

# Kirkmichael Primary School



## School Handbook Academic Session 2020/2021

## Introduction

As Head Teacher of Kirkmichael Primary School, I take this opportunity to welcome you and your family to our Community. It is always a pleasure to welcome new pupils, whether at the start of their school career, or as pupils transferring from another school. I hope that our school is always seen as a friendly place and our open door policy encourages mutual understanding and co-operation between parents, carers and staff.

In Kirkmichael Primary School our pupils are engaging with all aspects of the Curriculum for Excellence. Through the Curriculum, we aim to create opportunities which will stimulate enquiring minds and provide a well-balanced education which will ultimately provide caring and responsible members of our society.

Our school is surrounded by beautiful countryside, a large grassy playground and an all-weather sports court which enhances our outdoor learning as well as providing areas to allow our pupils to keep fit, healthy and to have fun.

The Early Years' building houses P1-3 and the Nursery Class. The original school building, dating back to Victorian times, has two classrooms, the dining room, the School Library and Learning Resource room and office accommodation. PE lessons are held in the nearby Village Hall where the children have more space to exercise indoors.

Mr Craig Loudon  
Head Teacher

## Delineated Area

Kirkmichael Primary School serves the communities of Kirkmichael, Glenshee, Bridge of Cally, Blacklunans and Straloch.

The delineated area of the school is contained on a map held in the school and in the Education Authority. Anyone with queries regarding the catchment area of the school please get in touch with the school or Education Authority.

## Contact Details

• Name	Kirkmichael Primary School, Blairgowrie PH10 7NX
Tel No	01250 871929
Website	<a href="http://www.kirkmichael.pkc.sch.uk">www.kirkmichael.pkc.sch.uk</a>
E-mail	<a href="mailto:kirkmichael@pkc.gov.uk">kirkmichael@pkc.gov.uk</a>
Head Teacher	Mr Craig Loudon
Principal Teacher	Vacant Post
Class Teacher	Mrs Deborah Stephen P1-3
Class Teacher	Mr Neil Beaton P3-5
Head Teacher and PT Support	Mrs Laura Young P6-7
Peripatetic Nursery Teacher	Mrs Jillian Ritchie
Early Childhood Practitioners	Miss Gwen Lambie and Mrs Linda Smith
Play Assistant	Mrs Jill McPhail
Pupil Support Teacher(ASN)	Mrs Sandra Brodie
School Support Assistants	Mrs Glenys Muir (Mon, Tues, Thurs) Mrs Catherine Clare (Wed, Fri)
School Support Worker	Mrs Rona Mitchell
Cleaner	Vacant Post
Dining Attendant	Mrs Christine McGregor
Assistant Dining Attendant	Mrs Donna Aitken

- Present Roll P1-7 66  
Nursery Registered for 20 places
- Parent Council
  - Chair Mrs Claire Thom  
[clairethom22@icloud.com](mailto:clairethom22@icloud.com)
  - Secretary Mrs Penny Kemish  
[penny3583@gmail.com](mailto:penny3583@gmail.com)
- Complaints Procedure

If a parent/carer has a concern, in the first instance it should be brought to the attention of the class teacher or, if more appropriate, the Head Teacher. An 'open door' approach is encouraged, however contact can be made by letter, telephone or email and usually through the office staff. The query will be dealt with as promptly as possible.

If you wish to talk to a member of staff in confidence about your child, it is generally better to make an appointment. This ensures that the member of staff is available, that classes are not disturbed and that the learning and teaching of children is not affected.

You can contact the school directly, either by –

- Visiting the school in person
- Telephone – 01250 871929
- Email – [Kirkmichael@pkc.gov.uk](mailto:Kirkmichael@pkc.gov.uk)
- Letter – Kirkmichael Primary School,  
Kirkmichael, Blairgowrie PH10 7NX

The school deals with complaints as part of Perth and Kinross Council's Complaints Handling Procedure. More information is available on the Council's website as follows: [www.pkc.gov.uk/complaints](http://www.pkc.gov.uk/complaints)

Alternatively you may wish to contact the Care Inspectorate, because the matter involves a nursery child:

- Letter – Care Inspectorate  
Compass House  
11 Riverside Drive  
Dundee DD1 4NY
- Telephone 0345 600 9527
- [www.careinspectorate.com/index.php/complaints](http://www.careinspectorate.com/index.php/complaints)

Complaint Procedure leaflets are available in both the main school foyer and the Early Years' foyer.

- Pupil Absences

Parents are reminded of the legal requirements which are to ensure that their children attend school regularly. An explanation will be sought for every absence. The procedures regarding notification of absences are in place to protect the safety of the children.

If your child is not attending, please contact the school between 8.30am and 9.30am to advise of the reason. If there is no notification of the absence, we will phone home to find out the reason.

On return to school, we require a letter, or email which can be printed off and put in the file, detailing the reason for the absence.

- **Research shows that pupil attainment is closely linked to attendance at school. It is therefore extremely important that family holidays are taken during school breaks, if at all possible, to minimise any disruption to a child's learning.**

- Visits to school

Prospective parents or carers who wish to visit are invited to make an appointment after school hours, or to see the school in action, during school hours.

When entering the main school building through the controlled entry system, visitors are asked to report to the school office. The office staff will then refer you to the appropriate person to assist with your enquiry. For security, safety and continuity of teaching reasons, please note that visitors should not go straight to the Early Years' building.

- Parent Communications

Formal parent contact appointments take place twice yearly in November and March, with a written report being issued in June.

Throughout the year various events and assemblies will be shared with parents, carers and the wider community. The website, app alerts, letters and emails will advise of dates. Please keep office staff informed of any changes to email addresses or if you think you are not receiving emails.

Parents and carers can also install a School App by going to the App Store and locating Kirkmichael School.

- Emergency Closure

Should the school be forced to close due to weather conditions overnight, information for parents/carers regarding school closures will be available from the following sources:

Radio Tay – Frequency AM 1161 and 1584 FM 96.4 and 102.8

Heartland FM – Frequency FM 97.5 and 106.6

Perth & Kinross Council Customer Service Centre – 01738 475000 (Available from 07.00 hours for widespread severe weather, available from 08.00 hours for localised severe weather conditions) This is charged at the local rate.

Perth & Kinross Website - [www.pkc.gov.uk](http://www.pkc.gov.uk)

PKC Twitter and Facebook – @PerthandKinross

## School Ethos

- In our school we are committed, both through the **ethos and the curriculum**, to provide appropriate opportunities for the development of pupils' spiritual, moral, social and cultural values. It is a fundamental principle that all who are involved in the life of our school have the right to be respected as individuals and carry the responsibility to act in a considerate and respectful manner towards others.
- Kirkmichael Primary School aims to provide a Curriculum for Excellence by:-
  - Encouraging learning by all pupils, irrespective of additional needs, gender, colour or culture, to reach their full potential
  - Promoting learning through a wide range of relevant and meaningful contexts
  - Equipping pupils with high levels of literacy, numeracy and thinking skills
  - Supporting the development of health and well being
  - Providing a broad range of challenging, well planned experiences which help to develop qualities of citizenship, enterprise and creativity
  - Involving parents and carers as partners in the learning process and in the general life of the school
- To achieve these aims, staff will always take account of the following:
  - GIRFEC – Getting It Right For Every Child
  - Equal opportunities and social justice
  - Partnership with parents, carers, other professionals and the wider community
  - Education as a life long process
- The staff encourages children from P1 to P7 to share their **wider achievements** with the whole school and their successes are celebrated at Assembly with displays on our Wall of Achievement. Folders are maintained to show a record of skills developed during their time at Kirkmichael School.
- We have various guest speakers throughout the year from the Christian Gospel Hall, based in Perth but the speakers come from further afield. They also deliver workshops for the upper class.
- Kirkmichael Primary School is an **Eco School** with our **fifth Green Flag** awarded in November 2018 and a 6<sup>th</sup> Green Flag application is currently being processed.
- We have a paired reading committee, a citizenship committee, a janitorial duties team and an Eco committee as well as termly whole school pupil voice meetings.
- A high standard of **behaviour** is expected at all times for the protection, safety and happiness of everyone in school, and to allow maximum opportunity for learning and teaching to take place.

Children will be rewarded for effort, attitude and wider achievement, as well as academic progress. The children take part in a Positive Management Behaviour Scheme Restorative approaches are being implemented and resilience in children is developed through the Bounce Back Programme.

- The school places a high emphasis on the **health and wellbeing** of our pupils. Physical Education is an important part of the weekly routine with a minimum of two hours each week. Outdoor Education permeates through all subject areas and classes take full advantage of our beautiful natural surroundings. We take part in football and cricket coaching and tournaments and have an after school sports club.
- All pupils are **supported throughout their learning** with individual agreed targets, specific individual or group teaching and co-operation between school and home. Children who have additional learning needs are given appropriate support from the class teacher, the Pupil Support teacher and the School Support Worker through one-to-one within the classroom, or in small groups.

We have a nurture support worker who helps children who are experiencing social and emotional challenges. They are given 1 to 1 time to talk about anything affecting them and supported with strategies for coping with these.

Progress may be monitored from week to week through the use of individual educational plans (I.E.P.) and is regularly reported to parents who are also consulted if any change in the programme of support is being considered.

The aim will always be to promote the maximum degree of independence in learning, personal management and social activity, of which the child is capable.

- **Pupil Quotes:**

*I don't think the school could improve on very many things.*

*I am very, very happy at school.*

*The staff are very nice. They couldn't be better!*

*Much better than my old school in many ways*

*I am happy that everyone is nice and understanding.*

- **Parent Quotes:**

*Happy with the education my children are receiving and happy with the opportunities they get.*

*I like the happy atmosphere, positive, relaxed and safe.*

## Parental Involvement

- There are regular **opportunities for parents and carers** to be involved in their children's learning and in the life of the school. Homework Diaries in the infant class allow parents to be informed of homework tasks and to support classroom learning further at home. All parents are invited to attend the Parent Council (known as Kirkmichael PTA) which meets once per term. A crèche facility is in place to assist parents who need to bring their children along. [www.pkc.gov.uk/parentalinvolvement](http://www.pkc.gov.uk/parentalinvolvement)
- The school frequently requires **parent helpers** on trips, to assist with activities and events and to work with the children within specific curriculum areas.
- **After School Clubs** have been led by parents and staff to provide additional opportunities for the children – Music Club, Dance/Drama Club, Sports Club.
- We welcome parental feedback and suggestions and issue questionnaires and evaluations to gather in ideas which will be implemented if at all possible.

## Transitions

- Each year a Nursery to P1 induction Programme ensures an easy and positive transition for our youngest pupils. Throughout the year, the Nursery children have the opportunity to learn with P1 pupils through games and planned activities in Literacy and Numeracy. As the two classes share a building, Nursery children are familiar with staff and the routines which will take place when they enter P1. Parents and carers have opportunities



to meet with school staff, to enjoy a school lunch and a Question and Answer session with the Head Teacher.

- P7 pupils have several visits to the High School along with talks from Guidance Teachers, Community Link Workers and the Learning Resource Coordinator. There are also opportunities for pupils to share with their parents in the evening at the High School and at the Primary School with the High School Head Teacher. P7 pupils also take part in Rural Transition Days to have the opportunity to meet P7's from other small schools.
- The pupils from Kirkmichael Primary School will normally transfer to:

### **Blairgowrie High School**

Beeches Road

Blairgowrie

PH10 6PW

01250 871200

[Blairgowrie@pkc.gov.uk](mailto:Blairgowrie@pkc.gov.uk)

The pupils from the Kirkmichael Primary School catchment area will receive free school transport to attend Blairgowrie High School.

- Pupils with additional needs will make successful transitions with individual meetings and visits to their new school. All records will be shared with Support staff in the new school to ensure that individual needs are met.

## **The Curriculum**

### **Curriculum for Excellence**

The Curriculum for Excellence has been implemented throughout Scotland. This has produced a less prescriptive curriculum and has led to children becoming more creative, encouraging them to become Successful Learners, Effective Contributors, Confident Individuals and Responsible Citizens. Learning and Teaching often takes place through interdisciplinary topics which motivate and interest the children. The pupils are all involved in planning their topic choosing questions to explore.

### **Literacy**

A progressive programme of core skills in Language are taught throughout the school. A focus is placed on Literacy throughout all curriculum subjects.

**Listening** - Pupils listen individually and in groups for a variety of purposes e.g. to gain information, instructions or directions. By listening to a wide range of stories, poems and dramatic texts pupils will hopefully appreciate differing attitudes and viewpoints, developing their own independent opinions

**Talking** - Children are encouraged to talk to others in a one to one situation, a group, a whole class activity or a wider audience. They will aim to talk clearly and audibly about their own and other's experiences and feelings, make a factual presentation or participate in a performance.

### **Reading**

The "Oxford Reading Tree" is the scheme used in the early stages. The scheme uses a blend of 'Look & Say' and phonics. To encourage all children to develop a life-long love of reading, all classes participate in borrowing books from our library and a variety of reading activities. Children will read for enjoyment with weekly trips to the School Library which is run by the P7 librarian where they choose a book to take home. We also run a paired reading committee every week where older children can support the younger

pupils.

The effective use of reference books is encouraged from the early stages and children will gain experience reading from a wide range of media.

## **Writing**

In the early stages, children are encouraged to hold their pencils properly and develop good hand control. The Nelson handwriting scheme is used throughout the school with up strokes being taught from early stages. Emphasis is put on neatness and presentation of work. Initially stories are scripted by an adult and this develops into personal, imaginative and functional (e.g. science reports) writing. Attention is paid to spelling and grammar which are also taught within the language programme in a variety of ways. Children are encouraged to make use of word processing facilities and if required to use Read, Write Gold which assists children with Additional Support Needs. 'Big Writing' and 'Big Writing Adventures' have been introduced to raise attainment in writing skills at all Levels.

## **Modern Languages**

With the introduction of 2+1 (2 foreign languages plus English) French is now being taught in the school from P1 – 7. We have a fluent French speaker in the village who has teaching experience who delivers French weekly to all classes. P5 - P7 are learning Gaelic and we have a member of staff currently undertaking a professional learning course in Gaelic at Stirling University.

## **Numeracy**

We have recently invested in Numicon resources to support the delivery of numeracy throughout the school including nursery. Raising attainment in numeracy is one of our 3 main priorities in the school improvement plan.

Emphasis is put on mental maths and learning problem solving strategies and 'Big Maths' has been introduced to develop mental maths in a progressive manner.

Numeracy skills are relevant in many different areas of the curriculum and skills are developed through a variety of contexts.

## **Social Studies**

As well as gaining knowledge and understanding of particular topics, Social Studies provides a context for the integration of many curriculum subjects. Learning experiences out with the school or using specialist visitors, are often planned to support and enhance the learning within the topic.

## **Expressive Arts**

Art & Design, Music and Drama follow a programme of skills progression and are predominately taught through cross-curricular IDL. An after school Music Club for P4-7, led by parents and staff, allows children to develop their musical abilities and to learn how to perform.

## **Religious Education**

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



## Health and Wellbeing

- The more sensitive aspects of learning including relationships and sexual health, take place in specific age groups with parents being informed before the lessons begin. Parents and carers can inspect all material used in these lessons and have the right to withdraw their child if they choose. Every child from P1-7 takes part in the minimum requirement of 2 hours Physical Education weekly as well as a whole school walk once a week. Cookery and sewing groups give children skills for life.
- A planned and progressive programme of **school trips** gives extensive opportunities to children as they move through the school. P1-3 experience day school trips in the wider community, often related to their topic. P3-5 build on this experience with all children participating in 3 days of skiing as well as topic day trips. P6 has the chance to have a residential trip in Scotland for 2 nights with P7 having a week in Glasgow.

Their social skills and level of responsibility increases through the programme. This has allowed an increasing level of independence to develop, has encouraged team building and has greatly enhanced the confidence of the children.

- Outdoor Education permeates through the whole curriculum allowing many lessons to be taught in a stimulating context.
- To find out more about the school's curriculum at local and national level, parents and carers can access <https://education.gov.scot/>

## Religious Observance

The school holds regular assemblies, which provide opportunities for pupils to share together and celebrate as a school community. Through this pupils can also increase their understanding of religious practices.

Religious observance in schools in Perth and Kinross has been developed in a way which reflects and understands diversity. It is sensitive to our traditions and origins and seeks to reflect these but it is equally sensitive to individual spiritual needs and beliefs, whether these come from a faith or non-faith perspective.

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

## Assessment & Reporting

- We undertake whole school baseline assessments in September and June to measure pupil progress. Regular **assessment** of a pupil's work is also obtained through ongoing class teacher observations of the pupil and formative and summative assessment strategies which will allow the pupil to share their knowledge, understanding and skills. Progress is recorded in the Management Information System, SEEMIS and regularly monitored and discussed to ensure pupils can reach their full potential. Work is also captured by seesaw and shared regularly with parents.
- Parents and carers will receive a written **report** each June. There will be two parent contact meetings a year. These will be by appointment in the Winter and Spring terms to discuss your child's progress with their class teacher. If you have any queries concerning your child's education during the year, the class teacher will arrange a suitable appointment.
- All teachers effectively use a variety of Assessment for Learning strategies, providing quality feedback which makes all pupils aware of their progress and strengths as learners. The pupils have been involved in self-evaluation and identifying their next steps in learning producing individualised short term targets which are beginning to be used successfully.

## Support for Pupils

Pupils are closely observed and monitored in their daily routines and activities and from pre school education onwards, teachers will raise concerns when they think a child may benefit from some additional support. A meeting will be arranged between interested professionals who can support the child at school and the parents or carers. Decisions will be agreed as to how to best support the child. Additional support needs may be for only a few months or may be required indefinitely.

If a parent thinks that a pupil has additional support needs, they should discuss this with the Head Teacher in the first instance.

In Kirkmichael School the key adult who has the overall picture of the pupil's progress is the Head Teacher who can be contacted on 01250 871929.

Education & Children's Services within Perth & Kinross Council has a duty to make adequate and efficient provision for the additional support of each child and young person with additional support needs for whose education they are responsible.

The key principles which underpin the Additional Support for Learning position statement are:

- all children and young people should receive the additional support required to meet their individual needs and to help them make the most of their education
- effective co-ordination of planning and support
- an emphasis on early identification of need
- the need to ensure assessment takes account of the needs of the whole child and is conducted in an integrated way
- the development of more flexible curricular and learning approaches to meet the needs of all children and young people more effectively
- the continued development of integrated working and multi-agency partnerships
- partnership with parents is central to ensuring that children and young people with additional support needs benefit fully from school education
- taking account of the views of children and young people in decisions which affect them
- emphasis on early resolution of disagreements at local level, as well as access to more formal processes where agreement cannot be reached
- development of more greater continuity and progression between stages or breaks in education, through more effective arrangements for transitions

Further detailed information can be obtained from the Perth and Kinross website:

[www.pkc.gov.uk/article/17278/Schools-additional-support-](http://www.pkc.gov.uk/article/17278/Schools-additional-support-)

Organisations which provide advice, further information and support to parents of children and young people with ASN are:

- a) Children in Scotland: Working for Children and Their Families, trading as "Enquire – the Scottish advice and information service for additional support for learning", a charitable body registered in Scotland under registration number SC003527; Enquire offers independent, confidential advice and information on additional support for learning through:  
Telephone Helpline 0345 123 2303  
Email enquiry service: [info@enquire.org.uk](mailto:info@enquire.org.uk)  
Advice and information is also available at [www.enquire.org.uk](http://www.enquire.org.uk)  
Enquire provides a range of clear and easy-to-read guides and factsheets including The Parents' Guide to additional support for learning.
- b) Scottish Independent Advocacy Alliance, a charitable body registered in Scotland under registration number SC033576; and
- c) Scottish Child Law Centre, a charitable body registered in Scotland under registration number SCO12741."

## **School Improvement**

### **Attainment**

Children are making good progress in Early Level in the Nursery. Almost all pre-school children have met their developmental milestones. Almost all being 91-99%. Planned activities with the pupils from P1 in Numeracy and Literacy every week throughout the year makes for a smoother transition to school. All pupils are continuing to make steady progress in literacy and numeracy from their prior levels of attainment and are engaging with loose parts, free flow play and greater choice in directing their own learning.

The majority of P1 pupils have achieved Early Level in all aspects of Literacy and Numeracy. Majority being 51-75%

In P4 almost all pupils have achieved First Level Literacy and Numeracy. Almost all being 91-99%

All of our P7 pupils achieved Second Level Literacy and Numeracy. All being 100%

### **Nursery Attainment Pre-School**

Planned activities in Numeracy and Literacy with P1 have taken place throughout the year which aids an easy transition to P1 and achievement of the Early Stage outcomes in the Curriculum for Excellence. Nursery children have been involved in planning and choosing their own topics and activities which has helped to produce independent and confident young learners.

### **Attendance**

The attendance for this year is 95.6%. The overall attendance percentage for 2017-18 was 96.5%. Again the level of attendance has been affected by many absences due to holidays taken during term time. We place a high value on attendance at school to ensure all children are able to achieve their full potential. Good attendance also assists teachers in their planning and delivery of the curriculum.

Any difficulties in attending school due to snow conditions are not included in the statistics. With the support of the Parent Council, information on Scottish Government legislation regarding attendance was issued to parents. Strategies have been put into place to closely monitor attendance in order to continue to improve our attendance rate.

### **Effective Learning and Teaching**

Cross curricular topics, which have a relevance to the children, provide depth and breadth to their learning, increasing motivation and engagement of almost all pupils. The children are directly involved in planning their topics. Core learning activities in Numeracy and Literacy are matched to the needs of individuals and groups. In Social Studies and Science the pupils have shown a high level of interest, a themed Science and Engineering Week gave the children an insight into many Science concepts in a focussed way.

To further develop a variety of skills and to increase their knowledge and understanding within their learning, the children have visits from many experts and have educational trips (financially assisted by the PTA)

Expressive Arts' teaching is enhanced by the input from specialists and from external visitors. Art Workshops are run by the Session House in conjunction with Perthshire Open Studios, as well as gaining further skills in Art, the children benefit from having their work displayed in the Local Community.

In Health and Well Being, which encompasses PE, the children have taken part in a wide variety of activities. P4-5 have swimming lessons at Blairgowrie Recreation Centre every 3<sup>rd</sup> year. Input from the different sport specialists have allowed all children to develop their

techniques and cooperation skills. Visits out-with, and visitors to the school, have built the children's confidence in social interactions and in coping with new situations. Outdoor Learning is embedded throughout the curriculum, making full use of local circumstances and national advice.

## **Celebrating Wider Achievement**

Personal achievement both within, and out with the school, is important for building motivation, resilience and confidence. Parents and carers have shared their children's successes allowing the school to celebrate their achievements in a wide variety of experiences: music, taking part in a sponsored cycle run, acting, tying laces and swimming. Learning and developing new skills for life and work are key to this programme.

All pupils contribute actively to the life of the school and the wider community. Almost all pupils have a raised awareness of global and local issues and their place within the community. They have also had an opportunity to realise the importance of helping others through organising events to fundraise for a variety of charities. This has given the children a sense of being both Effective Contributors and Responsible Citizens.

Parents and carers have attended and supported school events such as Harvest Assembly, Scottish Morning, a Christmas Fayre and many others. The children really enjoy sharing their learning with others.

## **Leadership**

Pupils have been given the chance to have positions of responsibility, nurturing confidence and leadership skills. Parents are leading initiatives in the school and positive partnerships have been developed between the school and the local community.

All staff contribute to the School Improvement Plan and evaluate its progress, with parents and carers being given the opportunity to participate through the Parent Council. Changes have been carried out systematically and in a manageable way which has had a positive impact on learning and teaching.

## **School Improvement Priorities for 2019-2020**

- Pupils will have improved performance and levels of attainment in numeracy against prior levels.
- Pupils will have increased understanding and awareness of their own health and wellbeing, physical and emotional, and take greater responsibility for their own decisions and choices relating to these.
- Pupils will have the opportunity to engage in Eco and Rights Respecting activities and develop their awareness and understanding in how they can help to shape their own future in a modern and rapidly changing society.

Details of information regarding the school's performance can be obtained from the last **inspection** report dated 24<sup>th</sup> August 2010. This can be accessed via the link below:

[http://www.pkc.gov.uk/media/32179/Kirkmichael-Primary-HM-Inspection-Report-2010/pdf/Kirkmichael\\_Primary\\_HM\\_Inspection\\_Report\\_2010.pdf?m=635718794603230000](http://www.pkc.gov.uk/media/32179/Kirkmichael-Primary-HM-Inspection-Report-2010/pdf/Kirkmichael_Primary_HM_Inspection_Report_2010.pdf?m=635718794603230000)

## **School Policies & Practical Information**

- A list of policies below are held or can be accessed by schools in Perth and Kinross Council. These include relevant Perth and Kinross Council policies and Education and Children's Services policies which provide consistent operational guidance for schools.

## **Education and Children's Services policies and related documents**

- Statement of Intent and Policy Framework
- Leadership and Management
- Change and Improvement
- Integrated Working
- Learning: Realising Potential
- Learning: Developing Communities
- Inclusion and Equality
- Maximising Resources
- Communication and Consultation

### **ECS Admin Manual**

- Financial Policies and Guidelines
- Children and Families Services Operational Guidance
- Curriculum for Excellence
- Support Manual

The above policies include information about health and safety, excursions and trips, ERD, RCCT, wraparound care, composite classes, admissions, DSM/financial management, complaints, employee concerns, dignity and work, facilities management, community engagement, risk assessment, exclusion, attendance, internet safety, mobile phones, child protection, property, maintenance, freedom for information, equalities.

### **School Policies**

- Curriculum
- Curriculum overview
- Expressive arts
- Health and well-being
- Languages
- Mathematics
- RME
- Sciences
- Social Studies
- Technologies
- Transitions
- Learning and Teaching
- Assessment, recording and reporting
- Homework
- Religious observance
- Support for pupils: Interagency working/inclusion/LAC/EAL
- Positive behaviour management
- Equalities
- Child Protection
- Internet safety
- Mobile phones
- Parental/community involvement
- Business continuity
- Complaints procedures

### **Nursery Policies**

- Policy and Guidelines
- Guide to Pre School Education

All policies can be viewed at school or through the school website  
[www.kirkmichael@pkc.sch.uk](http://www.kirkmichael@pkc.sch.uk)

## **Homework**

Each child will have a little homework most weeks. From P4, this could include Maths, Times Tables, Reading, Spelling, French, Science or Topic. It should be appreciated that the reading of any book for pleasure is a very worthwhile exercise at home which does not have to be set by the teacher. Throughout P1 to P3, there will be regular reading homework to encourage the early skills of reading and number bonds.

In order to ensure co-operation between home and school, it is expected that any written homework is signed by a parent or carer.

## **Composite Classes**

Our school operates 3 composite classes: P1-3, P3-5 and P6-7. The maximum class size for a composite class is 25. Parents and carers can receive more information by following the link below

<http://www.pkc.gov.uk/article/17304/Composite-classes>

## **School Uniform**

Kirkmichael School Uniform is a navy-blue sweatshirt with a school logo and a sky-blue polo shirt. These are available from the school or the School Trends website;

<http://www.schooltrendsonline.com/schools/KirkmichaelPrimarySchoolPH107NX>

We also stock a small range of second-hand uniforms at very low prices. Information regarding applying for funding to help with uniform costs can be accessed through the school office. Children should always bring a waterproof jacket and outdoor shoes to school. Indoor shoes are worn throughout the school.

## **PE Kit**

A plain white T-Shirt and dark coloured shorts with black plimsolls make up our PE Kit. As PE lessons often take place outdoors, children should also have a sweatshirt and tracksuit trousers, with training shoes.

## **Transport**

Children residing in the catchment area who live further than 2 miles from the school or a shorter distance which involves unsuitable roads for walking, will be eligible for free transport to and from school. On enrolment, a transport form will be completed to confirm eligibility.

## **Emergency Closure Procedure**

In times of severe weather conditions it may be necessary to close the school. The health and safety of pupils and staff are paramount at all times and no unreasonable risks will be taken. An Emergency Closure Leaflet can be accessed through the school website.

## **Activities, Groups and Clubs**

Our school is involved with Active Schools and further information can be gained by following the link below:

<https://sportscotland.org.uk/schools/active-schools/>

The Active Schools Co-ordinator for our area is: Caroline Lawrie 01250 871427

Beavers meet in the Village Hall on a Friday. This is for boys and girls aged 6-8.

Cubs and Scouts meet in the Village Hall on a Friday. This is for boys and girls aged 8-14.



Sunday School meets in the Session House at the same time as the Church Service.

Swimming classes take place at Blairgowrie Recreation Centre throughout the year after school. There is a swimming club – The Dolphins – for more experienced swimmers. Telephone Number 01250 873724

## **School meals**

School meals are available in our Dining Room, prepared by Tayside Contracts. All P1-P3 pupils qualify for free school meals. To check for eligibility for free school meals for a P4-P7 pupil, please contact, confidentially, the school office

## **School day**

The school day starts at 9.15am and ends at 3.30pm. Morning break is from 10.40am to 11.00am. Lunch is 12.35pm to 1.30pm.

Pupils should **not** arrive at school before 9.00 a.m.

New admissions to P1 attend all day from the first day.

Kirkmichael Nursery hours are: 9.15am-3.30pm for a full session. Children are eligible for a maximum of 30 hours weekly. School lunch can be provided or your child can have a packed lunch from home.

## **School term dates and holidays 2020-2021**

### **Autumn term 2020**

**Staff return:** Monday 17 August 2020

**In-Service day:** Tuesday 18 August 2020

**Term starts:** Wednesday 19 August 2020

**Term ends:** Friday 2 October 2020

**Autumn holiday:** Monday 5 October 2020 - Friday 16 October 2020

**Term starts:** Monday 19 October 2020

**In-Service days:** Thursday 12 November 2020 and Friday 13 November 2020

**Term ends:** Wednesday 23 December 2020

**Christmas holiday:** Thursday 24 December 2020 - Wednesday 6 January 2021

### **Spring term 2021**

**Term starts:** Thursday 7 January 2021

**In-Service day:** Wednesday 10 February 2021

**Occasional holidays:** - Thursday 11 February and Friday 12 February 2021

**Term ends:** Thursday 1 April 2021

**Spring holiday:** Friday 2 April 2021 - Friday 16 April 2021

### **Summer term 2021**

**Term starts:** Monday 19 April 2021

**May Day holiday:** Monday 3 May 2021

**Term ends:** Thursday 1 July 2021

## Name of Child Protection Officer

- Each school has a **Child Protection Officer** appointed to be responsible for Child Protection matters and specially trained for the task. Kirkmichael Primary School has two trained Child Protection Officers, the Head Teacher and the Principal Teacher. Should you wish to talk further about Child Protection and the safety of children please feel free to contact the school.
- As a school we have good contacts with other agencies, School Nurse, Health Visitors, Social Workers and Police, any or all of whom may become involved if Child Protection concerns are suspected.
- We will ensure that you are informed and participate as appropriate in any action regarding your child.
- Any individual who has concerns regarding a child can contact the Perth and Kinross Child Protection Duty Team:
- Child Protection Duty Team (24 hours) Tel 01738 476768

## GIRFEC

Getting it right for every child (GIRFEC) is the Scottish Government's approach to promoting the wellbeing of children and young people. Wellbeing is described by 8 'indicators':

Safe      Healthy      Achieving      Nurtured      Active      Respected      Responsible  
Included

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

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

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

## Nursery

- Each nursery provision will have a defined locality which in this case is the same as the primary school catchment area. Entitlement to primary school is determined by the child's home address. The Nursery is registered by the Care Inspectorate to take up to 20 children.  
The nursery caters for 2,3 and 4 year olds.
- Further details of nursery provision in Perth and Kinross are available on the Council's website at the following address:  
<https://www.pkc.gov.uk/families>