

Logiealmond Primary School



School Handbook Academic Session 2021/22



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Introduction

Welcome,

At Logiealmond, our purpose is to work in partnership with parents and other agencies in our community to provide the best possible learning experiences and environment for the young people in our care and to promote positive, confident, independent thinking across all areas of the curriculum.

As Head Teacher, I welcome all parents whose children will be attending Logiealmond Primary School during the session 2020/21. The information contained in this handbook gives you some relevant information regarding the organisation of Logiealmond School. Parents are most welcome to visit the school to discuss any aspect of its organisation and curriculum so that they can gain a clear understanding of the education which the school provides.

J. Murray

Delineated Area

This school covers the area surrounding Glenalmond College Road from Buchanty Spout to North and South Ardittie Farms and along Chapelhill Road to Millhole Farm (including the Little Glenshee area which forms the northern boundary line).

Contact Details

Logiealmond Primary School

Harrietfield

Perth

PH1 3TB

Tel: 01738 459560

Email: logiealmond@pkc.gov.uk

Website: www.logiealmond.pkc.sch.uk

Twitter: @LogiealmondPs

Present Roll: 9 pupils

Stage Covered: P1 –P7

Status: Non-denominational

Staff

Mrs J Murray	Head Teacher/ Child Protection Officer/ Named Person
Mrs E Wallace	Head Teacher Support
Mrs A Moore	Primary Support Assistant
Mrs K Chatterton	Primary Support Worker
Miss S Hoolachan	Cleaner
	Facilities Assistant
Rev R Malloch	School Chaplain
Ms Lindsey Goring	Parent Group Chairperson

Parent Concerns

If a parent has a concern, please contact the school in the first instance to discuss your concern either by phone or email.

Attendance

It is essential your child attends school regularly. If your child is absent due to illness, please phone or email the school before 9.00am to report the absence. If you know that your child is going to be absent for a particular reason, please inform the school beforehand by letter stating the date of absence and reason your child will not be attending school. Please avoid taking holidays during term time, as your child will miss important lessons.

Complaints Procedure

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

Visiting the School

We are always keen to welcome new children to our school and prospective parents are welcome to visit the school during school hours. Please contact the Head Teacher to arrange a suitable time.

Keeping Parents Informed

We recognise that effective home/school communication is at the heart of the important parent/school partnership and we strive to communicate regularly about all aspects of school life. Parents receive regular newsletters regarding upcoming events and also about our learning in school. These are both emailed as well as sent home with the pupils. We have regular open afternoons and assemblies which parents are invited to attend. Our website is updated regularly to share newsletters and recent events with the wider community. We also have a Twitter feed that links to our website so that all our latest learning news and achievements are shared. Follow us on @LogiealmondPs. We also make use of the SeeSaw app to inform parents of what their child is currently learning. Parents are sent termly updates of curriculum areas which the pupils are studying as well as copies of their child's work to share and give feedback to both their child and the teacher. Pupil Progress Reports are sent home annually. However, parents are welcome to arrange an appointment with class teachers to discuss their child's progress and attainment at any time. Formal consultation in the form of Parent Contact Evenings is made in September and March.

School Ethos

School Aims

Our vision is of a confident and ambitious school to which all can contribute and in which all can share. Our school will be vibrant and successful; a safe, happy, healthy and sustainable environment; and a place where people are nurtured and supported.

Our values are:

- openness, honesty and integrity
- diversity, fairness and compassion
- mutual trust and respect.

Our purpose is to:

- promote safety and well-being
- improve learning and achievement
- promote positive partnership with Parents and the wider community.

Our objectives are to:

- keep individuals safe and protected
- improve health, happiness and well-being
- develop the range and quality of learning experiences for all raise standards of performance and achievement
- develop active and responsible citizens
- develop caring and confident communities

School & Community Links

The school encourages links with the community by engaging in 'open' events

- Halloween Party in local hall
- Open Days when all members of the local community are invited
- Christmas Fair
- Plant Sale
- Fairtrade Afternoon
- Attending performances at Glenalmond College

The school is also keen to work in partnership with parents/carers and the wider community and as such encourages participation in all aspects of school life and is grateful for the support which is given. Any parent/carer or community member who has a particular interest or hobby which they might like to demonstrate or share with the pupils should make contact with the Head Teacher to discuss this further. All regular volunteer helpers in school are required to complete a PVG form.

Positive Behaviour Management

AIMS

- To develop in pupils a proper sense of self discipline.
- To develop an awareness of personal responsibility to others.
- To allow for expectations and attitudes of pupils, staff and parents.
- To encourage a mutual respect between those within the whole school community.

As a Perth and Kinross school, we use Restorative Approaches when resolving conflict. Staff are trained in facilitating restorative conversations which allow children to work through any conflict to come to a common solution. These conversations allow children to take responsibility for their own actions while making them aware of the impact of their actions.

They learn to respect other people, their views and feelings and develop feelings of empathy. Children respond well to the fact that they are involved in making decisions about their own lives.

The school will at no time tolerate bullying behaviour or discrimination. Should such instances arise, they will be dealt with within the behaviour system and parents informed accordingly.

The Class Charter was compiled by the Pupil Council as part of their participation in Rights Respecting Schools:

- Be kind and respect others
- Help others
- Use appropriate language
- Treat others how you want to be treated
- Do your best

Parental Involvement

Partnership with Parents

At Logiealmond, we are committed to working with parents to provide the best education for all children. We will regularly inform you about what we teach and about how we teach it and we will consult with you on issues which affect your children and their education through newsletters, questionnaires, open afternoons etc as well as through the Parent Group. We are a very open school and welcome parents into the school, both when you wish to discuss issues with us and as classroom helpers. We aim to answer any concerns or queries within 24 hours and are happy to arrange meetings at mutually convenient times.

We ask you to support your children's learning at home and school and to help your children to aspire and to develop to the best of their abilities. We ask you to work with us to encourage children to take responsibility for their own learning and the development of their own abilities to the full.

By working together, we can ensure that we give our children the best education possible.

Parent Councils

The Logiealmond Parent Group was established in September 2007 and all parents or carers who have pupils attending the school are automatically members. Meetings are held once a term and all parents are encouraged and entitled to attend.

The current chairperson is Ms Lindsey Goring

www.pkc.gov.uk/parentalinvolvement

Transitions

We recognise that successful transitions are essential to the wellbeing of all children and we aim to make these as smooth as possible. Class teachers visit nurseries to meet new intakes and informal meetings are arranged with parents to share information and address any concerns. Transitions to school are further facilitated at an early stage when preschool children have the opportunity to spend three afternoons in school during the summer term to

ensure that transition is smooth and progressive.

Registration for new P1 pupils is in January each year. Exact dates will be advised nearer the time. When registering their child parents/carers should bring with them a copy of their child's Birth Certificate, Child Benefit book/letter and Council Tax documents as proof of address.

PKC Education and Children's Services are working towards the expansion of Early Learning and Childcare (ELC) as outlined in the Scottish Government's Blueprint for 2020: The Expansion of Early Learning and Childcare in Scotland.

By 2020, all 3-5 year olds and eligible 2 year olds will have access to 1140 hours of fully funded ELC. This means that in PKC most children will experience early learning and childcare in a funded provider for at least two full days a week and some full days for 5 days a week.

As a result of the changes to a child's experience prior to beginning their Primary School education across PKC, Primary One children will attend school for a full day from August 2019 and therefore will no longer access ½ days for the first two weeks of term.

Primary to Secondary Transition

At the end of Primary 7, pupils will transfer to:

Bertha Park High School

Head Teacher: Mr Stuart Clyde

Collaborative planning takes place between Bertha Park High School and its feeder primaries. This serves to ensure enhanced continuity of experience for the pupils. During the session, prior to transfer, guidance staff visit the school to meet the children who are to move on. P7 pupils spend two full days in Bertha Park High School where they follow a normal day's timetable. They are given information regarding uniform, PE kit, lunches, travelling arrangements etc. Pupils with additional support needs have additional visits arranged to ensure a successful transition to secondary school.

Should you wish to speak to your child's class teacher or the Head Teacher about transitions, please contact the school to arrange a mutually convenient time.

The Curriculum

At Logiealmond Primary, we work to prepare our children for the future in our fast- changing world and equip them for jobs which may not yet exist. Our curriculum is broad based and balanced taking account of Curriculum for Excellence which runs from 3-18 making it a progressive curriculum, from when a child arrives at nursery until they leave school as a young adult. Under Curriculum for Excellence, every child is entitled to a broad general education with opportunity to acquire depth of knowledge in some areas and to develop skills for life, learning and work. The learning experiences which we deliver offer learners the opportunity for personalisation and choice. Learning activities are structured to ensure children work at an appropriate pace. Children learn to think for themselves, make sound judgements, challenge opinions, enquire and find solutions.

The school currently issues updates for parents throughout the year in newsletters etc describing any developments in the curriculum.

Parents may also access information on the following websites:

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

www.skillsdevelopmentscotland.co.uk

The core areas of our curriculum are defined as follows:

- Languages (including French at all stages)
- Mathematics
- Sciences
- Social Studies
- Technologies
- Health and Wellbeing including Sexual Health. (Parents will be contacted before any sensitive aspects of learning)
- Expressive Arts

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

Religious Observance

The school holds regular assemblies which provide opportunities for pupils to share together and celebrate our achievements as a school community. They also provide opportunities for our pupils to reflect on spiritual and moral concerns. Through this, pupils can increase their understanding of religious practices and the experience which underlies them.

The School Chaplain visits school at least once a term to lead class assemblies.

Parental Rights

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

Assessment & Reporting

Assessment

Teachers employ continuous summative and formative assessment strategies to determine pupil achievement. Pupils receive positive feedback on their performance and self/peer assessment is encouraged across the curriculum.

Scottish National Standardised Assessments are administered once a year at P1, 4 & P7. These assessments provide teachers with detailed diagnostic reports for each pupil as well as information on pupils at group, class and school level. Teachers discuss feedback from individual assessments with children and plan next steps in learning. They also take into account all other assessment information available to them. Schools use the data as part of their overall information on a child's progress. All of this information supports teachers and schools in their planning of next steps in learning in order to best meet pupils' needs. Teachers use this information, alongside a wide range of other assessment information, to discuss with parents how their child is progressing with their learning, as part of the normal reporting process in a school.

Further information can be found at: <https://standardisedassessment.gov.scot/parents-and-carers/>

Reporting

Formal consultations in the form of Parent Contact Evenings take place in October and March although parents are welcome to arrange an appointment with class teachers to discuss their child's progress and attainment at any time. Reports are sent home annually in June. These reports will cover all areas of the curriculum and summarise pupils' achievements in different contexts and settings as well as involvement in the life and ethos of the school as well as learning outwith school. Primary 7 pupils also compile Pupil Profiles

outlining their goals and achievements as well as any skills they have learned which are updated regularly and passed on to the appropriate Secondary School when the pupil completes his/her primary education.

Parents may also access further information on the following website:
<https://education.gov.scot/>

Support for Pupils

Learners who require additional support, as well as gifted children, are given special consideration and help. Where a child experiences a learning difficulty of a temporary nature, the class teacher will provide the necessary help. If the difficulty is of a more persisting nature, extra advice or support is available from learning support staff. For children who have identified Additional Support Needs, parents/carers will be informed and invited to a Childs Plan Meeting where actions to meet the pupil's needs will be identified and agreed. Following on from this meeting an Individualised Educational Programme may be created and renewed regularly. The services of an Educational Psychologist can also be called upon when more specialised advice is required.

When necessary, the gifted child can also receive help from this source in the way of resources to stretch him/her to their full potential.

Should a parent have concerns about his/her child, they should contact the Head Teacher or access information on the following website.

www.pkc.gov.uk/article/17278/Schools-additional-needs-

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:

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

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

Telephone Helpline: 0345 123 2303

Email Enquiry service: info@enquire.org.uk

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

Enquire provides a range of clear and easy-to-read guides and factsheets including The parents' guide to additional support for learning.

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

School Improvement

Copies of our Standards and Quality Report, which details the main achievements of the school in the previous twelve months, are issued to all parents in September each year and can also be accessed via our website.

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

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

https://www.pkc.gov.uk/media/32189/Logiealmond-Primary-HM-Inspection-Report-2019/pdf/Logiealmond_Primary_HMI_Report.pdf?m=637031246833370000

School Policies & Practical Information

School Day

OPEN	9.15 am
INTERVAL	10.45am – 11.00 am
LUNCH	12.30 pm – 1.15 pm
CLOSE	3.15 pm

Home Learning

Home learning has the following purposes

- to reinforce learning in class
- to prepare for future learning
- to extend knowledge and understanding
- to provide sustained additional practice in areas of difficulty
- to allow the pupil to catch up on work which for a variety of reasons may not have been completed in class

Parents and carers are asked to offer assistance, encouragement and praise, particularly in tasks for which no written outcome is asked.

Uniform

We encourage the wearing of school uniform and school sweatshirts/polo-shirts with the school logo can be purchased. A bulk school order is placed once a year in the Summer term, but outwith this time, individual sweatshirts and polos can be ordered from the school. We also have a recycling scheme for uniforms through our Parent Group or through the school. Indoor shoes are required for the classroom. P.E. clothing should be shorts, T-shirts and gym shoes for indoors (trainers for outdoors). All clothing and footwear should be clearly marked with the pupil's name. On arrival at school, pupils are expected to change into a pair of indoor shoes (to be kept in school).

Information regarding clothing grants is available from the school.

Transport

Pupils who live within the school catchment area are entitled to free transport to and from school. Application forms are available on request from the school.

Severe Weather Arrangements

Localised severe weather during school hours: -

Parents will be notified by telephone if the school is planning to close. It is essential that the school has an emergency contact number so that notice of closure can be given if there is no reply at the home number. Children should be aware of arrangements parents make if they are to be away from home e.g. wait at a neighbour's house.

Localised severe weather before school hours:-

If it is doubtful that the school will open because of poor road conditions, the Head Teacher will contact Perth and Kinross Council who will update the PKC Website/Facebook and Twitter pages. Parents of those pupils who have school transport are asked to contact **Burnbrae Garage on 01764 683241** before sending children out to wait for transport. If the contractors decide that conditions are too hazardous for transport to operate, the school may not open.

Children must not be brought to school unless parents have had confirmation that the school is open.

Health Care

Logiealmond Primary School works within the Perth & Kinross Improving Health, Improving Learning framework and in June 2011 achieved Health Promoting Schools accreditation. This involves having a whole school approach to Health and making health messages consistent across the school community in respect of Healthy Eating and Healthy Lifestyles. We operate a Smoothie day once a month and a Healthy Tuckshop once a week.

We work in partnership with Health agencies to provide appropriate Health care for pupils. Children have routine medical and dental inspections. It is helpful if parents attend when requested to do so. In the event of a child becoming ill or having an accident in school, parents will be notified immediately. (The need for an up-to-date emergency contact number is stressed here). It is important that school should be aware of specific medical conditions concerning a child and of any medication being taken. If a child requires medication at school times, a medical administration form must be completed. These are available from the school office. Parents are assured that any such information will be treated in strict confidence. No medicines can be administered without a completed form.

Pupil Council

All pupils are members of the Pupil Council/ Eco Committee. The Chairperson and Secretary are democratically elected by their peers. The Pupil Council works in partnership with the Head Teacher and school staff to ensure pupils are part of the decision making process.

Lunches

Our healthy and nutritious school meals are cooked at Luncarty Primary School. The cost is £2.15 per day, payable through ParentPay. Free school meal forms are available from the school office or Perth and Kinross Council website.

There is a choice of main meal which the children can have and pupils are encouraged to eat what they have chosen. Both vegetarians and children with particular dietary requirements can be catered for.

Children who bring packed lunches have their lunch in the school dining hall with the other children. They are expected to eat what you have provided for them. Please do not include a sugary drink, sweets or biscuits in your child's packed lunch box.

Playtimes

All playtimes are supervised by school staff. In extreme weather the children spend their breaks indoors, again supervised by school staff.

Name of Child Protection Officer

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

A member of staff in each school has been appointed to be responsible for Child Protection matters. In our school that person is Mrs Joan Murray (Designated Officer (Child Protection)) Should you wish to talk further about Child Protection and the safety of children please feel free to contact the school.

As a school we have good contacts with School Medical officers, Social Workers and Police, any or all of whom may become involved if abuse is suspected.

We will always ensure that you are informed and participate in any action which we may initiate regarding your child.

GIRFEC

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

Safe Healthy Achieving Nurtured Active Respected Responsible
Included

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

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

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

Nursery

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

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

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