

North Muirton Primary School



Learn, Respect, Enjoy and Achieve, Together



School Handbook

Academic Session 2021/2022

Introduction

In accordance with the Education (Scotland) Act 1980 and the Education (School and Placing Information) (Scotland) Regulations 2012, Perth & Kinross Council Education & Children's Services' schools produce handbooks covering the following categories of information:

- 1 School Information
- 2 Local Authority information

Whilst the information contained in this school handbook was accurate at the time of publication (December 2020), further changes may have occurred since then.

School information

I would like to take this opportunity to welcome you to North Muirton Primary School. We run an open-door policy so please feel free to call or contact us with any queries you may have.

The purpose of the school handbook is to communicate the ethos of our school and to serve as a useful reference tool. The handbook shares with parents information to support your child's learning journey and facilitates parental involvement in our school.

The school handbook is legally required to contain some information, and this is marked below with an asterisk*. Those areas which are not marked are Perth & Kinross Council recommendations only.

This handbook is available from the school office in hard copy. If an alternative copy is required e.g. Braille or translated into a community language other than English please contact the school office.

Whilst the information contained in this school handbook was accurate at the time of publication, further changes may have occurred since then.

1. Introduction
2. Delineated Area
3. Contact Details*
4. School Ethos*
5. Parental Involvement*
6. Transitions*
7. The Curriculum*
 - a) Language
 - b) Maths
 - c) Environmental Studies
 - d) Expressive Arts
 - e) Religious Observance*
8. Assessment & Reporting*
9. Support for Pupils*
10. School Improvement*
11. School Policies and Practical Information*
12. Name of Child Protection Officer
13. Nursery

Introduction

At North Muirton we aim to foster mutual understanding, respect and co-operation between home and school and welcome parents' involvement in the learning and life of the school. We like to work closely with parents and ensure you feel part of your child's education throughout their years with us. In partnership we will strive to ensure your child grows, learns and develops within a secure, caring and supportive environment. This supports our children to develop into:

- Successful Learners
- Responsible Citizens
- Confident Individuals
- Effective Contributors

As a school we recognise the importance of valuing each child as an individual and strive to develop their strengths, support their development needs and encourage them to share and build on their unique qualities and talents. Each child is an individual with needs similar and different to their peers. Whilst being continuously committed to your child educationally, we support the development of their social, cultural, moral and spiritual values. We are a highly inclusive school and offer opportunities of shared experiences to all children regardless of religion, race, gender, disability or social background.

The School

North Muirton was built in 1977 and is a semi-open plan school. It caters for children from three years to twelve years and has:

A Nursery Class

Primary Classes

A Nurture Group known as '**Cocoon**'

Specialist Provision Classes known as '**Starburst**' and '**Launch Pad**'

Our Nurture Group was established in August 2006 to support children who require an alternative approach to ensure their needs are met. Our Pupil Support Classes meet the more complex needs of a group of children, children from these classes are linked to a mainstream class, appropriate to their age, and are included in the learning experiences of that class whenever possible as part of our inclusive approaches at North Muirton.

We also have a:

Gym Hall (which also acts as our Dining Area and Assembly Hall)

Learning Resource Centre

General Purpose Room (used for lessons such as Drama and Music)

Additional Support Needs Base known as 'Room 4U'

We have a large playing field and playground which surrounds the school. We are currently working towards enhancing our 'Secret Garden', an enclosed area which can be accessed from our dining hall, within which we are growing plants, fruits and vegetables.

Delineated Area

Children living in the delineated (catchment) areas below are eligible for admission to North Muirton Primary School.

Argyll Road	Cumbræ Place	Lingay Court	Shuna Court
Arran Road	Cumbræ Road	Lismore Court	Lingay Court
Brora Court	Eriskay Place	May Place	Stroma Court
Bute Drive	Gilsay Place	Mull Place	Stronsay Court
Cara Place	Harris Court	Neave Court	Tiree Place
Colonsay Street	Iona Court	Oronsay Court	Uist Place
Coll Place	Jura Street	Rona Court	Ulva Way
Crammond Place	Lewis Place	Sanda Court	Westray Court

Contact Details

ADDRESS: North Muirton Primary School
Uist Place
Perth
PH1 3BY

TELEPHONE: 01738 472870

FAX: 01738 632334

E-MAIL: northmuirton@pkc.gov.uk

WEBSITE: www.northmuirtonprimary.org.uk

Further information on the Council's Complaints Handling Procedure is available on the Council's website: <http://www.pkc.gov.uk/complaints>

ROLL 239 (Mainstream)
16 (Pupil Support)
55 (Nursery)

In addition, within the Nursery we have: 10 Strong Start 2 Placements

Status: Non-denominational State Primary School

Our School Staff

Headteacher Mrs Annabelle Burns

Depute Headteacher Mr David Scott
Depute Headteacher Mrs Anna Nesbitt (3 days)

Principal Teacher (Acting) Mrs Emma Bendoris (3 days)

Centre Leader ELC (Nursery) Mrs Elaine Cunningham

Class Teachers	Mrs Rebecca Ewan	Nursery
	Mrs Holly Conlon and Mrs Kirsty Young	P1
	Ms Miranda Powell	P1/2
	Mrs Lisa Ferguson/Mrs Lesley Gormley	P2
	Miss Lauren Angus (Probationer teacher)	P3
	Mrs Laura Peacock	P3/4
	Miss Nicola Dempsey	P4/5
	Miss Jen Adam	P5
	Mr Aaron Burton	P6/7B
	Miss Claire Muir	P6/7M
	Mrs Carol Ann Robertson	P6/7R

Pupil Support Teachers Mrs Morag Irvine and Mrs Mhairi Marshall

RCCT Teacher Miss Amber Wyllie

Nurture Class Ms Elaine Menzies (Class Teacher)
Ms Leah Smart (Pupil Support Assistant)

Visiting Specialists Ms Esther Jack (Violin)

Senior Early Childhood Practitioner Mrs Theresa Higgins
Senior Early Childhood Practitioner Mrs Shareen Gwiazda

Early years Practitioners Mrs Barbara Christie
Mrs Danielle Thorne
Mrs Barbara Elliot
Mrs Debbie Robson
Mr Graeme McAlister
Miss Rachael Wann
Miss Ashleigh Smith
Miss Rebecca Black
Mrs Leeanne Ozdemir
Mrs Rachael Taylor

Play Assistant Mrs Marie Murray
PSA Miss Emilie Gionaux

Primary School Support Worker Mrs Stephanie Duff
Mrs Donna McGlashan

Primary School Support Assistant Mrs Judith Allison

Pupil Support Assistants Mrs Karen Borthwick
Ms Louise Coles
Mrs Eileen Somerville
Mrs Kelly McLeod
Mrs Marlene Lamont
Mrs Susanne Finnigan

Janitor Mr Ralph Anderson

Catering Unit Supervisor Mrs Iris Rose

Lunchtime Supervisors Mrs Judith Allison & Miss Marlene Lamont

Community Link Workers Mrs Claire Laing & Mrs Gail Ballie

Quality Improvement Officer Mrs Gillian Knox

Absence or Sickness

It is a legal requirement that parents ensure that their children attend school regularly and punctually. It is important that all children arrive on time for our morning session at 9am (morning attendance/administration details are carried out immediately in all classes) and for the beginning of our

afternoon session at 1.20pm (afternoon attendance/administration details are carried out immediately in all classes).

If your child is absent, parents should make every effort to phone the school and explain the absence as soon as they can (and before the school day begins whenever possible – between 8.45-9.00am)

Where no explanation is received by 9.30am, school office staff will use the SEEMIS text system to text parents in the interest of your child's safety. When your child returns to school, please ensure that they return with a short note of explanation, including the beginning and end dates of their absence, for their class teacher. If the absence remains unexplained the school may call to enquire about the absence. This is first and foremost with regards to the care and welfare of our pupils.

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.

It is also particularly important that you contact the school as soon as possible if your child is not returning to school in the afternoon. This saves us a great deal of worry if we know that there is a reason for your child not arriving back in class at 1.20pm.

We would urge parents to avoid absences due to holidays during term times as extended absences from school can lead to your child missing out on valuable school lessons and experiences which inevitably leads to lowered attainment levels. Please also try to make appointments for your child out with school hours whenever possible. However, if this can't be avoided please do notify the school in advance.

Where the school has concerns about attendance/timekeeping these will be formalised in writing to parents. Our Community Link Worker and other support services may become involved.

Complaints

We promote an environment of open communication where mutual trust and respect is continuously encouraged. We welcome the suggestions and comments of all involved with our school and particularly value parents' insights, as they can only serve to further improve our school and build on positive home-school relationships.

If parents have any concerns, they should contact the Headteacher, Depute Headteacher or Principal Teacher to discuss and resolve any difficulties. Parents will be invited to a meeting to allow them to share their concerns and the school will endeavour to investigate the matter fully and respond with feedback as soon as possible. A written account will be kept detailing the concern and the results of the investigation and together with the parents, appropriate next steps will be agreed and actioned.

Parents should have confidence that complaints will be dealt with promptly and in a professional manner. However, if parents feel that their concerns have not been addressed and the Headteacher has not yet been involved, you should contact the Headteacher to discuss the matter further. If parents wish to make a formal complaint, this should also be made to the Headteacher. Complaints can be made in writing, by telephone or in person.

We always aim to acknowledge and attend to any complaint as soon as possible. Council policy states that complaints should be acknowledged within 5 working days and that a full reply should be given within 5 days of the complaint. If a parent feels that their problem has not been resolved with the Headteacher's involvement, or if they would rather not discuss their concerns with any school staff in the first instance, they should contact the school's Quality Improvement Officer (see details below) who will advise on taking forward the complaint within the formal complaints procedure of the Council. Details of this policy can be found on the Perth & Kinross website <http://www.pkc.gov.uk/complaints> or by contacting Customer Service Centre on 01738 475583 or by emailing: customercomplaints@pkc.gov.uk

Mrs Gillian Knox
Quality Improvement Officer
Education & Children's Services
Pullar House
35 Kinnoull Street

Registration & Placing Requests

Parents who are considering registering their child at North Muirton are welcome to contact us to arrange a visit including a school tour. Registration forms can be obtained from the School Office and should be returned there once completed. Along with that, as proof of your home address, you should also bring:

- **Child's Birth Certificate**
- **Recent Utility Bill**
- **Council Tax Documentation**

Parents are asked to register new intake P1 pupils in January of the year they are due to start school. There are specific dates for January registration and these are available from school in the month preceding registration. This is to allow improved co-ordination of visits to the school at a very important time for prospective parents. Parents moving into the area who wish to enrol their children at the school should contact the school office. Parents living out with our catchment area can make a placing request to have their child granted a place in North Muirton Primary.

Morning and/or afternoon visits will be arranged to enable new P1 pupils to meet their teachers and each other before the new session. Parents will also have the opportunity to meet with relevant staff to discuss any queries/concerns and will be invited to a Nursery-P 1 'Transition Information Evening'.

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

Families who reside out with the designated catchment areas (see section 2 above) will be required to submit a Placing Request Application Form (which can be obtained from the School Office or from Education & Children's Services) to:-

Education & Children's Services
Perth & Kinross Council
Pullar House
35 Kinnoull Street
Perth
PH1 5DG

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

We aim to become a fully paperless school, and as such we prefer to use email to share school news, information and updates. We also use our website www.northmuirtonprimary.org.uk our Facebook page and Twitter account @NorthmuirtonPS to celebrate success, share information and helpful reminders. On occasion we will use our text messaging service to communicate with parents.

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Our Vision

Our vision is to ensure that pupils become: successful learners who enjoy learning, realising their full potential; confident individuals who are able to live safe, healthy and fulfilling lives; effective contributors who achieve and are ambitious; responsible citizens who make a positive impact on society.

Our Values

- Welcoming, nurturing, supportive and restorative
- Open, honest and effective communication
- Respectful words and actions for all
- Celebrating all forms of achievement and success
- Building ambition in all

Our Aims

- Inspire a love for learning in a safe and happy environment.
- Form supportive relationships between pupils, staff, parents/carers, other agencies and the wider community to enable the positive development of each learner.
- Promote positive attitudes in our school community with an emphasis on respect for all, self-discipline, resilience, tolerance and co-operation, enabling children to become responsible citizens in society.
- Provide a motivating curriculum which celebrates success at all levels and ensures that the teaching is creative and true to our values.
- Work collaboratively within a climate of continuous professional development that encourages and promotes a culture of shared leadership throughout our learning community.

Positive Relationships Policy

North Muirton Primary School's Positive Relationships Policy principles are agreed through discussion with staff, pupils and parents/carers within the standards in Scotland's Schools Act 2000 and follow the priorities set out below:

- achievement and attainment
- framework for learning
- inclusion and equality
- values and citizenship
- learning for life

The ethos of our school is underpinned by our values. These values are central to all relationships within our learning community.

These values build an ethos which:

- Expects, recognises and reinforces positive relationships and genuine achievement
- Rewards, motivates and celebrates children and young people
- Encourages and supports young people to take responsibility for their own behaviour and achievements
- Provides opportunities for effective parental engagement
- Is centered around a supportive and nurturing staff team which encourages the sharing and development of professional skills

Restorative Approaches

We believe that central to all aspects of positive relationships in our learning community is the understanding and embedding of restorative approaches. Restorative conversations should be valued and are key to successful resolution when harm has been caused to a relationship. Staff should be guiding and supporting all children to participate in a restorative conversation in a timely and sensitive manner. These conversations based on mutual respect should be encouraged when there is willingness of those involved.

The key principles of Restorative Approaches

- Fostering social relationships in a school community of mutual engagement
- Being responsible for one's own actions and their impact on others
- Respecting other people, their views and feelings
- Empathising with the feelings of others
- Being fair
- Being committed to equitable processes
- Everyone in school being actively involved in their own lives
- Returning issues of conflict to the participants rather than pathologising behaviour
- Willingness to create opportunities for reflective change in pupils and staff
- Non-judgemental, blame free approach

Why use restorative approaches?

Pupils seek fairness from adults who are dealing with disciplinary issues. Whether they are a perpetrator or a victim, their focus is not on winning or losing, but on trusting in a fair process. Restorative approaches ensure that everyone can be part of a fair process, while helping all involved to understand the impact of their actions.

Restorative approaches can:

- Manage the varied expectations of behaviour standards which exist among all school staff.
- Help develop a whole school positive ethos.
- Encourage members of the school community to effectively resolve and learn from conflict in a way which maintains relationships or terminates them in a positive way.
- Support any necessary sanctions by processes of learning and reconciliation

The key elements of restorative conversations are based on empathetic listening.

- Listening to what each person has to say
- Acknowledging feelings, thoughts and behaviours
- Encouraging children to talk about their feelings, experiences and behaviours

In school we are continually working to develop our skills in developing restorative approaches as we ensure we are fostering positive relationships for all.

The policy should be read in conjunction with the Health and Wellbeing Curriculum for Excellence guidance. It is the responsibility of all teaching and non-teaching staff at the school to support the social and emotional development of the children. The school utilises a wide range of initiatives to support positive emotional and social development.

Initiatives may include:

- Restorative Approaches
- Bounce Back
- Wider Achievement celebrations within classrooms and at Get-Togethers
- Children's Profiles
- Special Mention Book
- Learning stars
- Good to be Green, whole school behaviour approach
- Good newsletters or Shout Outs
- Individual class responsibilities and systems
- Friendship circles
- Buddies across learning and playground experiences
- CALM

- SHANARRI
- Circle Time
- Stories
- Incredible Five Point Scale
- THINK

Whole School Approach – Ready, Respectful and Safe

To encourage and support an ethos of positive behavior, a strong sense of community and a climate of mutual respect within North Muirton Primary School learning environment, we follow 3 simple rules: Be Ready, Be Respectful and Be Safe. This effective strategy ensures we provide consistency in our approaches and encourages children as they take responsibility for their choices.

We seek to recognise and reward Ready, Respectful and Safe attitudes and behaviours in the classroom, playground and wider learning community. Rewards are linked to our House Points system and can be individual, class-based and on a whole school basis.

Children with complex additional support needs will be supported to follow Be Ready, Be Respectful and Be Safe and will be provided with appropriate individual and collective reward systems.

Embracing the Be Ready, Be Respectful, and Be Safe approach supports the whole school learning community as we aim for high expectations and standards for all.

Community Links

The school seeks contact with other parts of the local community by visiting local residential homes and organisations and encouraging participation in local community events. 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 have strong links with Riverside Church and enjoy holding our end of term services there.

Parents are welcome to drop in to borrow library books from our range of LRC resources. Our LRC has an impressive range of books to support children's research homework tasks and learning in general.

Parental Involvement

We believe that children are supported best in their education when there is a strong partnership between school and parents. The Senior Management Team and class teachers welcome questions and comments from all parents and seek parent opinion and views to support our school development. We provide lots of opportunities for parents to meet and discuss children's progress throughout the school year, but if you wish to discuss any aspect of your child's education at other times, please contact the school and we will do our best to help you. For further information and guidance please access <http://www.pkc.gov.uk/parentalinvolvement>

Showcasing Events

Throughout the school session, on various occasions, parents will be invited into their child's class for an afternoon or evening of 'Sharing Learning', to look at the work within their child's own "SeeSaw" account which we are currently moving to, and to view the displays they have created to support and share their learning with the wider school community. Many displays of children's work act as a visual support and reminder of the knowledge and skills that your child has been developing.

Parents will be encouraged to discuss class/school displays with their child and will also be invited to comment on their child's learning within their online folio and to contribute to next steps for their child to work on.

Throughout the year every class showcases their learning through a class presentation of their learning across the curriculum within a topic e.g. World War II, The Romans, The Senses, Our Community etc. Parents are always invited to these performances.

Your child will reap the benefits of sharing, discussing and showcasing their learning with you. We encourage all parents to attend as many of these events as possible. Such events provide valuable opportunities for parents to develop an improved understanding of how their child learns through the Curriculum for Excellence and thus enables parents to support their child with homework tasks more successfully.

We have many other events that involve parents throughout the session, for example, curriculum information evenings that enable parents to become better informed about an area of development on our school improvement plan. At the beginning of each new school year we issue a detailed calendar of all the important school events for the following session, to enable parents to plan ahead and keep those special dates free in their diaries.

Parent Helpers

Parent helpers are always welcomed in North Muirton Primary and we appreciate the range of support that you as parents offer our school. Parents are involved regularly helping in classrooms and support is always needed for class/school outings.

The school is grateful to any parents who may wish to help on a regular basis in assisting us with:

- administration tasks e.g. photocopying, laminating
- school clubs e.g. netball, gardening, football, sewing, homework, school website/blog
- gardening, Health and Pupil Council groups
- playground games and support
- management and organisation of our Learning Resource Centre (Library)
- classroom administration and/or activities e.g. display work, baking, paired reading

Parent helpers do not work with children in unsupervised situations. Risk assessments are completed where appropriate. Parents interested in helping should speak to a member of staff.

Parent Council

Our Parent Council comprises all interested parents and representatives of the school staff. The 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. New members are always very welcome.

North Muirton Parent Council members are elected annually at the Parent Forum AGM held in September. Key roles are:

- Mrs Mandy Sharp (Chair)
- Ms Christine Adam (Treasurer)

In addition, our invited members are: Mrs Tracy Lawton, Mrs Liz Finnie, Mrs Louise Finnie, Mrs Lynee Taylor, Mrs Louise Godfrey, Mr Barry Jellye

Mr David Scott, Depute Teacher
Mrs Annabelle Burns Head Teacher

Transitions

Nursery to P1

At the beginning of June parents are invited to an information evening. You will receive a 'Starting School' pack at this time which will give you additional activities to enjoy with your child. We also plan timetabled visits for Nursery children to learn and play in P1 with their peers throughout the school year. Children who are already accessing our Nursery will participate in a range of experiences within the school building as part of their Nursery curriculum.

P7 to S1

On completion of your child's primary education the normal arrangement is for children to transfer to our catchment secondary, which is Perth Grammar.

Perth Grammar School
Headteacher: Mrs Fiona Robertson
Gowans Terrace
Perth
PH1 5AZ
Tel: 01738 472800
Fax: 01738 620073
Email: perthgrammar@pkc.gov.uk

Our transition for our P7 children starts in the Autumn term with visits to Perth Grammar (our catchment school) and other secondary schools. Perth Grammar staff visit our school to work with our children from October onwards. Visits are arranged for some children in the Spring term and all children take part in a range of transition activities and experience two focussed transition days. Each child completes a profile to inform their transition to support future success as they move into S1. There is a P7 Parents' Information Evening led by Perth Grammar School's Headteacher and parents also have the opportunity to attend an information evening at Perth Grammar.

If you have any further question regarding the above, please contact the school.

The Curriculum

Curriculum for Excellence

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 we deliver will offer opportunity for personalisation and choice. Learning activities will be structured to ensure children work at a pace they can cope with and with the challenge they will thrive on. Plans and tasks will link knowledge in one curriculum area to that of another, helping children to understand the world and to make connections. Children will think for themselves, make sound judgements, challenge opinions, enquire and find solutions.

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.

Progress in learning will continue to be assessed in rigorous ways throughout your child's time at school. Active learning is a big part of Curriculum for Excellence and is often evidenced through photographs of your child's learning experiences.

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 fulfill 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 in the following four capacities:

- successful learners
- confident individuals
- effective contributors
- responsible citizens

Every child is offered a wide range of opportunities to learn in Language, Maths, Science, Social Studies, Technologies, Religious and Moral Education, Health and Wellbeing, Physical Education, Personal and Social Development, Information and Communication Technology, Art, Drama, Dance and Music.

Religious & Moral Education

We offer a Religious and Moral education programme to help children develop a consistent set of values, attitudes, beliefs and practices and develop spiritual growth. 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 whole school "Get-Togethers" cover a range of moral issues such as right and wrong and values including fairness, justice, kindness, compassion, integrity, and honesty. Typically, they include singing, presentations from classes or groups, certificates and sharing of good or interesting news. We recognise major Christian festivals of Harvest, Christmas and Easter. We celebrate all our end of term services at Riverside Church and our Minister visits the school too.

Parental Rights

Occasionally Parents/Carers may wish to withdraw their child from some elements of our Religious and Moral Education programme or from assemblies and opportunities for Religious Observance. Furthermore, throughout the year, appropriate to developmental stage, we discuss more sensitive aspects of learning such as relationships, sexual health and drug awareness. Parents are informed of these inputs prior to implementation of learning so parents can support their child in partnership with the school. In this instance parents/ carers should contact the Headteacher to explore the various options; we do of course respect the views of parents /carers and we do also wish to offer a full education to all our learners.

Assessment & Reporting

Throughout the year, at each stage, the teacher carries out continuous assessment of pupils' progress. Most of the time, this is through the marking of daily work, discussion, observations, practical work (listening, talking, making & doing), pupil peer/self-assessments and end of unit/topic assessments. Children are continually encouraged to reflect on their learning and identify their next steps/targets.

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 during that Block. Parents 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 an end of session summative Report to Parents document.

Curriculum for Excellence levels are: Early Nursery–P1, First P2- P4 and Second P5-P7. Within these levels, teachers track learning in all curricular areas. Using both national and Perth & Kinross guidance, teachers use their professional judgements, and take part in moderation activities, to decide the level towards which each child is working. From the start of the session, pupils and teachers will work together to build a learning profile and assist children with compiling these individual learning profiles which act as a tool for recording progress in learning and specific achievements. Parents will have the opportunity to view these at 'Sharing Learning' events, Parent Contact sessions and open afternoons.

Twice annually (in November and March) there are parent/teacher consultation opportunities which provide valuable communication for parents to be updated on their child's progress and next steps in their learning and wider achievements. End of year reports are issued in June.

Parents are most welcome to discuss their child's progress at any time, particularly if it is giving cause for concern. We ask that parents telephone the school to arrange a mutually convenient time. P7 pupils are developing online Pupil Profiles and these are shared with Perth Grammar or chosen secondary as part of the transition process.

From August 2017 children in P1, P4, P7 and S3 will complete online standardised assessments in literacy and numeracy, Scottish National Standardised Assessments (SNSA). The assessments help to identify children's progress, providing diagnostic information to support teachers' professional judgement. 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. Children and young people do not have to revise or prepare for these assessments. The assessments are as inclusive as possible to accommodate the needs of children and young people who require additional support. There is no pass or fail.

Support for Pupils

All pupils are given learning appropriate to their needs and abilities. Class teachers plan for the varied abilities within each class to be working at suitable levels. Our Pupil Support Teacher works with class teachers to assess pupils' learning needs and agree on appropriate support which may be needed for a temporary or longer-term period.

Additional support is available to any child who requires extra help and we look at ways which will best support your child. 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. Parents are involved through discussions and meetings about their child and regular updates are given. Results of any assessments will be shared with parents and it will be agreed if a meeting is required to establish that the child has 'Additional Support Needs' and how best to support those needs.

Where possible, we support your child for most of the time in their classroom situation. At times your child may work in a small group in our Pupil Support rooms with a Pupil Support Teacher. Some pupils with additional support needs can access or may be enrolled into our Specialist Provision Classes, if this is considered suitable for them. Their specific needs are assessed, and arrangements made for supported integration with mainstream classes as appropriate. Information on other schools catering for pupils with Special Educational Needs can be obtained from Education and Children's Services.

Where necessary children will have an Individual Education Programme (IEP) to ensure their needs are met effectively. IEPs are written by teaching staff and involve close working between the pupil, parents and staff. IEPs are reviewed regularly and adjusted to reflect the progress a child is making. Others who have involvement with Social Work, Health services or other agencies may have a Coordinated Support Plan (CSP) to ensure continuity of provision.

Children with Additional Support Needs are catered for in the school within the terms of Perth & Kinross Education Department's policy on "Additional Support Needs". This policy sets out the procedure by which an individual child's needs are identified and addressed, the central element of the process being a case conference involving parents, school and Education Department staff and where appropriate, other specialist agencies. Regular ASN reviews are held to discuss progress and to arrange transitions between stages or schools. An Individual Education Plan may be put in place and will be reviewed every term. For further information please visit www.pkc.gov.uk schools section.

We work closely with a range of partner agencies to ensure we are 'Getting it Right for Every Child' and both the Headteacher, Depute Headteacher and Principal Teacher are fully trained Child Protection Officers. Further information on both GIRFEC and Child Protection is available from the school, www.pkc.gov.uk or from the following sources:
<http://www.scotland.gov.uk/Topics/People/Young-People/gettingitright>

The following organisations have been specified by Scottish Ministers to 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: 0345 123 2303

Email Enquiry service: info@enquire.org.uk

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

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

Scottish Independent Advocacy Alliance, a charitable body registered in Scotland under registration number SC033576;

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

For further information please access:

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

School Improvement

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

We work closely with staff, pupils and parents to set and review key policies on a regular basis and follow guidance set out by PKC in the 'Creating a Curriculum for Excellence' framework: Our School Improvement Plan identifies all the actions for the school session and is available on the Perth & Kinross website www.pkc.gov.uk. Our Extended Learning and Achievement Report from Perth & Kinross Education & Children's Service, outlines the work of our school is also available from the website.

School Policies & Practical Information

Organisation of School Day

Primary 1-7

Morning Session:	9.00am to 10.40am
Morning Break:	10.40am to 10.55am
Lunch Time:	12.35pm to 1.20pm
Afternoon Session:	1.20pm to 3.00pm
School Day Ends	3.00 p.m.

At the start of each session all children should be lined up at their designated entrance ready to be welcomed into school by class teachers.

Nursery

Full day session: 9.00 am to 3pm

School Security

Please understand that security is a very important issue for us in school as we must always ensure your child's health and safety. It is vitally important that we know exactly which adults are in school at any given time. We have a security entry system at the main front entrance and the Nursery door and must ask that all parents entering school between 9.00am and 3.00pm do so by these doors only.

Once inside the building, parents are asked not to open doors to any other adult, even a known one; similarly, children do not open the external doors for visitors. All visitors to the school sign must sign in and wear a visitor's pass round their neck for the duration of their visit and return it as they sign out and leave the building from the same exit they arrived.

School Terms & Holiday Dates

For the most up-to-date information about school term dates and holidays please follow the link below to Perth and Kinross' website:

<https://www.pkc.gov.uk/article/21552/School-term-and-holiday-dates-2021-2022->

School Uniform & Clothing

All children at North Muirton Primary are expected to wear full school uniform. It is our opinion that when learners wear the full school uniform their behaviour, and therefore their learning, tends to be better. We have worked hard to improve in this area and will continue to strongly encourage smart and appropriately dressed pupils. Our uniform is as follows:

- Dark grey or black trousers, skirt or dress
- Light or white blue polo shirt
- Royal blue school sweatshirt or dark grey jersey/cardigan

We recognise that chain stores can offer suitable, self-coloured school-uniform items but we do also supply North Muirton Primary branded items including sweatshirts and polo shirts with the school badge. These can be obtained at the school office where orders for the new session will be placed in May.

The PE kit is as follows:

- White t-shirt, black/navy shorts, black gym shoes
- No football colours allowed at any time.
- All jewellery (including earrings) should be removed for safety.

Outdoor kits are often required throughout the school year - joggers and trainers can be worn for outside activities. We also advise that your child keeps a pair of waterproof over-trousers in their gym bag at all times if they wish to play on the grassy areas when it is wet.

All items of clothing should be **clearly labelled** with your child's name.

Parents should make every effort to ensure their child attends school in the correct uniform and equip them with the correct PE kit. We ask that parents check the fitting and condition of their child's gym shoes at various points throughout the session to ensure maximum comfort and safety for their child.

Learning at Home

A regular amount of home learning is given to pupils. This consists mainly of reading practice in the early years at school and the help of parents in encouraging pupils to have a good start in reading is valuable. Home learning for older classes can vary from practise exercises in language/literacy to mathematical investigations, which will be set according to your child's stage of development and needs. As every child progresses at his/her own pace, reading books will be allocated according to the teacher's judgement rather than to a set timescale. Within the older classes, weekly spelling words will also be issued, and children's retention of those spellings will be assessed when appropriate (usually at the end of the week).

As far as is possible, we seek to make home learning tasks fun and interactive for parents and their child, often setting games or activity tasks – all will be related to work already learned in school and will vary according to the focus for the class at that time

Time required for a child to do work at home should be in the region of 15 minutes per evening at P1 progressing to no more than 30 minutes per evening at P7.

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.

Unfinished class work will only be sent home by teachers after the parents of the child have been informed about the situation and agree that this would be the best course of action.

It will be assumed that all parents agree with our home learning policy unless they inform the school to the contrary.

Extra-Curricular After School Clubs

We may offer several after school clubs at various times of the year. The type of clubs offered depends on the expertise of staff willing to take a club. When funding is accessed, a letter will be sent to parents

listing what clubs are available. Places will be allocated based on promptness of request, need and good behaviour.

North Muirton Kids' Club offers excellent after school care within our school from 3.00pm until 6.00pm daily, and (assuming sufficient demand) all day on In-Service days and during school holidays.

Full details of costs and booking arrangements are available on 01738 441572.

Instrumental Tuition

There will be opportunity annually for those interested to apply for instrumental tuition for P6 and P7 pupils through the local authority at a subsidised cost; families in receipt of benefits will be offered reduced fees.

Groups of children who receive instrumental tuition often share their developing musical skills and talents at whole school get-togethers and at our Church Services

Breakfast Club

We have a very well attended Breakfast Club open to all pupils from 8.00 am.-9.00 am from Monday to Friday. Research proves that children perform better at school if they have had a positive start to the day with a healthy breakfast and this is exactly what our club provides for children. The charge for all pupils is £2.

Mrs Iris Rose, our Catering Unit Supervisor prepares and serves the breakfast menu and the club is managed by Supervisor Miss Leah Smart and assistants Mrs Eileen Somerville and Miss Marlene Lamont. Once children have finished eating, they can enjoy taking part in a variety of fun games and activities. Please contact the school office if you require further information about our Breakfast Club.

Kids Club

North Muirton Kids Club offers after school childcare, term time only, from 3pm until 6pm and is registered with the Care Inspectorate.

The Kids Club is based in the GP room 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 only

Prices

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

£9.25 per session per child and £8.80 per sibling

For further information please contact North Muirton Kids Club 01738 472868

School Meals

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

https://www.pkc.gov.uk/media/44087/Primary-Menu-2019/pdf/Primary_menu.pdf?m=636900517872670000

Parents paying for a school meal must pay in advance of the meal being taken. School lunches are priced at £2.10 per day. We are not able to offer credit as we must send in the full monies owed by the end of the week. Dinner money is collected daily and pupils may pay for several days in advance at any time. Cheques should be made payable to Perth & Kinross Council. **All P1-P3 children** are entitled to a free school lunch.

Information about free school meals for P4-P7 children can be found at <http://www.pkc.gov.uk/freeschoolmeals>. Free School meals cannot be given unless appropriate authorisation has been given. We would encourage all parents to use Parent Pay to pay for school lunches and any other school trips etc.

Parent Pay

Payments for school lunches, trips or any other nominated cash transactions between yourselves and school can be made through our electronic ParentPay system. As a Perth and Kinross Council School we encourage all parents to use this system as it is not only convenient for you but will also save time in school administration. You will receive more information on this including an Activation Letter when your child joins us.

Health

North Muirton Primary is proud to be a health promoting school. This involves delivering a wide-ranging health programme for all learners from Nursery through to P7 and having a clear focus on healthy eating (e.g. play-piece snacks, school dinners, breakfast club) in school.

Relationships, Sexual Health & Parenthood, Internet Safety and Substance Misuse form part of the overall Health & Well Being curriculum. Parents are informed when sensitive subjects are being discussed in school and are welcome to contact the school to discuss any concerns or questions they may have.

For further information please visit:

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

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

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 screening 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. The School Nurse carries out medical examinations of pupils at different times during the school year and discusses health care issues with parents when necessary. Parents will be informed in advance if pupils are to be examined.

Parents should ensure that the school is informed of any specific medical conditions their child may have or medications he/she is currently receiving. A form for recording this information is available from the school office. Parents should let the Headteacher 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 *must* fill in the appropriate form, available from the office. Medication will be kept safely in the school office and each dose administered will be recorded.

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 directly. We will also inform parents generally to be vigilant about their children's hair. The Scottish Government recommendation is that alert letters are NOT sent home in the management of head lice infection. See the link below re advice:

<http://www.scotland.gov.uk/Publications/2002/09/15500/11382>

Parents should keep their children at home if unwell. We ask that children remain at home for 48 hours if they have had a stomach upset. Staff can only administer medication to children if prescribed by GP have been completed appropriate forms and permission granted. In the case of a child with a known, severe allergy, staff will receive training on what to do in the event of an allergic reaction. Medication will be stored safely in school.

If the child has an accident or takes ill during the school day we will attempt to contact parents or the emergency contact, and the child will be taken care of until they arrive. It is important that parents keep us informed of any changes to telephone numbers as soon as possible so contact can be made quickly. We always contact parents or carers if a child has a bump to the head and ask for the child to go home from school so children can be monitored more closely and receive any attention needed, away from the school.

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 very rare occasions it may be necessary to send every child home e.g. severe weather conditions. It is important that parents promptly inform the school about any change of address, telephone number or place of employment as well as any changes regarding emergency contacts.

You can do this by completing a form that can be obtained from the school office or you can contact us by phone, by email/ letter or speak to us in person.

Severe Weather

'Severe Weather' information is issued each year and a copy will be found on the school website under our 'Severe Weather' section. If the school has to close during the school day, parents or emergency contacts will be informed as soon as possible.

If the decision to close is made out with school hours, Radio Tay will always have up-to-date information from 7:00am and updated every 20 minutes. You can also obtain information from Perth & Kinross Council snow line on 0845 3011 100 which is available after 8:00am (however this line may operate from 7:00am in exceptional circumstances).

You can also log onto www.pkc.gov.uk and there is a "one click" link from the "Information for You" school closure section where you will get updates.

Text messages will be sent informing parents of 'Severe Weather Arrangements.' The school and Parent Council Facebook page will also contain up to date information.

In the event of the school remaining open during heavy snow, parents should make the decision of whether or not to send their child to school based on the safety of walking conditions on the roads and pavements; whilst every effort will be made to ensure playground pathways from school gates to school entrances are as safe as possible, our playground is too large to be completely cleared of ice and/or snow.

Parents have offered help in the past, for example in allowing us to use their snow shovels, and we are always grateful of such acts of kindness and support at these times.

Name of Child Protection Officer

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.

The **Child Protection Officers** are currently the Headteacher, **Mrs Annabelle Burns**, Depute Headteacher, **Mr David Scott**, **Mrs Anna Nesbitt**, Depute Headteacher, **Mrs Emma Bendoris**,

Principal Teacher and **Mrs Elaine Cunningham**, Centre Leader. 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 or other professionals as appropriate, keeping the Headteacher informed. At all times we are committed to protect the child and to keep parents fully informed.