

Milnathort Primary School



School Handbook Academic Session 2021/22

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Introduction

Dear Milnathort Families and Prospective Families,
The School Handbook reflects a “normal” school year and, in the light of current circumstances and operational requirements as a result of COVID, it serves to provide a flavour of what life at Milnathort Primary School and Nursery is like i.e. no adjustments have been made to reflect operational/procedural changes during COVID.

Milnathort Primary School has a separate nursery building and nine primary classes. We also have a gym hall/assembly hall, dining room, a bright and attractive Library area and an expressive arts room, named by the children “The Studio”.

Our aim is that all the children who come to Milnathort Primary will feel safe and happy in school and know that their opinions, ideas and efforts are valued. Our core business is learning – and we seek to provide enjoyable, creative, relevant, challenging learning activities for our pupils. We seek to ensure that every child works to the best of his/her ability, is polite and caring towards others and feels good about him/herself. But beyond that, we want our pupils to have ambition, to believe in themselves, to aspire to be the best they can be.

Parents are always very welcome to come and meet the Head Teacher or Depute Head Teacher to discuss their child’s education and wellbeing. Write or phone to make an appointment or drop in to check on what time is best.

We in Milnathort Primary are one of seven Primary Feeder schools for Kinross High School, based at Loch Leven Community Campus, Kinross. We are part of an Integrated Team who meet regularly to address the needs of 3-18-year olds in our catchment area and as a result have access to an inter-agency team of staff including Educational Psychologist, Speech and Language Therapist, School Nurse, Health Visitor, Active Schools Co-ordinator and a Community Link Worker.

Delineated Area

Each school has a defined zone known as a catchment area and offers places in that school to pupils who are resident within that area. Milnathort Primary School catchment covers the parish of Orwell.

You can check that you reside within the Milnathort Primary School catchment area at <http://www.pkc.gov.uk/article/17291/Find-my-school-catchment-area>

Contact Details

Name:	MILNATHORT PRIMARY SCHOOL
Headteacher:	Sandra McColgan
Address:	Bridgefauld Road, Milnathort, KY13 9XP
Tel/text Nos:	01577 867260
Fax No:	01577 865986
Website:	http://www.milnathortprimaryschool.org.uk/
Twitter:	https://twitter.com/MilnathortPS
Email:	milnathort@pkc.gov.uk
Roll:	Currently 226 + Nursery provision (including age 2 Strong Starts)

Stages covered: Nursery and Primaries 1 - 7 (5 - 12 years)

Maximum number of classes: 9 classes with composite classes being a regular feature

Status: Non-denominational State Primary School

The Executive Director of Perth & Kinross Education and Children’s Services is Ms Sheena Devlin. The Quality Improvement Officer for Milnathort Primary School is Mrs Gillian Knox. They are based at-
PKC Education and Children’s Services

2 High Street
Perth.
PH1 5PH
Tel. No. (01738) 476200
Fax. No. (01738) 476210
The Perth & Kinross Council web site is: www.pkc.gov.uk

Parent Council

In Milnathort Primary School our Parent Council comprises all interested parents and representatives of the school staff. The Parent Council meets regularly during the school year and supports the school at all school events, represents the views of parents and raises issues of general concern to other parents. The Parent Council are keen to promote the profile and good reputation of the school, particularly within our local area and within Perth & Kinross.

Milnathort Parent Council members are elected annually at the Parent Forum AGM held in September. Key roles 2020-21 are:

- Emily Queen (Chair)
- Lorraine Gunaydin (Vice Chair)
- Sheena Hall (Clerk)

Minutes of previous meetings are available at www.milnathortprimaryschool.org.uk

All parents and carers are members of the Parent Forum and are invited to attend Parent Council meetings and to vote at the annual meeting of the Parent Council in September.

In addition our invited members are currently:

Staff rep	Mrs Shona McKay Class Teacher
	Mrs Donna Bell Class Teacher
	Mrs Lynsey Budge Depute Head
Adviser	Miss Sandra McColgan Head Teacher

Parental Concerns

Staff at Milnathort Primary School are open to meeting with parents to discuss any matters related to your child/children's learning and enjoyment at our school. Very often an early conversation can resolve any concerns and reassure you that we have your child's best interests at the forefront. Parents/carers are welcome to contact our school office to arrange a meeting with class teachers, the Depute or the Head Teacher.

The school deals with complaints as part of Perth & Kinross Council's Complaints Handling Procedure. The Council's complaints timescales are **5 working days** to resolve a Stage 1 Frontline Resolution (FLR) and **20 working days** for a Stage 2 Investigation. Information is available on the Council's website as follows:

<http://www.pkc.gov.uk/article/14899/Complaints>

Attendance

The law requires that parents ensure their children attend school regularly. As part of the Perth & Kinross Raising Achievement Strategy all schools are expected to closely monitor the attendance of all children and young people. Persistent poor attendance and time keeping is disruptive to the learning of the individual and the class. It may also be an early warning of other difficulties for the child's family. If a child's attendance rate falls below 85% Head Teachers have a duty to invoke procedures to follow up absenteeism. This will start with a formal letter advising Parents/Carers of absence rate and offering any support, however continued absence may ultimately be escalated by means of referral to the Perth & Kinross Attendance Sub Committee.

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

It is important that, wherever possible, children should arrive on time. If a child is absent, parents should telephone the school on the first morning of the absence to explain the reason for non-attendance and the duration of absence. Where no explanation is received by 9.30a.m, school staff will telephone parents / carers to try to ensure that the parent knows the child is off school.

Explanations for absences can also be given by speaking to a member of staff or writing a letter explaining the reason for the absence. When no explanation at all is received then the absence is recorded as unauthorised. Where the school has serious concerns about attendance, Attendance Management procedures will commence (see above).

Holidays taken in term time are also classed as unauthorised and plans to take such time off school should be made in writing to the Head Teacher.

Communications

Our Parental Communication and Involvement Policy can be found here

<http://bit.ly/33WTS12>

This policy seeks to define the means by which the school maintains effective communications with parents and other stakeholders. It aims to provide an overview of what parents can expect of the school and, in turn, what the school will expect of parents.

We publish a 'Dates for Your Diary' sheet at the start of every academic year with details of Key Annual Events (i.e. Meet the Teacher, Parent Contact, Sports Day, Term start and end dates, INSETs, Community Assemblies, Parent Information sessions) however opportunities arise during a school year (as well as changes) and we aim to keep you informed by issuing a weekly email with a link to the calendar of events on the school website and headline news and publishing termly extracts of "Dates for Your Diary" in the online school newsletter. School and Nursery Newsletters are compiled and uploaded to our website on a termly basis and you will receive an email via the ParentPay email system with a link to them. If you have accessibility issues please contact the school office.

We strive to keep our Community Notice Board, Nursery Information display and our information on the Parent Council section of our website

(www.milnathortprimaryschool.org.uk) up to date.

Twitter is used as a one-way communication medium to post information about events, reminders and successes. See <https://twitter.com/MilnathortPS>

We hold a "Meet the Teacher" session early in the first term and Parent Contact appointments in the Autumn and Spring terms each year. We contact 'home' whenever there is a concern – by phone, e-mail, text or letter and on numerous occasions each term we write home to convey specific information to specific groups of people.

A Learning Tree is available on the school website for each class at the start of a Teaching Block and serves to report on intended Experiences and Outcomes being covered. Home Learning activities and similar communications inform of teaching and learning being covered and progress in specific curricular areas as well as the more formal end of session summative reporting format.

We are also very aware that often parents and carers have information which will help us do a better job in meeting their child's needs and are always happy to offer appointments at suitable times for parents/carers to exchange relevant information with class teachers or school management.

School Ethos

School Aims

At Milnathort Primary School our vision is for our school to be one which is continually developing, has a strong identity and is at the heart of the local community.

In child friendly language we are about Learning, Respecting and Believing:

Learning

- I want to learn skills for life and work now and in the future
- I am excited by new experiences and challenges

- I aim high

Respecting

- I care for myself, others and the world I live in
- I respect our differences and strengths

Believing

- I have a sense of belonging and a part to play in an ever-changing world
- I can bounce back from setbacks in learning and life
- Being the best I can be, honest and kind, willing to try

Positive Relationships & Anti-Bullying

In Milnathort Primary School we aim to make all children feel welcome as part of the school community. Children are expected to show a caring attitude towards others and a responsible outlook towards the school. All children are expected to contribute positively to our happy school ethos and staff make every effort to show children that good behaviour is valued. Learners are expected to be ready to learn, treat each other and adults with respect and be safe. Our school rules can be summarised under these three headings Ready, Respectful and Safe: that is the way we do things at Milnathort Primary School and our school motto is "Making It Happen".

At the start of a school session each class agrees their own class charter and teachers will discuss rewards in place for following the agreed charter and sanctions that apply when it is not followed.

Every Friday we reward our pupils who go over-and-above, in and out of class, exemplifying what it means to be a pupil at our school and exemplifying The Milnathort Primary Way. Pupils are nominated by any member of staff and are treated to popcorn, fruit and fruit juice to say well done for their efforts.

It is the school's practice to resolve incidents of low-level indiscipline internally in the first instance, however there will be times when support of parents is sought at an early stage in order to work in partnership to address issues before they get the chance to escalate.

Where cases of indiscipline occur, incidents will, in the first instance, be investigated by the class teacher or playground assistant and, if necessary, by the Head Teacher or Depute Head Teacher. All those involved will be given the chance to express their point of view as part of a restorative approach. Children will be given advice about how the incident could have been prevented. Our main aim is not to punish, but rather to ensure that the bad behaviours are not repeated. For some types of behaviour, a specific consequence is detailed. Normally children will have a privilege, such as some of their Special Activity Time, withdrawn. The use of violence is never tolerated and children who hurt others will be kept in, supervised by either the Head Teacher or Depute Head Teacher, for up to thirty minutes at lunchtime. Where a child hits a member of staff or swears directly and personally at a staff member or continues to hit or hurt another child in the presence of a school adult, then that child will be excluded for an appropriate period of time.

We aim to make Milnathort Primary a bully-free and racism-free zone and would therefore request that the Head Teacher is informed immediately of any incident that is seen by the learner who is the victim to be either bullying or racist in motivation.

It is the school's practice to resolve any incidents of bullying behaviour using restorative approaches which support children in repairing relationships. Questions for reflection and resolution will be asked of those who have been harmed and of those who have caused harm.

The school has Senior Management Team Discipline Guidelines in pupil-friendly and staff versions.

Achievement

In Milnathort Primary School we celebrate Achievements at Friday assemblies and in classes when children share their good news from out with school. House Points are awarded in line with the focus for the week – shared at Friday assemblies – and in recognition of keeping the Milnathort "Make It Happen" rules of being Ready, Respectful and Safe, promoting our

school values and displaying the four capacities of Curriculum for Excellence.

Parental Involvement

We are keen to encourage parents to visit and become actively involved in the life of the school. We arrange Community and Sharing Learning Assemblies throughout the year. Help is always needed for visits and trips. The school is grateful to any parents who may wish to help on a regular basis in the following areas: -

- Helping within the classroom e.g. art work, cutting paper, filing
- Helping with the weekly After School Football or Netball Clubs, and associated tournaments, run by parents
- Supporting with Groups aligned to our Health Promoting Schools status and ECO work and skills-based Master Classes
- Being involved in introducing our learners to the World of Work during our Skills for Learning Life and Work learning experiences
- Encouraging children to enjoy books e.g. reading stories to children, helping them to use the school library.

Generally speaking, parent helpers will not work with children in an unsupervised situation. Risk assessments will be completed where appropriate and all Parent Helpers/Volunteers are asked to sign our agreement. The school is keen that parents feel welcome in school especially when they are supporting class activities. We try to include grandparents and older members of the community in some of our school events and often find that they can contribute useful information and memories for some of the class topics. We aim to keep good communication links with our school families. Our school newsletter is published normally termly and information about class learning goes out to parents/carers every term to help parents/carers support their child's learning at home.

The council's policy to support effective partnership working between school and home can be found by following the link below:

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

Transitions

Traditional transition points are preschool to primary, stage to stage and P7 to secondary education. The transition process involves pastoral arrangements and effective continuity and progression of pupils learning. At Milnathort Primary School, a number of processes and procedures are in place to allow individual pupils to feel valued and well prepared for the next stage of their education. These include the professional dialogue that takes place between teachers (within our school setting and across the sector with secondary colleagues) at points of transition, the sharing of evidence of progress in learning and pastoral issues, and joint planning across the Curriculum Levels to facilitate continuity of experiences and learning.

For some children an enhanced transition may be required and this will be identified through the ASN process in consultation with parents/carers.

On completion of your child's primary education the normal arrangement is for children to transfer to your catchment secondary school of Kinross High School, Loch Leven Community Campus.

Name: KINROSS HIGH SCHOOL
Headteacher: Sarah Brown
Address: Loch Leven Community Campus, The Muirs, Kinross, KY13 8FQ
Tel/text Nos: 01577 867100
Website: <http://www.kinrosshigh.pkc.sch.uk>
Email: <mailto:KinrossHigh@pkc.gov.uk>

You will be aware that you can make a parental placing request to attend a secondary school, other than the catchment school. Further information on how to make a placing request is available online at <http://www.pkc.gov.uk/article/17301/Placing-request>

The Curriculum

Curriculum for Excellence has been introduced to raise standards of learning and teaching for all 3 to 18 year olds. It aims to help prepare children and young people with the knowledge and skills they need in a fast-changing world. Curriculum for Excellence is all about bringing real life into the classroom and taking lessons beyond it. Learning and teaching will still focus on subjects and knowledge.

More information is available from the Parent Zone website:

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

Curriculum for Excellence organises learning and teaching into 8 curricular areas:

Literacy (including French)
Numeracy and Mathematics
Health & Wellbeing (including PE)
Science
Social Subjects (including History, Geography and Modern Studies)
Information Technology
Expressive Arts (Art, Music and Drama)
Religious & Moral Education

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 learning, skills for life and skills for work. The learning experiences and outcomes we deliver offer learners the opportunity for personalisation and choice. Learning activities are structured to ensure children work at a pace they can cope with and with the challenge on which they thrive. Plans and tasks link knowledge in one curricular area to that in another, helping children to understand the world and to make connections. Children are encouraged to think for themselves, make sound judgements, challenge opinions, enquire and find solutions.

Curriculum for Excellence covers the whole range from 3 to 18 years of age. For almost all pupils in Primary, the curriculum experiences and outcomes are divided into three groupings: Early (Nursery and P1); First (P2 to P4); and Second (P5 to P7).

Curriculum for Excellence empowers our teachers to make professional judgments about what and how they teach. It encourages creative approaches and promotes cooperative strategies as we seek to engage, motivate and inspire our learners.

All staff have a responsibility to develop, reinforce and extend learning in Literacy, Numeracy and Health and Wellbeing for all our learners. We continue to offer personal support to help young people fulfil their potential and make the most of the opportunities we offer. Ultimately Curriculum for Excellence aims to improve the life chances of all our children and young people, to nurture them as successful learners, confident individuals, effective contributors and responsible citizens.

Religious Observance

As well as being a statutory element of a school's provision, religious observance also has an important part to play in the development of the learner's four capacities, as a successful learner, confident individual, responsible citizen and effective contributor.

Guidance issued by the Scottish Government clarifies the current position regarding provision of religious observance in Scottish schools and sets out action for local authorities in planning this provision. Information can be found at:

<http://www.scotland.gov.uk/Topics/Education/Schools/curriculum/ACE/Religion>

In non-denominational schools, assemblies are the most common vehicle for delivering religious observance. In Milnathort Primary School we offer a Religious and Moral education programme designed to promote understanding and to develop a child's own concept of

spirituality. Learners find out about the beliefs and practices of all major world religions, and are encouraged to develop respect for others' beliefs, tolerance of difference and appreciation of diversity.

Our weekly assemblies deal with moral issues such as right and wrong, and values such as fairness, justice, kindness, compassion, integrity and honesty. Typically, they include singing, presentations from classes or groups, wider achievements and sharing of good or interesting news. We reflect on faith and folk stories from a variety of religions and cultures. We recognise major Christian festivals of Harvest, Christmas and Easter. We have strong links with Orwell Parish Church, celebrating our Christmas and Summer services there.

Under the terms of the Education (Scotland) Act 1980, parents have the right to ask for their child to be withdrawn from Religious Observance. In the past the school has dealt with such requests with sensitivity and understanding and this approach will continue. The Head Teacher will offer to meet with any parent wishing to withdraw their child to ensure that they are clear about the school policy on Religious Observance.

In particular, parents should be reassured that the Religious Observance planned by the school adopts an open and respectful approach and does not seek to compromise the beliefs of any pupils or their families. Where a child is withdrawn from Religious Observance, suitable arrangements will be made for the pupil to participate in a worthwhile alternative activity.

Assessment & Reporting

At every stage pupils' work and progress is assessed in various ways. The teacher will observe how the children go about doing the work or activities they are set. He/she will talk to them about their work and listen to find out how much they have understood and will examine jotters and other written work. Pupils will themselves evaluate their own progress and that of their peers. At points throughout the learning process, the class teacher will record progress against Curriculum for Excellence outcomes covered.

With help from the teacher, children are encouraged to look at their own work to see which things they have done well and which things they can improve. Teachers share with pupils the learning intentions and success criteria for a lesson: the child will therefore have a clear idea of what they are expected to learn and will know what his/her next step in learning will be.

Learning Trees are available for Parents/Carers at the beginning of a teaching Block via the school website: they outline the experiences and outcomes that are to be covered that Block. Parents/Carers are provided with opportunities to share in the learning and progress through attending Shared Learning events, Community Assemblies, School Shows and by seeing examples of progress as well as in the form of the end of session summative Report to Parents document.

Pupils will progress through Levels, typically over a three-year period with scope for breadth and depth of learning opportunities. Nursery- P1 is a typical Early Level duration; P2-P4 is a typical First Level duration and P5-7 for Second Level.

Taking account of Curriculum for Excellence assessment guidelines and Benchmarks, teachers will use their professional judgement to decide the level towards which each child is working. A teacher will collect evidence of that attainment from class work or may use a formal summative assessment to check his/her own judgement that a child has achieved a level. As most children will normally take three years to cover the experiences and outcomes within each level, assessment is an ongoing process.

Summative end of session reports to parents are issued to parents following Perth & Kinross Council Education and Children's Services guidelines.

The Scottish Government requires that national attainment be gathered using Scottish National Standardised Assessments (SNSA). These exist to support teacher professional judgments and do not in themselves determine achievement of a level, but rather provide data which become part of the wider teacher assessment toolkit. Children involved in SNSA will be pupils in the P1, P4, P7 and S3 cohorts. Primary schools in Perth and Kinross are to carry out testing annually. Tests comprise of 30-40 questions in key areas. P1 assessments are based on Literacy & Numeracy, P4 and P7 assessments are tailored to Reading, Writing

& Numeracy. Assessments are adaptive in nature with content and challenge adapting to previous answers meaning no two children's assessments will be the same. More information at:

<https://standardisedassessment.gov.scot/parents-and-carers/>

Support for Pupils

Information on the authority's policy in relation to provision for additional support needs can be found at

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

There are organisations specified by Scottish Ministers which provide 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: 0845 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."

If you think that your child has additional support needs you should contact your child's class teacher in the first instance as they will have an overall picture of your child's progress. You can do this by contacting the school office or writing a note to the class teacher to request a meeting. Often class teachers will have identified a need and, in consultation with the Head Teacher and Pupil Support Teacher, contact you to meet and discuss/identify any barriers to learning and agree next steps.

Other services/agencies are available to children in the form of Speech and Language Therapy, Occupational Health, English as an Additional Language teacher, Autism Outreach and Educational Psychological Service. Any of these may work with classes or groups. If they become involved with individual children (e.g. the Educational Psychologist), it is only after consultation with parents.

Sometimes a child will be part of a small group receiving extra help from the class teacher, a Classroom Assistant or a Pupil Support Assistant. At times the child may work outwith class in a small group; normally support will be given within the classroom situation. The role of the Pupil Support Teacher is to provide consultation, advice and support to Class Teachers on how best to support those children who need it, within the mainstream setting, and to deliver support for learning where appropriate. Some pupils have an Individual Education Programme (IEP) to meet their needs. Others who have involvement with Social Work, Health services or other agencies may have a Coordinated Support Plan (CSP) to ensure continuity of provision.

School Improvement

The main achievements of Milnathort Primary School and Nursery can be found in our Standards and Quality Report which is published annually and is available on both the Perth and Kinross website and school website.

<http://www.pkc.gov.uk/article/17533/Milnathort-Primary-School>

<http://milnathortprimaryschool.org.uk>

School Policies & Practical Information

Authority Education Policies and Services

The authority website provides information on policy.

School enrolment to include primary, placing requests and composite classes

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

Grants and benefits to include free school meal entitlement, clothing grants, transport and music tuition

<http://www.pkc.gov.uk/article/17282/Schools-grants-and-benefits>

Information of Educational Psychology Services

Primary School Meals

<http://www.pkc.gov.uk/article/17330/Primary-school-meals>

Arrangements for Emergency Closure

EARLY CLOSURES: e.g. SEVERE WEATHER CONDITIONS - HEAVY SNOW, WIND, FLOODS

If school and nursery has to close during the school day, parents or emergency contacts will be informed via a text service to mobile phones: please ensure that the school office has an up to date mobile phone number for you. Our school website

<http://www.milnathortprimaryschool.org.uk/> and school twitter account www.twitter.com/MilnathortPS will also be updated.

CLOSURES OUTWITH SCHOOL HOURS: e.g. SEVERE WEATHER CONDITIONS

The link below will detail information about school closures

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

Detailed information will be issued annually, normally early November and is posted on our school website <http://www.milnathortprimaryschool.org.uk/>

In the event of the school remaining open during heavy snow, parents should make the decision of whether to send their child to school based on the safety of walking conditions on the roads and pavements; our school playground will be in a similar condition.

EMERGENCY ARRANGEMENTS

In the event of an emergency, [e.g. if your child becomes ill or has an accident] or in exceptional circumstances, the school may need to contact parents or emergency contacts; on rare occasions it may be necessary to send every child home. It is, therefore, most important that parents keep the school informed promptly about any change of address, telephone number or place of employment as well as any changes regarding emergency contacts. Yellow forms prepared for this purpose are available upon request from the school office.

Organisation of the School Day

P1-7

School starts

9.00 am – children line up in the playground when the bell rings.

P1 classes access the school by the front entrance and are met by their class teachers and

escorted to cloakrooms; P2-P7 children are welcomed in by the HT and met at cloakrooms by their class teachers/RCCT teachers. On occasions when a class have P.E. at the start of the day it is normal for doors to be opened earlier to allow that class to access school to get changed into P.E. kit.

Play time

10.40 -11.00 am - learners are sent out to break by their teachers at 10.40. They are brought back in by class teachers at 11.00.

Lunch time

12.20 -1.20 for all classes. Due to the capacity of our dining area we have to operate a split lunch system. Only pupils who register for a home lunch are permitted to leave school grounds at lunchtime.

School finishes

3.20 pm and all children are escorted to their respective exit doors by class teachers.

Nursery

Children should arrive at 9.00am and be collected at 3.00pm.

School Uniform Clothing

Our provider of “badged up” school clothing is Atlantic Embroidery, Kelty. You will find an order form on the school website.

Our children and families told us, through consultation, what makes us unique and what our school represents and here’s how our requirement to wear school uniform fits with some of this feedback:

What makes MPS unique?	How wearing school uniform supports this
Community/Milnathort	Pupils will be identifiable, promoting a positive image in the community and beyond
Pride	Everyone can look and feel like they take pride in the school's image
Friends/teachers/children	Promotes school spirit and a feeling of belonging to part of something bigger

Milnathort Primary School Uniform requirements are detailed below:

Stage	Items and colours
P1-P6	<p>All below with logo applied: Royal Blue sweat crew neck Royal Blue sweat v neck</p> <p>May be worn, ideally with logo applied by our supplier: Royal Blue woollen cardigan or jumper</p> <p>Can be bought from the supplier with logo applied but logo NOT a requirement: Polo shirt in White OR Deep Blue only (no mid blue)</p> <p>Other items: Black or Grey trousers, skirt, culottes, shorts or pinafore White shirt/blouse</p>

	Blue gingham dress
P7	<p>All below with logo applied: Navy Blue sweat crew neck Navy Blue sweat v neck</p> <p>May be worn, ideally with logo applied by our supplier: Navy woollen cardigan or jumper</p> <p>Can be bought from the supplier with logo applied but logo NOT a requirement: Polo shirt in White OR Navy Blue only (no mid blue)</p> <p>Other items: Black or Grey trousers, skirt, culottes, shorts or pinafore White shirt/blouse Blue gingham dress</p>
Other items	Tights to be Royal Blue/Grey/Black /Navy or Neutral Royal Blue or Navy Blue Hoodie can be purchased via our supplier with school logo and may be worn for outdoor use only- enquire directly
PE	Plain t shirts (can be bought from supplier with logo) and shorts/skorts. Plain joggers/leggings and sweat tops for outdoors (NB- P6-P7 are permitted to wear plain joggers/leggings for indoor PE)

NB:

navy only to be worn when children reach P7 stage (excl tights)

indoor & outdoor shoes should not be brightly coloured

Please avoid

The following clothing does not form part of our uniform:

jeans (even if they're on sale in the 'school wear' section)

denim jackets

leggings (thick or thin) with exception PE as detailed above

hoodies or any jumpers with branding

grey jumpers, cardigans or sweat shirts

football colours

nail polish or make up

jewellery- only earrings for pierced ears and/or small signet ring i.e. no costume jewellery

We recognise that chain stores offer suitable, self-coloured school-uniform items but Atlantic Embroidery, as well as supplying Milnathort Primary School branded sweatshirts, offers a service whereby you can purchase your chain store cardigans/jumpers, blue gingham dresses and polo/t shirts and they will apply the logo to these garments at a cost (but still cheaper than buying pre branded polo shirts). Our current school tie can be purchased at Aitken & Niven in Perth.

Waterproof trousers are required to be worn when playing on our football pitches under wet/damp/muddy conditions. The rationale behind this is to ensure that children are not sitting in class in clothes that are muddy or damp. The waterproofs and shoes worn should not be kit that is used for PE. It is recommended that old kit is kept in school for this purpose.

Educational Trips

Class teachers often arrange outings and trips of an educational nature. All such trips are fully risk-assessed to ensure pupil safety. Parents will be asked to contribute to the cost of these trips. Mindful of cost implications we will seek to source educational visits that offer subsidies and ensure all such visits provide value for money. When a child enrolls at Milnathort Primary School their parents/carers are asked to sign a blanket consent form covering school outings. This may be used to cover spontaneous outings e.g. a walk to collect leaves, a trip to the local park to plant bulbs, attending activities at Loch Leven Community Campus. It is our practice that wherever possible we always issue a separate permission slip for class outings, football team fixtures etc.

Homework

It is the policy of Milnathort Primary School to offer home-learning tasks to all pupils. It will be assumed that all parents are in agreement with this policy unless they inform the school to the contrary. Details of class homework tasks to include type, frequency and date issued/due back are made available at the beginning of session "Meet the Teacher" event or upon request from the relevant class teacher. As far as is possible, we seek to make Home Learning fun, often setting games or activities that you could help your child with. Reading practice and activities will be set according to the stage of development and needs of the individual pupil. As every pupil progresses best at his/her own pace, reading books will be allocated according to the teacher's judgement rather than to a set timescale. All home-learning tasks will be related to work already learned in school and will vary according to the main focus for the class at that time. They might cover any area of the curriculum. We hope home-learning tasks will support the partnership between home and school and will encourage children to take increasing responsibility for their own learning.

Extra Curricular Activities

After School Clubs

Perth & Kinross Council Active Schools normally offer a range of after school clubs at various times of the year. The type of clubs offered is normally sporting and depends on the expertise of staff/volunteers willing to take a club. Any parent wishing to support in the delivery of an after-school club is welcome and should contact our Active Schools Co-ordinator Cath Devanny on 01577 867220/07824 529 785.

The allocation of places on a club is decided by Active Schools.

Safe Start

Parents of Milnathort Primary School have come together to provide this welcoming, fun and caring service for you and your children. Further details can be found here <https://www.milnathortprimaryschool.org.uk/Safe-Start/>

Milnathort Kids Club offers after school childcare during term time from 3pm until 6pm and Holiday Childcare from 8am – 6pm. The service is registered with the Care Inspectorate. The Kids Club is based in the Studio and offers a wide range of play activities, both indoors and outdoors to suit the individual needs of the children attending.

Opening Times:

3pm – 6pm Monday to Friday Term Time

8am – 6pm School Holidays and In service days

Prices at October 2020:

Annual Registration fee £13.00 per child or £20.00 per family

Term Time

£9.70 per session per child and £9.20 per sibling

Holidays and In service days

Up to 5 hours £19.00

Up to 7 hours £21.25

For further information please contact Milnathort Kids Club 01577 867257

School Meals

We are extremely fortunate in having our school dinners cooked freshly in our school kitchen daily. Lunches are cooked to order, and all children are asked to pre select the meal they want from a Lunch Menu:

<http://www.pkc.gov.uk/article/17330/Primary-school-meals>

School meals are free for all children in P1-3. As we are a cashless office, parents/carers paying for a school meal for children must pay online and should contact the school office for an activation code to use this service. This means you pay for school meals (as well as many other school activities) from your computer or mobile device. This facility includes payment receipt, balance status and menu transactions as well as automatic reminders should your account require additional funds.

School Registration

Parents are asked to register new intake P1 pupils in January of the year they are due to start school. Parents moving into the area who wish to enrol their children at the school should contact the school office. Parents living outwith our catchment area can make a placing request to have their child granted a place in Milnathort Primary School. Details of this are available at

<http://www.pkc.gov.uk/article/17301/Placing-request>

Nursery pupils are usually invited to register in February each year.

<https://www.pkc.gov.uk/article/21516/Registering-for-a-local-authority-nursery-place-for-school-year-2020-21>

Security- Visitors to School

You will appreciate that security is a very important issue for us in school. It is vitally important that we know exactly which adults are in school at any given time and for what purpose. We have a security entry system at the main front entrance and the Nursery door and must ask that all parents enter by these respective doors. Entry to school is only during the hours of 9.30 - 3.00 due to office staffing/opening hours, unless you have a prearranged meeting with a member of school staff outside these hours. Once inside the building, parents are asked not to open doors to any other adult, even a known one; from time to time a parent may be temporarily or permanently denied entry due to family disputes or legal issues. Similarly, children do not open the external doors for visitors.

All visitors to the school sign in and wear an identity or visitor's badge for the duration of their visit. Parent helpers wear badges and school staff wear Perth & Kinross ID badges.

Health Care

Milnathort Primary is a Health Promoting School. This involves having a clear focus on healthy eating in school and in delivering a wide-ranging Health Programme for all learners, Nursery through to P7. We work in partnership with Health agencies to provide the best Health care for our pupils. Both Speech and Language Therapy and Occupational Therapy can be accessed [within their limited resources] for pupils in need of this service. The School Health service supports the school in ensuring our children's health needs are met. All P1 children have a 5-year-old vision, height and weight check. At other stages of the school hearing and vision tests are carried out if concern is expressed by parents or teachers. Parents will be notified if there is a need for the school doctor to examine their child and will be invited to be present. Occasional dental checks are carried out, if parents wish, from time to time and usually in P1 and P7. There is a toothbrushing programme in nursery as part of the Childsmile national programme <http://www.child-smile.org.uk/professionals/about-childsmile.aspx>

Parents should ensure that the school is informed of any specific medical conditions their child may have or medications he/she is currently receiving.

Where there is a need for medication to be administered during the school day on a short term basis, parents are responsible for this. Where a child needs to take medication over a

sustained period of time i.e. the drug Ritalin, then the parents should arrange to meet and discuss the administering of long-term medication with a member of the Senior Management Team. Due to children with allergies to peanuts and nuts, please do not send your child to school with snacks or lunches containing nuts. Tayside Contracts, school meal provider, do not knowingly use peanuts, nuts or peanut based products in the provision of catering to primary schools. However, some products may be produced in a factory where nuts and peanuts are used and therefore contamination of these products may occur. If your child has an allergy or sensitivity to nuts or peanuts then you are asked to complete an allergy disclaimer available online here http://www.pkc.gov.uk/media/10266/Medically-Prescribed-Diet-Application-Form/pdf/Medically_prescribed_diet_form.pdf?m=636688206243400000

We have staff trained in First Aid and when your child is required to have First Aid administered by them you will be informed by means of a note home. Where a child has experienced a bump to the head this will always be logged in school and a note sent home. Playground Staff carry First Aid kits with them at all times to deal with minor grazes and scrapes which need a plaster and /or antiseptic wipe.

From time to time, and in common with all schools, we may find that a pupil has an infestation of head lice. When that is the case the Head Teacher or Depute will notify the parent of that child direct. Information about the detection and treatment of head lice can be found at the link below where a downloadable leaflet is available (last reprinted 2015). <http://www.healthscotland.com/documents/25.aspx>

Instrumental Tuition

There will be opportunity annually for those interested to apply for instrumental tuition through the local authority at a subsidised cost; families in receipt of benefits will be offered reduced fees. Currently we offer brass and violin tuition to children in P4 and above. The link below explains grants/benefits in relation to musical tuition costs <http://www.pkc.gov.uk/article/19741/Instrumental-Music-Service>

Name of Child Protection Officer

We take our duty of care to our pupils most seriously; in Milnathort Primary School that is everyone's job.

The Child Protection Officers are the Head Teacher, Miss Sandra McColgan, and the Depute Head Teacher Mrs Lynsey Budge. All staff are trained annually in Child Protection Procedures. Where we have any concern about the welfare of a child, perhaps resulting from what a child says, how s/he behaves, or obvious physical damage which cannot be reasonably explained, then the Child Protection Officer will collate recorded concerns, acting on them and liaising with parents/carers or other professionals as appropriate, keeping the Head Teacher, as Named Person, informed, At all times we are concerned to act responsibly to protect the child and to keep parents fully informed.

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 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. The designated nursery provision for this school is Milnathort Primary School Nursery.

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 at the following address:

<https://www.pkc.gov.uk/article/20781/Registration-for-Early-Learning-Childcare-ELC-nursery-places-opens>