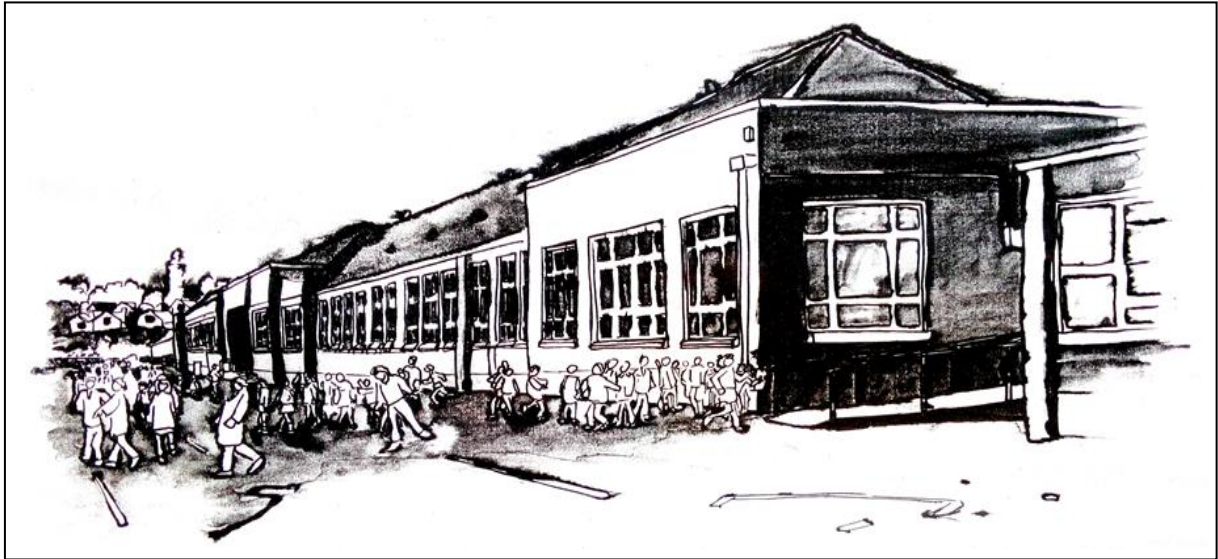




VIEWLANDS PRIMARY SCHOOL



Viewlands School Community is a safe, happy, healthy and inclusive learning environment. We value and respect each other, making sure that everyone achieves through our creative and ambitious curriculum. By working together, our children confidently develop key skills for learning, life and work.

GROW THROUGH LEARNING



SCHOOL HANDBOOK

ACADEMIC SESSION 2020/2021

School information

The School Handbook is legally required to contain some information and this is marked in **bold**. Those areas which are not marked are Perth and Kinross Council recommendations only.

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1. Introduction

Welcome to Viewlands Primary School.

Viewlands Primary was built in 1942 and shares its grounds with Perth Academy and Fairview School. The school itself is all on one level and has a large playground which has been developed over recent years to include a trim trail, a quiet area and a wildlife garden.

Viewlands has a nursery class (morning and afternoon sessions) and fourteen primary classes. We have a gym hall, an assembly hall, an ICT suite, a GP room and a variety of breakout spaces that are generally used for teaching smaller groups. We have a large area in the centre of the school which contains our school library.

Parents are welcome to visit the school, and by arrangement, can speak to the Head Teacher or one of the Depute Head Teachers about their children's education and well-being. We encourage parents to become involved with the life and work of the school through twice yearly contact evenings, open afternoons, class showcases, drama productions, craft afternoons and on many other occasions. Through help with sports, educational trips and also topic related activities parents can make positive contributions to their child's learning as well as get to know the school and staff. The positive partnership that exists between parents and teachers is greatly assisted by our active Parent Council which represents all of our parents (the Parent Forum).

The school produces a Standards and Quality report at the end of each school year as well as an annual School Improvement Plan (June). Both of which are available on our school website or by request from the school office. Collectively these documents highlight the successes of the past school year and our plans for moving forward.

2. Delineated Area

Children living in the delineated (catchment) area are eligible for admission to Viewlands School. This is as follows:

The School Area is bounded by the city boundary and the following streets (both sides unless one side is mentioned):-

Burghmuir Road, Jeanfield Road (southside – even numbers), Spens Crescent, Rose Crescent and Glasgow Road (westside – odd numbers).

Also an area West of Perth bounded by Glasgow Road to Gleneagles View as far as Almondview. West of Old Gallows Road and back to Burghmuir Road.

Pupils residing in this area can be registered directly at this school.

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

3. Contact Details

Name: Viewlands Primary School
Headteacher: Mrs Christeen Williamson
Address: Oakbank Crescent, Perth, PH1 1BU
Tel No: 01738 473080
Fax No: 01738 441392
Website: www.viewlands.pkc.gov.uk
Email: viewlands@pkc.gov.uk
Twitter: @ViewlandsPS
Roll: currently 347 + 53 nursery pupils

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

Maximum number of classes: 14 classes

Status: Non-denominational State Primary School

The Executive Director (Education & Children's Services) is Miss Sheena Devlin. The Interim Head of Education (Early Years, Primary & Secondary) is Mrs Sharon Johnston. Acting Service Manager (Primary) Gillian Doogan. The Quality Improvement Officer for Viewlands Primary School is Mrs Kim Ramsay. They are based at:

Perth & Kinross Council
Education and Children's Services
2 High Street
PERTH
PH1 5PH
Tel. No. (01738) 476200

The Perth & Kinross Council web site is: www.pkc.gov.uk

Parent Council

In Viewlands Primary School our Parent Council is made up of interested parents and representatives of the school staff. The Parent Council meets regularly during the school year and supports the school at all school events and represents the views of parents. The Parent Council is keen to promote the profile and good reputation of the school, particularly within our local area and more widely within Perth & Kinross.

Viewlands Primary School Parent Council members are elected annually at the Parent Forum A.G.M. Office Bearers for session 2019-2020 are:

- Vacant (Chair)
- Vacant (Vice Chair)
- Mrs Lesley Berwick (Secretary)
- Mrs Nicola Livingston (Treasurer)

Contact details are available through our viewlands@pkc.gov.uk email address.

All parents and carers are members of the Parent Forum and are invited to attend Parent Council meetings and to vote at the A.G.M. of the Parent Council in June.

In addition our invited members are:

Staff reps Mrs Clare Cahalin, Mrs Ann Moir
Advisors Mrs Christeen Williamson (HT), Mrs Liesa Wallace (DHT)
and Mrs Nicola Wilson (DHT)

We also have a Fund Raising Committee (who are also member of the Parent Council) which meets regularly to plan and organise fun events for the school. Again they can be contacted for further information through the viewlands@pkc.gov.uk email address.

Parental Concerns

If a parent has a concern about their child, he/she should contact the school office, by telephone, email or in person, to arrange an appointment to speak to relevant staff. This may be the class teacher or a member of the management team. (Who this will be depends on the class your child is in). A meeting will be held as soon as possible. Concerns are always taken seriously and are listened to. Staff will explain their views, where appropriate children will give their views and together parents, staff and where appropriate, children will agree a positive way forward. Communication will be maintained until the concern is alleviated.

Any complaints received will be recorded and acknowledged and dealt with fairly in a sensitive manner. Every effort will be made to deal with your complaint as soon as possible. Any action taken will also be reported back to the complainant and a summary of the concern/query will be retained in the pupil records file. If the issue is not resolved to your satisfaction the complaint can be escalated to Perth and Kinross Council.

Viewlands School deals with complaints as part of Perth & Kinross Council's Complaints Handling Procedure. Information on this is available on the Council's website as follows: <http://www.pkc.gov.uk/complaints>

Attendance

It is a legal requirement that parents ensure that their children attend school regularly and punctually. Persistent low attendance and slack time keeping are disruptive to the learning of the individual child and the class. It may also be an early warning of other difficulties for the child's family. All schools monitor pupil attendance carefully and will proceed with the Council's Attendance Procedures. Further information and advice for parents can be found here: <http://www.pkc.gov.uk/article/17427/Attendance>

All children should aim to arrive at school on time. Our school doors open to pupils at 9.00am. If a child is to be absent from school, parents should **telephone** the school on the first morning of the absence to explain the reason for non-attendance and the duration of absence. Where no explanation is received by **9.30 a.m.** school staff will telephone parents / emergency contacts to ascertain the reason for absence.

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

Holidays taken in term time are classed as unauthorised absences. Plans to take such time off school should be put in writing to the Head Teacher. We urge parents to avoid absences due to holidays in term times and stress that absence from school can adversely impact on a child's learning and attainment.

Please note homework is not given at times of absence.

Communication with Parents

Parents are kept informed about the life, work and calendar of the school through our regularly updated School Website, Twitter feed, monthly newsletters and emails sent out by the School Office. We do rely on parents accessing this "electronic" information regularly as written reminders are not issued by the school. Text alerts are only sent out in emergency situations and when the School Office is open. Parents are asked to provide their email address/es on registration and should notify the school if this changes.

We hold a "Meet the Teacher" session early in the first term and organise parent curriculum events to share the intended learning and approaches that will be used that session. Parent Contact appointments are organised in the autumn and spring terms each year. This is an opportunity for you to have a 10 minute appointment with your child's class teacher to talk about your child's progress. In the final term of each school session you will also receive a written report on your child's progress from the class teacher.

Class "Learning Trees" are sent home at the start of a teaching block. These sheets give you information on the learning that will take place that term and any key information that you need to know. We ask that you use these to talk to your child about their learning and perhaps plan family events to augment the learning taking place in school. On a weekly basis your child will receive homework. At times they will also bring work home for you to look at.

We host curricular specific workshop style sessions for Parents/Carers over the course of a school year. Recent themes have been on Reading, Internet Safety, Co-operative Learning and Mathematics. We are always open to suggestions on other ways in which we can help communicate with parents/carers to support their child's learning.

We also hold Parent in Partnership meetings to which any parent is welcome to attend. This is a chance to learn more about the learning and teaching within the school and to support

the school through ideas building a partnership approach. Our Nursery also hold Nursery Natters this is a chance to come along and learn about the ongoing work in our nursery.

We do contact home whenever there is a concern or information that we need to share. This can be by phone, e-mail or letter. It is important that we have up to date contact details at all times. Children learn best when there is an “open” flow of communication between home and school and so we are more than happy to meet with parents if and when necessary to exchange relevant information with staff working with your child.

4. School Ethos

Viewlands is an inclusive school where everyone is valued as part of the Viewlands team and its community. At the very heart of our work is the ambition for each and every learner to be life-long effective contributors, responsible citizens, confident individuals and successful learners.

Our Vision, Values and Aims

GROW THROUGH LEARNING

We Value:

Respect
Honesty
Fairness
Cooperation
Tolerance
Friendship

Our Aims are to:

- provide a happy, safe and stimulating environment in which everyone can learn effectively and become confident individuals;
- promote and actively encourage independent learning through a balanced curriculum, enabling children to become successful learners;
- establish and maintain effective relationships between home, school and the wider community;
- foster citizenship, mutual respect and co-operation ensuring equal opportunities for all.

Working together as a school community is key to realising our vision and aims.

We are in the process of reviewing our aims.

Positive Behaviour Management

We expect, and usually get, high standards of behaviour at Viewlands School. We value the liaison between home and school and will contact parents if there are behaviour problems that are deemed serious or recurring. We have found that where school and parents are seen by the pupil to be working in partnership, most problems are solved with very little difficulty. If there are any circumstances which affect the child, e.g. bereavement, separation, it helps if we know this so we can take the situation into account when dealing with any “out of character” behaviour.

The majority of our discipline problems are minor and are effectively dealt with by class teachers and / or promoted staff. As a Perth & Kinross School, we use **Restorative Approaches** when resolving conflict. Staff are trained in facilitating restorative conversations which allows children to work through any conflict to come to a common solution. It also provides valuable skills and strategies for children to use successfully when managing relationships and potential disagreements as they arise, without adult intervention.

Where unacceptable behaviour becomes a major concern, full cooperation with parents is essential to resolve issues that arise. Class teachers and the HT/DHT will discuss concerns with parents and will seek advice if necessary from other agencies to support positive outcomes. If may be necessary, in extreme situations where a child poses a continued health and safety risk to pupils and staff, that the Headteacher will exclude a pupil from school for a period of time to allow further planning and support to put in place. Perth & Kinross Exclusion Guidelines (February 2016) are followed in such circumstances: <http://www.pkc.gov.uk/article/17425/Exclusion-of-pupils>

It is a fact that pupils are sometimes subjected to bullying behaviour during their school career. We wish to identify and deal with these problems as they develop as every child has the right to live without fear or intimidation.

Bullying can be defined as any form of intimidation of a child with any regularity. It could be physical, verbal, by gesture or by exclusion from a group and includes incidents perceived as "racist" or "sexist". It may be inflicted by an individual or by a group, over a long or short period of time. Bullying is a problem both for the victim and for the perpetrator and we must deal with both.

All reports of bullying are taken seriously and are investigated thoroughly. It is made clear to pupils that all bullying is unacceptable and every effort will be made to deal with both the behaviour and its causes.

Viewlands School has an Anti-Bullying policy. It adheres to the PKC Anti-Bullying Strategy. Both of these documents can be accessed on our school website. Bullying is a feature of our Health and Wellbeing programme. It is taught through the use of the Bounce Back resources, Restorative Approaches and departmental /whole school assemblies and events.

Specific incidents of bullying are logged and the numbers of instances of bullying and racist incidents are reportable to Perth & Kinross Council.

Viewlands Primary School Rules

At Viewlands we are reviewing our rules so that they are easily remembered and understood by all. We expect our pupils to be gentle, to be kind and helpful, to listen, to be honest, to work hard and to look after property. Our "rules" are:-

Respect, Responsible and Safe

We reinforce these rules during assemblies and celebrate pupil success through praise and Rewards using a token system that feeds into our School Clans system.

Health and Well Being

The school has a designated School Health Nurse, Suzanne Scott, who is based at Drumhar Health Centre, Perth and is contactable on 01738 564228. She visits the school regularly and is available to give advice to both the school staff and parents should they have any health concerns or require a referral to another health department.

As part of the School Health Surveillance Programme pupils are reviewed in P1 and P7. This involves a parent questionnaire and screening of height, weight and vision. Additional checks may be carried out throughout the school years in consultation with the pupil and parents / carers. All children are offered flu immunization in school in the Autumn term. Parents can withdraw their child from this if they wish.

If a pupil becomes ill or is injured in school, every attempt will be made to contact a parent. If parents cannot be contacted, the child will be sent home with the emergency contact. In the event of an acute injury or illness, and parents or emergency contacts have not been able to be contacted, the child will be transported to doctor or hospital by staff car, taxi or ambulance under the supervision of a member of staff. For minor bumps and bruises children are

treated by staff in school and a note is sent home with them at the end of the school day advising parents of the nature of the injury and the treatment given. Please note we have a number of staff trained in First Aid procedures.

Please keep the school informed of any medical conditions your child may have so that we can deal with these sensitively.

Infectious Disease Exclusion period suggested by the Health Board:

| | |
|--------------------------|---|
| Chicken Pox/ Shingles | 5 days from onset of rash Exclude only if rash is weeping and cannot be covered, e.g. with clothing |
| Measles | 4 days from onset of rash |
| Mumps | 5 days from onset of swollen glands |
| Rubella | 6 days from onset of rash |
| Whooping Cough | 5 days from commencing antibiotic treatment or 21 days from onset of illness if no antibiotic treatment |
| Impetigo | Until sores are crusted or healed or until 48 hours after antibiotic treatment has started |
| Ringworm | Until adequate treatment instituted |
| Scabies | Until adequate treatment instituted |
| Head Lice | Until adequate treatment instituted |

5. Parental Involvement

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

- taking forward sport
- assistance with gardening (run by parents, staff & pupils)
- helping within the classroom e.g. art work, cutting paper, filing
- supporting with Responsibility Groups aligned to our Health Promoting Schools status and ECO work - termly
- delivery of the cycling proficiency programme "Bike-ability Scotland" across the stages
- encouraging children to enjoy books e.g. reading stories to children, helping them to use the school library

Generally speaking, parent helpers will not work with children in an unsupervised situation. Risk assessments will be completed where appropriate and all Parent Helpers/Volunteers asked to sign our agreement. Parents/carers interested in helping in school should, in the first instance, speak to our Senior Management Team.

The school is keen that parents feel welcome in school especially when they are supporting class activities. We try to include grandparents and members of the community in some of our school events and often find that they can contribute useful information and memories for some of the class topics. We aim to keep good communication links with our school families. Our school newsletter is issued to all families normally every month and information about class learning goes out to parents / carers every term to help parents / carers support their child's learning at home.

The council's policy to support effective partnership working between school and home can be found by following the link: <http://www.pkc.gov.uk/parentalinvolvement>

6. Transitions

Traditional transition points are preschool to primary, stage to stage and P7 to secondary education. The transition process involves pastoral arrangements and effective continuity and progression of pupils' learning. At Viewlands Primary School a number of processes

and procedures are in place to allow individual pupils to feel valued and well prepared for the next stage of their education. These include the professional dialogue that takes place between teachers (within our school setting and across the sector with secondary colleagues) at points of transition, the sharing of evidence of progress in learning and pastoral issues, joint planning across the Curriculum Levels to facilitate continuity of experiences and learning.

Pupils with additional support needs may require an enhanced transition between classes or between nursery and primary one or primary seven – secondary. This will be decided through discussion with the Class Teacher, Pupil Support Teacher and parents.

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

Name: Perth Academy
Headteacher: Mr Jonathan Lothian
Address: Murray Place, Perth, PH1 1NJ
Tel No: 01738 458000
Website: <https://blogs.glowscotland.org.uk/pk/PerthAcademy>
Email: perthacademy@pkc.gov.uk

You will of course be aware that you can make a parental placing request to attend a secondary school, other than the catchment school.

Further information on how to make a placing request is available online at:
<http://www.pkc.gov.uk/article/17301/Placing-request>

7. The Curriculum

Our aim in Viewlands is to provide every learner with a coherent experience, where a broad range of learning activities and experiences combine to create a meaningful and valuable education - developing skills, deepening understanding, relevant to their aspirations, extending their world view. To that end the learning we provide is often structured in an inter-disciplinary manner within a motivating context, ensuring meaningful connections are made.

Every child is offered a wide range of learning opportunities in:-

- Literacy & English – including French from Nursery
- Numeracy & Mathematics
- Expressive Arts – Drama, Music and Art
- Health and Wellbeing – including PE
- RME
- Science
- Social Studies
- Technologies

We use the Scottish Curriculum for Excellence (CfE) to plan and assess pupils' learning. We aim to equip children and young people with the knowledge and skills they need in our rapidly changing world. Curriculum for Excellence brings real life into the classroom and takes lessons beyond it. It is soundly based on seven principles which mean that learning is broad, active, experiential, challenging, enjoyable, progressive and relevant. Our children are included in the planning of the learning allowing them to have certain elements of personalisation and choice in what and how they study.

More information is available from the Parent Zone website:

[https://education.gov.scot/scottish-education-system/policy-for-scottish-education/policy-drivers/cfe-\(building-from-the-statement-appendix-incl-btc1-5\)/What%20is%20Curriculum%20for%20Excellence](https://education.gov.scot/scottish-education-system/policy-for-scottish-education/policy-drivers/cfe-(building-from-the-statement-appendix-incl-btc1-5)/What%20is%20Curriculum%20for%20Excellence)

CfE is divided into Levels. The levels we will focus on in primary are:

- **Early Level** – pre-school – P1, or later for some
- **First Level** – children in P2 – P4, or later for some
- **Second Level** – children P5 – P7, or later for some

Class teachers plan using the experiences and outcome of CfE to offer a wide and varied curriculum for all children.

All learning is based on the principles and purposes of CfE. Our school policies and programmes of work help us plan much of the content of what children will be learning at each stage of their development. We ensure that Literacy, Numeracy and Health and wellbeing are fully integrated into all learning experiences, with plenty of opportunity for children to practise, reinforce and apply their knowledge and understanding from these core curricular areas.

In Viewlands, we are committed to seeing all our children become **successful learners**, developing the particular skills and attitudes that will help them to become **responsible citizens** and **effective contributors**. We work hard to offer challenging, enjoyable and relevant learning activities, often involving active learning, and requiring skills for independent or co-operative engagement. In all our learning we aim to enhance children's self-esteem so that they become **confident individuals**, offering opinions and exercising personal choice in their learning.

Class teachers plan the learning for our children in small groups, as a whole class or individually, to meet the needs of all. Each session we plan for opportunities for classes to work together as a year group. This offers children the chance to integrate socially and academically across a year group and widen their social network.

Our staff work together on in-service training days, and after school in working groups and in collegiate activities, to make sure that our teaching strategies and policies and programmes for learning are up to date, and our school improvement plan is achieved successfully. In this way our curriculum continues to develop and improve, enhancing learning experiences for the children.

We understand and appreciate that learning does not only take place in the classroom and so therefore offer opportunities for pupils to take part in a variety of general knowledge activities, road safety, Scottish dance, recitation, football, cricket, rugby, netball and badminton competitions. We encourage pupils to take part in these activities both as individuals and within teams. Wider achievements are recognised through CfE as an integral part of any child's education.

In line with Curriculum for Excellence, pupils have the chance to take responsibility and to be part of decision-making within class and the whole school in many ways. These include being part of one or more of our pupil groups – Pupil Council, Eco committee, Primary 7 captains and buddies, reading buddies, Digital Leaders and Clan Chiefs. This develops confidence and a sense of citizenship in our pupils. It also develops essential skills for learning, life and work. These skills of leadership, working with others, ICT, enterprise and problem solving are carefully planned for and are developed progressively from Nursery right through the primary years and beyond. Our school website has a page dedicated to Our Curriculum. <http://www.viewlands.pkc.sch.uk/Curriculum/>

Homework

Homework is given for a variety of reasons:-

- allow practice and consolidation of work done in class
- give opportunities for preparation of future class work
- develop skills in using libraries and other learning resources

- provide opportunities for pupils to plan and organise their time
- develop good working habits and self-discipline
- encourage pupils to be responsible for their own learning
- provide information for parents
- provide opportunities for parental co-operation, support and dialogue with the school

Homework will be set by class teachers on a Thursday with the return being the following Wednesday although extended pieces can be set. Occasionally it may be necessary for pupils to complete work for a task that will be continued in class. In this instance they may be required to hand it in the following day. Some topic based homework may be set for completion over a period of a few weeks. Reading homework is ongoing throughout the week.

When homework has been set, pupils are expected to make every reasonable effort to complete the task satisfactorily and by the due date.

Parents who experience difficulty in helping with homework should contact the school for advice and assistance.

Note: When children are off school due to illness or a holiday, homework is not sent home.

Religious Observance

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

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

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

In non-denominational schools, assemblies are the most common vehicle for delivering religious observance.

In Viewlands Primary School we offer a Religious and Moral education programme designed to promote understanding and to develop a child's own concept of spirituality. Learners find out about the beliefs and practices of all major world religions, and are encouraged to develop respect for others' beliefs, tolerance of difference and appreciation of diversity.

Our weekly assemblies are on moral issues such as right and wrong, and values such as fairness, justice, kindness, compassion, integrity and honesty. Typically they include community singing, presentations from classes or groups, wider achievements and sharing of good or interesting news. We reflect on faith and folk stories from a variety of religions and cultures. We recognise major Christian festivals of Harvest, Christmas and Easter.

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

In particular, parents should be reassured that the Religious Observance planned by the school adopts an open and respectful approach and does not seek to compromise the beliefs of any pupils or their families.

Where a child is withdrawn from Religious Observance, suitable arrangements will be made for the pupil to participate in a worthwhile alternative educational activity.

8. Assessment & Reporting

Assessment is an integral part of learning and teaching, and so we aim to use strategies that are both systematic and consistent, and that provide the necessary assessment information to plan next steps in a child's learning. Assessment strategies include:

- tracking pupil progress and indicating the strengths and development needs of individual pupils
- diagnosing learning difficulties and special aptitudes
- sharing **learning intentions** (WHAT) and **success criteria** (HOW) with pupils
- using formative assessment strategies to gauge the effectiveness of learning and teaching and to adjust teaching accordingly
- praising achievement however modest or outstanding and giving credit to genuine effort encouraging and aiding pupil self-assessment
- providing effective feedback so that teachers, pupils and parents have a shared understanding of progress and next steps
- sharing information with colleagues to ensure the continuity and progression
- moderating learning at school, cluster and nationally

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

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

Learning Trees are issued to Parents/Carers at the beginning of a teaching Block (***this may be termly, longer or shorter depending on the type of context being studied***) and outline the experiences and outcomes that are to be covered that Block.

Parents/Carers are provided with opportunities to share in the learning and progress through attending Shared Learning events, Showcases, Assemblies, School Shows and by seeing examples of progress when class work is sent home as well as in the form of the end of session summative Report.

Taking account of Curriculum for Excellence assessment guidelines, teachers will use their professional judgement to decide the level towards which each child is working. A teacher will collect evidence of that attainment from class work or may use a formal summative assessment to check his/her own judgement that a child has attained a level. As most children will normally take three years to cover the experiences and outcomes within each level, assessment is an ongoing process. Teachers use the recently produced national benchmarks in literacy and numeracy to measure progress and the achievement of levels. (Available to view on our website.) As part of our assessment process we use the Scottish National Standardised Assessments (SNSA) within Primary 1, Primary 4 and Primary 7. More information regarding SNSA's can be found on the website

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

This assessment data is scrutinised and discussed by the senior management team and class teachers and used to inform next steps. This process allows for interventions to be planned to meet children's needs and for school improvement priorities to be identified and actioned.

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

9. Support for Pupils

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

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

There are organisations specified by Scottish Ministers which provide advice, further information and support to parents of children and young people with ASN. These organisations are identified under The Additional Support for Learning (Sources of Information) (Scotland) Amendment Order 2011 as:

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.”

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

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

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

10. School Improvement

The main achievements of Viewlands 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. This document also details trends in overall school performance at P1, 4 and P7 in early, first and second level CfE attainment in literacy and numeracy.

<http://www.pkc.gov.uk/article/17560/Viewlands-Primary-School>

<http://www.viewlands.pkc.sch.uk/School-Improvement-Plan/>

These links also take you to our current School Improvement Plan which details the focus and outcomes of planned improvements over the current school session. Our school improvement plan is based on self-evaluation and the priorities of the National Improvement Framework for Scottish Education.

<http://www.gov.scot/Resource/0051/00511513.pdf>

Our Nursery and Primary provision was inspected by Education Scotland Inspectors in **October 2014**.

The Inspection process evaluates a school's capacity to improve and answer the following questions.

- How well do children learn and achieve?
- How well does the school support children to develop and learn?
- How well does the school improve the quality of its work?

In providing answers to these questions, inspectors use quality indicators from 'How good is our school?' to support evaluations and provide information on how the school can improve. Viewlands Primary School report from our local QIO's confirmed our own focus for continued improvement that had been included in our own School Improvement Plan.

A copy of this report can be viewed at:

http://www.pkc.gov.uk/media/32372/Viewlands-Primary-Standards-and-Quality-Report/pdf/Viewlands_S_Q_report_2016-17

11. School Policies & Practical Information

Authority Education Policies and Services

The authority website provides information on policy.

School enrolment to include primary, placing requests and composite classes

<http://www.pkc.gov.uk/article/17304/Composite-classes>

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

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

Information of Educational Psychology Services

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

Primary School Meals and free fruit

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

Arrangements for Emergency Closure

EARLY CLOSURE (DURING THE SCHOOL DAY):

SEVERE WEATHER CONDITIONS - HEAVY SNOW, WIND, FLOODS

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

CLOSURES OUTWITH SCHOOL HOURS: SEVERE WEATHER CONDITIONS

This link below will detail information about school closures:

<http://www.pkc.gov.uk/Schoolclosures>. Our website and twitter feed will also be updated.

Note: in such circumstances text and email alerts will not be sent out as these can only be sent by Office staff from our School Office.

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; our school playground will be in a similar condition.

EMERGENCY ARRANGEMENTS

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

Organisation of the School Day

All Primary Classes:

8:58 - 9:00 a.m. The children will line up outside in their classes ready to be met by their class teacher at 9:00 who will bring in the line. Prior to entering their class each pupil will be welcomed by their teacher after which the children are expected to organise themselves and register their lunch and attendance ready to start learning.

Morning Interval:

10.40 -11.00 a.m. Outdoor playtime for all children

Lunch time:

P1 - P2: 12.15 -1.10 p.m.

P3 - P7: 12:30 – 1:25 p.m.

Due to the capacity of our dining area we have to operate a split lunch system. There are two lunch sittings. Only pupils who register for a home lunch are permitted to leave school.

End of School Day:

3.15 p.m. Children are **escorted** to their respective exit doors by class teachers.

Nursery Session Times:

Morning session 8.45 a.m. - 11.57 a.m.

Afternoon Session 12.03 a.m. - 3.15 p.m.

Full day session 8.45 a.m. - 3.15 p.m.

School Holiday dates and School Events

Our school website is updated on a weekly basis and includes, on the home page, our Twitter feed. There is a calendar of school events which everyone can access and this details what's coming up at Viewlands. Information in the main is sent out by email to parents with very little information being sent home on paper. It is therefore important that you keep us updated with your email address. If you would like paper copies of communications please contact the School Office.

School holiday for the current and forthcoming school sessions are detailed on:
<http://www.pkc.gov.uk/schoolholiday>

Uniform and Clothing

Viewlands Primary is very proud of its school uniform. It is an integral part our school identity. Staff and parents support this tradition and therefore strongly encourage our pupils to wear their school uniform with pride.

Our school uniform is as follows:

Outdoor Clothing

- navy warm reversible jacket with school badge (available to purchase from school office)
- blazer with school badge
- navy jacket, coat or fleece

Pupil Uniform

- grey/navy trousers, shorts, skirt or pinafore
- grey/ navy V-neck pullover or cardigan
- grey / navy / white socks or tights
- White shirt
- school tie
- Black / navy school shoes / boots
- blue and white stripe or check dress (summer only)

P.E. Kit

Indoor Kit

- gym shoes/trainers
- navy shorts
- white t-shirt (Viewlands t-shirts can be purchased from the school office)
- gym bag (Viewlands gym bag available to purchase from school office)

Outdoor Kit

- warm tracksuit (preferably navy or grey)
- white t-shirt
- outdoor trainers

In the interest of Health and Safety long hair must be tied back and ear-rings and other articles of jewellery must be removed for Physical Education lessons. If your child's ears have just been pierced, they must come to school with their ears taped or, in the case of older children, have their own tape and be responsible for covering up the earrings.

All articles of clothing, school bags etc. should be clearly marked with the child's name. This saves a lot of time and effort and ensures the lost articles are returned quickly.

Educational Trips

To make learning interesting and relevant to their pupils, class teachers often arrange outings and trips of an educational nature. All such trips are fully risk-assessed to ensure pupil safety. Parents will be asked to contribute to the cost of these trips, but wherever possible we subsidise from School Funds. When a pupil enrolls at Viewlands their parents are asked to sign a blanket consent form covering school outings. This may be used to cover short local trips e.g. **a walk, a trip to another school, a shopping trip for school needs**. It is, however, our practice to issue a separate permission slip for trips that take us further afield e.g. **class outings, football team fixtures**

We organise annually for P7 pupils a residential opportunity. This activity is part of the P7 transition programme and is used as an opportunity to widen friendship groups across our P7 year group. Details are provided to parents at time of booking the event.

Extra-Curricular Activities

At various times of the year we offer such activities as football, netball, scripture snacks and music clubs depending on the expertise of staff willing to take a club.

Senior pupils also run a variety of clubs at lunchtimes. These are supervised by school staff and allow the children to share their skills with others.

If you have an expertise and would be interested in supporting a club or running one for the school, please contact the senior management team to discuss.

Viewlands Kids Club

Viewlands Kids Club offers after school childcare, term time only, from 3:15pm until 6pm and is registered with the Care Inspectorate.

The Kids Club is based in the Assembly/Dining Hall and offers a wide range of play activities, both indoors and outdoors to suit the individual needs of the children attending.

Opening Times

3:15pm – 6pm Monday to Friday Term Time 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 Viewlands Kids Club 01738 473079. For general enquiries please contact the Early Education and Childcare Strategy Team on 0845 601 4477 or the Childcare Supervisor on 07961 555 041.

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, we aiming to become a cashless school. As a Perth and Kinross Council School we encourage all parents to use this system as it is not only convenient for yourselves but will also save time in school administration. You will receive more information on this including an Activation Letter when you child joins us. From August 2020 our school will be completely cashless. The use of Parent Pay will therefore be essential.

School Meals

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

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

Parents paying for a school meal must pay in advance of the meal being taken. 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.

School lunches currently (from April 2019) cost £2.15 per day.

School Registration

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

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

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

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

If you are considering Viewlands as a potential school to send your child/ren to, please contact the school office to arrange an appointment. A member of the School Management Team will show you around the school and will answer any questions you may have.

Security- Visitors to School

You will appreciate that security is a very important issue for us in school. It is vitally important that we know exactly which adults are in school at any given time and for what purpose.

We have a security entry system at the main front entrance and the Nursery door and we ask that all parents enter by these respective doors. Entry to school is only during the hours of 8.50 a.m. - 3.30 p.m. due to office staffing/opening hours, unless you have a prearranged meeting with a member of school staff outside these hours. Once inside the building, parents are asked not to open doors to any other adult, even a known one; from time to time a parent may be temporarily or permanently denied entry due to family disputes or legal issues. Similarly children do not open the internal / external doors for visitors either. They are reminded of this regularly.

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

Health Care

Viewlands Primary School is a Health Promoting School. This involves having a clear focus on healthy eating in school and in delivering a wide-ranging Health Programme for all learners, Nursery through to P7. We work in partnership with Health agencies to provide the best Health care for our pupils. Both Speech and Language Therapy and Occupational Therapy can be accessed [within their limited resources] for pupils in need of this service. The School Health service supports the school in ensuring our children's health needs are met. All P1 children have a 5 year old vision, height and weight check. At other stages of the school hearing and vision tests are carried out if concern is expressed by parents or teachers. Parents will be notified if there is a need for the School Nurse to examine their child and will be invited to be present. Occasional dental checks are carried out usually in P1 and P7. (Parent consent is required)

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 Head Teacher know whether this information should be shared with relevant school staff or whether they wish it to be held in confidence.

It is school policy that staff do **not** administer medication to pupils. Pupils, who are able to administer their own medication, may do so, under the supervision of a member of staff. Medicines will be stored in the locked cabinets in the school office/fridge.

Medication may be brought to school only after completion of the relevant consent form.

Where children are too young to self-administer medicines, parents will be asked to make suitable arrangements for themselves or another adult to take responsibility. If there are difficulties, parents will be referred to the HT or D.H.T. Support for Learning Staff may make special arrangements with parents to administer medicine to pupils with special needs.

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>

We have five trained First Aid Officers in school and many of our support staff have undertaken basic first aid training to enable them to deal with minor injuries that happen from time to time. Parents are contacted if necessary.

Statutory safety regulations applying to all aspects of school life have to be observed while the children are at school. These include fire safety, road safety etc. Fire drill practices are held during the session and valuable help is received from the local Fire Services, during their annual inspections.

Each school has a designated Health and Safety Officer and Mrs Christeen Williamson is responsible for monitoring the Health and Safety of staff and pupils at Viewlands.

Traffic Around our School

In order to ensure the safety of the pupils we ask for the co-operation of parents when it comes to the transporting of children to and from school. Illegal parking on the yellow zig zag lines outside the school gate is **not** a safe place to drop off and collect children. Similarly, the school car park is extremely busy with staff cars, authorised transport and delivery vehicles. Parents should **not** bring their vehicles into the car park at either end of the school day. Children should be met at one of the two entrances into the playground.

Children's safety and well-being **MUST** be everyone's priority. We urge all of you who are transporting children to:

- Observe and follow all signage and parking lines painted on the roads around the schools, particularly Viewlands Road, Murray Place, Oakbank Crescent, Oakbank Place and Fraser Terrace
- Drop children/young people off a little distance from the main access gates, allowing them to walk and cross with the crossing patrollers
- SLOW DOWN
- Bring children/young people to school in good time negating the need to drop off as close to a school entrance as possible due to time pressures
- The school grounds **MUST** only be accessed by staff vehicles and vehicles with a **DISABLED BADGE** and the designated parking spaces should be used.
- Vehicles without a disabled parking badge should not use the school grounds before 9.00 a.m. and only after 3.45 p.m.

The issue of traffic in and around our schools is being taken up by our Parent Councils and with Perth & Kinross Council. Parking attendants do attend periodically and will issue penalty notices which incur fines. If you have a concern about careless driving contact Police Scotland on 101 with as much information as you can.

Instrumental Tuition

There will be opportunity annually for those interested to apply for instrumental tuition through the local authority at a subsidised cost; families in receipt of benefits will be offered reduced fees. Currently we are offered String, Brass and Piano tuition.

The link below explains grants/benefits in relation to musical tuition costs
<http://www.pkc.gov.uk/article/19741/Instrumental-Music-Service>

12. Name of Child Protection Officer

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

The Child Protection Officers are currently the Head Teacher, **Mrs Christeen Williamson**, Depute Head Teachers, **Mrs Liesa Wallace** and **Mrs Nicola Wilson** and Class Teacher **Mrs Fiona Rennie**. 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 Head teacher informed. At all times of concern we act responsibly to protect the child and to keep parents fully informed.

GIRFEC

Getting it right for every child (GIRFEC) is the Scottish Government's approach to promoting the wellbeing of children and young people. Wellbeing is described by 8 'indicators':

| | | | | |
|------|-----------|-------------|----------|--------|
| Safe | Healthy | Achieving | Nurtured | Active |
| | Respected | Responsible | Included | |

These eight words help everyone to understand wellbeing in the same way and use the same language to talk about it. Sometimes the initials of the words are used, and the wellbeing indicators are referred to as SHANARRI.

The vast majority of Scotland's children and young people get all the help and support they need from within their families and their wider, local communities. But at times a child, young person or family might need extra help or support. The GIRFEC approach aims to make it as easy as possible for any child or young person (and their parents) to get the help or support that they need. Within schools, key staff are available to children, young people and their parents/carers to provide help, advice or support should they choose to make use of it.

The Child or Young Person's Plan is one single plan which coordinates all the services and agencies involved in supporting a child/young person, will help ensure that everyone works together to deliver better outcomes for the child or young person who needs additional support and their family.

13. Nursery

Each nursery provision will have a defined locality which may not be the same as the primary school catchment area. Localities are agreed and registered with the Education Services within Education & Children's Services. Parents of children attending nursery should be aware that a place in a local authority managed nursery class does not give children priority in gaining a place in the same school when enrolling for primary school. Entitlement to primary school is determined by the child's home address. The designated nursery provision for this school is Viewlands Primary School Nursery.

Further details of nursery provision in Perth and Kinross are available in the Council's "Policy & Guidelines for Admission to Nursery Schools and Classes for School" can be accessed on: <https://www.pkc.gov.uk/families>

Our Nursery class has its own separate Nursery Handbook. This is available from the School Office and is on our School Website.

At Viewlands, we are committed to working with parents to provide the best education for all children. We will inform you about what we teach and about how we teach it and we will consult with you, wherever possible, on issues which affect your children. We welcome parents in the school both when you wish to discuss issues with us and as classroom helpers.

We ask you to support your children's learning at home and school and to help your children to aspire and to develop to the best of their abilities. We ask you to work with us to encourage children to take responsibility for their own learning and the development of their own abilities to the full.

By working together we can ensure that we give our children the best education possible.

Christeen Williamson, Head Teacher

November 2019