

# Methven Primary School



**'Being Our Best'**



## **School Handbook**

### **Academic Session 2021/22**

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This handbook is available from the school office in hard copy.

## Introduction

In Methven Primary School, we recognise that every child is a unique individual with a range of abilities and needs. Through our whole school ethos, we aim to foster in each child a positive and responsible attitude, develop optimistic and motivated learners and children who are included, successful and encouraging to others. We recognise that this is achieved when there are good working relationships between school and home and will seek to work closely with you throughout your child's school career.

This handbook provides you with basic information you require for your child's time at Methven School. If you require further information, we will be happy to respond to queries through a phone call or a visit to the school.

In accordance with the Education (Scotland) Act 1980 and the Education (School and Placing Information) (Scotland) Regulations 2012, 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 2020), further changes may have occurred since then.

## Delineated Area

### Catchment Area of the School

A map of the catchment area of the school is on display in the school office. This map may be referred to by any parents interested in sending their children to Methven School. Children living in the delineated (catchment) area are eligible for admission to Methven School. Further information can be accessed electronically on: <https://www.pkc.gov.uk/article/17291/Find-my-school-catchment-area> .

Any parent who resides outwith the delineated area but wishes their child to attend Methven Primary School should complete a Placing Request Application Form. Forms are available from school or from Education and Children's Services. Completed forms should be returned to Schools Division, Perth & Kinross Council, 2 High Street, Perth PH1 5PH

Parents will be advised of the outcome of their placing request as per Authority Policy.

### Visits

Parents who are considering registering children at Methven are welcome to contact us to arrange a visit. Registration forms can be collected from the school and should be returned there. The child's Birth Certificate, a recent utility bill and your Council Tax documentation should also be brought to school as proof of your home address.

## Contact Details

<b>School Address:</b>	Methven Primary School Main Street Methven Perth PH1 3PX
<b>Telephone No:</b>	01738 477687
<b>Email:</b>	<a href="mailto:Methven@pkc.gov.uk">Methven@pkc.gov.uk</a>
<b>Website:</b>	<a href="http://www.methvenprimary.org.uk">www.methvenprimary.org.uk</a>
<b>Stages Covered:</b>	Nursery and Primaries 1 – 7 (Currently arranged over 5 classes)
<b>Present Roll:</b>	Nursery 30 / 30 places Primary 116
<b>HEAD TEACHER:</b>	Mrs Stephanie Kellie
<b>PRINCIPAL TEACHER:</b>	Mrs Gill Maclaughlan

## Concerns

If a parent has a concern about their child, he/she should contact the school office, by telephone, email or in person, to arrange an appointment to speak to relevant staff. A meeting will be held as soon as possible. Concerns are always taken seriously and listened to. Children (where appropriate), parents and staff will give their views and together will work to agree a positive way forward. Should parents feel that the concern has not been dealt with sufficiently they can contact Perth & Kinross Council to address their concerns.

More information is on Perth & Kinross Council's website as follows:  
[www.pkc.gov.uk/complaints](http://www.pkc.gov.uk/complaints)

## Emergency Contacts

There may be occasions when it is imperative that the school contact you, for instance if your child is ill or injured and a hospital visit is necessary. We also require the name of a contact person who is on the phone and available to collect your child from school. Annual Data Check forms are issued to all parents in August/September. It is important that your details are checked, and any amendments noted. The form should be returned to school as soon as possible. Please help us to keep our records up-to-date by informing us of any changes in circumstances, e.g. change of address, phone numbers (home, work or mobile), email address or contact person, etc.

## Attendance

It is a legal requirement that parents ensure that their children attend school regularly and punctually. If your child is unable to attend school for any reason, please contact us by telephone, using our school absence line, 01738 477687, before 9am on each day of their absence to explain.

It is particularly important that you contact the school if your child is not returning to school in the afternoon. This saves us a great deal of worry if we know that there is a reason for the afternoon absence. Appointments during the school day should be notified to the school in advance.

## **Authorised and Unauthorised Absences**

The Scottish Education Office requires all data regarding Pupil Attendance and Absence to be provided in an electronic format. For this reason, Perth & Kinross Council has provided schools with an Educational Management System to record all pupil attendance and absence.

Specific codes require to be used when recording the data for each pupil and it is for this reason that we require written notification giving the reason for every absence your child has, e.g. illness/holiday/type of appointment - doctor/dentist/hospital appointment etc.

A number of parents withdraw children from school during term times because of family holidays and it is the wish of Education & Children's Services that this practice should be discouraged. When parents request leave for a pupil for holiday or family commitments during the term, they receive from the school, an acknowledgement of this request. All holidays during term time are regarded as Unauthorised Absences.

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 will be contacted, in the first instance, by the Head Teacher.

## **Authorised and Unauthorised Absences from School**

In the interest of safety, the school will make a call home or send a text message directly to parents/carers if a child is absent and we have not been informed. When a pupil returns to school after an absence due to illness or any other reason, a short note of explanation must be sent to the class teacher. If there is an unexplained absence the school may call to enquire about the absence, this is first and foremost with regards to the safety of pupils.

## **Complaints Procedure**

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

At Methven Primary we want to do the best we can for you and your children. Users of the school should have confidence that complaints will be dealt with promptly and in a professional manner. However, if you still feel that your concerns have not been addressed you may choose to make a formal complaint. This should be made to the Head Teacher.

Complaints may be made in writing, by telephone or in person. The complaint will be recorded, detailing the nature of the complaint, the contact details of the complainant and relevant dates. This will be dealt with fairly, and in a sensitive and confidential manner.

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

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

## School Ethos

At Methven Primary School we aim to build respectful relationships by **Being Our Best**.

### Methven Promise

Positive  
Responsible  
Optimistic  
Motivated  
Included  
Successful  
Encouraging



### Relationships and Positive Behaviour

We expect high standards of behaviour at Methven School and encourage an ethos where we work together as a school family to make our school the best learning environment it can be.

Restorative Approaches are used to provide a structure for exploring issues, discussing differences and disagreements and agreeing targets and strategies; children are encouraged to take an active role in the process and agree next steps.

We value the liaison between home and school and will contact parents at an early stage if there are issues with relationships and behaviour. We have found that where the school and parents are seen by the pupil to be working in partnership, issues are resolved with very little difficulty. If there are any circumstances which affect the child, e.g. bereavement, separation, it can help if we know (in confidence if necessary) so we can take the situation into account when dealing with any behaviour that is out of character.

We develop resilience skills through a whole school approach using Bounce Back resources.

## Parental Involvement

### Communication with Parents

Close partnership between home and school is vitally important. Parents are encouraged to contact school to make an appointment whenever issues arise or advice is needed. We also actively encourage parents to join us for shared learning activities, concerts, fundraising events, curriculum information meetings and trips out of school.

At Methven we communicate with parents in a variety of ways. Our school website is regularly updated with information. Monthly newsletters are emailed to parents, uploaded to the website and hard copies are available on request. We use a variety of texts, e-mails, letters and phone calls to communicate details of class and school events so it is important therefore that we have up to date contact details.

Prospective parents of Primary 1 pupils (August start) are welcome to visit the school during the summer term when their children can spend time following our transition programme with the other pupils starting in August.

Similarly, new primary pupils and parents starting at other times during the year can come to view the school and speak to staff and pupils about the school.

Many parents come to the school to help run various activities including out of hours clubs. If you have a skill which you feel you could pass on to a group of children please contact the class teacher or Head Teacher, we welcome your support.

There are afternoons/evenings set aside throughout the year when parents are invited to visit the school and discuss the progress of their children with individual members of staff. Shared Learning sessions provide parents with a chance to see their child's classroom and look at some of the exciting learning they have been involved in producing.

## **School Role in the Community**

Methven School has a secure place in the local community. This is reflected in the school participation in such projects as tree planting, planning of the local park, the Gala Day and visits to places in the locality. Social events at the school are always well supported. The school participate in local events and welcome visits from local organisations and individuals to enrich the learning within the school.

There are long standing ties with Methven and Logiealmond Parish Church and the school joins the local community for school activities such as the Christmas Service.

The local area is used as a natural extension of our school grounds. We often visit the park and local woods. We also participate in wider community events and opportunities like swimming at Perth Leisure Pool and sporting leagues and events.

## **Parent Forum**

The membership of a Parent Forum is made up of parents who have a child at an education authority school. Parents are automatically members of the Parent Forum for their school. One of the ways parents in the Parent Forum will be able to express their views will be through the Parent Council.

## **Parent Council**

The Parent Council support the school in its work with pupils, represent the views of parents and promote relationships between school, parents, teachers and the community for the benefit of the school children.

The Parent Council meets termly to discuss all sorts of topics. Some of the things we have covered in the past are the revision of the school Vision Statement and agreeing that a percentage of funds raised will support a Welfare Fund which ensures that all children have equity of opportunity.

The Parent Council organises fundraisers during the school year such as the Bingo Tea and Daffodil coffee morning. We also help at other school events such as sports day, parent contact evenings and Christmas parties.

Our meetings are informative, constructive and a great way to get to know other parents and teachers, to gain a better understanding of what is going on in the school and to have a voice if any issues affect or concern you.

Please come along and get involved right at the start of your child's time at Methven Primary. We promise that it will be rewarding, constructive and fun!

Further information about parental involvement can be found on the Perth & Kinross website: <http://www.pkc.gov.uk/parentalinvolvement>

## **Transitions**

There are a variety of points of transition: starting Nursery, starting Primary 1, moving to a new class, moving to another school and moving to secondary school.

### **Pre-School – Primary Transitions**

We have a programme in place to support all children who are preparing to enter our Primary 1. There are planned opportunities for parents and children to meet the staff and hear more about being in school. Methven staff also visit all new entrants in their pre-school settings to gather as much information as we can about each child. School registration dates are advertised in the local press and take place in January.

### **Primary – Secondary Transition**

Pupils from Methven Primary who reside in the catchment area will transfer to Bertha Park High School, Perth when they complete their primary education. Guidance staff and promoted staff visit Methven Primary to support the transition process. Where appropriate, children may have an enhanced transition to secondary school. This will be discussed and planned on an individual basis. This may involve extra visits to Bertha Park High School to meet staff and look around the school.

Primary 7 children visit the Secondary School for two days in June and are given their S1 timetables. This helps to allay natural anxieties and familiarises the children with the lay-out of the school. It is also an opportunity to meet classmates and secondary staff.

Parents/ carers of Primary 7 children due to transfer to Secondary School will receive a letter in January from the Education Authority giving transfer arrangements.

Further information is available on the school's website at [www.berthaparkhigh.org.uk/](http://www.berthaparkhigh.org.uk/)

## **The Curriculum**

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

Children learn at different rates and have different strengths and development needs. Ensuring that each child reaches his/her potential is an integral part of learning and teaching at Methven Primary. It will therefore be the norm that children will be working at different levels within the same year stage.



In line with best practice and promoting the principles of Curriculum for Excellence, active learning is promoted, relevant educational visits will be made, and visitors, who will enhance the educational experiences of the children, will be invited as appropriate. Outdoor learning in our community is an integral part of the learning activities undertaken. Children learn knowledge and understanding as well as skills for life, learning and work to prepare them for living in 21st Century Scotland. ICT will be used to enhance learning throughout as appropriate. Emphasis is put on children learning concepts and skills and then applying these in real life, problem solving situations.

Children are given the Experiences and Outcomes of the curriculum which they are entitled to study. They then work with teachers to plan how they learn. This ensures they have choice in their learning. At various times they make choices about personal achievement work, committees and whole school focus weeks.

Learning is shared with parents at curriculum events, parent contact meetings, assemblies, through Learning Journey Jotters and on an individual basis as required. Surveys and audits completed by parents/carers also ensure they are involved in their child's learning. Parents of children with Additional Support Needs meet regularly with staff to discuss and agree progress/ next steps in learning. If school staff have any concerns about a child's learning parents will be invited to a meeting to discuss the concerns and the way forward. Parents will be given support and advice and additional opportunities (if requested) to meet more regularly with staff.

In Methven Primary children from P1 to P7 learn:

- Literacy: reading, writing, listening and talking.
- Numeracy and Maths: Information Handling, Number, Money & Measure and Shape, Position & Movement.
- Health and Wellbeing: Mental, Emotional, Social & Physical Wellbeing, Planning for choices & change, Physical Education, Food & Health, Substance Misuse and Relationships, Sexual Health & Parenthood.
- Sciences: Planet Earth, Energy in the Environment, Communication, Forces & Motion, Life & Cells, Materials, Topical Science, Inquiry & Investigative Skills, Scientific Analytical Thinking Skills and Scientific Literacy.
- Social Subjects: People, Place & Environment, People, Past Events & Societies, People in Society and Economy & Business.
- Technologies: Technological Developments in Society, ICT to enhance learning, Business, Computing Science, Food & Textiles and Craft, Design, Engineering & Graphics.
- Expressive Arts: Music, Art & Design and Drama.
- Religious & Moral Education: Christianity, Other World Religions and Development of Beliefs & Values.
- Modern Languages: French – French is taught at all stages in accordance with the Scottish Government's 1 + 2 Approach.

Parents can find out more about the curriculum from the Education Scotland and Parentzone websites: <https://education.gov.scot/> <https://education.gov.scot/parentzone>

## **Skills**

As well as teaching the subject specific skills related to each area of the curriculum Higher Order Thinking Skills: remembering, understanding, applying, analysing, evaluating and creating are taught and applied. Social skills: problem solving, leadership, working with others, enterprise & employability and organisation are taught to prepare children for their future lives.

## **Religious Observance**

The school holds regular assemblies which provide opportunities for pupils to share together and celebrate as a school community those things which we value.

Under the terms of the Education (Scotland) Act 1980 “any pupil may be withdrawn by his/her parents from instruction in religious subjects and from religious observance”. Any parent wishing to exercise this right should first discuss it with the Head Teacher. Alternative provision will be made for these children during times of religious observance.

## **Homework**

Children are encouraged to follow up their school interests at home. Homework will also be assigned via Teams by the class teacher throughout the year which will reinforce work done in class and be used as an opportunity to share progress in learning with families.

Parental support with homework is appreciated by your child and the school. Parents who experience difficulty in helping with homework should contact the school for advice and assistance. At Methven, we encourage lots of reading at home. A quiet place to be comfortable and read will encourage children to look at or read books.

Children who are off ill for short periods or who are on holiday are not expected to do normal class work at home. In these circumstances the school feels that children would benefit more from reading quietly or perhaps keeping a diary of their new experiences.

## **Out of Hours Activities**

The school realises the benefit of extra-curricular activities and offer a range of lunchtime and after school activities e.g. gardening club and a school choir. We have access to the football pitches at the local park. There is an outdoor netball court and a separate gym hall in the school. We currently offer clubs and coaching in Football and rely on parents to support these activities. If parents feel they would like to help with extra-curricular activities, please contact the school, parent volunteers are always welcome.

At Methven Primary we have opportunities for the children to be involved in action groups to take part in wider aspects of school life. We have a Pupil Council, JRSO (Junior Road Safety Officers) who work with the Pupil Council and remind us at assembly about road safety. We have a House System with House Captains and Vice Captains and regular House events. Children can earn points for their House and this is celebrated at weekly assemblies.

## **Assessment & Reporting**

The school is committed to ensuring that every child reaches his/her potential. This is achieved through focussed teaching, parental support and involving children in their learning. We operate a policy of continuous assessment, in line with government guidelines on “Assessment is for Learning” and Curriculum for Excellence. Ongoing formative and summative assessment is an integral part of the curriculum and is built into the work at the planning stage. In conjunction with this, children are encouraged to self and peer assess. On a daily basis, children discuss their learning with staff and, at times, other children. They discuss their prior learning, why they are doing the current learning and can identify what their next steps in learning will be. A summary of this is captured in their Learning Journey Jotters which are shared with parents/carers throughout the year. Sharing Our Learning is issued to parents at the beginning of each term. Teachers meet with the Head Teacher three times a year in November, March and May to discuss and track pupil attainment.

### **Reporting**

Evidence of each child's work is collected and used to inform future teaching and reports to parents. Each child has a Learning Journey Jotter in which contains evidence of progress throughout their school career. A Primary 7 Profile for each child is produced annually and shared with the receiving secondary school. If parents wish to discuss the progress of their child at any time, they can make an appointment by contacting the school office. These meetings are generally informal with an emphasis on how best to support the child and build confidence in parents. The school operates an “open door” policy and parents are actively encouraged to be positive partners in their child's learning. There are periodic ‘Sharing Learning’ events and assemblies to give pupils the opportunity to share their learning with their parents. There are also twice-yearly Parent Contact Evenings where parents will have the opportunity to discuss pupil progress.

Special meetings are held regularly for parents of children with additional support needs. See the section on Support for Pupils for further details.

## **Support for Pupils**

All children are well supported in Methven Primary. We rigorously apply the principles of GIRFEC (Getting it Right for Every Child). It is an integral part of daily life at the school. It is our firm belief that we work with children as learning partners in our school, so all feel safe and valued.

In accordance with Perth & Kinross Council policy the needs of Additional Support Needs (ASN) pupils will be met. Progress of pupils will be monitored and regularly discussed with parents and other support agencies through the ASN procedure. Opening a Co-ordinated Support Plan may be considered, in conjunction with parents and dependant on need. Formal reviews will be held annually and/or when considered appropriate. Should parents wish to discuss Additional Support Needs for their child they should, in the first instance, make an appointment to speak to the class teacher.

From time to time some children may be identified by school staff as requiring extra help for a variety of reasons. This may be in a specific curricular area or in a number of subjects and may be of a short or long term nature.

Initially at a planning meeting the class teacher along with the Head Teacher, Principal Teacher or Pupil Support Teacher, will share their concerns and observations and detail supportive strategies already in place (in line with the Perth & Kinross Council ASN Manual).

If a parent identifies a possible support need then the teacher would ask the parents to gather observations from the home setting. The teacher would then gather classroom observations. This information would then be shared with the Pupil Support Teacher or Head Teacher to discuss the appropriate way forward. At all stage's parents will be kept fully informed and encouraged to work in partnership with school to ensure the child receives the best education possible.

Children with Additional Support Needs are fully included in the life of the school and every effort is made to meet their needs. Any concerns regarding pastoral care and support are fully discussed with parents and a plan is agreed to support the child. Regular meetings are held between key staff, parents and appropriate outside agencies to discuss progress, next steps and any other concerns. Parents can request a meeting as required.

Further advice for parents of children with ASN is available from the following:

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

Scottish Independent Advocacy Alliance, a charitable body registered in Scotland under registration number SCO33576

Scottish Child Law Centre, a charitable body registered in Scotland under registration number SCO12741

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

Telephone Helpline: 0345123 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.

## **School Improvement**

Our Standards and Quality Report and School Improvement Plan are now available, should you require a copy, please contact the school office.

The latest HMI inspection report which was published in September 2019 is available to view on the following link:

[https://www.pkc.gov.uk/media/32223/Methven-Primary-HM-Inspection-Report-2019/pdf/Methven\\_Primary\\_School\\_HM\\_Inspection\\_Report.pdf?m=637049985269830000](https://www.pkc.gov.uk/media/32223/Methven-Primary-HM-Inspection-Report-2019/pdf/Methven_Primary_School_HM_Inspection_Report.pdf?m=637049985269830000)

## School Policies & Practical Information

### School Policies

Copies of school policies are available upon request from the school office.

### PRACTICAL INFORMATION

#### The School Day

**Primarys 1 – 7**      9am – 12.30pm      1.30pm – 3.15pm

**Nursery**              1140 hours:    9.05am to 3.05pm

School staff take responsibility for children from 9am onwards. Parents are responsible for children brought to school earlier than this.

It is important for parents to let the class teacher know if a named child-minder or any other adult is picking a child up from school.

#### The School Term and Holidays

Information on school term dates and holidays can be found on the following website:

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

#### Instrumental Tuition

Music tuition is available through the Education Authority and music tutors visit the school weekly. As this provision varies, information can be obtained from the Music Service website <http://www.pkcmusic.com/>.

#### Swimming Tuition

Currently Primary 5 pupils are taken to Perth Leisure Pool for swimming lessons during one term per session. The Education Authority allocates times and provides transport.

#### Uniform/Clothing

Pupils are encouraged to take pride in their appearance and should always dress in a neat and tidy way. The wearing of uniform helps pupils to take a pride in themselves and in their school. It gives all children a sense of belonging. The full support of parents is therefore sought in sending their children to school in the uniform listed below:

**BOYS**      White shirt/white polo shirt  
                Grey/black trousers  
                Red jumper or school sweatshirt (purchased through the school)  
                Black, waterproof, shoes

**GIRLS**      White shirt/white blouse/white polo shirt  
                Grey/ black skirt/pinafore  
                Red jumper/cardigan or school sweatshirt (purchased through the school)

Plain grey/black trousers  
Black, waterproof, shoes

P.E. Kit Black shorts and polo shirt or T-shirt, Methven hoodie (optional outdoors)

Children are discouraged from wearing jewellery to school. Children with pierced ears must remove the jewellery or tape their own ears for PE.

School T-shirts, sweatshirts and hoodies are available to purchase from Sprinterz, and order forms are available from the school office.

Children who wear shirts and jumpers are asked to wear the school tie, which can be purchased at Aitken and Niven, High Street, Perth.

## **Free School Meals and School Clothing Grants**

Free School Meals are offered to **ALL** pupils in P1 - P3 without the need for parents/carers to apply. Don't 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.

If your child is P4 or above, you can claim free school meals and a school clothing grant if you are in receipt of qualifying benefits. A list of qualifying benefits, together with a link to the online application can be found on the Council website at <https://www.pkc.gov.uk/freeschoolmeals>.

If your child is in P1-P3 an application form must be completed if you also require a school clothing grant for your child. A link to the online application can be found at <https://www.pkc.gov.uk/freeschoolmeals>.

## **School Lunches**

Lunches are provided, currently at a cost of £2.15 per day and should be paid for in advance. Parents/carers are asked to use our Online School Payments solution ParentPay to pay for lunches. ParentPay is a free service for you to use.

Packed lunches may be brought, and drinks should be in plastic containers (no glass please). No fizzy drinks please. Lunches are eaten in the general purpose room within the school. We currently have two sittings for lunch at 12.30 and 12.45.

Children can bring water bottles to school and have access to water during the school day. A Healthy Tuck Shop is available daily where children can have toast, fruit, yoghurt drinks etc.

If you think your child(ren) may be eligible for free school meals and are in receipt of Income Support, Employment and Support Allowance (Income Related) or Jobseekers Allowance (income based), an application can be made online at [www.pkc.gov.uk/freeschoolmeals](http://www.pkc.gov.uk/freeschoolmeals).

## **Health Care**

Parents of Primary 1 children are asked to complete a questionnaire and are invited to be present with their child for Primary 1 screening.