more information on Child Tax Credit and Working Tax Credit visit the Inland Revenue Website: <http://www.hmrc.gov.uk>

You can apply online for free school meals at the following link: <http://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. They are also downloadable from the internet at the link above.

Free School Meals for Children in Nursery to Primary 3

Children in Nursery to Primary 3 have the option of taking a free school meal every day without the need to make an application to Perth & Kinross Council. For further information please contact your child's school.

Do not 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.

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.

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.

School 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: <http://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. They are also downloadable from the internet at the link above.

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
- 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 £6,900
- 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. They are also downloadable from the internet at the link above.

Emergency Arrangements

In extreme weather conditions, there will be notification on Perth and Kinross Council website if the school is closed. This information will also be broadcast on Radio Tay (AM 1584 or 1161 and FM 96.4 or 103.8). In the rare event that all schools in Perth and Kinross are closed, an announcement will be made on Radio Tay at 7am. There is also a Perth and Kinross Council information line on 0845 3011100.

Pupils will not be sent home during the school day without prior notification. If it is necessary for the school to have an unplanned early closure, parents will be informed by telephone. This will also be made public on the council website and the school Twitter account.

Parents are reminded of the need to provide the school with up to date emergency contacts.

Health Care

Medical examinations are undertaken at various times during each child's school life by staff of NHS Tayside. When a child takes ill or has an accident in the school the following procedure is carried out:-

- Parent / carer is informed.
- If parent / carer is not available the emergency contact number is informed.

- If neither of the above persons are available the District Nurse or Doctor or Hospital will be contacted.

Minor injuries will be treated by a school first aider and recorded in the incident book with a copy to go home with the child. The adult collecting the child will be informed and asked to sign the school copy. Other parents will be phoned to inform them of incident note.

Parents should inform the school of specific medical conditions concerning their child so that the school can take appropriate action. The school should also be informed if a child is taking a course of medication. Epipens and inhalers should be labelled and kept in a suitable container and returned home at the end of each term. Expiry dates should be checked at the beginning of each term. Such information will be treated in strict confidence.

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

Families can also access information on the national website www.scottishfamilies.gov.uk

Photography and Video Recording of Pupils

Perth and Kinross Council acknowledges that parents expect schools to provide positive opportunities to celebrate the achievement of their children. In Perth and Kinross schools, there is an established tradition of developing curricular and extra – curricular events, such as concerts, plays and other activities. These offer pupils challenges and opportunities to perform or to appear before their peers, parents and on occasion, the general public.

Prior Written Permission

In all circumstances where pupils or children are likely to be photographed or video-recorded in schools or on Council premises, it is necessary to obtain the prior written permission of parents or guardians and records of such permission will be kept. If prior written permission has not been obtained pupils will not be photographed or video recorded under any circumstances on school or other educational premises. Where parents have specifically indicated that they do not wish their child to be photographed or videoed, this wish will be respected.

Activities Out With the School

It is recognised that there are circumstances in which pupils may participate in activities out with the school where these activities are not under the direct management or control of the school or education establishment. In these circumstances, control of photography or video recordings is not possible and parents who have indicated that they do not wish their child to be photographed or videoed will be advised prior to their child's participation in any such outside event.

Circumstances Involving the Taking of Photographs or Video Recordings

Photographic images are now required for various reasons within schools.

These extend to:

- Photography and video-recording for curricular purposes in connection with pupil performance and assessment.
- Extra-curricular activities such as concerts, sporting events and community events.

- Staff development or training of teachers and other council staff.
- School web-sites.
- School class or group photographs.
- Newspaper photography.

Photographs or video recordings will only be used for the purposes for which they were obtained. Parents have the right to withdraw this permission at any time and should they do so they will be asked to conform this in writing.

Permission to Parents/Guardians to Film or Photograph on Educational Premises.

It is accepted that parents / carers should, under normal circumstances, have reasonable opportunity to take photographs, digital or video-recordings of activities of significant events involving their child/children.

Schools will afford reasonable opportunity to parents/guardians such as is consistent with:

- The safe management of the event or activity.
- Health and safety considerations.
- Copyright implications.
- Welfare of all children or pupils involved.

It is recognised that, from time to time, there will be situations in which Headteachers and managers of educational establishments will require to use their discretion and judgement in applying this policy.

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.

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 (<http://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: <http://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 <https://www2.gov.scot/Topics/Statistics/ScotXed/SchoolEducation/ESPrivacyNotices>

The Perth & Kinross Council main education Detailed Privacy Notice can be found here: <https://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 (<http://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 make a Subject Access Request online or using the Subject Access Request Form can be found here: <https://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.

Extra-Curricular Activities

The school calendar generally includes:

- Educational outings
- Fund-raising events
- School concerts
- Eco events
- Musical events and After School Clubs
- Cycle Club
- Thursday Club

It is school policy to actively encourage involvement of parents and members of the local community in connection with sport and leisure activities.

Instrumental Tuition

We are currently unable to offer instrumental tuition as there is no tutor in post for our area.

School and Community Links

The school is very much part of the local community. Events held in the school are advertised in the village and villagers are warmly invited to attend.

Strong links between the local churches and school exist. Services are held with support from our local churches throughout the year; including Christmas, Easter and End of Term services.

The area around the school provides a wealth of opportunities for outdoor learning. The school also contributes to local, national and international charities. Our Leadership opportunities for pupils decide on which charities the school will support on an annual basis.

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, e.g. mobile phones, tablets.

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.

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, Perth & Kinross Council, Pullar House, 35 Kinnoull Street, Perth, PH1 5GD.

Telephone: 01738 476200

E-Mail: ecsschools@pkc.gov.uk

Website:

<http://www.pkc.gov.uk/article/17406/Employment-of-Children---Permit-and-bye-laws>

12. Name of Child Protection Officer

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.

13. Nursery

We are fortunate to have a fantastic Nursery in our school.

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. Parents of children attending Nursery should be aware that a place in the same school when enrolling for Primary School is not guaranteed if not within the catchment area. Entitlement to Primary School is determined by the child's home address.

The designated Nursery provision for this school is a morning and an afternoon session. The Nursery can cater for up to 20 pupils. All places are allocated according to the Perth and Kinross Council criteria, which gives preference to local pre-school children.

When the Nursery registration is oversubscribed, not all applicants are guaranteed a place but will be offered a place in another Perth and Kinross supported Nursery. A separate booklet is issued to parents of potential Nursery pupils.

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

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.

Our Care Inspectorate report can be found on the Care Inspectorate website, www.scswis.com. We are very proud that during our last visit from the Care Inspectorate in October 2012, they reported that all aspects of our Nursery provision were felt to be very good.

Organisation of the Nursery Day

Morning Session

Monday to Friday	9.00am	12.15pm
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Afternoon Session

Monday to Friday	12.15pm	3pm	(includes school lunch)
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14. Local Contact Details

Some Useful Contacts in the Local Community

Initial Area Code is: 01882

Breadalbane Academy	01887 822300
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Local GP Surgery	01882 632216
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Community Council	RannochCommunityCouncil@pkc.gov.uk
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Perth and Kinross Council	01738 475000
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Adult Education	01882 63274
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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
Perth & Kinross Council
Council Building
2 High Street
PERTH
PH1 5PH

Telephone: 01738 476200 E-Mail: ecsschools@pkc.gov.uk

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.

إن تحتجت أنت أو أي شخص تعرفه نسخة من هذه الوثيقة بلغة أخرى أو تصميم آخر فيمكن الحصول عليها (أو على نسخة معدلة للملخص هذه الوثيقة مترجمة بلغة أخرى) بالاتصال ب: الاسم: Customer Service Centre رقم هاتف للتواصل المباشر: 01738 475000
اگر آپ کو یا آپ کے کسی جاننے والے کو اس دستاویز کی کاپی دوسری زبان یا فارمیٹ (بعض دفعات اس دستاویز کے خلاصہ کا ترجمہ بھی کیا جاسکتا ہے) میں درکار ہے تو اس کا بندوبست سروسز یا پرنٹس Customer Service Centre سے فن 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 ežete-li si Vy, anebo n kdo, koho znáte, kopii této listiny v jiném jazyce anebo jiném formátu (v n kterých p ípadech bude p eložen 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 fhéin neo duine a dh'áithníchas lu ag iarraidh leth-bhreac den pháipear seo ann an cànán 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