

# Robert Douglas Memorial School



## School Handbook Academic Session 2025/2026



**Education and Learning**  
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Ambition | Compassion | Integrity



## Welcome to RDM

Dear Parent/ Carer

I would like to take this opportunity to extend a warm welcome to you.

Here at Robert Douglas Memorial (RDM) Primary we pride ourselves in being a kind and caring school, where relationships are at the heart of all we do.

We aim to make starting school for the first time, or transferring from another school, as smooth as possible.

As a school team we endeavour to ensure that children achieve their full potential. We strive across all areas of our school to provide a positive, exciting, and caring place to learn.

Partnership with parents is central to the life and work of RDM Primary and we are keen to ensure that you are fully involved in the life and work of our school. We look forward to partnering with you over the coming months and years and getting to know your children better.

We hope you will find this booklet interesting and informative; it will give you the basic information you require as your children come to RDM. If you have any questions relating to the information in this booklet or regarding any other aspects of your child's education, please feel free to contact the school and a member of the Management Team will be happy to speak with you.

Please note, the information in this booklet is subject to change. Significant changes are notified by means of regular newsletters issued from the school.

Yours sincerely

Miss Victoria Sichi – Headteacher



## Robert Douglas Memorial School information

The following information meets the requirements of the Education (School and Placing Information) (Scotland) Regulations 2012.

The purpose of the handbook is to communicate the ethos of the school and provide a welcome for parents to the school. It helps parents to choose a school, prepare their child for school and act as a reference tool while their child is at the school. The handbook also communicates with parents about the child's learning journey and in doing so, facilitates parental involvement in the school and helps parents support their children.

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## Introduction

Robert Douglas Memorial School (RDM) is the only school in Scone and is named after Robert Douglas, a native of Scone, who developed the use of pectin in jam making. He made his fortune in USA and left a large sum of money to his home village to be devoted to educational and charitable purposes. The school was completed and opened in August 1935 at a cost of £35,000. It is a spacious building standing in about 12 acres of very attractive grounds. Originally catering for pupils beyond Primary schooling it had become purely a Primary school in August 1972. It was remodelled and refurbished between 1973 and 1978, adding on a new kitchen and dining hall.

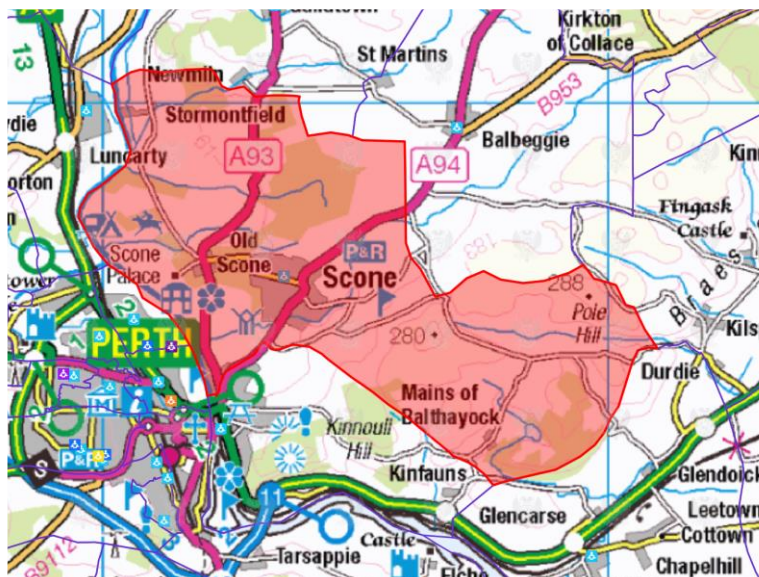
In 1992, a base for children with Autism was opened in the school, catering for a group of children with Autistic Spectrum Disorder. This base still exists known as our Intensive Specialist Provision catering for pupils across our local authority with additional support needs. A handbook for the Provision is available on request.

Our nursery offers 1140 hours to children aged 3 & 4. We offer both term time places and places which extend the hours of the school day (8am – 6pm).

## Delineated Area

The RDM School catchment area includes the village of New Scone, Old Scone, and various areas on its border as outlined in the map below. If you are unsure as to whether you live within our catchment area you can check using this link [Find my school catchment area - Perth & Kinross Council](#)

Parents living outwith our catchment area who wish to enrol their child at RDM Priary must complete an online placing request form [Placing request - Perth & Kinross Council](#)



## Contact Details

SCHOOL ADDRESS:	Robert Douglas Memorial School Spoutwells Road Scone Perth PH2 6RS
TELEPHONE:	Voice:(01738) 454455 Absence Line: (01738) 459774
E-MAIL:	<a href="mailto:Robertdouglas@pkc.gov.uk">Robertdouglas@pkc.gov.uk</a>
WEBSITE:	Under construction
TWITTER	@RDMScone
ROLL:	Primary (372), Nursery (46), Autism Base (24)
STAGES COVERED:	Nursery and Primaries 1 - 7 (3 - 12 years)
STATUS:	Non-denominational State Primary School
HEAD TEACHER:	Miss Victoria Sichi
DEPUTE HEADS:	Mrs Claire Beatson (Acting) Mrs Laura Dudek (Part time) Mrs Sally Elder (Acting)
PRINCIPAL TEACHER ISP:	Mrs Jen Thomson

The Director of Perth & Kinross Education and Learning is Sheena Devlin. The Interim Head of Education is Sharon Johnston. The Quality Improvement Officer for RDM is Kim Ramsay.

They are all based at 2 High Street for which the address is: -  
Perth & Kinross Council Education Department  
2 High Street  
Perth.  
PH1 5PH  
Tel. No. (01738) 476200  
Fax. No. (01738) 476210

The Perth & Kinross Council web site is: [www.pkc.gov.uk](http://www.pkc.gov.uk)

## STAFF

In Primary 1 – 7 mainstream there are 19 class teachers, 5 Intensive Specialist Provision class teachers, the Headteacher, 3 Depute Head Teachers, one teacher to support the reduction in class contact time and two Support for Learning teachers (part time).

In the Nursery there is 1 class teacher, 2 Senior ECP's and 9 support staff.

In the Hub there is 1 class teacher and 2 support staff.

There are also visiting instrumental teachers, physio, speech and language, community link worker etc - who work in school throughout the week.

The school has an effective group of support staff. There are three school support assistants in the office, 6 in the Intensive Specialist Provision and 7 in the mainstream school.

## **ANTI BULLYING POLICY**

In November 2013, Perth and Kinross Council launched its Anti-Bullying Strategy.

It states that:

“Our aim is to build a community where bullying behaviour is unacceptable. We can achieve this by developing positive relationships which are underpinned by preventative strategies.

Effective preventative strategies must involve all members of a community in building a culture where everyone feels safe, secure, and nurtured. Adults should be aware of their responsibility to be role models for children and young people and should support others in the wider community to do the same.

It is essential that we recognise that everyone matters and should be valued for who they are; it is acceptable to be different. Learning communities will be proactive in developing approaches to celebrate diversity, change attitudes and behaviour by promoting an ethos and culture of inclusion.

Understanding the impact of bullying behaviours on our health and wellbeing and on our learning and development will help us take action to prevent and manage incidents.”

In RDM School, this policy will be at the heart of our approach to dealing with incidents of bullying. If parents have any concerns in this area, please do not hesitate to contact the school for us to take a preventative approach at the earliest possible time.

Further information on the Anti Bullying Strategy can be found on Perth and Kinross Council’s website or via this link [Accessible parent guide.pdf](#)

## **ARRANGEMENTS FOR ALLOCATING PLACES IN SCHOOL**

If you are new to the catchment area and considering enrolling your child in RDM, please contact the school office or email the school address for advice and information.

Any parent living outside the immediate area can apply for admission by completing a placing request form to be returned directly to PKC [Placing request - Perth & Kinross Council](#)

Any parents from within or out with the school catchment who wish to visit the school would be most welcome to do so. Please contact the office to arrange a suitable time to visit.

On registration parents are asked to provide proof of the child’s birth certificate (to confirm date of birth) and a recent Council Tax bill (to confirm the address). The registration process is completed directly with PKC [School enrolment - Perth & Kinross Council](#)

For all new pupils entering Primary One in August there is a programme of transition activities in place which includes parent information sessions and a variety of activities in school for the children. PKC will also advertise when their applications are open for August registration, and it is usually in the January prior.

## **ASSESSMENT & REPORTING**

Assessment of children's progress is central to the learning and teaching which takes place in the classroom.

Assessment has several purposes but mainly allows a teacher to check on a child's strengths and needs so that the next stage of learning can be planned properly. Results of assessment also allow children to know how well they are doing and what targets still require to be achieved. They are helpful also in reporting on a child's progress. Each class teacher makes a continuous assessment of progress on a day-to-day basis and will use that assessment to plan further work. More formal tests and assessments are introduced at times when the class teacher feels are best for children's learning. The information is passed to the new teacher so that they can plan appropriately for the pupil.

Teachers and the management team track pupils' progress using the Early, First and Second Level Experiences and Outcomes and a child's development is reported to parents twice a year verbally, and reported to parents in a written report annually, usually June.

Teachers use moderation to ensure pupils' learning is progressing at a good pace on a regular basis both within RDM school and with other schools in our cluster area (Perth Academy catchment schools) and local comparator schools. This is an opportunity to compare pupils' work and teachers' planning to ensure pace and challenge is evident.

## **CELEBRATING ACHIEVEMENT**

At RDM we recognise the talents and skills of our pupils both in and out of the school. Pupils can share their talents and successes at our regular assemblies. Our House Point system and Braw Awards also help celebrate both group and individual achievement throughout the school.

## **CHILD PROTECTION**

In our school all members of the Senior Management Team are Child Protection officers. You can seek any of these members of staff should you have anything to discuss or report. We take issues of Child Protection very seriously.

If you are aware of any issues affecting our pupils, you should contact the school (if the issues are school-related) or the Social Work Duty Care Team on 01738 476768. Out with office hours emergency contact can be made on 0845 3011120.

## **CLUBS/REPRESENTATION**

There are several school organised extra-curricular groups that meet at various times in the session for different ages. These are led jointly by staff and learners. They cover a wide range of interests e.g. badminton, gymnastics, arts & crafts etc.

## **Opportunities for pupil representation and service to the school.**

We have several groups that present pupils with the opportunity to be involved in school developments. These are:

- Head Captains
- House Captains
- Sports Captains
- Pupil Council
- Digital leaders
- Rights Respecting Group
- We have rugby, cricket and athletics that participate in inter-school events like cross-country running (and several of these represent Perth & Kinross Schools teams)
- We also have our musicians taking part in local and national events.

## **COMPLAINTS**

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

## **CONCERNS**

If a parent has a concern, they should contact the school. They can do so in a variety of ways. A telephone call can be made directly to the school office (01738 454455), or an email can be sent via the RDM email address ([Robertdouglas@pkc.gov.uk](mailto:Robertdouglas@pkc.gov.uk)). A member of the management team will let the parent know they are dealing with the concern and respond as per our School Communication policy. This may be concluded via telephone or email, or it may be necessary for a meeting to be held in school. This will depend on the nature of the concern.

## **CURRICULUM**

The purpose of a Curriculum for Excellence is to ensure that all children in our school develop the attributes, knowledge, and skills they will need if they are to flourish in life, learning and work, now and in the future. The aims of a Curriculum for Excellence are that every child should know they are valued and will be supported to become a successful learner, an effective contributor, confident individual, and a responsible citizen. Teachers take account of global and international issues, enterprise and the impact on the environment when planning class topics.

Within a Curriculum for Excellence (CfE) learning and teaching is organized within 8 curricular areas:

- Literacy (including French where appropriate)
- Numeracy and mathematics
- Health and wellbeing (including PE)
- Science
- Social Subjects

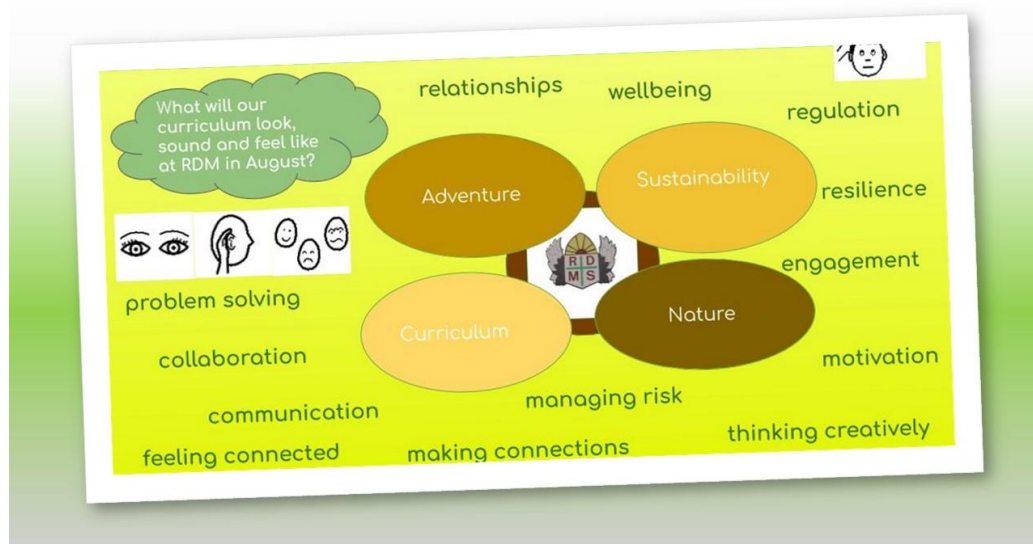


- Technologies
- Expressive arts (music, art, drama)
- Religious and Moral education

CfE supports 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. We do this by using the Experiences and Outcomes from CfE to guide the learning plan. These are broad learning themes which are grouped according to pupils' age and stage. Early Level (typically pupils at Nursery and Primary 1); First Level (typically Primary 2 – 4 pupils); and Second Level (typically pupils from Primary 5 – Primary 7). Children are taught according to their individual ability and therefore assessment of pupils' strengths and development needs are vital to the learning process.

Under CfE every child is entitled to a broad general education. This is planned for by the teacher, and involving pupils, to ensure children are learning about their world, developing the necessary knowledge, and understanding, skills and attitudes to ensure their place in society for the future.

At RDM, our curriculum rationale allows us to develop and plan around these core areas:



To find out more about the Curriculum for Excellence, have a look at: <https://education.gov.scot/parentzone/curriculum-in-scotland/about-the-3-18-curriculum/>

### **Pupil Involvement in the learning process**

Teachers plan for learning opportunities across the 8 curricular areas using long-term and medium-term planning. Pupils are very much a part of the planning process and their ideas and previous learning have a direct impact upon classroom activities.

Children's views are sought regularly in the planning and learning process through Learning Conversations in the classroom. This will include the use of RDM's termly plan which is issued termly to parents and through individual target setting which is shared through Learning Journals, which provides an opportunity to reflect on individual strengths and plan, with support, the pupil's next steps.

At RDM we encourage the involvement of the local community wherever possible, and pupils often take trips 'outdoors' to appreciate new learning opportunities. We aim to make the learning challenging and relevant.

### **Religious & Moral Education**

A regular aspect of any school curriculum is Religious & Moral Education and pupil involvement in school assemblies. The religious education in the school helps children learn about all world religions but also looks at other major world religions and recognises religions as an important factor of human rights of belief. Pupils will be encouraged to learn from religions by helping develop their own beliefs and develop a tolerant attitude to other viewpoints.

We would normally expect all children to participate in Religious "Education" although not necessarily in Religious "Observance" (i.e., end of term services). Parents wishing children to be exempted from religious activities should discuss it with the headteacher and then notify us in writing. If an assembly is to have a significant religious element, pupils who are excused from end of term services will be exempt from attending the assembly and instead are looked after by other school staff.

### **Religious Observance**

Assemblies are a weekly part of school life. These are organised by stages across the school and are led by the Management Team and some will have a religious element to them. When available, chaplains will participate in leading assemblies and services. At Christmas, Easter and in June pupils may attend services in the local churches when possible.

## **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.

Most 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.

## **HEALTH CARE**

At RDM we have a focus on healthy eating in school and in delivering a positive health programme for all our learners.

We work together with other agencies to provide the best health care for our learners e.g. speech and language therapy, occupational therapy, height & weight checks, dental inspection and flu immunisation programme. We also liaise with allergy nurses, diabetes nurses, asthma nurses and epilepsy nurses in order to ensure that our staff are fully trained for any incidents.

Parents should share with us any specific medical/health conditions that their child has, or any medications that their child is required to take daily or in an emergency. If your child does require to take any form of medication during the school day you will be required to complete the necessary form in the school office and also to hand any medications directly to them.

Throughout the school day learners can have accidents, and the school has many staff trained in First Aid to deal with any incident. Also, learners can become unwell, and all staff will do their best to encourage children to stay in school. However, should staff feel that it is necessary, a phone call will be made home.

We would ask that parents ensure that we are kept up to date with all medical/health information, as well as ensure that all our learners emergency contact details are correct.

## **HOUSE POINT SYSTEM**

**Our House System recognises the positive attitude behaviour of children. It also provides pupils with the opportunity to work together with pupils of different ages during 'House Time' and our termly 'House Events'. The four houses are Stormont, Bonhard, Douglas and Mansfield.**

## **INTENSIVE SPECIALIST PROVISION**

The school has an Intensive Specialist Provision which is an integral part of the school and provides full time places for pupils who require an intensive level of support. Pupils are placed from across Perth and Kinross by a placement panel and places are limited.

Any enquiries regarding this provision can be made directly to the Headteacher who will direct parents to the relevant officer at Perth and Kinross Council.

## **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 & Learning. 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 our own Nursery at RDM.

The Nursery currently caters for 46 pupils. All places are strictly allocated according to the Perth & Kinross criteria which gives preference to local pre-school children. When the Nursery registration is oversubscribed, not all applicants are guaranteed a place at RDM.

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

RDM now operates the nursery from 8am – 6pm 45 weeks of the year.

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

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

## **PARENT CONTACT**

### **How the school communicates with parents**

The school has a variety of means to keep in touch with parents. These include:

- Regular newsletters are issued via Groupcall.
- Each pupil has a Learning Journal. This is updated termly with learner progress and targets in numeracy and literacy. This will also be used as our continuous reporting format which will keep parents updated with their learners' progress, next steps, and how they can be supported by you at home.
- You can follow us on Twitter @RDMScone
- The Parent Council also has a twitter account @RDMParentC and Facebook Page: RDM Parent Council. The Parent Council is a volunteer group of parents who represent the wider parent forum. The Parent Council is there to represent the views of parents, support the school, be consulted on matters relating to the school and to raise any issues on behalf of parents. The Council members are also active fundraisers, and money is donated to the school to support the purchase of items which enhance activities for children within the school. The Parent Council does not deal with issues regarding specific children or staff. These matters would always be raised directly with the school management team and would not be discussed at parent council meetings.
- Parent/teacher contact evenings are held twice a year (usually November and March) and offer the opportunity to discuss a child's individual progress between class teacher and parent.
- At the end of each academic year, in May, there will be a condensed summary Report issued.
- Where pupils are attending a trip out with the local community, parents will be informed by letter/Learning Journals/Groupcall. On occasions when a class is going into the local community, they are covered by the general permission signed on original registration, however, we generally send out information anyway.
- When the school has concerns about an individual pupil, we will often contact home for a discussion either on the phone or to arrange a meeting.
- Contact will be made with parents when no reason for absence has been given firstly by Groupcall, and then by phone if no contact has been made.
- We currently have a new website under construction and further details of this will follow in due course.

Please let the school office know of any changes to telephone numbers and e-mail addresses as these are a very important part of all our communication methods.

## PARENTAL INVOLVEMENT

We understand the value of having parents involved in their child's learning and in the wider life of the school. When safe to do so, we provide opportunities for parents to visit classes during open afternoons and more formal parents' evenings. There are also various school events throughout the year which parents are invited to attend. We hold curriculum evenings led by staff to provide parents with further information on curriculum development and their children's learning. In recent months we have moved to many of these being online. Parents can also contribute to their child's learning through the Learning Journal.

We welcome the help and support of parents within the school in classrooms or on trips out of school. Many of these trips would not be possible without the support of parent helpers.

The management team and staff work hard to ensure that the school has an 'open door' policy and parents are welcome to come in, phone or email the school office at any time. Every effort is made to see a parent who comes into school or to contact them as quickly as possible following an enquiry. Subject to our communications policy.

Further information for parents is available via

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

## PARENTSPORTAL

This portal is set up through Perth & Kinross Council and gives parents online access to a range of school-related services:

- Basic school information
- View school calendar
- View your child's attendance
- Complete the annual data check process electronically
- Update your own as well as your child's details at any time
- Access Parent Zone and MyPKC
- Apply for free school meals
- Apply for School Transport
- Apply for Clothing Grants
- Access online school payments (Parentpay)
- Link to School Twitter

In future we hope to be able to include access to annual pupil reports, electronic permission slips and consent forms.

To set this up you will need a MyPKC account, please click on this link: [Perth & Kinross Council \(pkc.gov.uk\)](#) Then once you have a MyPKC account, please click on this link: [parentsportal.scot](#) to register for parentsportal.

On signing up to the portal, you will be able to link to your child/children and gain access to the above-named services which are currently available. The data you provide during the sign-up process must match the most up-to-date data that is held for your child.

We would advise that the Parentsportal is not a replacement for our School website, which we hope to have up and running again in the near future.

## **PKC SCHOOL TERM DATES/HOLIDAYS**

Please follow this link for full details [School term and holiday dates - Perth & Kinross Council](#)

## **PLAY AREAS**

We are very fortunate with our extensive grounds around the school which allow children to spread out making use of our grass areas. Children should always carry a spare set of clothes as our aim is to use the grass areas as much as possible. If weather conditions prevent this (e.g. the grass being too slippery or muddy) we restrict the pupils to the hard surface areas. We have several staff in the play areas supervising the children's play. There are three trim trails round the school for use by pupils during break times.

## **PUPIL ABSENCES**

Parents should telephone the school absence line (01738 459774) before 9.00am (a message should be left leaving the child's name, class, and a brief explanation for the absence). A text message will be sent out by 9.30am if a reason for absence has not been received. If no response to the text is received a phone call will be made by 10.30am. Absences are closely monitored by the Headteacher and recurring unexplained absences are followed up with parents.

As per PKC Guidance any family holidays taken during term time will be recorded as an unauthorised absence and pupils will not be given work to take with them during this time [https://www.pkc.gov.uk/media/10239/Family-Holiday-Leaflet/pdf/Family\\_Holiday\\_Leaflet.pdf?m=1475492674443](https://www.pkc.gov.uk/media/10239/Family-Holiday-Leaflet/pdf/Family_Holiday_Leaflet.pdf?m=1475492674443)

## **TRANSITIONS**

### **Transition from Nursery to P1**

We have close links with Partner Provider Nurseries who send children to RDM. RDM staff make visits to the nurseries and playgroups, and we plan for these children to visit us several times before they start in Primary 1.

Parents are given the opportunity of attending information sessions in April and May and visiting the school in June to find out arrangements for the start of the new session.

### **Transition from Primary 7 to Secondary**

Most RDM mainstream pupils transfer to Perth Academy. The Academy handbook is made available to all P7 pupils in the summer term.

Perth Academy staff (and any other receiving schools) speak to our P7 pupils who typically undertake a 2-day visit to the secondary schools to follow a typical first year timetable. There are also other events including all the Primary 7 pupils from the various schools, which give them a chance to meet their new peer group.

Perth Academy can be contacted on 01738 458000.

Email [PerthAcademy@pkc.gov.uk](mailto:PerthAcademy@pkc.gov.uk) .

The school address is Perth Academy, Murray Place, Perth, PH1 1NJ.

Pupils who wish to attend another secondary school should contact the school of their choice in the first instance for information regarding vacancies and placing requests. (Placement in a Secondary school depends on the location of the child's home and not the Primary school attended. This information is important to parents of children who come to RDM via a placing request if Academy places are limited and they live in a different catchment area.)

Where necessary, there are enhanced transition arrangements put in place. This is often for pupils with identified additional support needs but can also be for pupils who are a little more sensitive to change or nervous about the impending move.

We offer an overnight residential trip for P7 pupils to help them build the social and resilience skills that will support them for their move to secondary education.

### **Transition within the School**

Time is organised for class information including tracking, medical/health information and next steps in learning, to be passed on to the next teacher to help achieve continuity and progression for our learners.

## **WIDER COMMUNITY**

We hold regular open afternoons and curriculum events for parents and friends which give people the chance to see the school. As a result, the school has a high standing reputation in the community. Pupils access the local area on a regular basis making use of the woods, Quarrymill, Scone Library, Scone Palace, local shops, and other areas of Scone. Pupils also have the opportunity to take part in various sports competitions, swimming at Perth Leisure Pool, curling, and Perth Music Festival, as well as being able to put themselves forward to be members of the various school committees e.g. eco committee, school captains, sports captains and digital leaders.

As a regular aspect of our involvement in the community, we link with local community groups including providing entertainment for the Scone Seniors at Christmas and Easter.

Our House Captains work alongside the management team of the school to take forward aspects of improving our school.

# SCHOOL ETHOS

## Our VISION:

RDM a school where we **THINK BIG, AIM HIGH** and reach our *destiny*  
**TOGETHER**

## We VALUE:

**CONNECTION CHALLENGE CONFIDENCE CREATIVITY\*** (Updated May 2021)

## Our AIMS:

We aim to move **FORWARD** by:

1. Ensuring **WELLBEING** underpins and drives learning within our school community. Leading to happy, engaged and resilient pupils.
2. Inspiring our learners to be **AMBITIOUS** and reach their potential
3. Equipping our learners with the **SKILLS** for learning, life and work so that they can make contributions locally and globally.
4. Helping our learners to **CELEBRATE** and explore Scone's historical and entrepreneurial roots.

## Encouraging positive behaviour



Our whole school Relationship Policy (*copies available on request*) has a strong focus on encouraging positive behaviour. We recognise the importance of building connections and strong, trusting relationships between children, school staff and the wider community. We believe that building relationships needs to be at the heart of everything we do.

## How we build connections at RDM between learners, adults, and our wider community



We show compassion and let learners and adults in our community know we care.





We respect our learners and our community, listen to their feedback and problem solve together.



We understand that everything we do is motivated by human needs - we work hard to meet the needs of learners and adults in our community

## How do we promote positive behaviour at RDM?

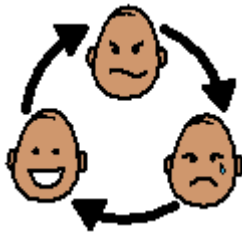
We believe that positive behaviour is promoted by the trusting, effective relationships that we build between pupils and staff here at RDM. We work hard to build a positive, inclusive ethos.

We understand that behaviour is communication, and we strive to support our learners to develop the skills that they need to be active and contributing members of our school and wider community.

Our **whole school** approach to promoting positive behaviour at RDM:



Embraces the 'Zones of Regulation' to support children and adults to recognise, understand and express their emotions and feelings.



Helps children and adults to monitor and manage their emotions and behaviour in a way that is appropriate to the situation and produces a positive result such as well-being, learning and relationships.



Uses 'Restorative Approaches' to focus on repairing the harm that has been done during a conflict rather than just punishing children for breaking the rules.

We set high expectations of behaviour at RDM. We value the liaison between the school and home and are in regular contact with parents when necessary.

On occasions, where an aspect of a pupil's behaviour requires to be addressed, we always appreciate the support of parents. In some instances, we may telephone or write to arrange a convenient time to discuss the behaviour.

## SCHOOL IMPROVEMENT

Over the last year there have been many successes and achievements for the school. These are detailed in our Standards and Quality report which is available on [Robert Douglas Memorial Primary School - Perth & Kinross Council](#)

## SCHOOL POLICIES & PRACTICAL INFORMATION

### Adverse weather arrangements

We encourage pupils to spend some time outdoors if possible. If the weather is seriously inclement, we will allow children to stay in classes (particularly the younger children) – under adult supervision. Please take account of the weather forecast before sending your child to school and ensure that they have the appropriate clothing for the weather along with a change of clothing in their school bag.

In extreme adverse weather conditions, which are rare, there will be notification on the Perth & Kinross Council website. Notice will also be broadcast on Radio Tay if the school is closed (AM 1584 or 1161 & FM 96.4 or 103.8) and we will also send out a whole School Groupcall message to let all parents aware. There is a Perth & Kinross Information Line—0845 3011100 (08.00-18.00 hours). Pupils will not be sent home during the school day without prior notification, but in adverse conditions parents from outlying areas may wish to collect pupils. Pupils travelling on contract buses & taxis are notified of their own arrangements including a direct contact number for their transport provider.

## SUPPORT FOR PUPILS

In every school there will be pupils who require additional support. The type of support will vary for each individual child. We have a range of universal support across each class to support learners. Where there is a need for more targeted support, this can be delivered by the class teacher within the classroom or at times children may also be supported by a member of support staff, for example a Pupil Support Assistant (PSA), Support for Learning Teacher (SLT), Early Childhood Practitioner (ECP) or Community Learning Assistant.

If a parent has any concerns over a child's learning, they should contact the school to arrange a discussion with the class teacher in the first instance. Beyond this, the Management Team share responsibility for Support for Pupils across the school. If the school has any concerns regarding a pupil's progress, contact will be made with parents to discuss the next steps.

Some targeted strategies to support pupils may include:

- Direct support from the Pupil Support Teacher or Assistant
- Inclusion in a small group for aspects of learning
- The use of group or individual planning to target areas which require support
- Inclusion in a group of pupils who access the hub
- Working with other professionals, e.g., speech and language therapist, occupational therapist, educational psychologist, school nurse.

For pupils who have an identified need, an additional support meeting will be held where consideration will be given to the appropriate support and planning required. A child's plan will be drawn up in consultation with all who are present at the meeting. Further information for parents on Additional Support Needs can be found through the PKC website:

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

We recognise that parents are the key people in a child's life and so we endeavour to work with parents to ensure the best for their children. We welcome parents sharing any concerns or issues which have an impact on their children so that we can take account these.

Organisations specified by Scottish Ministers 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](mailto:info@enquire.org.uk)

Advice and information is also available at [www.enquire.org.uk](http://www.enquire.org.uk)

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

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

## **SCHOOL DAY**

Nursery	Full Time 8.30 – 16.30 Term Time 9.00 – 15.00 Am 8.00 – 13.00 Pm 13.00 – 18.00
Primaries 1-3	08.50 –15:00 Morning Break 10.30 – 10.50 Lunch Break 12.30 – 13.20
Primaries 4 – 7	09.00 – 15.10 Morning Break 10.40 – 11.00 Lunch Break 12.40 – 13.30

Intensive Specialist Provision                      08.55 – 14.55  
Morning Break 10.30 – 10.50  
Lunch Break 12.30 – 13.20

If for any reason there are alterations to these times (e.g., school visits), notice is given in writing at least 24 hours in advance. Please note there have been changes to the organisation of the school day since covid.

## **Lunch arrangements**

Lunches are cooked in the school kitchen operated by Tayside Contracts ([enquiries@tayside-contracts.co.uk](mailto:enquiries@tayside-contracts.co.uk)). School meals are presently charged at £2.30 daily. Pupils pay for meals in advance using our Parent Pay system and can also order in advance through Parent Pay. Tayside Contracts Primary School Menu can be found here [24/25 Printable Menus \(tayside-contracts.co.uk\)](#) and Nursery Menu here [24/25 Printable Menus \(tayside-contracts.co.uk\)](#)

We have a computerised system for pupils to select their menu in class in the morning. This automatically deducts the cost of meals from the child's account. **All pupils currently from P1 to P5 are entitled to free school meals.** Other children from P6 to P7 may also be entitled and can apply via this link [Free school meals and school clothing grants - primary and secondary - Perth & Kinross Council](#)

Perth & Kinross policy is that pupils with nut allergies can be catered for provided a disclaimer is completed by parents. This facilitates pupils having the normal school lunch, as attempts are made to avoid nut products. There is always at least one vegetarian option on the menu. Likewise, pupils requiring special diets can be catered for if a doctor has given us written notification of this requirement. All allergy and special diet forms can be found on the PKC website, or paper copies from the School Office. This is the link to both the Nut Disclaimer and Adapted Menu request form [tc-document](#) – once the form is completed please hand in to School Office so all records can be kept up to date and we will pass this on to Tayside Contracts on your behalf.

Space is provided in the dining hall for children who wish to take packed lunches. All children are supervised as they eat. They will be encouraged to eat well, but we will never force them. At lunch time and morning interval, supervisory staff are available to care for pupils.

Children who go home for lunch should not normally return to school more than 5 minutes before the start of the afternoon session, especially on wet days.

Free milk is provided in the Nursery.

## **SCHOOL TRANSPORT**

Most of our pupils live near to the School and are encouraged to walk, cycle or scoot their way here, where covered shelters are provided to store your means of transport. It is also advised that you have a lock chain for security purposes.

In certain circumstances free school transport can be provided by PKC please follow this link for further information [School transport - Perth & Kinross Council](#)

# UNIFORM

School uniform is worn by all RDM pupils both at the request of the school and the desire of the parent body. The formal school uniform is as follows: -

- Grey / Navy school trousers (boys and girls) / Leggings and Joggers are also permitted.
- Navy/grey skirt or pinafore (knee length)
- White shirt, blouse, polo shirt or t-shirt.
- School tie
- Navy sweatshirt or cardigan

Many children wear the informal uniform, namely a white polo shirt (with RDM sweatshirt on top), or a gingham blue and white school dress for the girls in the summer term.

Due to the current financial climate there are many families who require assistance with purchasing school uniform and this can be done on this link [Free school meals and school clothing grants - primary and secondary - Perth & Kinross Council](#)

The school has a variety of uniform items available to purchase online at [scotcrestschoools.co.uk](http://scotcrestschoools.co.uk) or [www.beschoolwear.co.uk](http://www.beschoolwear.co.uk). School ties and hair scrunchies are available to purchase from Stevenson's (formerly Aitken and Niven) [www.stevensons.co.uk](http://www.stevensons.co.uk)

Shoes / trainers should be black. All children change into indoor shoes when entering the class (these may be gym shoes, slippers, or other indoor shoes).

Children can wear ear studs but, in the interest of safety, not earrings.

Unless specifically told otherwise, when children are on school trips and educational visits, they are expected to wear uniform for easy identification in crowds and because they represent the school.

On a PE day, all Children will come to school wearing appropriate clothing as they are no longer expected to change in school. Plain navy shorts/joggers and a white plain tee shirt/house colour tee shirt are required. ALL jewellery (including ear studs etc) must be removed for safety at gym lessons. If earrings cannot be removed, each child should provide a roll of tape to cover their studs. Long hair should be tied back during PE for safety.

We ask that parents provide a change of clothes to be carried in their child's bag in case of children becoming wet/muddy outdoors or toileting accidents. This is especially wise for pupils in P1-3.

All children playing football on the field require a pair of waterproof trousers.