

Newhill Primary School



School Handbook Academic Session 2020/2021



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WELCOME FROM THE HEAD TEACHER

Dear Parents/Carers

I would like to take this opportunity to welcome you and your family to Newhill Primary School.

At Newhill, we aim to create a happy, safe and caring environment throughout the school, while providing the best possible learning experiences and opportunities for all of our children.

We fully recognise the importance of developing a strong partnership where home and school work together in order for children to receive the best from their education. Working together, we aim to develop skills which will equip children to learn and achieve throughout school life and beyond. With this in mind, we welcome and appreciate your support and involvement in all aspects of school life.

I hope you will find the information contained in this handbook helpful and informative. If you require further information about the school or wish to visit, please do not hesitate to contact us.

I hope your involvement with Newhill Primary School will be a very enjoyable experience. We look forward to working with you and your family.

Yours faithfully

Elizabeth Douglas
Head Teacher
Campus Leader

INTRODUCTION

In accordance with the Education (Scotland) Act 1980 and the Education (School and Placing Information) (Scotland) Regulations 1982, Perth and Kinross Council Education & Children's Services provides the following three categories of information:-

1. School Information

The first half of this booklet contains information about the school. This is available from the school for parents of pupils at that school, or other parents who want to choose that school for their child instead of the school proposed by the authority.

2. Basic Information

The second half of the booklet is intended primarily for parents who want to consider a choice of school for their children, and consists mainly of brief details of the Authority's policy on placing in schools, meals, boarding, transport, school commencement arrangements etc.

A complete copy of the basic information booklet is available from Education & Children's Services, Pullar House, 35 Kinnoull Street, Perth, PH1 5GD (Tel 01738-476211). This contains lists of the Authority's schools.

It should be noted that the basic information booklet applies to primary, special and secondary education and that information about nursery education is included in the School and Supplementary Information categories.

3. Supplementary Information

This includes specialised information which some parents may want for a variety of reasons and which is available on request from Education & Children's Services. Such information relating to a particular school is available at that school.

DELINEATED AREA

Our Catchment Area

The area from which the school draws its pupils is the area to the west of the River Ericht- extending north to Morgonston, west to Ranagaig, then south by Wester Logie and Craigie to Kirkton of Lethendy, then by Easter Essendy, Marlee Mill, Nether Gothens (Carsie) Lochside and Wester Parkhead. A map showing this area may be seen at the school.

CONTACT DETAILS

Newhill Primary School
Hamish Henderson Place,
Blairgowrie,
PH10 6UZ

Telephone – 01250 871941

Email – Newhill@pkc.gov.uk

Head Teacher / Campus Leader – Mrs Elizabeth Douglas

School Roll

School Roll – 424 Nursery Roll-85 Total=509

Primary 1=54

Primary 5=61

Primary 2=50

Primary 6=65

Primary 3=62

Primary 7=59

Primary 4=73

N3=5

N5=46

N4=34

Our School Staff

Head Teacher:	Mrs Elizabeth Douglas
Depute Head Teachers	Miss Caitlin McGarva Mrs Anne Goodman Mrs Bryony Stevenson
Class Teachers	P1 Mrs C Annan, Miss R Williams, P2 Miss M Stewart P1/2 Mrs C MacVicar, P2/3 Mr McGilchrist P3 Mrs A Austin P3/4 Miss M Brown P4 Miss K Sandeman, Mrs J Barcus-Buchan, P5 Mr L Pergola, Mrs H Templeman, P6 Mrs C Scotland, Miss L Young, P6/7 Miss A Middlemiss, P7 Mrs A Cox
Nursery Teacher	Mrs S Crighton
Strawberry Fields Teacher	Mr S Topen-Cooper
PEF Teacher	Mrs L Grant
RCCT (Music)	Mrs I Johnston
Early Years Practitioners	Mrs M Hogg, Mrs W McFarlane, Mrs A McCowan, Mrs Y Dyce, Mrs J Findlay, Mrs E Sturrock, Mrs L Russell, Mrs M Sinclair, Mrs W McLaggan Mrs H McKay & Mrs M Cairns
Play Workers	Mrs M MacCuish, & Mrs A Ross
Pupil Support Teacher	Mrs L Stephens
Visiting Expressive Arts Teacher	Miss R Crawford (P.E),
Instrumental Tuition	Mrs A Mattner & Mr G Seith
Campus Supervisor	Mrs J Meikle
Campus Support Assistants	Mrs M Lock, Mrs L Morgan & Miss S Dockerill
Modern Apprentice (Nursery)	Miss L Hosie
School Support Staff	Mrs M Brown, Mrs A Smith, Mrs C Isbister, Mrs V Irving, Mrs I Stewart, Mrs F Macdonald, Miss S Dockerill, Mrs F Coupar.

Classification

Our school currently has 15 classes from P1 –P7. There are times when the distribution of children over various stages of the school necessitates the re-forming of composite classes. This is where children from two or three stages of the school compose one class. Primary teachers are trained to teach in differentiated groups, consequently, composite classes, organised in flexible teaching and learning groups, operate in the same way as single stage classes and allow children to study at their own level. A composite class should not exceed 25 in number, unlike single stage classes that may contain 25 children in P1, 30 in P2-3 and 33 in P4-7. Furthermore, where we have composite classes we try to provide meaningful opportunities for children to work and learn alongside their peers. This does take considerable time and effort to organise and maintain, however we recognise the value of providing these opportunities for our children. In Specialist classes our composite classes remain as a class unit.

Attendance and Absence Procedure

The law requires that parents ensure their children attend school regularly. It is important that children arrive on time so that they can maximise all the learning opportunities on offer. If a child is to be absent parents should telephone our absence line before 9am on the following number and leave a message. **Tel no 01250 871977**

These calls are checked against the absence lists provided by the class teachers and we follow up any absence for which we have not received an explanation. When no explanation is received then the absence is recorded as unauthorised. Where the school has concerns about attendance then the parent will be invited to attend a meeting with the Head Teacher. Education Support Services may become involved in the case of serious and ongoing concerns.

Where possible, children should not be withdrawn from school during term time because of family holidays. If this proves to be unavoidable, a letter requesting permission should be sent to the Head Teacher, however all such absences are now considered to be unauthorised.

If your child requires attending a clinic (e.g. dental clinic) during school hours, the child should be collected and returned to school by parents / carers. Where possible, appointments for the dentist, doctor should be made outside school hours to avoid missing class time.

It is extremely important that parents give the school up – to – date information of any changes to contact details – e.g. mobile phone numbers, numbers of places of work or of emergency contact details, as this allows us to contact you in an emergency.

Parental 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 the Head Teacher, Depute Head Teacher or relevant member of staff. A meeting will be held as soon as possible. Concerns are always taken seriously and listened to. Together parents staff and, where appropriate children, will agree a positive way forward. Communication will be maintained until the concern is alleviated. However, should the situation arise that parents feel the concern has not been satisfactorily dealt with, the school's Quality Improvement Officer can be contacted and involved in finding a way forward.

Medication

It is important that parents inform the school of any specific medical condition affecting their child so that the school can take appropriate action.

Routine medical and dental inspections are carried out during the pupil's primary school life and parents are fully informed of when these will take place.

Minor cuts and bruises will be treated by the staff but there may be occasions when a doctor's opinion or help is required. If at all possible, parents will be informed before the child is given medical attention. Ms Irving is our designated First Aider and she will keep parents fully informed if she has to treat any child during the school day.

The school office should be notified of any pupil with a specific condition, -eg asthma – to allow records to be kept up to date. Pupils who require to use inhalers should be able to use them independently and be aware if they need them before PE etc.

Complaints Procedure

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

Newhill Primary is determined to deliver quality services. It is committed to providing a complaints procedure which is responsive to the service users, works timeously, acknowledges when things go wrong and seeks to correct them. Users of the school should have confidence that complaints will be dealt with in a professional manner.

In the first instance complaints are dealt with by the Head Teacher or the Depute Head Teacher in her absence.

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

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

Service users of the Nursery may choose to complain directly to SCISWIS. Complaints may

be made in writing, by telephone or in person.

If further guidance is required then advice may also be sought from SCISWIS.

Contact Details

Quality Improvement Officer
Education & Children's Services
Pullar House
35 Kinnoull Street
Perth
PH1 5GD

SCISWIS
Compass House
11 Riverside Drive
Dundee
DD1 4NY

Visits for Prospective Parents

Prospective parents who are unfamiliar with the school and wish to visit prior to enrolling their child/children should contact the school to make an appointment. The Head Teacher or Depute Head will show them round and answer any questions. These visits will normally take place during the school day. We believe seeing the school at work gives you a much better feel for the overall ethos and organisation of learning and teaching within Newhill Primary School.

Prior to beginning school, new Primary 1 entrants are invited to spend time over a few weeks, both morning and afternoon, in the P1 class with their future teacher and classmates. These dates and times will be confirmed. On the official Induction Afternoon, parents will meet as a group, with members of the Senior Management Team to go over all appropriate P1 information. In addition to this afternoon, the Nursery Class and Primary 1 continue to develop their own liaison.

Newsletters are sent home termly via Parent Pay. These include dates of events such as parent contact evenings, open afternoons and school trips. Individual class information is also sent home with the pupils. If you would like to speak to your child's class teacher, the best time is usually at the end of the school day. If you anticipate you may need more time, please contact the school office to arrange a mutually convenient time.

SCHOOL ETHOS

Our Vision

A creative and inclusive learning community with an ethos which nurtures and supports everyone to become successful learners, confident individuals, responsible citizens and effective contributors to society.

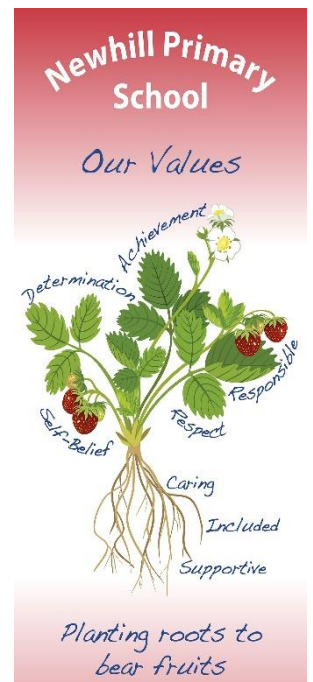
Our vision of **Planting roots to bear fruits** is supported by our values of **Determination, Achievement, Respect, Responsibility and Self-belief**. Our ethos is **supportive, inclusive and caring**.

The school staff, under the leadership of the Head Teacher, is committed to systematic school self-evaluation and a rigorous programme of monitoring performance across the key areas of school life ensures that the highest quality of education for the children is achieved.

Positive Behaviour

The children in Newhill Primary work with all staff as part of a "learning team". They are generally motivated and happy in school. We firmly believe and promote that everyone has the right to feel safe, respected and happy. To ensure this we have in place a structured Positive Behaviour Management system using Restorative Approaches which is based on the school values.

This system encourages children to take responsibility for their own behaviour. The system is built on praise, and being structured, it is consistently applied so that children know exactly where they stand within it, feel that it is fair and that they must accept responsibility for their actions. Children are involved in devising their own classroom rules and must



know and understand the need for each. These are displayed in a prominent position in each classroom.

The school will at no time tolerate bullying or discrimination e.g. on the grounds of race or disability. Should instances of this arise they will be dealt with within the behaviour system and parents notified accordingly. Incidents of bullying are recorded, in accordance with Perth and Kinross guidelines, on the council run Seemis system.

Parents will be informed early if there are any difficulties in school and we hope that we can continue to rely on parental support in maintaining the high standard of behaviour that exists in school at present.

At any time if you have a query regarding behaviour please contact the Head Teacher who will be pleased to discuss the matter with you.

PARENTAL INVOLVEMENT

Close partnership between home and school is vitally important and parents are encouraged to contact the school to make an appointment whenever problems occur or advice is needed. This partnership, of course, is a two-way process. Communication with parents is imperative if we are to maintain the positive ethos of mutual understanding and trust which exists at Newhill Primary. Communication can be by coming into school, by telephone and by email – newhill@pkc.gov.uk

Parents are kept informed by written communications and newsletters at appropriate times. We also encourage parents to join us for concerts, fund raising events, curriculum information meetings and school trips.

Our school also uses Seesaw, a simple, secure way for teachers and pupils to record and share what's happening in the classroom with parents.

Parents are welcomed in Newhill Primary as part of the team who provide the best possible learning opportunities for their children. Parents are involved on a daily basis helping in classrooms, accompanying trips, giving talks, supporting extra-curricular clubs, completing audits and surveys, sharing ideas, suggestions and concerns with us.

Parents are supportive of their child's learning by ensuring homework tasks are completed, are positive towards school, attending various meetings, fundraising events etc. and showing interest in their child's learning.

In line with the Parental Involvement Act (2007) every parent is a member of the Parent Forum at Newhill Primary School. A Parent Council is elected from the Parent Forum at the start of every school year. This works in partnership with the school to promote parental involvement and quality learning experiences for the children.

Newhill School has an active Parent Council, know as HOST (Help Our School Thrive) and I would invite you to support them in all fund-raising schemes and social events. All parents who have children at Newhill Primary School are members of this Forum. Present committee members are listed below.

Our present committee comprises:

Chairperson: Philip Murrie, Treasurer Jocelyn McGregor

School Management; Mrs E Douglas, Miss C McGarva and Mrs A Goodman

The school welcomes parent helpers. If you would like to help on a regular basis then please contact the school office in the first instance.

Health Care

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 only if concern is expressed by parents or teachers. At age 11 forms are sent home regarding 11 year old screening. This is carried out only if parents express concern. 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. Speech and Language therapy can be accessed for pupils in need of this service.

The school nurse visits the school regularly and checks children for routine health and hygiene. Where a teacher expresses concern over a health matter, the nurse will look into it and, if necessary, contact the child's parents. In an emergency, parents or emergency contacts will be informed immediately.

Parents should ensure that the school is informed of any specific medical conditions their child may have. Parents should let the Head Teacher know whether this information should be shared with relevant school staff or whether they wish it to be held in confidence. Where there is a need for medication to be administered during the school day, parents should fill in the appropriate form, available from the school.

For safety reasons, children should not wear earrings at gym time. If however you prefer that your child keeps his/her earrings in at all times then please tape over the earring so that it cannot be caught on gym equipment.

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 parent of the child will be notified. We will also send out a letter to the parents of all pupils in the class, advising that they check their child's head with a nit comb at least weekly. We do depend on every parent taking this precaution as we try to address the head lice problem.

THE CURRICULUM

The curriculum in Newhill Primary is based on Curriculum for Excellence. It adheres to the coherence and relevance principles of this curriculum by ensuring breadth, challenge and enjoyment, progression, personalisation and choice. The totality of the curriculum takes account of the ethos and life of the school, 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.

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 is an integral part of the learning activities undertaken – especially in our Early Years classes. These activities have been greatly enhanced on the new school site due to the provision of an outdoor classroom area. Children develop knowledge and understanding as well as skills for life, learning and work to prepare them for living in 21st century Scotland. ICT is used to enhance learning. Emphasis is put on children learning concepts and skills and then applying these in real life, problem solving situations. The children work with teachers to plan their learning. Teachers take account of prior learning and children are fully involved in setting targets and in meaningful dialogue about their learning.

Curriculum developments are shared with parents at curriculum evenings, through the Parent Council and on an individual basis as required. Homework tasks involve parents supporting their children's learning.

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, creating are taught and applied. Social skills: - problem solving, leadership, working with others, enterprise and employability and organisation are taught to prepare children for their future lives.

How can Parents find out more about the Curriculum?

Parents can find out more by attending curriculum events in school, reading letters/ information sheets sent home from school, asking school for specific information, using the school website and Education Scotland's website – <https://education.gov.scot/>

Home Learning

Learning happens wherever children are. Children therefore benefit greatly from the mutual support of parents/carers and teachers in encouraging them to learn both at home and at school. Home learning can also contribute positively to raising a child's level of attainment and achievement.

We also acknowledge the important role of play and free time in a child's' development and any home learning should not prevent them from taking part in large range of after school clubs and organisations.

Work to be completed at home will be geared to the age and ability of the child and will reflect the work being undertaken in school. We would encourage parents to talk to their children about their home learning and to sign the homework diary when each piece of work has been completed. The home learning book, P1-P3 and the Homework Diary P4-P7 can also be used as a means of communication between parent and teacher.

In order to help parents understand the work of the school further we do from time to time hold open evenings on aspects of the curriculum and also send out curricular material for parents to examine.

In addition, parents and friends are invited to attend open afternoons and exhibitions of children's work.

Our Home Learning Policy is available on request.

Religious/Moral Education

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

The school chaplain is the minister of Blairgowrie Parish Church; at present there is a vacancy for this position. Our school follows a planned programme of assemblies with each class or stage leading assemblies. We have invited guest speakers, leading assemblies as well as HT & DHT's.

These provide opportunities for pupils to share together and celebrate as a school community those things which we value. They also provide opportunities for our pupils to reflect on spiritual and moral concerns. In this way pupils can increase their understanding of religious practices and the experience which underlies them.

End of term services are held in Blairgowrie Parish Church. Parents and friends of the school are always welcome to join with the children in these services.

Parents who wish to withdraw their child from assemblies and other religious observance should in the first instance discuss the matter with the Head Teacher.

Instrumental Tuition

Specialist tuition on a limited basis is offered in stringed and brass instruments. Selection for these places is carried out by the specialist teachers.

Different Areas of Learning

Every young child and young person in Scotland is entitled to experience a broad general education. Our school, in line with all primary schools in Scotland, follow Curriculum for Excellence Guidelines. Every child is offered a wide range of learning opportunities in Expressive Arts, Health and Wellbeing, Languages, Mathematics, Religious and Moral Education, Sciences, Social Studies and Technologies. Pupils in P6 and P7 have the opportunity to learn either French or German.

Through our Curriculum Framework for every child is given the support and opportunity to become a successful learner, a confident individual, a responsible citizen and effective contributor to society.

We feel it is important for all our children to develop skills for learning life and their future work as adults. Our class teachers strive to make learning as stimulating and relevant to the real world as possible. This allows the children to make meaningful connections and

practice their skills. For example, in setting up their own enterprise stalls our P7 pupils were able to practise skills learnt in financial education to a real life and practical context.

Class teachers teach children as a whole class, in groups or individually. A variety of learning and teaching approaches are used and children experience a wide range of interesting activities and challenges. As a staff we continually keep our curriculum under review to ensure that it is effectively meeting the needs of the children.

Each term the class teachers will issue a class news sheet to parents which will detail the key learning for that term.

As part of our Health and Wellbeing programme will learn about healthy lifestyles and relationships. We are always happy to discuss any sensitive aspects of learning with parents.

Further information about our school can be found on the Perth & Kinross website. Links from this website will give you further information at a national level should you require this.

Pupils' Values

In our school we aim to provide appropriate opportunities for the development of pupils' spiritual, moral, social and cultural values. This will be taken in partnership with parents and will take account of the individual needs of pupils and the views of parents.

The school welcomes diversity and individuality and we encourage children to be honest, caring and to show respect for others. Our school actively promotes our school values of determination, achievement, respect, responsibility and self-belief in a range of ways.

We implement the Council policies for Equal Opportunities and ensure that all pupils will have access to the full range of educational experiences available within the resources of the school. We are firmly committed to the elimination of any form of discrimination on the grounds of race, religion, gender or disability. Newhill Primary is registered for the Rights Respecting Schools Programme.

The school is also committed to raising pupils' awareness of environmental issues and to participating in the Eco-schools programme.

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. The teacher will talk to the pupils about their work and listen to find out how much they have understood. Jotters and other written work will also be scrutinised. At the end of each teaching block pupil progress will be assessed in key areas which have been agreed with the Head

Teacher. With help from the teacher, pupils are also encouraged to look at their own work to see what things they have done well and which areas they can improve on.

Once a term pupils will complete work in their learning steps jotters. These jotters are the sent home for parents to view and comment on. We are always interested in our pupils' wider achievements. Every child has a scrapbook where achievements from within and out with school can be kept. These books go home in December and May.

Teachers of P1, P4 & P7 classes at the end of every school year are asked whether children have achieved the relevant Curriculum for Excellence level for their stage in reading, writing, talking and listening (literacy), and their ability to understand and work with numbers (numeracy). Most children are expected to have achieved the early level by the end of P1, first level by the end of P4 and second level by the end of P7.

The Scottish Government publishes the information received from teachers, to show the percentages of children who have achieved Curriculum for Excellence levels in numeracy and literacy in individual schools across councils at a national level. No individual child will be identifiable from published information.

From August 2017, new, national standardised assessments will be introduced in all schools in Scotland. These assessments will provide an additional source of nationally consistent evidence for teachers to use when assessing children's progress.

Every child in P1, P4 & P7 will undertake national standardised assessments covering some aspects of reading, writing and working with numbers. From session 2019/20 children in P2, P3, P5 and P6 will undertake school based standardised assessments in reading and numeracy to support attainment.

Parent Contact meetings are held twice a year. A written report is issued in the summer term. Should you have any queries or concerns about your child's progress, please don't hesitate to contact the Head Teacher.

The school is committed to ensuring that every child reaches his/her full 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 are involved in discussing their learning with staff and, at times, other children. They are able to articulate their prior learning, why they are doing their current learning and can identify what their next steps in learning will be.

Staff track progress through planning meetings with HT/ DHT, evidence recorded, tracking sheets and the setting of long term targets agreed at the beginning of each term. Staff work with colleagues from within the school and from other schools to moderate and benchmark work.

Reporting

Evidence of each child's work is collected and used to inform future teaching and reports to parents. This evidence is available for parents on request. Teachers and Parents meet formally in November and March to discuss progress and next steps. All parents receive a written report in June which details progress and sets next steps. These reports are also shared with the child's next teacher. In Primary 7 staff and pupils create a Profile. This is shared with parents and their receiving Secondary School. These profiles are a snap shot of a pupils learning and achievements in their primary years as well as setting out their targets for secondary school.

SUPPORT FOR PUPILS

Pupils with Additional Support Needs

When it is discovered that a child has additional support needs, relevant school staff will discuss how the school can best support this child. The need may arise from learning or it may be that the child is having difficulty settling in class and behaving in an appropriate manner.

In addition to the class teacher, the child may be supported by one of our Pupil Support Teachers or one of our Pupil Support Assistants. Parents will be invited to meet with the Support teacher and/or the Head Teacher to discuss how the child's needs will be met.

Additional support is also available for small groups of children within our Strawberry Fields class. This class provides a carefully structured day with a balance of learning, teaching and routine within a home like setting.

If a child has ongoing difficulties, regular formal reviews will be held to discuss their progress. For a few children with complex difficulties a meeting may be held to consider opening a formal Co-ordinated Support Plan. The final decision regarding the opening of a Co-ordinated Support Plan will be made by the Executive Director of Education or his nominated representative.

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

Organisations identified under The Additional Support for Learning (Sources of Information) (Scotland) Amendment Order 2011:

(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.”

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 and special training is on-going.

Our Child Protection officer is Mrs A Goodman.

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 working relationships with the 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.

TRANSITIONS

Moving from nursery into P1

Almost all of children attending Newhill Nursery make the transition to Newhill Primary School with a minority attending other schools within the local community. Several times throughout the session Nursery and Primary 1 staff plan together to enable the children to take part in shared learning opportunities. These early learning experiences happen within the Nursery or early years classes during the summer term. Transition involves a meeting for parents with SMT and a tour of the Campus, opportunities to ask questions and visits to Nursery from school staff and a number of visits for pupils to Newhill Primary or their chosen school. Some of these visits take place during nursery sessions, with others arranged as individual schools involved require. Additional visits may be arranged for children who would benefit from an enhanced transition programme and these would be organised to meet the needs of those concerned.

Moving from P7 to S1

At the end of P7 our children transfer to Blairgowrie High School. During the final year at our school there are a variety of ways in which pupils and parents are supported in the move to secondary education. The support includes a parents meeting with the HT from Blairgowrie High School, visits from Guidance Staff to Primary 7 classes, visits from p7 classes to BHS over the session and a tour of the High School. In addition, the Primary 7 pupils spend two days before the end of June, at Blairgowrie High School. Additional visits are organised for those pupils who staff and parents believe would benefit from an enhanced transition programme.

Should you wish to speak to any of the guidance/ management team at Blairgowrie High School prior to your child transferring, an appointment can be made by contacting the school office on 01250 871200.

SCHOOL POLICIES AND PRACTICAL INFORMATION

Organisation of the School Day

Our School Day

First Bell	8.55am
School starts	9am
Morning Interval	10.30am-10.45am
Lunch	12.15 pm-1.15 pm
School finishes	3.15 pm

We would ask for your support in ensuring that your child/children arrive at school punctually.

Late arrivals disturb class teaching and may mean that your child is missing out on some aspects of learning. Repeated late arrivals will be dealt with in line with PKC guidance on attendance.

There is a nursery class attached to the school. Fuller details regarding nursery provision in Perth and Kinross Council are available in the booklet "Policy and Guidelines for Admission to Nursery Schools and Classes" available from the school.

Organisation of the Nursery Day

Times vary according to child's attendance pattern.

School Meals

Our school dinners are cooked freshly in our school kitchens daily. They are very good value and we endeavour to send home menus as these are made available to us. Parents are also, from time to time, given the opportunity to come in and sample the meals provided.

Our meals management system includes electronic pre-ordering from the class room. This is an interactive way for children to see the daily menu choices and tap their preferred

choice via the classroom Smart Board. The presentation of the choices includes the name of the dish, photo and colour coded border, making the process of selection easy and informative.

Paying for your Child's Lunch

Payments can be made to school dinners using Parent Pay (a secure online payment system).

<http://www.parentpay.com>

Other Information

Uniform / clothing

School uniform is now available on line at www.border-embroideries.co.uk.

Ties are available from the school at a cost of £3.50

We believe that when pupils wear school uniform, behaviour, and therefore learning, tends to be better. All pupils are therefore strongly encouraged to wear school uniform. All pupils are required to have a PE kit (including gym shoes, t shirts and shorts) in the school at all times. House T. Shirts can also be ordered through the Border Embroideries.

It is also helpful to supply your child with an art overall (an old shirt would be acceptable) for art activities.

It is school policy that pupils change from their outdoor footwear on wet | Snowy days. Each child will have access to a boot box to keep their shoes safe. Suitable indoor footwear could include an ordinary pair of shoes (reserved for indoor wear) a pair of cros or similar gym shoes/trainers.

Please help school staff by ensuring that you have clearly marked all items of clothing with your child's name.

Lost Property

Please remember to clearly label your children's belongings. Lost property is currently located in the library.

Emergency Arrangements

In the event of an emergency, for example, if your child becomes ill or has an accident, the school will contact the parents or emergency contacts. It is, therefore, most important, that parents keep the school informed about any change of address, telephone number or place of employment as well as any changes regarding emergency contacts.

Blair Kids Club

Blair Kids Club offers after school childcare during term time from 3:15pm until 6pm and Holiday Childcare from 8am – 6pm. The service is registered with the Care Inspectorate. The Kids Club is based in the After School Room (RG068) at Blairgowrie Community Campus and offers a wide range of play activities, both indoors and outdoors to suit the individual needs of the children attending.

Opening Times

3:15pm – 6pm Monday to Friday Term Time

8am – 6pm School Holidays and in-service days

Prices

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

Term Time

£9.25 per session per child and £8.80 per sibling

Holidays and in-service days

Up to 5 hours £18.80

Up to 7 hours £21.00

7 hours + £23.20

For further information please contact Blair Kids Club 01250 871961

Extra-Curricular Activities

During the course of the school session, a variety of extra-curricular activities are offered to the pupils. We rely on the goodwill, experience and interests of the staff to be able to run these activities and therefore the programme set out may change:-

Activity	Targeted Age Group
Residential Trip to Adreonaig	P7
Skiing	P6
Girls Football	P6-7
Boys Football	P5-7
Running Club	P5-7
Country Dancing	P4-6
Homework (lunchtime)	P3

Payment for activities and trips can also be made using Parent Pay.

SCHOOL IMPROVEMENT

Every year the school devises an improvement plan which details the development priorities for the forth coming year. The plan is shared with parents through the Parent Council and is posted on the school website. A hard copy is also available on request. At the end of the session the progress we have made in overtaking our developments is shared with all parents through our annual Standard and Quality Report.

The school is always keen to listen to parents view and ideas on how our school can continue to improve.

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. The designated nursery provision for this school is Newhill Primary 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:

<http://www.pkc.gov.uk/article/20043/Free-early-learning-and-childcare-for-3-5-year-olds->

Nursery Registration

Parents who would like their child to be considered for a nursery place should complete an on-line application form. The new Perth and Kinross wide application process for Nursery will be shared with parents and carers via social media outlets and Council communication during December 2019 and January 2020.

To make the transition from home to school easier, we have a staggered intake, allowing staff time to get to know parents and children. Be prepared to stay with your child until he/she is settled and happy for you to go.

Parents of children in their ante-pre-school year have the choice of sending their child to Nursery for 3, 4, or 5 sessions.

The Nursery Class has its own secure entrance area and enclosed outside play area.

It is very important that children arrive at Nursery within the first 10 minutes of the session, as a soft start is in place each day, and late arrivals interrupt staff and children. Afternoon sessions have a soft end to the day to allow for the alternative pick up time ensuring that all children get the same input from staff.

If your child is absent from Nursery for any reason please either phone by the start of the session or inform the office staff in advance.

Nursery Aims

- To provide a safe, secure, caring environment wherein children can become independent through making their own choices and decisions
- To develop a sense of worth, building up confidence and self-esteem
- To work in partnership with parents – a child's first and foremost educator. "Play is a child's work" The basis of the curriculum is play – through play, each child can fulfil his/her potential and will be able to pursue their own interests. Play provides opportunities for children to:
- Make sense of real-life situations
- Develop awareness of themselves and others

- Explore, investigate and experiment
- Be actively involved in learning
- Draw and test their conclusions
- Develop self confidence
- Express their ideas and feelings in many different ways
- Inhabit imagined situations
- Act out and come to terms with experiences at home or with friends
- Be solitary, quiet and reflective
- Collaborate with others
- Take initiative on their own terms
- Develop relationships
- Practise skills
- Consolidate previous learning
- Be challenged in new learning

Throughout the year the children will have opportunities to visit the Primary1 classroom to interact with the children and be involved in a variety of activities to encourage Learning through Play.

Nursery Curriculum

Together we hope to enable our children to be:

- Confident individuals
- Successful learners
- Responsible citizens
- Effective contributor

The children are encouraged to participate in all activities available and to persevere at tasks.

Young children learn through play and the daily programme, based on children's needs and interests is centred around play experiences. Examples and pictures of activities are displayed in the cloakroom area.

Our nursery classes, working closely with Primary 1, are working through Early Level experiences and outcomes in a Curriculum for Excellence.

All children will be provided with quality experiences and through these they will develop attributes and capabilities as well as depth of learning across the eight curricular areas:

Expressive Arts Religious and Moral Education
 Health and Wellbeing Sciences
 Language Social Studies
 Mathematics Technologies

Assessment

Assessment is an integral part of learning and teaching. Your child's progress will be assessed by staff and you will be kept informed of his/her progress and development. Our assessment informs all our planning yearly, six weekly, weekly and daily. This helps us to keep our goals fixed in our minds.

For children in their pre-school year, there are formal parent contact meetings in November and March. Written pupil reports are issued towards the beginning of June, following which parents are invited to contact the school to make an appointment to see the Nursery Staff, should they wish to discuss the report further.

The Nursery staff will be happy to speak to parents of younger children at other times throughout the year.

All parents will be invited to share "Starting Nursery" observations with staff in the first few weeks of your child coming to Nursery.

Entrance

Nursery has its own main entrance separate to the Primary School. Parents are asked not to park their cars on the turning circle or on the yellow lines outside the school when collecting or bringing your children to Nursery. Parking is permitted within a marked bay only.

On entering the Nursery cloakroom area, it would be appreciated if pushchairs could be left outside in the covered entrance area and older Primary children should wait in their playground.

Attendance

Parents are asked not to bring their children into the Nursery before the session starts but within the first ten minutes, and to collect their children promptly. Staff need time before and after classes to prepare for the next session, for meetings, general duties and to allow for a Lunch break.

Children must be brought to and collected from Nursery by a responsible person over the age of 16. A collection form will be filled out upon enrolment and can be updated as necessary. Please notify staff if someone different shall be collecting your child.

Records

On admission, you will be given forms to complete asking for details of home circumstances, telephone numbers, place of work, etc. You **MUST** notify the school office of any changes to these details, so that contact can be made should the need arise.

Snack

On-going snack is provided daily for your child and, in line with Perth & Kinross policy of health eating, we will offer milk/water and a choice of healthy options. These snacks are provided on a self-financing basis and a weekly charge of £1.00 is compulsory. We also ask for a contribution to the toy fund of £1, which is used to buy sundry items, pay for Christmas presents, etc.

Children should not bring in any sweets or food of their own to Nursery. Please let the staff know if your child has any allergies to particular foods.

Please do not worry if your child doesn't have snack. Many children, particularly in the afternoon, don't always feel hungry and while staff will encourage and remind them to visit

the snack area, children make their own choices and decisions about whether to eat or not.

Illness

Please do not bring your child to Nursery if they are not well – even if they say they want to come!! If your child has had a bout of sickness/diarrhoea you must wait at least 48 hours before returning them to Nursery. If your child has an infectious illness, we must be told so we can watch out for symptoms in other children and in some instances, we have to log these illnesses with the Care Inspectorate. Please contact us to let us know if your child is to be absent from nursery and the reason why they are absent. Should your child become ill during Nursery, every effort will be made to contact you – please ensure we have an up to date emergency telephone number.

Medication

It is important that parents inform the nursery of any specific medical condition affecting their child so that the nursery can take appropriate action.

Minor cuts and bruises will be treated by the staff but there may be occasions when a doctor's opinion or help is required. If at all possible, parents will be informed before the child is given medical attention. Mrs H Mackay is our designated First Aider and she will keep parents fully informed if she has to treat any child during the nursery day.

Nursery staff should be notified of any pupil with a specific condition,-eg asthma – to allow records to be kept up to date. Children who require to use inhalers may be helped to use them by staff.

Clothing

We encourage children to be as independent as possible. Please help us by ensuring children wear sensible, practical clothes that they can manage by themselves. Tight jeans, belts, dungarees and braces are not easy for little fingers- particularly if they are in a hurry! Although we provide aprons for messy and wet activities, accidents do happen and it is important that children wear clothes that won't restrict them from joining in with the activities for fear of messing up their clothes.

Children will need to have a drawstring bag on their peg. Inside their bag they should have a change of clothing in case of 'accidents' and a pair of named gym shoes to wear within nursery. If your child comes to Nursery in Wellington boots, please ensure he/she has other shoes to change into.

Outdoors

The children have access to their own enclosed play area. During the winter months please ensure that your child has the appropriate clothing and footwear so we can make full use of the outdoor area whatever the weather!!

Sun Awareness

We follow guidelines on sun awareness and skin protection but we do ask that parents

provide appropriate head wear and skin protection. Sun protection creams must be applied before coming to nursery.

Parental Involvement

The most valuable teachers of young children are their parents. Parental support and participation in the Nursery are greatly welcomed. If you are in a position to offer help, either on a regular or occasional basis, please speak to a member of staff.

At times, we might ask parents to be involved in evaluating our nursery provision. This might be through discussion or asking for written feedback.

Fire Procedures

Should the fire bell sound please assemble at the Newhill playground entrance gate, located near the main nursery reception.

Please do not bring prams etc. into the nursery as this might delay our exit from the building. Fire drills are carried out on a regular basis so staff and children are familiar with the routine.

Moving On.....

It is important for children to feel confident about moving on to new situations, and we try to make the transition from Nursery to Primary 1 as smooth as possible for them. Frequent visits to different parts of the school and play ground will be arranged to allay any fears. When children are enrolled at the Primary 1 stage, the school will notify parents of the arrangements for new entrants and a visit/ meeting for parent and child will follow.

And Finally...

We look forward to your child joining us and hope he/she is going to have a very happy Primary 1 year with us and a very positive learning journey at Newhill Primary School

ARRANGEMENTS FOR EMERGENCY CLOSURE

Early Closures: Severe Weather Conditions

With our unpredictable weather it is always better to plan ahead. I have therefore set out the arrangements which will operate if we experience severe weather problems.

If the weather is bad very early in the day and it is felt necessary to close the school, this information will be broadcast on Radio Tay as early as possible.

Frequency AM 1161 FM 102.8

Even if the school is to be open parents should decide for themselves whether to try the journey depending on conditions in their area.

The Executive Director of Education and Children's Services may announce the closure of all schools if conditions are sufficiently bad.

If conditions deteriorate during the day and we decide to try and get pupils home we will first contact Radio Tay and ask that pupils be collected. Following that we will try to contact families directly to ask them either to come to the school or to ensure it is safe to send pupils home. Either way, pupils will only leave the school if we feel there is a satisfactory arrangement for them and any who cannot leave will be supervised to the end of the school day. We will not close the school until the last pupil and staff member has left.

Information for parents regarding school closures will also be available from the following sources:

Tay Connect 08700 500 232 (Option 4)

Perth & Kinross Council Information

Line

0845 3011100

School term and holiday dates 2020 - 2021

Autumn term 2020

Staff return: Monday 17 August 2020

In-Service day: Tuesday 18 August 2020

Term starts: Wednesday 19 August 2020

Term ends: Friday 2 October 2020

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

Term starts: Monday 19 October 2020

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

Term ends: Wednesday 23 December 2020

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

Spring term 2021

Term starts: Thursday 7 January 2021

In-Service day: Wednesday 10 February 2021

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

Term ends: Thursday 1 April 2021

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

Summer term 2021

Term starts: Monday 19 April 2021

May Day holiday: Monday 3 May 2021

Term ends: Thursday 1 July 2021

Notes:

- Easter Sunday - 4 April 2021